



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**  
**September 15, 2020**  
**6:00 pm\* in the Civic Center**  
**Agenda**

- I. **Call to Order-**
  - A. Pledge of Allegiance
  - B. Moment of Silence
  - C. Approval of Agenda
- II. **Consent Agenda-**
  - A. Approval of minutes from the August 18, 2020 Regular Meeting
  - B. Resolution recognizing the Retirement of Mike Mills from NCDOT
  - C. Approval of Proclamation for Constitution Week 2020
  - D. Analysis of financial position of the Town of Jamestown
  - E. Analysis of the financial position of the Jamestown Park & Golf Course
  - F. Budget Amendment #7
  - G. Notification of Advances
- III. **Public Comment**
- IV. **Old Business-**
  - A. Consideration of approval of Coronavirus Intergovernmental Agreement- Kenny Cole, Town Manager
  - B. Consideration of approval for Order of Demolition for property located at 301 Lee Street- Matthew Johnson, Assistant Town Manager/Director of Planning
  - C. Consideration of Adoption of Certificate of Sufficiency- Matthew Johnson, Assistant Manager/Director of Planning
  - D. Consideration of approval of Resolution Fixing Date of Public Hearing on Question of Annexation pursuant to G.S. 160A-31- Matthew Johnson, Assistant Manager/Director of Planning
- V. **New Business-**
  - A. Jamestown Park & Golf Course Greens Report- John Crowe, Golf Maintenance Superintendent
- VI. **Manager/Committee Reports-**
  - A. Manager Report
  - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

\*Please note time change

**Working Agenda for the September 15<sup>th</sup> Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	<b>I. Call to Order</b>	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>II. Consent Agenda</b>		
6:05 pm	A. Approval of minutes from the August 18, 2020 Regular Meeting B. Resolution recognizing the Retirement of Mike Mills from NCDOT C. Approval of Proclamation for Constitution Week 2020 D. Analysis of financial position of the Town of Jamestown E. Analysis of the financial position of the Jamestown Park & GC F. Budget Amendment #7 G. Notification of Advances		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	<b>IV. Old Business</b>		
6:30 pm	A. Consideration of approval of Coronavirus Intergovernmental Agreement	Call on K. Cole	Cole to give Council an overview of the Coronavirus Intergovernmental Agreement. Cole to request that Council approve the Coronavirus Intergovernmental Agreement as presented. Council Member makes a motion to approve/deny the Coronavirus Intergovernmental Agreement as presented. Council Member makes a second to the motion. Then vote.
6:45 pm	B. Consideration of approval for Order of Demolition for property located at 301 Lee Street	Call on M. Johnson	Johnson to present the order of demolition for 301 Lee Street to Council. Johnson to request that Council adopt the Order of Demolition. Council Member makes a motion to adopt/deny the Order of Demolition for 301 Lee Street and direct staff to schedule the demolition. Council Member makes a second to the motion. Then vote.
7:00 pm	C. Consideration of Adoption of Certificate of Sufficiency	Call on M. Johnson	Johnson to present the Certificate of Sufficiency to Council. Johnson to request that council adopt the Certificate of Sufficiency as presented. Council Member makes a motion to approve/deny the Certificate of Sufficiency as presented. Council Member makes a second to the motion. Then vote.
7:15 pm	D. Consideration of approval of Resolution Fixing Date of Public Hearing on Question of Annexation pursuant to G.S. 160 A- 31	Call on M. Johnson	Johnson to present the Resolution Fixing Date of Public Hearing on Question of Annexation pursuant to G.S. 160A-31 to Council. Johnson to request that Council approve the Resolution which would set the public hearing date on the annexation request for the Regular Town Council meeting on January 19, 2021 at 6:00 pm in the Civic Center. Council Member makes a motion to approve/deny the Resolution Fixing Date of Public Hearing on Question of Annexation pursuant to G.S. 160A-31 which would set the public hearing date for the Regular Town Council meeting on January 19, 2021 at 6:00 pm in the Civic Center. Council Member makes a second to the motion. Then vote.
7:25 pm	<b>V. New Business</b>		
7:25 pm	A. Jamestown Park & Golf Course Greens Report	Call on J. Crowe	Crowe to present his report on the greens at the Jamestown Park & Golf Course to Council.
	<b>VI. Manager/Committee Reports</b>		
	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Town Council.
	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
	<b>VII. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
	<b>VIII. Other Business</b>		
	<b>IX. Adjournment</b>		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the August 18th Regular meeting

**AGENDA ITEM #:** II-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** September 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the August 18th Regular Town Council meeting

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**ATTACHMENTS:** Minutes from the August 18, 2020 Town Council meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends the approval of the consent agenda.

**BUDGETARY IMPACT:** N/A

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

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

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**DRAFT**

**Regular Meeting of the Town Council  
August 18, 2020  
6:00 pm in the Civic Center  
Minutes & General Account**

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

**Staff Present:** Kenny Cole, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Scott Coakley, & Beth Koonce, Town Attorney

**Visitors Present:** Cliff Paddock

**Call to Order-** Mayor Montgomery called the meeting to order.

- 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.

Cole requested to add item "II-J Budget Amendment #6" to the Consent Agenda.

Council Member Wolfe made a motion to approve the agenda for the August 18<sup>th</sup> Regular Town Council meeting. Council Member Straughn 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 July 21, 2020 Regular meeting
- Approval & Sealing of the July 21, 2020 Closed Session minutes
- Reappointment of Sarah Glanville and Russ Walker to the Planning Board
- Resolution directing the Clerk to investigate a petition received under G.S. 160A-31
- Analysis of financial position of the Town of Jamestown
- Analysis of the Jamestown Park & Golf Course
- Budget Amendment #5
- Notification of Advances
- Update on Sidewalk Projects
- Budget Amendment #6

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 directing the Clerk to investigate a petition received under G.S. 160A-31, Budget Amendment #5, & Budget Amendment #6)

**Public Comment-** Nobody signed up.



Old Business-

- Public Hearing to consider an amendment to the Town Code of Ordinances: Chapter 30: Town Council- Cole stated that Council had discussed changing the time of their Regular meetings from 6:30 pm to 6:00 pm during their June 16<sup>th</sup> meeting. He added that the Town of Jamestown's Code of Ordinances would need to be amended in order to change the meeting time. A public hearing was required in order to amend the Code of Ordinances.

Mayor Montgomery opened the public hearing to anyone that would like to speak on the issue. There was no one. Mayor Montgomery closed the public hearing and opened the floor to Council for discussion.

Council Member Wolfe made a motion to amend Chapter 30 of the Town Code of Ordinances. Council Member Straughn made a second to the motion.

Weiner took a roll call vote as follows:

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

The motion passed by unanimous vote.

(Amendment to the Town Code of Ordinances: Chapter 30: Town Council)

- Consideration of amendment to the Town Council Rules of Procedure- Cole stated that the Rules of Procedure would need to be amended to reflect the meeting time change. He requested that Council change "6:30 pm" in the second sentence under "Rule 9: Regular Meetings" to "6:00 pm."

Council Member Straughn made a motion to approve the amendment to the Town Council Rules of Procedure. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Amendment to the Town Council Rules of Procedure)

- Consideration of amendments to Town Council Regular Meeting Schedule- Cole stated that the Town Council Regular Meeting Schedule would need to be amended in order to reflect the new meeting time. He noted that the meetings from September through January would be recorded as starting at 6:00 pm instead of 6:30 pm.

Council Member Straughn made a motion to approve the amended Town Council Regular Meeting Schedule. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Amended Town Council Regular Meeting Schedule)

- Consideration of approval of Parks and Recreation Master Plan- Johnson stated that Council had discussed the Parks and Recreation Master Plan at their July 21<sup>st</sup> Regular meeting. He said that Council had directed staff to request that the consultant provide a cost estimate for an alternate plan that would keep the baseball fields in their current location. He noted that the quote was in their packet and that the estimated cost for the additional plan would be \$2,050. He stated that he was available to answer any questions that Council may have. He added that Scott Coakley, Parks and Recreation Superintendent, was also present if they had any questions for him.

Council Member Wolfe stated that she appreciated all the work that the Steering Committee, staff, and the consultant had put into the Plan. However, she said that it was important to have another plan that would keep the baseball fields at the Jamestown Park. She spoke about the details of the amendment to the project with Johnson.

Johnson said that there had not been any plans done that would keep the baseball fields in their current location. He added that the developers that were working on the Johnson property had offered to donate a 30 acre tract of land for a recreation amenity to the Town. He noted that staff believed it would be a good location for the ball fields. Johnson stated that the developer had offered to build the fields to the Town's specs, donate them, and allow the Town to operate the fields at that location. He said that the original scope of the Parks and Rec Master Plan was to consider new types of uses and amenities that would be eligible for PARTF funding.

Mayor Montgomery asked Johnson if there was a timeline that required the Plan to be approved in the near future. He said that it did not necessarily need to be approved immediately. However, he added that staff wanted to make sure that the efforts that were put into the Plan's creation were not futile. Mayor Montgomery said that she thought it may be wise to wait to approve the Plan until there was more clarity about the potential recreation donation.

Council Member Capes noted that the Plan detailed a multi-million dollar project. He added that there was a significant amount of repair that would need to be done to the ball fields.

Johnson stated that Coakley could present the quotes that he had received regarding the repairs to the baseball fields.

Council Member Rayborn added that that the repairs to the ball fields were not actually as expensive as they seemed if they were compared to the cost of the upgrades included in the Master Plan. She believed Council should reconsider the approval of the Master Plan at a later date.

Council Member Capes encouraged everyone to consider the Master Plan in stages and what would be actionable in Phase 1. He noted that some of the upgrades included within the Master Plan could be made without spending the entire amount. He highlighted that the Plan could be revised and that the baseball fields could be included at a later date.

Council Member Rayborn stated that the Plan could not be amended if the Town were awarded grant funding.

Coakley thanked Council for taking the time to consider the upgrades to the Jamestown Park. He stated that the baseball fields were in dire need of repair. He said that the lights on the fields

had been an issue for several years. He added that he received a quote for the installation of lights and that it would cost the Town between \$318,000 and \$325,000. He noted that the cost did not reflect the cost of repairing the drainage issues, irrigation, scoreboards, concession stands, or the fences. Coakley added that he would continue to get quotes for the rest of the repairs.

Council Member Capes asked about the size and the age of those that could utilize the fields for baseball. Coakley stated that the players would age out of using the fields at 12 years old.

Council Member Straughn discussed the details of the quotes with Coakley.

Council Member Capes discussed the details of the grading issues of the fields with Coakley.

Council Member Wolfe spoke about the cost estimate included in the amendment. She asked Johnson if the consultants would provide a cost estimate of all the necessary repairs to the baseball fields if the amendment were approved. Johnson stated that the consultants would use the cost of improvements to baseball fields from previous plans they had worked on and would provide that information to Council.

Council Members continued to discuss the Master Plan with Johnson.

Council Member Rayborn stated that the condition of the ball fields and the pertinent repairs had been discussed by the Town Council for years. She said that she was under the impression that the ball fields were going to be included in the Master Plan when it came time to create a new one.

Council Member Capes said that there was a lot of effort that was put forth throughout the creation of the Plan. He stated that he did not believe that additional money needed to be spent to create an additional plan. He added that the Master Plan would just provide a starting point for potential improvements. He said that he was not against keeping the fields, but he did not want to delay the approval of the current Plan.

Cole stated that Council could approve the Plan as presented and then direct staff not to move forward with the changes until a later date.

Council Member Wolfe said that she believed Council either needed to approve the budget amendment for an additional plan or the Master Plan would not be approved.

Johnson recommended that Council not spend the money for an additional plan at that time. He said that if they wanted to keep the fields where they were that they needed to set aside about \$1 million for the repairs. He added that the money may be better spent when the time came to discuss the Johnson property with McAdams consulting firm. He stated that the Master Plan was essentially for the application for the PARTF grant which required new recreational uses at the Jamestown Park.

Mayor Montgomery stated that she wanted to wait to vote on the approval of the Master Plan until everyone had additional information about the proposed Johnson property development.

Council Member Capes said that it could be years until there were concrete plans for the recreational amenity that may be provided by the developers. Johnson stated that the plan for the potential development would have to go through the appropriate planning process. He noted that the Planning Board and the Town Council needed to be very clear about what they wanted to see in that recreational area before it was brought to Council for a final vote.

Council Member Capes stated that it would be at least a year before the recreational area at the Johnson property was decided upon. He noted that whomever was elected to be on Council at that time would realistically want to have their visions for the Jamestown Park included in a Master Plan. He was concerned that the effort that was put into the creation of the Plan would be futile.

Council Member Wolfe said that she did not think that the approval of the Master Plan should be based on something that was so uncertain. She said that she had wanted to salvage the time and effort that went into the Master Plan by having an alternate option that kept the ball fields. She said she was either in favor of approving the amendment for an additional Plan or tabling the issue to a later date.

Council Member Capes reiterated that he did not think the Town needed to spend additional money.

Council Member Straughn stated that he disagreed. He said that he appreciated all the work that went into the Master Plan. However, he had spoken to a several citizens that were concerned about the baseball fields being removed.

Council Member Capes stated that if there were going to be Council representatives that serve on Committees that the communication needed to be improved.

Council Member Rayborn stated that a decision regarding the Plan should be postponed to a later date.

Council Member Wolfe agreed that there was a communication issue because Council was not aware of the fields being removed from the Plan.

There was no motion made on the issue. Mayor Montgomery stated that the approval of the Plan would be postponed until more discussion was necessary.

- Consideration of amendment to lease agreement with Jamestown Public Library- Cole stated that the lease agreement had been discussed at the previous Town Council meeting. He said that he and Gallman had spoken with Gary Hanes about the agreement. Cole stated that the Town had entered into the original lease agreement in 1995 and it had been extended to 2025. He noted that the amendment would make the Town responsible for some of the anticipated library building improvements. He highlighted that the Town owned the building and that staff was striving to maintain the Town's assets. Cole requested that Council approve the amendment to the lease agreement.



Council Member Straughn made a motion to approve the amendment to the lease agreement with the Jamestown Public Library as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of contracts with nonprofits in order to provide services for the Town of Jamestown- Gallman stated that the contract included in the Council packet was for library services. She noted that it was not related to the lease agreement. Gallman added that the contract would specify the amount of money that the Town would pay the library to provide library services. She stated that the amount that was proposed in the contract was \$52,000. She requested that Council approve the contract for library services.

Council Member Straughn made a motion to approve the contract with the Jamestown Public Library to provide library services with the proposed \$52,000 amount. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

#### **New Business-**

- Consideration of permit request for the Jamestown Rotary Christmas Parade- Paddock presented the permit request for the annual Christmas Parade on behalf of the Rotary Club. He stated that he was requesting the approval of a permit for the Christmas Parade. He noted that the parade was scheduled for December 6<sup>th</sup>. He said that he was also requesting some nonprofit funding to pay for the cost of postage and law enforcement. Paddock added that the Rotary Club was aware that the Christmas Parade may not happen because of Coronavirus restrictions. He said that they were going to plan for the event with the hope that it would be a possibility by December. Paddock stated that he knew that the Town could not fund an event that did not happen. He said that he would like to modify his request for \$950. He noted that he was requesting that the Town reimburse the Rotary Club with the contingency that the parade would actually be held.

Council Members expressed their gratitude to Paddock and the Rotary Club for their hard work on the Christmas Parade.

Council Member Straughn made a motion to approve the special event permit request for the Jamestown Rotary Christmas Parade as presented. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of appointment of ETJ Planning Board Member- Weiner stated that there was currently a vacancy for an ETJ Planning Board Member. She said that Robert Lichauer had stepped down from the Board. Weiner added that Jason Spangler was currently serving as the ETJ Planning Board Alternate, but he could not be physically present at the meetings due to the Coronavirus. Weiner stated that Cara Arena had applied to serve as the new ETJ Planning Board Member. She requested that Council appoint Arena to fill the vacancy.

Council Member Wolfe asked if Arena was the only person that had an application on file. Weiner stated that it was the only one on file.

Council Member Straughn made a motion to appoint Cara Arena to serve as the new ETJ Planning Board Member. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Coronavirus Intergovernmental Agreement- Cole stated that Guilford County had approved funding for municipalities within the County that had been impacted by the Coronavirus. He noted that the Town of Jamestown had been approved for up to \$40,070. He added that the money could only be used for Coronavirus related expenses. However, he said that the Town would have to apply to FEMA for relief before being eligible for the funding from Guilford County. He stated that the funds would cover expenditures between the dates of March 27<sup>th</sup> and December 30<sup>th</sup>. He requested that Council approve the Coronavirus Intergovernmental Agreement.

Council Member Wolfe asked Koonce if she had reviewed the contract. Koonce said that she had not.

Council Member Wolfe stated that it takes a long time to get reimbursement from FEMA. She asked if the County had set a deadline for the requests for funding. She added that it could take a couple of years to get anything from FEMA.

Gallman said she knew that some other Counties had similar contracts. However, she noted that they did not require municipalities to apply to FEMA first.

Council Member Wolfe stated that it seemed like it would be difficult for the Town to actually receive money from the County. She also noted that the indemnity clause required the Town to reimburse the County with interest if the Town received money for an ineligible expenditure.

Cole said he thought it was essentially a placeholder in case the Town did meet the required threshold for relief.

Council Members discussed the details of the contract with staff. Gallman stated that there would be single-audit costs associated with a FEMA grant. She added that the Town did not have enough Coronavirus related expenditures to offset the cost of the required audit. She noted that the County would only reimburse the Town if FEMA did not provide relief for the Town.

Koonce stated that it seemed that Gallman was hesitant about whether the agreement was worthwhile for the Town. She added that she could review the contract for Council and speak with staff about the agreement.

Council Member Wolfe requested that Cole contact other Town Managers in the County in order to determine if they approved the agreement.

Council Member Wolfe made a motion to continue the consideration of the Coronavirus Intergovernmental Agreement to the September 15<sup>th</sup> Regular meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

#### **Manager/Committee Reports-**

- Manager Report- Cole presented his monthly report to Council. He noted that the Town had hired a new employee in the sanitation department. He highlighted that David Ingram was featured in the employee spotlight.

Council Member Wolfe stated that the houses on the Oakdale Cotton Mill property still looked dilapidated. Cole said that he had been in communication with the owner of the property. He added that they had put locks on some of the doors in order to make the homes more secure. Council Members discussed the next steps to address the condition of the Oakdale Cotton Mill with Cole. Council Members agreed that it may be time to move forward with condemnation.

Koonce said that it may be possible to properly secure the homes and the mill by boarding everything up without demolition. She noted that condemnation would be a more complicated process. Council Members discussed whether or not the property was designated as an historic landmark with Johnson. Council decided to table the item until their regular September 15<sup>th</sup> meeting.

- Council Member Committee Reports-
  - Council Member Wolfe stated that the Benchmark consultants had held several in-person and virtual meetings with people throughout the community. She added that there would be a virtual Comprehensive Plan Steering Committee meeting on August 31<sup>st</sup> at 4:00 pm.
  - Council Member Rayborn said that the Planning Board had met last Monday. She noted that the meeting allowed for Diamondback to give a presentation on the Johnson property development plans. She added that the Planning Board had begun to speak about several issues including school overcrowding and buffer areas. She stated that the next meeting would be held on August 24<sup>th</sup>.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Capes stated that he would like to discuss the maintenance of the Golf Course. He added that he had taken several pictures that day of the area. He believed that the equipment needed to be better organized and that the general standards of the area needed to be raised. Council Member Capes said that there needed to be a focus on capitalizing on the business aspects of the Golf Course. He stated that it may be beneficial to look at the Golf Course in terms of the hospitality and the customer service that they provide. He added that the leaders at the Golf Course would need to work together in order to make positive changes.

Council Members discussed the photos that Council Member Capes had taken around the Golf Course.

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

The meeting ended at 7:45 pm.

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Mayor

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Town Clerk

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**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 recognizing the Retirement of Mike Mills from NCDOT

**AGENDA ITEM #:** II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** September 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

Mike Mills has retired from the North Carolina Department of Transportation (NCDOT) after 45 years of service. He worked as the Division 7 Division Engineer at NCDOT for 21 of those years. The Town of Jamestown is located within Division 7. Mike Mills was instrumental in helping the Town complete several sidewalk projects and the East Fork Pedestrian Bridge. The Town of Jamestown would like to recognize Mills for all of his hard work and support!

**ATTACHMENTS:** Resolution honoring Mike Mills on his retirement from NCDOT & HPMPO Resolution of Recognition

**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





*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION HONORING MIKE MILLS ON HIS RETIREMENT FROM THE NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION (NCDOT)**

**WHEREAS**, Mike Mills has retired from NCDOT with nearly 45 years of service; and

**WHEREAS**, Mike Mills served 21 of those years as the NCDOT Division 7 Division Engineer; and

**WHEREAS**, the Town of Jamestown is located within Division 7; and

**WHEREAS**, during his position as the Division 7 Division Engineer, Mike Mills, was always a great supporter of the Town of Jamestown; and

**WHEREAS**, Mike Mills was always willing to listen to the needs of the Town of Jamestown transportation projects and helped Jamestown move forward with solutions; and

**WHEREAS**, Mike Mills was instrumental in helping Jamestown with the many details and design challenges to complete the East Fork Road Pedestrian Bridge; and

**WHEREAS**, Mike Mills further assisted the Town of Jamestown in the design approval for the completion of the West Main Street Entrance Sign as well as support of the ongoing East Main Street (Lydia) sidewalk;

**WHEREAS**, Mike Mills served as a voice of reason and with a positive attitude to find ways to achieve completion of the projects under his authority; and

**NOW, THEREFORE**, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express our deep appreciation to Mike Mills for his many years of dedicated service to NCDOT Division 7, the Town of Jamestown, and the state of North Carolina. Mr. Mills and his leadership will be greatly missed.

**BE IT FURTHER RESOLVED**, that the Town of Jamestown wishes Mr. Mills much happiness in his well-deserved retirement.

Adopted this 15<sup>th</sup> day of September, 2020.

\_\_\_\_\_  
Mayor S. Lynn Montgomery

\_\_\_\_\_  
Council Member Martha S. Wolfe

\_\_\_\_\_  
Council Member Rebecca Mann Rayborn

\_\_\_\_\_  
Council Member John Capes

\_\_\_\_\_  
Council Member Lawrence Straughn



**RESOLUTION OF RECOGNITION**

High Point

**WHEREAS**, Mike Mills has served on the High Point Urban Area Metropolitan Planning Organization Technical Coordinating Committee for two decades; and

Archdale

**WHEREAS**, Mr. Mills has retired from NCDOT with nearly 45 years of service with 21 years serving as NCDOT Division 7 Division Engineer; and

Denton

**WHEREAS**, Mr. Mills has been a valued partner to the HPMPO, working with staff to improve and prioritize transportation needs throughout the HPMPO planning area, the Triad, and State of North Carolina; and

Jamestown

**WHEREAS**, Mr. Mills' support has been a critical factor in the development, funding, and construction of many transportation improvement projects in High Point over the past two decades including NC Moving Ahead projects, Piedmont Parkway, ARRA funded projects, I-74/US 311 interchange improvements at NC 68 (Eastchester Drive), completion of the I-74 corridor through High Point to US 220 north of Asheboro, N. Main Street and Lexington Avenue intersection improvements, Skeet Club Road widening, Jamestown Bypass, Johnson Street – Sandy Ridge Road widening, improved highway signing for High Point on I-40 and I-85, resurfacing of State roads through the City, and Traffic signal system upgrades and enhancements;

Lexington

Thomasville

Trinity

**WHEREAS**, Mr. Mills has also been a strong supporter of the High Point Furniture Market, and over the years his leadership in Division 7 and his influence with the Board of Transportation have been instrumental in helping the High Point Market Authority and the City operate a safe, reliable, and efficient transportation system for this biannual event.

Wallburg

**NOW, THEREFORE, BE IT RESOLVED** that the High Point Urban Area MPO Transportation Advisory Committee (TAC) expresses our deep appreciation to Mike Mills for his contributions to Transportation Planning in the High Point Urban Area and the State of North Carolina.

Davidson County

A motion was made by TAC Member \_\_\_\_\_ and seconded by TAC member \_\_\_\_\_ and approved this the 25th day of August, 2020.

Forsyth County

\_\_\_\_\_  
Neal Grimes, Chairman  
Transportation Advisory Committee

Guilford County

.....  
Subscribed and sworn to me this the 25th day of August, 2020.

Randolph County

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

My commission expires \_\_\_\_\_

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Coie

**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 Proclamation for Constitution Week 2020

**AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** September 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

September 17, 2020 marks the two hundred and thirty-third anniversary of the framing of the Constitution. Constitution Week is September 17th through September 23rd.

**ATTACHMENTS:** Proclamation declaring September 17th-23rd as Constitution Week

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

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





*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**PROCLAMATION CONSTITUTION WEEK**

**WHEREAS,** The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**WHEREAS,** September 17, 2020, marks the two hundred and thirty-third anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS,** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

**WHEREAS,** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17<sup>th</sup> through September 23<sup>rd</sup> as Constitution Week.

**NOW, THEREFORE,** I, Lynn Montgomery, by the virtue of the authority vested in me as Mayor of the Town of Jamestown, North Carolina, do hereby proclaim the week of September 17<sup>th</sup> through September 23<sup>rd</sup> as

**CONSTITUTION WEEK**

**AND** ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the Town of Jamestown to be affixed this the 15<sup>th</sup> day of September, 2020.

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Mayor S. Lynn Montgomery



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Financial Analysis as of August 31, 2020

**AGENDA ITEM #:** II-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** September 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

### SUMMARY:

Attached 3-page summary details the cash and debt balances of the Town as of August 31, 2020, as well as revenues and expenditures of each annual fund. Percentage of budget expended is shown for both revenues and expenditures. Capital project fund project-to-date amounts are also presented. (The revenues, expenditures, and budgets for these capital project funds are shown for the life of the projects).

The detail budget to actual report is also attached for August 2020 (revenues and expenditures for each annually-budgeted fund).

Some items to note:

Had recurring expenditures on Comp Plan and Stormwater Utility inventory.

Non-recurring expenditures include repairs to the fence at Jamestown Park (to be reimbursed by insurance), purchase of computer, purchase of a sanitizing machine and improvements to Mendenhall Pump Station.

**ATTACHMENTS:** 3 Page Summary and Detail to Actual Report for August 2020

**RECOMMENDATION/ACTION NEEDED:** None

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** None

**FOLLOW UP ACTION NEEDED:** None

Town of Jamestown  
 Financial Summary Report  
 Cash Balances  
 as of August 31, 2020

Petty Cash	\$	1,350
Operating Cash		1,950,559
Certificates of Deposit		3,018,620
Money Market Accounts - operating		510,930
North Carolina Capital Management Trust		8,533,900
	\$	<u>14,015,359</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	715,265
Cash reserved by Powell Bill for street improvements		396,635
General Capital Reserve Fund		118,467
East Fork Sidewalk Capital Project		14,291
Lydia Multi-use Greenway Capital Project		11,774
Oakdale Sidewalk Phase III		111,124
Water Sewer Capital Reserve Fund		<u>1,549,822</u>
	\$	<u>2,917,378</u>

Cash by Fund:

General	\$	2,663,381
General Capital Reserve Fund		118,467
East Fork Sidewalk Capital Project		14,291
Lydia Multi-use Greenway Capital Project		11,774
Oakdale Sidewalk Phase III		111,124
Water/Sewer		8,831,235
Randleman Reservoir		715,265
Water/Sewer Capital Reserve Fund		<u>1,549,822</u>
	\$	<u>14,015,359</u>

Cash by Bank:

NCCMT	\$	8,533,900
Pinnacle Bank		3,950,732
First Bank		1,529,377
	\$	<u>14,014,009</u>

**Town of Jamestown  
 Financial Summary Report  
 Debt Balances  
 as of August 31, 2020**

<b>Installment Purchase Debt:</b>	<b>Balance at 8/31/2020</b>	<b>Final Payment Date</b>	<b>Final Payment Fiscal Year</b>
<b>GENERAL FUND:</b>			
Sanitation truck, financed in 2017	\$ 104,907	12/1/2023	2023/2024
Leaf truck, financed in 2017	107,245	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	138,779	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>483,347</u>	11/3/2027	2027/2028
	<u>\$ 834,278</u>		
<b>WATER &amp; SEWER FUND:</b>			
Water & Sewer Maintenance Facility Construction	<u>\$ 362,482</u>	11/3/2027	2027/2028

Town of Jamestown  
 Financial Summary Report  
 Total Revenues & Expenditures by Fund  
 as of August 31, 2020

	<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)	510,359	9,501	349,305	67	96
% of budget received	8%	9%	5%	0%	0%
% of budget, excluding appropriated fund balance, received	11%	9%	6%	0%	0%
Expenditures (and transfers)	716,325	-	425,431	-	-
% of budget expended	11%	0%	6%	0%	0%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	1,555,170 @	1,111,818 @	219,612		
% of budget received	88%	63%	33%		
Life to Date Expenditures	1,555,170	994,529	105,263		
% of budget expended	88%	57%	16%		

@ Reimbursement requested and accrued, but not all yet received



TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 8 / 20

10 GENERAL FUND

Account	Received			Revenue	
	Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
3000					
3100 AD VALOREM TAXES	230,221.62	230,221.62	2,181,660.00	1,951,438.38	11 %
3101 Interest on Ad Valorem Taxes	11.70	11.70	3,000.00	2,988.30	0 %
3102 Tax and Tag revenue	0.00	0.00	213,850.00	213,850.00	0 %
3103 Interest on Tax and Tag Revenues	0.00	0.00	1,300.00	1,300.00	0 %
3230 SALES AND USE TAX	0.00	0.00	525,000.00	525,000.00	0 %
3250 Solid Waste Disposal Tax	798.06	798.06	2,500.00	1,701.94	32 %
3256 ELECTRICITY SALES TAX	0.00	0.00	200,000.00	200,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	40,000.00	40,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	16,000.00	16,000.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	40,000.00	40,000.00	0 %
3310 FEDERAL GRANTS	0.00	0.00	98,000.00	98,000.00	0 %
3317 GRANTS FROM GUILFORD COUNTY	0.00	0.00	55,500.00	55,500.00	0 %
3316 POWELL BILL	0.00	0.00	100,000.00	100,000.00	0 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	17,000.00	17,000.00	0 %
3325 ABC DISTRIBUTION	12,500.00	12,500.00	50,000.00	37,500.00	25 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	75.00	2,775.00	10,000.00	7,225.00	28 %
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	8,423.46	80,800.00	72,376.54	10 %
3348 REFUSE COLLECTION FEES	13,745.00	27,345.00	168,000.00	140,655.00	16 %
3600 GREEN FEES	64,270.84	114,959.84	472,500.00	357,540.16	24 %
3610 MECHANICAL CART RENTALS	36,276.00	65,968.00	245,700.00	179,732.00	27 %
3620 PULL CART RENTALS	60.00	98.00	300.00	202.00	33 %
3650 DRIVING RANGE	6,148.00	11,764.00	45,000.00	33,236.00	26 %
3660 GOLF SHOP CONCESSIONS SALES	10,185.30	18,929.83	82,800.00	63,870.17	23 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	0.00	1,058.55	4,500.00	3,441.45	24 %
3675 Golf Clubhouse Rental Fees	0.00	0.00	13,500.00	13,500.00	0 %
3831 INVESTMENT EARNINGS	187.60	422.36	35,000.00	34,577.64	1 %
3833 CONTRIBUTIONS AND DONATIONS	1,000.00	1,333.00	0.00	-1,333.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	7,330.89	13,134.22	45,000.00	31,865.78	29 %
3837 SHELTER RENTALS	0.00	0.00	2,500.00	2,500.00	0 %
3838 Building lease revenue	0.00	0.00	5,111.00	5,111.00	0 %
3839 MISCELLANEOUS REVENUES	15.97	109.50	500.00	390.50	22 %
3840 Rental Golf Sets	150.00	250.00	2,200.00	1,950.00	11 %
3841 Ball Field Rentals	256.25	256.25	5,000.00	4,743.75	5 %
3910 Insurance Recoveries	0.00	0.00	1,850.00	1,850.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	78,200.00	78,200.00	0 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	195,000.00	195,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,236,373.00	1,236,373.00	0 %
<b>Account Group Total:</b>	<b>387,443.96</b>	<b>510,358.39</b>	<b>6,281,944.00</b>	<b>5,771,585.61</b>	<b>8 %</b>
<b>Fund Total:</b>	<b>387,443.96</b>	<b>510,358.39</b>	<b>6,281,944.00</b>	<b>5,771,585.61</b>	<b>8 %</b>

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5							
1100 GOVERNING BODY EXPENDITURES							
1019	PROFESSIONAL SERVICES	2,922.50	2,922.50	47,077.50	50,000.00	50,000.00	0.00
2100	DEPARTMENT SUPPLIES	43.00	43.00	0.00	43.00	2,000.00	1,957.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
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	250.00	250.00
3400	PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	600.00	600.00
3800	DATA PROCESSING SERVICES	48.60	96.65	753.35	850.00	850.00	0.00
3950	DUES AND SUBSCRIPTIONS	588.21	2,015.71	0.00	2,015.21	2,400.00	384.79
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	300.00	300.00
4300	EQUIPMENT RENTAL	345.00	710.00	0.00	710.00	2,600.00	1,890.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
<b>Account Total:</b>		<b>3,947.31</b>	<b>5,787.36</b>	<b>47,830.85</b>	<b>53,618.21</b>	<b>70,300.00</b>	<b>16,681.79</b>
6200 ADMINISTRATION EXPENDITURES							
1000	SALARIES AND WAGES	20,792.00	40,485.00	0.00	40,485.00	273,000.00	232,515.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	5,100.00	5,100.00
1009	FICA EXPENSE	1,491.34	2,898.60	0.00	2,898.60	21,300.00	18,401.40
1010	RETIREMENT EXPENSE	2,069.80	4,078.49	0.00	4,078.49	28,500.00	24,421.51
1011	HEALTH INSURANCE EXPENSE	2,715.09	5,713.26	0.00	5,713.26	33,000.00	27,286.74
1012	PLEX ADMINISTRATION FEES	12.00	24.00	276.00	300.00	300.00	0.00
1013	RETIRFE HEALTH INSURANCE EXPENSE	777.62	1,555.24	0.00	1,555.24	10,800.00	9,244.76
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	900.00	900.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	913.12	2,033.05	0.00	2,033.05	12,500.00	10,466.95
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	17,900.00	17,900.00
2100	DEPARTMENT SUPPLIES	36.00	36.00	2.00	38.00	1,700.00	1,662.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	59.91	136.81	0.00	136.81	2,000.00	1,863.19
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	9,000.00	9,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	8,500.00	8,500.00
3200	COMMUNICATIONS	570.97	991.25	4,753.75	5,745.00	8,000.00	2,255.00
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	794.74	3,956.52	11,543.48	15,500.00	15,500.00	0.00
3950	DUES AND SUBSCRIPTIONS	240.00	5,971.08	0.00	5,971.08	9,500.00	3,528.92
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3980	MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	750.00	714.00
4300	EQUIPMENT RENTAL	249.14	442.85	2,145.43	2,588.28	3,000.00	411.72
4400	SERVICE & MAINTENANCE CONTRACTS	86.55	86.55	0.00	86.55	11,000.00	10,913.45
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990	OTHER CONTRACTED SERVICES	73.78	373.78	2,031.22	2,405.00	27,000.00	24,595.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6820	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>		<b>30,882.06</b>	<b>68,818.48</b>	<b>23,751.88</b>	<b>92,570.36</b>	<b>510,050.00</b>	<b>417,479.64</b>
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	7,348.00	14,481.00	0.00	14,481.00	121,000.00	106,519.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
1009	FICA EXPENSE	555.54	1,094.63	0.00	1,094.63	9,500.00	8,405.37
1010	RETIREMENT EXPENSE	749.50	1,477.07	0.00	1,477.07	13,000.00	11,522.93
1011	HEALTH INSURANCE EXPENSE	905.03	1,904.62	0.00	1,904.62	16,500.00	14,595.38
1012	FLEX ADMINISTRATION FEES	6.00	12.00	188.00	200.00	200.00	0.00
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	300.00	300.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	300.00	300.00
1017	401K EXPENSE	330.62	651.57	0.00	651.57	5,500.00	4,848.43
2100	DEPARTMENT SUPPLIES	44.19	44.19	40.47	84.66	2,000.00	1,915.34
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2900	ASSETS NOT CAPITALIZED <i>computer</i>	2,412.10	2,412.10	489.96	2,902.06	6,000.00	3,097.94
3100	TRAVEL	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3150	CONFERENCE FEES AND SCHOOLS	75.00	75.00	0.00	75.00	3,000.00	2,925.00
3200	COMMUNICATIONS	141.99	283.91	1,216.09	1,500.00	3,000.00	1,500.00
3400	PRINTING	109.50	109.50	0.00	109.50	1,750.00	1,640.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	ADVERTISING	329.75	329.75	0.00	329.75	3,500.00	3,170.25
3800	DATA PROCESSING SERVICES	851.24	1,127.01	4,740.99	5,868.00	5,900.00	32.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	500.00	300.00
3950	DUES AND SUBSCRIPTIONS	1,194.93	1,194.93	580.00	1,774.93	4,500.00	2,725.07
3980	MISCELLANEOUS EXPENSE	0.00	12.00	0.00	12.00	650.00	638.00
4300	EQUIPMENT RENTAL	690.00	1,055.00	0.00	1,055.00	1,750.00	695.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	350.00	0.00	350.00	800.00	450.00
4500	INSURANCE AND BONDING	0.00	262.05	0.00	262.05	300.00	37.95
4990	OTHER CONTRACTED SERVICES	13,750.00	13,750.00	85,750.00	99,500.00	99,500.00	0.00
4991	Telecommunications Contracted	0.00	0.00	0.00	0.00	7,500.00	7,500.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>29,493.39</b>	<b>40,626.33</b>	<b>94,205.51</b>	<b>134,831.84</b>	<b>319,200.00</b>	<b>184,368.16</b>
<i>Benchmark - Comp Plan</i>							
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	332.54	589.36	1,637.25	2,226.61	7,000.00	4,773.39
2140	SEED and SOD	0.00	0.00	0.00	0.00	500.00	500.00
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	500.00	500.00
2144	MULCH & PINE NEEDLES	83.82	83.82	0.00	83.82	4,000.00	3,916.18
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	0.00	0.00	13,500.00	13,500.00
3200	COMMUNICATIONS	112.06	262.13	1,647.87	1,910.00	2,000.00	90.00
3300	UTILITIES	1,932.07	3,713.36	3,952.92	7,666.28	28,000.00	20,333.72
3350	Water Utilities	0.00	0.00	0.00	0.00	400.00	400.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3500	REPAIRS AND MAINTENANCE	799.30	799.30	2,609.00	3,408.30	80,000.00	76,591.70
3940	LANDFILL FEES/DUMPSTER P/O	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00
4400	SERVICE & MAINTENANCE CONTRACTS	1,275.00	6,887.00	25,450.00	32,337.00	35,000.00	2,663.00
4500	INSURANCE AND BONDING	0.00	21,837.60	0.00	21,837.60	25,000.00	3,162.40
4990	OTHER CONTRACTED SERVICES	0.00	0.00	950.00	950.00	15,000.00	14,050.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	9,615.64	9,615.63	19,231.27	34,250.00	15,018.73
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	19,000.00	19,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	20,000.00	20,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
	<b>Account Total:</b>	<b>4,534.79</b>	<b>43,788.21</b>	<b>45,862.67</b>	<b>89,650.88</b>	<b>292,350.00</b>	<b>202,699.12</b>
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	0.00	0.00	0.00	0.00	400,000.00	400,000.00
4911	Sheriff Off Duty - Town events	0.00	0.00	0.00	0.00	5,600.00	5,600.00
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
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>421,100.00</b>	<b>421,100.00</b>
5300 FIRE EXPENSES							
3956	Fire Inspection Fees	0.00	0.00	0.00	0.00	10,000.00	10,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEMOUNT FIRE CONTRACT	0.00	170,015.22	0.00	170,015.22	679,070.00	509,054.78
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	6,700.00	6,700.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	<b>Account Total:</b>	<b>0.00</b>	<b>170,015.22</b>	<b>0.00</b>	<b>170,015.22</b>	<b>696,970.00</b>	<b>526,954.78</b>
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	191.76	191.76	0.00	191.76	6,000.00	5,808.24
2400	CONSTRUCTION & REPAIR SUPPLIES	281.74	330.69	0.00	330.69	6,000.00	5,669.31
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	1,814.00	1,814.00	28,000.00	26,186.00
3300	UTILITIES	6,562.95	13,126.75	0.00	13,126.75	134,000.00	120,873.25
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	10,000.00	10,000.00
3940	LANDFILL FEES/DUMPSTER P/O	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	0.00	860.00	0.00	860.00	1,100.00	240.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	1,048.20	0.00	1,048.20	1,200.00	151.80
4990	STORMWATER FEES	0.00	5,681.00	0.00	5,681.00	5,700.00	19.00
4990	OTHER CONTRACTED SERVICES	3,735.00	3,735.00	33,139.00	36,874.00	67,174.00	30,300.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	30,000.00	30,000.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	5,500.00	5,500.00	5,500.00	0.00
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	187,500.00	187,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	<b>Account Total:</b>	<b>10,771.45</b>	<b>24,973.40</b>	<b>40,453.00</b>	<b>65,426.40</b>	<b>493,274.00</b>	<b>427,847.60</b>

Stormwater utility inventory

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL BILL							
	4990 OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	275,000.00	275,000.00
	5700 CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>295,000.00</b>	<b>295,000.00</b>
5800 SANITATION EXPENDITURES							
	1000 SALARIES AND WAGES	7,163.20	13,637.73	0.00	13,637.73	114,000.00	100,362.27
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	1009 FICA EXPENSE	525.28	997.90	0.00	997.90	8,900.00	7,902.10
	1010 RETIREMENT EXPENSE	733.20	1,393.61	0.00	1,393.61	12,000.00	10,606.39
	1011 HEALTH INSURANCE EXPENSE	2,262.58	4,355.72	0.00	4,355.72	33,000.00	28,644.28
	1012 FLEX ADMINISTRATION FEES	12.00	24.00	376.00	400.00	400.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	682.50	1,365.00	0.00	1,365.00	10,850.00	9,435.00
	1014 WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	9,700.00	9,700.00
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	1017 401K EXPENSE	322.32	595.81	0.00	595.81	5,000.00	4,404.19
	2100 DEPARTMENT SUPPLIES	507.87	666.15	0.00	666.15	5,000.00	4,333.85
	2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
	2500 VEHICLE SUPPLIES	1,065.00	1,065.00	0.00	1,065.00	8,500.00	7,435.00
	2520 FUELS - GAS & OIL	1,401.16	1,993.60	18,006.40	20,000.00	20,000.00	0.00
	3200 COMMUNICATIONS	25.00	88.01	421.99	510.00	1,000.00	490.00
	3400 PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
	3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	3,500.00	3,500.00
	3700 ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
	3900 DRUG TESTING & BACKGROUND CHECKS	162.00	162.00	338.00	500.00	500.00	0.00
	3940 LANDFILL FEES/DUMPSTER P/U	4,768.36	4,768.36	55,231.64	60,000.00	60,000.00	0.00
	3945 Recycle Fees	8,209.18	16,231.18	83,310.82	99,542.00	162,000.00	2,458.00
	3980 MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	200.00	164.00
	4500 INSURANCE AND BONDING	0.00	1,572.31	0.00	1,572.31	1,800.00	227.69
	4990 OTHER CONTRACTED SERVICES	2,944.58	4,155.53	844.47	5,000.00	15,000.00	10,000.00
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>30,784.23</b>	<b>53,107.91</b>	<b>158,529.32</b>	<b>211,637.23</b>	<b>415,500.00</b>	<b>203,862.77</b>
6200 RECREATION EXPENDITURES							
	1000 SALARIES AND WAGES	8,017.15	15,712.75	0.00	15,712.75	107,000.00	91,287.25
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	2,300.00	2,300.00
	1009 FICA EXPENSE	607.89	1,191.17	0.00	1,191.17	8,500.00	7,308.83
	1010 RETIREMENT EXPENSE	736.99	1,440.85	0.00	1,440.85	10,000.00	8,559.15
	1011 HEALTH INSURANCE EXPENSE	1,810.06	3,808.64	0.00	3,808.64	22,000.00	18,191.36
	1012 FLEX ADMINISTRATION FEES	6.00	12.00	188.00	200.00	200.00	0.00
	1014 WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	3,500.00	3,500.00
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
	1017 401K EXPENSE	324.04	633.46	0.00	633.46	4,300.00	3,666.54
	2100 DEPARTMENT SUPPLIES	652.20	869.31	0.00	869.31	9,000.00	8,130.69
	2140 SEED and SOG	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	2141 CHEMICALS	0.00	215.00	0.00	215.00	3,000.00	2,785.00
	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	800.00	800.00
	2144 MULCH & PINE NEEDLES	0.00	456.00	0.00	456.00	5,500.00	5,044.00
	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

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	14.47	14.47	0.00	14.47	3,000.00	2,985.53
2500	VEHICLE SUPPLIES	26.84	64.34	0.00	64.34	1,000.00	935.66
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2550	EQUIPMENT SUPPLIES	408.19	1,045.50	0.00	1,045.50	4,500.00	3,454.50
2600	OFFICE SUPPLIES	51.46	51.46	0.00	51.46	300.00	248.54
2900	ASSETS NOT CAPITALIZED	0.00	0.00	890.00	890.00	6,900.00	6,010.00
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	100.00	100.00	1,500.00	1,400.00
3200	COMMUNICATIONS	25.00	99.56	610.44	710.00	2,000.00	1,290.00
3300	UTILITIES	913.00	1,240.26	0.00	1,240.26	14,500.00	13,259.74
3350	Water Utilities	15.12	32.40	0.00	32.40	650.00	617.60
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	21.60	42.89	213.11	256.00	220.00	-36.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	370.00	370.00
3980	MISCELLANEOUS EXPENSE	0.00	24.00	0.00	24.00	500.00	476.00
3981	Special Events	0.00	0.00	1,000.00	1,000.00	14,000.00	13,000.00
4101	Library Services	0.00	13,000.00	0.00	13,000.00	107,500.00	94,500.00
4102	Recreation Services	0.00	0.00	0.00	0.00	25,250.00	25,250.00
4103	Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300	EQUIPMENT RENTAL	320.42	640.84	1,979.20	2,620.04	21,300.00	18,679.96
4400	SERVICE & MAINTENANCE CONTRACTS	180.00	360.00	2,700.00	3,060.00	3,000.00	-60.00
4500	INSURANCE AND BONDING	0.00	1,747.01	0.00	1,747.01	2,000.00	252.99
4990	OTHER CONTRACTED SERVICES	1,833.44	1,833.44	0.00	1,833.44	4,350.00	2,516.56
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	75,000.00	75,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>		<b>15,963.87</b>	<b>44,535.35</b>	<b>8,180.75</b>	<b>52,716.10</b>	<b>490,290.00</b>	<b>437,573.90</b>
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	24,660.87	49,880.90	0.00	49,880.90	329,000.00	279,119.10
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	7,000.00	7,000.00
1009	FICA EXPENSE	1,854.48	3,751.68	0.00	3,751.68	26,000.00	22,248.32
1010	RETIREMENT EXPENSE	2,204.89	4,345.06	0.00	4,345.06	30,000.00	25,654.94
1011	HEALTH INSURANCE EXPENSE	4,525.15	9,522.50	0.00	9,522.50	55,000.00	45,477.50
1012	FLEX ADMINISTRATION FEES	6.00	12.00	288.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	369.58	739.16	0.00	739.16	10,800.00	10,060.84
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	6,000.00	6,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	971.64	1,914.74	0.00	1,914.74	12,800.00	10,885.26
2100	DEPARTMENT SUPPLIES	28.98	200.12	0.00	200.12	8,500.00	8,299.88
2140	SEED and SOD	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2141	CHEMICALS	488.00	3,873.25	0.00	3,873.25	40,000.00	36,126.75
2142	FERTILIZER AND LIME	8,934.10	11,164.04	0.00	11,164.04	30,000.00	18,835.96
2143	IRRIGATION SUPPLIES	0.00	395.41	0.00	395.41	7,000.00	6,604.59
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2145	TOPSOIL (Sand)	944.54	3,650.60	0.00	3,650.60	10,000.00	6,349.40
2155	TEF 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

*fix fence at Jamestown Park - damaged by vehicle (insurance will reimburse)*



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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	1,202.48	2,682.97	19,317.03	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	410.17	3,333.38	0.00	3,333.38	16,500.00	13,166.62
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	3,000.00	3,000.00
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	1,500.00	1,500.00
3200	COMMUNICATIONS	114.42	387.91	3,162.09	3,550.00	5,500.00	1,950.00
3300	UTILITIES	1,496.52	1,527.43	1,776.46	3,303.89	19,000.00	15,696.11
3350	Water Utilities	15.12	32.40	0.00	32.40	650.00	617.60
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	8,000.00	8,000.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	43.20	85.78	814.22	900.00	900.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,200.00	1,200.00	1,500.00	300.00
3940	LANDFILL FEES/DUMPSTER P/U	125.71	376.95	1,223.05	1,600.00	5,000.00	3,400.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3980	MISCELLANEOUS EXPENSE	0.00	60.00	0.00	60.00	500.00	440.00
4300	EQUIPMENT RENTAL	7,748.31	12,540.69	38,608.66	51,149.35	61,000.00	9,850.65
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
4500	INSURANCE AND BONDING	0.00	10,482.05	0.00	10,482.05	12,000.00	1,517.95
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	5,000.00	5,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	1,967.00	1,967.00	570,000.00	568,033.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
<b>Account Total:</b>		<b>56,144.16</b>	<b>120,959.02</b>	<b>68,356.51</b>	<b>189,315.53</b>	<b>1,330,550.00</b>	<b>1,141,234.47</b>
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	20,305.90	39,834.42	0.00	39,834.42	235,000.00	195,165.58
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,300.00	2,300.00
1009	FICA EXPENSE	1,560.40	3,061.33	0.00	3,061.33	18,200.00	15,138.67
1010	RETIREMENT EXPENSE	1,182.02	2,319.01	0.00	2,319.01	16,500.00	14,180.99
1011	HEALTH INSURANCE EXPENSE	2,715.09	5,713.26	0.00	5,713.26	33,000.00	27,286.74
1012	FLEX ADMINISTRATION FEES	0.00	0.00	60.00	60.00	60.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	1,839.72	1,839.72	0.00	1,839.72	10,800.00	8,960.28
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	521.58	998.33	0.00	998.33	6,850.00	5,851.67
2100	DEPARTMENT SUPPLIES	747.78	931.23	3,588.49	4,519.72	9,500.00	4,980.28
2101	Grill Supplies	236.92	352.92	5,117.43	5,470.35	8,500.00	3,029.65
2156	RANGE SUPPLIES	0.00	0.00	2,750.00	2,750.00	5,500.00	2,750.00
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
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2700	GOLF INVENTORY FOR RESALE	5,405.03	6,839.74	10,858.38	17,698.12	38,000.00	20,301.88
2705	Golf Special Orders - Purchases	0.00	884.41	850.00	1,734.41	5,000.00	3,265.59
2710	CONCESSION INVENTORY RESALE	4,528.41	5,558.66	15,018.86	21,577.52	52,000.00	30,422.48
2715	Food purchased not in inventory	1,047.08	1,161.28	11,662.27	12,823.55	22,000.00	9,176.45
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

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	682.10	1,456.46	6,993.54	8,450.00	11,000.00	2,550.00
3300	UTILITIES	1,500.78	1,500.78	2,173.39	3,674.17	16,000.00	12,325.83
3350	Water Utilities	15.12	32.40	0.00	32.40	500.00	467.60
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	3,000.00	3,000.00
3700	ADVERTISING	155.40	215.80	604.20	820.00	10,000.00	9,180.00
3800	DATA PROCESSING SERVICES	629.61	1,243.13	12,906.87	14,150.00	14,150.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	107.00	107.00	1,893.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	134.70	403.94	1,296.06	1,700.00	3,600.00	1,900.00
3950	DUES AND SUBSCRIPTIONS	0.00	429.00	0.00	429.00	800.00	371.00
3955	Permit Fees	0.00	0.00	0.00	0.00	200.00	200.00
3960	BANK AND MERCHANT FEES	2,430.38	5,109.21	11,390.79	16,500.00	17,500.00	1,000.00
3980	MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	250.00	214.00
4300	EQUIPMENT RENTAL	334.17	799.50	2,873.34	3,672.84	4,500.00	827.16
4310	GOLF CART RENTALS	5,327.28	10,654.56	53,272.80	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	0.00	1,909.47	0.00	1,909.47	17,000.00	15,090.53
4400	SERVICE & MAINTENANCE CONTRACTS	535.68	1,943.36	10,472.80	12,416.16	16,000.00	3,583.84
4500	INSURANCE AND BONDING	0.00	12,031.05	0.00	12,031.05	12,000.00	-31.05
4990	OTHER CONTRACTED SERVICES	104.96	104.96	0.00	104.96	4,000.00	3,895.04
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	<b>Account Total:</b>	<b>52,047.11</b>	<b>107,470.93</b>	<b>154,782.22</b>	<b>262,253.15</b>	<b>674,360.00</b>	<b>412,106.85</b>
9000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	23,567.04	23,567.04	0.00	23,567.04	152,000.00	128,432.96
7200	DEBT INTEREST PAYMENTS	3,840.17	3,840.17	0.00	3,840.17	21,000.00	17,159.83
	<b>Account Total:</b>	<b>27,407.21</b>	<b>27,407.21</b>	<b>0.00</b>	<b>27,407.21</b>	<b>173,000.00</b>	<b>145,592.79</b>
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	9,494.13	9,494.13	0.00	9,494.13	100,000.00	90,505.87
	<b>Account Total:</b>	<b>9,494.13</b>	<b>9,494.13</b>	<b>0.00</b>	<b>9,494.13</b>	<b>100,000.00</b>	<b>90,505.87</b>
	<b>Account Group Total:</b>	<b>271,469.71</b>	<b>716,983.55</b>	<b>641,952.71</b>	<b>1,358,936.26</b>	<b>6,281,944.00</b>	<b>4,923,007.74</b>
	<b>Fund Total:</b>	<b>271,469.71</b>	<b>716,983.55</b>	<b>641,952.71</b>	<b>1,358,936.26</b>	<b>6,281,944.00</b>	<b>4,923,007.74</b>

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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	3.34	6.73	100.00	93.27	7 %
3981 TRANSFER FROM GENERAL FUND	9,494.13	9,494.13	100,000.00	90,505.87	9 %
<b>Account Group Total:</b>	<b>9,497.47</b>	<b>9,500.86</b>	<b>100,100.00</b>	<b>90,599.14</b>	<b>9 %</b>
<b>Fund Total:</b>	<b>9,497.47</b>	<b>9,500.86</b>	<b>100,100.00</b>	<b>90,599.14</b>	<b>9 %</b>

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1: General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
3600	OTHER FINANCING USES						
	3600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	78,200.00	78,200.00
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	21,900.00	21,900.00
	Account Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00
	Account Group Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00
	Fund Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 8 / 20

30 WATER AND SEWER

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	110.78	215.61	3,200.00	2,984.39	7 %
3410 UTILITY CHARGE - WATER	84,717.42	151,743.82	905,000.00	753,256.18	17 %
3720 UTILITY CHARGE - SEWER	111,337.12	186,703.97	2,508,000.00	2,321,296.03	7 %
3741 Meter Fee	300.00	600.00	500.00	-100.00	120 %
3742 System Development Fees to be transferred	1,300.00	4,300.00	0.00	-4,300.00	** %
3743 System Admin / Installation fee	100.00	200.00	100.00	-100.00	200 %
3745 Connection Fees - Water and Sewer	1,000.00	2,250.00	10,000.00	7,750.00	23 %
3750 NONPAYMENT / RECONNECTION FEES	0.00	0.00	11,000.00	11,000.00	0 %
3755 Return Check Fees	25.00	50.00	350.00	300.00	14 %
3780 LATE FEES	1,840.00	1,840.00	23,000.00	21,160.00	8 %
3785 CREDIT CARD ADMINISTRATION FEES	11.90	15.80	800.00	784.20	2 %
3831 INVESTMENT EARNINGS	627.26	1,386.28	60,000.00	58,513.72	2 %
3839 MISCELLANEOUS REVENUES	0.00	0.00	100.00	100.00	0 %
3967 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	123,000.00	123,000.00	0 %
3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE	0.00	0.00	1,800,000.00	1,800,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	2,020,315.00	2,020,315.00	0 %
Account Group Total:	201,369.48	349,305.48	7,465,365.00	7,116,059.52	5 %
Fund Total:	201,369.48	349,305.48	7,465,365.00	7,116,059.52	5 %

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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	44,790.22	87,740.40	0.00	87,740.40	674,500.00	586,759.60
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	12,450.00	12,450.00
1009	FICA EXPENSE	3,416.86	6,692.93	0.00	6,692.93	51,875.00	45,182.07
1010	RETIREMENT EXPENSE	4,432.34	8,718.97	0.00	8,718.97	64,900.00	56,181.03
1011	HEALTH INSURANCE EXPENSE	9,050.30	19,044.92	0.00	19,044.92	118,050.00	99,005.08
1012	FLEX ADMINISTRATION FEES	18.00	36.00	764.00	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	900.00	2,068.26	0.00	2,068.26	11,700.00	9,631.74
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	15,000.00	15,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	1,950.04	3,944.80	0.00	3,944.80	27,725.00	23,780.20
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	11,350.00	11,350.00
2100	DEPARTMENT SUPPLIES	2,953.32	3,796.93	889.50	4,686.43	30,000.00	25,313.57
2105	WATER METERS	0.00	0.00	4,000.00	4,000.00	32,000.00	28,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	205.63	451.00	0.00	451.00	15,000.00	14,549.00
2500	VEHICLE SUPPLIES	333.97	333.97	0.00	333.97	7,500.00	7,166.03
2520	FUELS - GAS & OIL	1,348.73	2,604.05	19,395.95	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	418.89	618.93	0.00	618.93	5,000.00	4,381.07
2600	OFFICE SUPPLIES	100.90	177.79	0.00	177.79	2,000.00	1,822.21
2750	PURCHASE OF WATER	20,218.51	20,218.51	229,781.49	250,000.00	340,000.00	90,000.00
2755	Water Transmission Fees	0.00	0.00	0.00	0.00	26,000.00	26,000.00
2900	ASSETS NOT CAPITALIZED - sanitizing machine	5,328.45	8,037.77	3,250.00	11,287.77	25,200.00	13,912.23
3100	TRAVEL	0.00	0.00	0.00	0.00	4,500.00	4,500.00
3150	CONFERENCE FEES AND SCHOOLS	340.00	340.00	500.00	840.00	7,500.00	6,660.00
3200	COMMUNICATIONS	1,916.21	3,256.44	23,438.56	26,695.00	33,500.00	6,805.00
3300	UTILITIES	762.67	1,529.04	2,000.00	3,529.04	15,000.00	11,470.96
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	471.12	471.12	4,038.38	4,509.50	7,000.00	2,490.50
3500	REPAIRS AND MAINTENANCE	2,369.70	2,369.70	0.00	2,369.70	30,000.00	27,630.30
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,328.37	2,621.90	16,878.10	19,500.00	19,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	33.08	0.00	33.08	3,000.00	2,966.92
3955	Permit Fees	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3960	BANK AND MERCHANT FEES	984.04	1,875.52	6,877.30	8,752.82	14,000.00	5,247.18
3980	MISCELLANEOUS EXPENSE	0.00	120.00	0.00	120.00	1,500.00	1,380.00
4300	EQUIPMENT RENTAL	342.81	695.78	2,848.06	3,543.84	5,500.00	1,956.16
4400	SERVICE & MAINTENANCE CONTRACTS	2,684.06	13,209.76	20,182.50	33,392.26	50,000.00	16,607.74
4500	INSURANCE AND BONDING	881.00	44,188.69	0.00	44,188.69	45,000.00	811.31
4950	LAB TESTING	499.00	639.00	8,361.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	64,254.96	64,254.96	0.00	64,254.96	800,000.00	735,745.04
4990	OTHER CONTRACTED SERVICES	478.38	478.38	3,226.62	3,705.00	230,000.00	226,295.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	142,000.00	142,000.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	5,798.10	5,798.10	5,000.00	-798.10
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	1,155,000.00	1,150,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	5,018.58	5,018.58	15,600.00	20,618.58	2,676,810.00	2,656,191.42
6800	OPERATING PAYMENTS TO REGIONAL	0.00	43,955.60	0.00	43,955.60	46,000.00	2,044.40

Improvements to Mendenhall Pump Station



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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.83	12,500.83	0.00	12,500.83	50,005.00	37,504.17
7200	DEBT INTEREST PAYMENTS	2,268.90	2,268.90	0.00	2,268.90	9,000.00	6,731.10
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	433,000.00	433,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
<b>Account Total:</b>		<b>192,566.79</b>	<b>425,431.12</b>	<b>375,829.56</b>	<b>801,260.68</b>	<b>7,465,365.00</b>	<b>6,664,104.32</b>
<b>Account Group Total:</b>		<b>192,566.79</b>	<b>425,431.12</b>	<b>375,829.56</b>	<b>801,260.68</b>	<b>7,465,365.00</b>	<b>6,664,104.32</b>
<b>Fund Total:</b>		<b>192,566.79</b>	<b>425,431.12</b>	<b>375,829.56</b>	<b>801,260.68</b>	<b>7,465,365.00</b>	<b>6,664,104.32</b>

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60 RANDOLPHMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	25.59	66.61	7,000.00	6,933.39	1 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	32,850.00	32,850.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	83,150.00	83,150.00	0 %
<b>Account Group Total:</b>	<b>25.59</b>	<b>66.61</b>	<b>123,000.00</b>	<b>122,933.39</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>25.59</b>	<b>66.61</b>	<b>123,000.00</b>	<b>122,933.39</b>	<b>0 %</b>

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2							
110	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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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3300					
3831 INVESTMENT EARNINGS	47.57	95.72	300.00	204.28	32 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	400,000.00	400,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,399,700.00	1,399,700.00	0 %
<b>Account Group Total:</b>	<b>47.57</b>	<b>95.72</b>	<b>1,800,000.00</b>	<b>1,799,904.28</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>47.57</b>	<b>95.72</b>	<b>1,800,000.00</b>	<b>1,799,904.28</b>	<b>0 %</b>
<b>Grand Total:</b>	<b>598,384.07</b>	<b>869,327.06</b>	<b>15,770,409.00</b>	<b>14,901,081.94</b>	<b>6 %</b>

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00
	Account Total:	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00
	Fund Total:	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00
	Grand Total:	464,036.50	1,142,414.67	1,017,782.27	2,160,196.94	15,770,409.00	13,610,212.06



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Coile

**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:** Abstract of Golf Report for August 2020

**AGENDA ITEM #:** II-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** September 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

Attached is a report of golf operations for the month of August 2020. For the month of August 2020 in comparison to August 2019, revenues were up about 17% due to increased rounds of golf (approximately 15% more). Grill concessions sales were down slightly, as the grill was open for take-out only due to COVID. The golf clubhouse was not open for rentals either due to COVID, so that contributed to decreased golf shop/grill revenues.

Expenditures were down in August 2020 by approximately 17% in comparison to August 2019 expenditures. This is mostly due to the fact that annual insurance premiums were paid in August 2019, but in July 2020. So basically a timing issue.

However, due to the increase in revenues and the decrease in expenditures, the result is a net profit of approximately \$17,000 in August 2020, as opposed to a net loss of approximately \$23,000 in August 2019.

**ATTACHMENTS:** Golf Report for August 2020

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Summary  
FYE 6/30/21

	August 2020	August 2019	VARIANCE		YTD	YTD	VARIANCE	
			positive / (negative)	% Variance	FYE 6/30/21	FYE 6/30/20	positive / (negative)	% Variance
<b>Golf Course Operating Revenues</b>	124,421	106,089	18,332	17.28%	226,163	191,143	35,020	18.32%
<b>Golf Course Maintenance Expenditures (before capital outlay)</b>	56,144	68,547	(12,403)	18.09%	120,959	118,007	(2,952)	-2.50%
<b>Golf Course Golf Shop Expenditures (before capital outlay)</b>	51,388	60,657	(9,269)	15.28%	106,812	98,953	(7,859)	-7.94%
<b>Net exp &lt; or &gt; rev before Capital Outlay</b>	16,889	(23,115)	40,004		(1,608)	(25,817)	24,209	
<b>Capital Outlay</b>	-	-	-		-	-	-	
<b>Net expenditures &lt; or &gt; revenues</b>	<u>16,889</u>	<u>(23,115)</u>	40,004	173.07%	<u>(1,608)</u>	<u>(25,817)</u>	24,209	93.77%
<b>Golf Rounds Played (not including complimentary play)</b>	3,769	3,270			6,895	5,872		
<b>Bad Weather Days (1)</b>	4	3			4	5		
<b>Days closed for aerification, covered greens, COVID</b>	0	0			2	2		
<b>Golf course employees paid during the month:</b>								
Full-time positions	8	9						
Part-time hours	1,164	1,134						

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

Golf Course Revenues  
 Revenues  
 FYE 6/30/21

	<u>August 2020</u>	<u>August 2019</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
Greens	64,271	54,126	10,145	18.74%	114,960	99,553	15,407	15.48%
Cart Rentals	36,276	29,212	7,064	24.18%	65,968	50,468	15,500	30.71%
Pull Carts	60	21	39	185.71%	98	26	72	276.92%
Driving Range	6,148	5,086	1,062	20.88%	11,764	9,273	2,491	26.86%
Sales - Golf Shop Inventory	7,331	5,969	1,362	22.82%	14,193	10,773	3,420	31.75%
Sales - Golf Shop Concessions	10,185	10,750	(565)	-5.26%	18,930	19,035	(105)	-0.55%
Golf Clubhouse Rental Fees (golf clubs)	150	925	(775)	-83.78%	250	2,015	(1,765)	-87.59%
Ins Recoveries	-	-	-	-	-	-	-	-
	<u>124,421</u>	<u>106,089</u>	18,332	17.28%	<u>226,163</u>	<u>191,143</u>	35,020	18.32%

Note: Grill is currently open for take-out only.

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

	August	August	VARIANCE		YTD	YTD	VARIANCE	
	2020	2019	(positive) / negative	% Variance	FYE 6/30/21	FYE 6/30/20	(positive) / negative	% Variance
<i>Salaries &amp; Employee Benefits</i>	34,593	40,100	(5,507)	-13.73%	70,167	75,113	(4,946)	-6.58%
<i>Supplies &amp; Materials</i>	12,008	12,959	(951)	-7.34%	25,299	19,700	5,599	28.42%
<i>Contractual Services</i>	7,748	12,771	(5,023)	-39.33%	23,023	19,895	3,128	15.72%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	1,795	2,717	(922)	-33.93%	2,470	3,299	(829)	-25.13%
<i>Total Exp before Capital Outlay</i>	56,144	68,547	(12,403)	-18.09%	120,959	118,007	2,952	2.50%
<i>Capital Outlay</i>	-	-	-		-	-	-	
	<u>56,144</u>	<u>68,547</u>	<u>(12,403)</u>	<u>-18.09%</u>	<u>120,959</u>	<u>118,007</u>	<u>2,952</u>	<u>2.50%</u>

Golf Shop Expenditures  
FYE 6/30/21

	August 2020	August 2019	VARIANCE		YTD FYE 6/30/21	YTD FYE 6/30/20	VARIANCE	
			(positive) / negative	% Variance			(positive) / negative	% Variance
<i>Salaries &amp; Employee Benefits</i>	28,125	24,450	3,675	15.03%	53,765	45,905	7,860	17.12%
<i>Supplies &amp; Materials</i>	11,413	11,484	(71)	-0.62%	15,071	17,100	(2,029)	-11.87%
<i>Contractual Services</i>	6,302	20,019	(13,717)	-68.52%	27,443	27,466	(23)	-0.08%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	5,548	4,704	844	17.94%	10,533	8,482	2,051	24.18%
<i>Total Exp before Capital Outlay</i>	51,388	60,657	(9,269)	-15.28%	106,812	98,953	7,859	7.94%
<i>Capital Outlay</i>	-	-	-		-	-	-	
	<u>51,388</u>	<u>60,657</u>	<u>(9,269)</u>	<u>-15.28%</u>	<u>106,812</u>	<u>98,953</u>	<u>7,859</u>	<u>7.94%</u>

**Grill Operations  
FYE 6/30/21**

	<u>August 2020</u>	<u>YTD FYE 6/30/21</u>	<u>August 2019</u>	<u>YTD FYE 6/30/20</u>
Golf Shop Grill Revenues	10,185	18,930	10,750	19,035
Golf Shop Rental Revenue	-	-	575	1,455
	<u>10,185</u>	<u>18,930</u>	<u>11,325</u>	<u>20,490</u>
	see Note			
Expenditures:				
Wages	3,062	6,222	2,728	5,633
FICA	234	476	208	431
Benefits	1,355	2,713	857	2,170
Grill supplies	237	353	378	680
Food & beverage purchases	4,917	6,061	4,760	6,511
	<u>9,805</u>	<u>15,825</u>	<u>8,931</u>	<u>15,425</u>
	<u>380</u>	<u>3,105</u>	<u>2,394</u>	<u>5,065</u>

Note: Grill is currently open for take-out only.

Golf shop is not open for rentals during COVID.



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Budget Amendment #7

**AGENDA ITEM #:** II-F

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** September 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

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**SUMMARY:**

This budget amendment will do the following if approved:

1. Put in place budget to demolish the Lee Street property house and garage
2. Increase budget in the E Main Street capital project fund for putting in storm drainage pipes around the Railroad corridor, the railroad crossing and Yorkleigh Drive - reimburseable through NCDOT, so includes increase in federal and state grant budgets

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**ATTACHMENTS:** Budget Amendment #7

**RECOMMENDATION/ACTION NEEDED:** Approve Budget Amendment #7

**BUDGETARY IMPACT:** Increase expenditures and revenues by \$165,000.

**SUGGESTED MOTION:** Approve Budget Amendment #7

**FOLLOW UP ACTION NEEDED:**

FYE 6/30/21  
 BUDGET AMENDMENT #7

		<u>Debit</u>	<u>Credit</u>
<b>Fund 10:</b>			
Other Contracted Services	10-4900-4990	15,000.00	
Appropriated Fund Balance	10-3991		15,000.00

Budget for demolition of Lee Street property house and garage

**Fund 17 (E Main Street Sidewalk):**

Capital Outlay - Land Improvements - Reimbursable	17-5600-5700	150,000.00	
Federal Grant Revenue	17-3310		120,000.00
State Grant Revenue	17-3311		30,000.00

To increase budget for storm drainage pipes around the E Main sidewalk project (Railroad corridor, railroad crossing and Yorkleigh Dr) - will be reimbursable by NCDOT

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**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

**AGENDA ITEM #:** II-G



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** September 15, 2020

**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 - \$605,942

East Fork Road sidewalk & pedestrian bridge project - \$1,257,006

Note: We have received reimbursements for 3 of our requests so far from NCDOT.

**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of Coronavirus Intergovernmental Agreement

**AGENDA ITEM #:** IV-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** September 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

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**SUMMARY:**

Guilford County has approved a population-based allocation to the Municipalities in Guilford County. The Town of Jamestown has been approved for an allocation up to \$40,070.00 of Guilford County's Coronavirus Relief Fund. These can only be used for COVID-19 related expenses. The funds cover any expenditures can between the dates of March, 27 to December 30, 2020. However, the funds can only be requested after we have applied for FEMA funds first.

The City of Greensboro, High Point and Summerfield all approved the agreement. We recommend approving the agreement as presented.

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**ATTACHMENTS:** Intergovernmental Agreement for Participation in GC Local Government COVID-19 Reimbursement Program

**RECOMMENDATION/ACTION NEEDED:** Approve Agreement

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** Move to approve Intergovernmental Agreement for Participation in Guilford County Local Government COVID-19 Reimbursement Program.

**FOLLOW UP ACTION NEEDED:** Forward executed agreement to Guilford County.

MARTY K. LAWING  
County Manager



**GUILFORD COUNTY**  
ADMINISTRATIVE OFFICES

July 29, 2020

Kenny Cole, Town Manager  
Town of Jamestown  
301 E. Main St.  
Jamestown, NC 27282

RE: Coronavirus Relief Fund Allocation

Dear Mr. Cole:

Guilford County received a direct appropriation of Coronavirus Relief Funding from the Inspector General's Office of the U.S. Treasury in the amount of \$97.3 million. The Board of Commissioners have adopted a plan to strategically utilize the funds to offset certain costs associated with the response and recovery to the COVID-19 Pandemic.

Under the Mitigation and Preparedness component of the plan, the Board of Commissioners has approved a population-based allocation to ten municipalities in Guilford County. The purpose of this letter is to inform you that the Town of Jamestown has been approved for an allocation of up to \$40,070.00 of Guilford County's Coronavirus Relief Fund appropriation to be used for authorized COVID-19 related costs in compliance with the guidance provided by the Department of Treasury. Since Guilford County received a direct payment from the Treasury, the county is the primary recipient and will be responsible for how the funds provided to municipalities and subrecipients is used. The County has certified that the funds will only be used to cover those costs that:

- a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. were not accounted for in the budget most recently approved as of March 27, 2020, for the municipality; and
- c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Some of the eligible expenses or reimbursements include public safety salaries, overtime and benefits, COVID-19 testing operations, decontamination costs for buildings and vehicles,

personal protective equipment costs, quarantine and isolation costs and other eligible contract and equipment costs. In order to optimize the use of the Coronavirus Relief Funds, the county is requiring that FEMA Public Assistance eligible expenditures be requested from FEMA before requesting a reimbursement from your CRF allocation.

Because it is extremely important that all expenditures comply with Treasury guidance, the county will require a Memorandum of Understanding approved by each municipal governing board and will require a detail application or request for reimbursement form to justify each reimbursement as well as contracts, purchase orders and receipts to document eligible expenditures.

Attached please find an Intergovernmental Agreement for approval by your governing board and a Reimbursement Request form to be used for all funding requests. Please return the approved agreement at your earliest convenience and we will include it on an upcoming Board of Commissioners meeting agenda for approval.

We look forward to working with you on this matter. Please feel free to call me if you have any questions about this information.

Sincerely,



Marty K. Lawing  
County Manager

**INTERGOVERNMENTAL AGREEMENT FOR PARTICIPATION IN GUILFORD  
COUNTY LOCAL GOVERNMENT COVID-19 REIMBURSEMENT PROGRAM**

THIS AGREEMENT is made and entered into on this \_\_\_\_ day of August, 2020 by and between the County of Guilford, a body politic and corporate, hereinafter referred to as "COUNTY" and the Town of Jamestown, a unit of municipal government, hereinafter referred to as "MUNICIPALITY", and collectively referred to as "the Parties".

**RECITALS**

WHEREAS, Guilford County received approximately Ninety-Three million seven hundred thousand dollars (\$93,700,000) from the United States Government pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"); and

WHEREAS, the CARES Act provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

WHEREAS, the CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover expenses which: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and WHEREAS, Guilford County was eligible to receive payments under the CARES Act, as it is a unit of local government in excess of 500,000 residents: and

WHEREAS, the United States Department of Treasury has issued guidelines with regards to the authorized use of funds allocated to local governments under the CARES Act; and

WHEREAS, neither the CARES Act, the United States Department of Treasury, nor state law, requires that the County disburse any funds to local municipalities within its geographic boundaries; and

WHEREAS, under the CARES Act, the County is ultimately responsible for any expenditures from CARES Act funds; and

WHEREAS, much uncertainty remains regarding future costs the County and local municipalities will be forced to bear related to the coronavirus emergency, and

WHEREAS, much uncertainty exists as to the potential for future allocations of federal or state monies to defray those future costs, and

WHEREAS, this agreement is intended to promote the most efficient distribution of resources which have been made available to Guilford County to benefit the citizens of Guilford County, and

WHEREAS, under the CARES Act, should the Office of the Inspector General determine that the funds were used in a manner contrary to the intent of the legislature or contrary to the United States' Department of Treasury guidelines, the CARES ACT provides that the federal government may recoup the improperly spent funds from the County; and

WHEREAS, the County, those municipalities within Guilford County, and their residents, have suffered secondary effects of the coronavirus emergency, as the State of North Carolina has ordered the closure of non-essential businesses; and

WHEREAS, Guilford County, as the jurisdiction responsible for disbursement of funds under the CARES Act, finds that it is appropriate to use these funds to defray certain costs incurred by the Municipality related to the coronavirus emergency; and WHEREAS, the disbursement of funds under the CARES Act to the Municipality is in the best interests of the County, the Municipality and their residents.

NOW, THEREFORE, in consideration of the mutual covenants and Agreements contained herein, the Parties hereby agree as follows:

#### **1.0 Recitals, Definitions, and Purpose.**

**1.1 Recitals Incorporated.** The recitals set forth above are incorporated in this Agreement by reference and made a part of this Intergovernmental Agreement ("IGA").

#### **1.2 Definitions.**

**A. "CARES Act funds"** shall refer to funds which have been allocated to Guilford County under the Coronavirus Aid, Relief, and Economic Security Act



("CARES Act") of which Guilford County is responsible for the disposition.

B. **"Forms"** shall refer to forms or application documents used to seek reimbursement of coronavirus related expenses under this agreement.

**"Expenses"** shall refer to the cost of tangible goods and services which (1) were necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. Examples of "Tangible Goods" would include, but are not limited to, personal protection and medical equipment, sanitation and disinfectant products, software, laptops and technology equipment necessary for employees to telecommute. "Services" as used in this definition means actions or intangible things which were performed by individuals who are not municipal employees. Further, "Expenses" shall include payroll costs for municipal employees where such employees time was substantially dedicated to mitigating the spread or responding to the public health emergency and/or who have been reassigned from their budgeted role to a different function to substantially support COVID-19 related activities. "Expenses" shall not include the complete payroll costs for employees who are not substantially dedicated to the mitigation or response to the public health emergency, except as set forth in 5.1 of this Agreement. Expenses may also include economic development programs designed to support and defray the costs of local businesses (within the geographic boundaries of Guilford County) negatively impacted by the executive orders which required such businesses be closed or have their operations seriously curtailed.

C. All other words used in this agreement which are not specifically defined shall have their normal and ordinary meaning.

**1.3 Purpose.** The purpose of this Agreement is to establish a contractual relationship between the County and Municipality with regards to the proposed reimbursement of municipal expenses associated with the coronavirus emergency from federal CARES Act funds which the United States Federal Government has disbursed to the County. This agreement shall remain in effect between the parties to govern the form of applications for reimbursement, the review of applications, the criteria for reimbursable expenses, the retention of documents, and other material terms governing the processing of reimbursement applications.

## **2.0 Obligations of the County**

**2.1 Generally.** The County, by and through its Emergency Management and Finance Departments, shall review and process requests for reimbursement received by Municipality subject to the requirements set forth herein.

**2.2 Submittal does not guarantee approval.** The County, by receiving and processing the reimbursement requests of Municipality, does not guarantee approval of the reimbursement requests by the County Emergency Management, the Guilford County Finance Department, the United States Department of Treasury, or the Office of the Inspector General.

**2.3 No further obligations.** The County shall have no further obligations under this IGA other than those expressly set forth.

## **3.0 Obligations of the Municipality**

**3.1 Generally.** In order to submit requests for reimbursement of coronavirus emergency related expenditures, Municipality agrees to submit the forms, certifications and documentations set forth in this agreement for any expense for which Municipality seeks reimbursement under this Agreement. Municipality agrees that the sole and exclusive decision as to whether or not Municipalities request is granted lies within the discretion of Guilford County, and that submission of expenses for reimbursement does not obligate the County to agree to reimburse those expenses.

Municipality agrees that the County, through its Emergency Management and Finance Departments, may reject expenses which are clearly not permitted uses for CARES ACT funds such as using the funds for revenue replacement.

**4.0 Form of Expense Submittals, Certification, failure to use form or comply with criteria**

**4.1 Generally.** The Parties agree that expenses for which Municipality seeks reimbursement shall be submitted in a manner and on forms created by the County. County will ensure that the forms and process properly balance administrative convenience to the Parties and provide sufficient information for the County to issue a reimbursement. A separate reimbursement request form shall be submitted for each separate type of expenditure.

**4.2 Certification.** Each request for reimbursement shall be accompanied by a certification wherein the Mayor certifies that the expenses for which Municipality seeks reimbursement: (i) are necessary expenditures incurred due to the public health emergency with response to the Coronavirus Disease 2019, (ii) which were not accounted for in the most recently approved budget of the municipality, as of March 27, 2020, (iii) were incurred during the period between March 1, 2020 and December 30, 2020. By entering into this agreement, Municipality authorizes its Mayor to sign such certification on behalf of Municipality.

**4.3 Failure to comply with Department of Treasury Guidelines.** The County reserves the right to reject any reimbursement which it feels, in its sole and exclusive discretion, does not meet the criteria of the CARES Act or United States Department of Treasury guidelines associated with disbursement of funds under the CARES Act.

**5.0 Expenses to be reimbursed; Caps of maximum amount of reimbursements available to Municipality; prohibition on duplicate reimbursement.**

**5.1** Municipality may submit expenses as set forth in section 1.2(c) of this Agreement. Where submitted expenses are seeking reimbursement for employee payroll costs, the County requires that the expenses be separated into two categories. The first category shall be employees whose time was substantially dedicated to mitigating the spread or responding to the public health emergency and/or who

have been reassigned from their budgeted role to a different function to substantially support COVID-19 related activities. For purposes of this section "substantially dedicated" shall mean that sixty percent (60%) or more of the employees' time was dedicated to mitigating the spread or responding to the public health emergency related to COVID-19. Municipality may submit, and the County will consider, reimbursing 100% of the salary of "substantially dedicated" employees. The second category shall consist of employees whose time is not "substantially dedicated" to mitigating the spread of or responding to the COVID-19 public health emergency, but who have spent some portion of their compensated time (but less than sixty percent (60%)) mitigating the spread of or responding to the COVID-19 Public Health Emergency. The Municipality may submit, and the County will consider, reimbursing payroll in the amount of the proportion of the individual employees' time spent mitigating the spread of or responding to the COVID-19 public health emergency. For example, if an employee spent twenty percent (20%) of his or her compensated time mitigating the spread of or responding to the COVID-19 public health emergency, the municipality may submit for reimbursement of twenty percent (20%) of the employees' salary during the period of time in which the employee was engaging in COVID-19 related responses.

**5.2** Municipality shall seek reimbursement from FEMA Public Assistance for eligible expenditures prior to requesting reimbursement of the Coronavirus Relief Fund allocation. Documentation shall be provided for FEMA denials or partial funding. Municipality shall not be entitled to reimbursement of expenses for which it has received reimbursement from another State, or federal program designed to reimburse local government for costs associated with the coronavirus emergency or other emergencies. If Municipality receives reimbursement from any program referenced above, Municipality shall refund any duplicate reimbursement to the County.

**5.3** Under this program, Municipality shall receive reimbursement, in aggregate, no more than \$40,070.00 for COVID-19 eligible response and recovery expenses. All

reimbursement requests shall be submitted no later than December 1, 2020.

## **6.0 Cooperation**

- 6.1** The County shall assist Municipality in complying with the requirements of the CARES Act and the United States Department of Treasury guidelines by preparing forms and providing feedback and guidance with regards to the type and quality of information required to complete such forms.
- 6.2** Municipality agrees to abide by the terms of the CARES Act and all United States Department of Treasury guidelines.
- 6.3** Municipality shall, at the County's request, supply County with all relevant information for the County to evaluate whether a request for reimbursement meets the criteria under the CARES Act and United States Department of Treasury guidelines.

## **7.0 Records**

- 7.1** Municipality shall maintain all records relating to the expenses which Municipality seeks to have reimbursed by County from CARES Act funds for a period of at least ten (10) years or the period of time required by other state or federal law, whichever is longer.
- 7.2** At any time, Guilford County, the Guilford County Finance Department, or the Guilford County Internal Auditor, may request that the Municipality provide records relating to the expenses which Municipality seeks to have reimbursed. Municipality agrees to provide records in response to such requests.
- 7.3** Failure to provide records may result in the denial of the reimbursement request. In circumstances where the reimbursement request has been granted and the records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES Act funds, failure by Municipality to provide these records, for any reason including the prior destruction of these records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that Municipality shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper,

unsupported, or unable to be verified. Additionally, Municipality agrees to indemnify the County or make the County whole for any penalty assessed against the County based upon Municipality's failure to retain or provide records.

**8.0 Timeliness.**

**8.1** The Parties agree that time is of the essence in the processing of applications for reimbursement. The County shall use all reasonable speed and diligence in the processing of applications for reimbursement.

**8.2** The Parties agree that time is of the essence in communications seeking supporting documents or requesting records under this agreement. The Parties agree that they shall use all reasonable speed and diligence in responding to requests for records or supporting documents.

**9.0 Indemnity.**

**9.1** The Parties agree that where the County relied upon the certification of the Municipality that such expenses which Municipality sought to have reimbursed from CARES Act funds met the minimum requirements of the CARES Act, and where the Office of the Inspector General, or any other person, official, or department which is charged with the auditing and review of expenditures of CARES Act funds determines that such reimbursement was not permitted under the CARES Act, Municipality agrees to indemnify, reimburse and make whole the County for any funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the County. Municipality further agrees to indemnify, reimburse, or make whole the County for any penalties associated with the federal government seeking to recoup the expended CARES Act funds which the County disbursed to Municipality including interest, or any penalty provided by law.

**9.2** Municipality agrees to hold County harmless for any evaluation or advice which the County provided to Municipality as to whether the requested reimbursement is a permissible use of the CARES Act funds.

**10.0 Term and termination**

**10.1 Term.** This Agreement shall remain in effect until either party provides written notice of termination to the other.

Such notice shall be effective 14 days after receipt of the termination.

**10.2 Survival of Terms.** Those terms relating to the party's obligation to maintain records and provide records, and the Municipality's indemnification of the County shall survive the termination of this Agreement.

**11.0 Amendment**

**11.1** Amendments to this Agreement may be performed with the written consent of the Guilford County Board of Commissioners and Municipal governing board.

**12.0 Notices and duplicate copies.**

**12.1** Written notices required pursuant to this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested or electronic mail:

Guilford County: Marty K. Lawing  
County Manager  
  
301 W. Market Street  
Greensboro North Carolina 27402

With a copy to:  
  
Guilford County Attorney's Office  
ATTN: Mark Payne  
  
301 W. Market Street  
Greensboro, North Carolina 27402

Municipality: Kenny Cole  
Town Manager  
Jamestown Town Manager  
  
301 East Main Street  
Jamestown, NC 27282

With Copies to:  
  
Beth Koonce  
Jamestown Town Attorney

12.2 The Parties agree that this agreement may be entered into using identical counterparts, each of which when executed and delivered to the other party shall constitute a duplicate original, but all counterparts together shall constitute a single agreement. Upon ratification by the governing board of the respective parties, the parties shall each transmit the signed counterparts of this agreement to the other using the recipients listed above in Section 12.1 of this Agreement. This agreement shall go into effect immediately upon the ratification of the last party to execute this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, using duplicate counterparts, on the dates listed below.

COUNTY OF GUILFORD:

Jeffrey M. Phillips

Chairman

Town of Jamestown:

Lynn Montgomery

Mayor

Attest: \_\_\_\_\_

Robin B. Keller  
County Clerk to the Board  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Katie Weiner  
Town Clerk  
Date: \_\_\_\_\_



**CORONAVIRUS RELIEF FUND  
MUNICIPAL REIMBURSEMENT REQUEST FORM**

Name of Municipality \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

Total Reimbursement Requested \$ \_\_\_\_\_

Detail Description of the Expenditure:

COVID-19 Purpose / Need for Expenditure:

Was this expenditure made after March 1, 2020? YES \_\_\_ NO \_\_\_ Date \_\_\_\_\_

Did this expenditure require a contract or purchase order? YES \_\_\_ NO \_\_\_ If Yes, please attach the Contract/PO.

Did this expenditure involve municipal employee payroll costs in accordance with the CARES Act?

YES \_\_\_ NO \_\_\_ If yes, Please attach a spreadsheet including the name, title and total paid to each employee and the costs of any benefits that you are requesting to be reimbursed.

Were funds for this purchase included in the municipality's FY 2019-2020 or most recently adopted budget?

YES \_\_\_ NO \_\_\_

Did the municipality receive FEMA Public Assistance or other State or Federal funding that could have covered the cost of the expenditure? YES \_\_\_ NO \_\_\_

All receipts for goods and services purchased as part of this reimbursement request are attached.

YES \_\_\_ NO \_\_\_ If No, please explain in details:

CERTIFICATION STATEMENT: I hereby certify to the best of my knowledge that the expenditures described above meet the minimum requirements for eligible expenditures under the CARES Act and that the other representations and supporting documentation are a true and accurate account for the expenditures for which the municipality is seeking reimbursement.

Signature of Mayor \_\_\_\_\_ Date \_\_\_\_\_

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**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:** Order of Demolition for 301 Lee St.

**AGENDA ITEM #:** IV - B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** Sept. 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min.

**DEPARTMENT:** Administration

**CONTACT PERSON:** Matthew Johnson, Asst. Town Mgr.

**SUMMARY:**

Please find attached an order of demolition for 301 Lee St. Mr. Young (owner) has been properly notified and has declined any appeal to the Town of Jamestown per GS 160A-430. Per 160A-431, Mr. Young has failed to comply with the order to demolish and remove the structures. At this time, staff respectfully request that Council adopt an order of demolition. The Town will case the removal of the unsafe building and will place a lien against the property for the costs associated with demolition and legal fees.

**ATTACHMENTS:** Order of Demolition & Demolition Proposal from D.H. Griffin

**RECOMMENDATION/ACTION NEEDED:** Move to adopt the Order of Demolition

**BUDGETARY IMPACT:** Approximately \$15,000-18,000.

**SUGGESTED MOTION:** Move to approve Order of Demolition and ask staff to proceed with scheduling such.

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

**ORDER OF DEMOLITION**  
FOR PROPERTY LOCATED AT  
301 LEE STREET, JAMESTOWN, NORTH CAROLINA  
OWNED BY MICHAEL CURTIS YOUNG

**WHEREAS**, pursuant to Article 24 (Nuisance Abatement and Property Management Code) of the Land Development Ordinance of the Town of Jamestown, the dwelling and accessory structure located on the property described as 301 Lee Street, Jamestown, North Carolina, and designated as Guilford County Tax Parcel # 160734 (the "Property"), has been inspected by the Town's Planning Director and found to be unfit for human habitation and a danger to persons, and a threat to the life, health and safety of the citizens of the Town of Jamestown; and

**WHEREAS**, the owner of the Property, Michael Curtis Young, has been given notice of the results of the above inspection, advised of the defective conditions, and ordered to bring the Property into compliance with the requirements of Article 24 by appropriate repair and/or demolition of said dilapidated dwelling and accessory structure; and

**WHEREAS**, at a hearing held via teleconference on Thursday, May 14, 2020, in which Michael Curtis Young participated, the Town's Planning Director found that the dwelling and accessory structure referenced above had further deteriorated, was structurally unsafe, and that demolition and removal of both structures was necessary to alleviate the danger to public safety; and

**WHEREAS**, Michael Curtis Young was given notice by letter dated May 19, 2020 of the Planning Director's determination set forth above, and was ordered in said notice to demolish and remove the dwelling and accessory structure within 90 days of the date of the letter, and the Property was posted with a Notice of Condemnation as required by Article 24.7-7 of the Land Development Ordinance.

**WHEREAS**, Michael Curtis Young has failed to demolish and remove the dwelling and accessory structure located at 301 Lee Street, Jamestown, North Carolina.

**NOW, THEREFORE, IT IS ORDERED** BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, that the dilapidated dwelling and accessory structure located at 301 Lee Street, Jamestown, North Carolina, now owned by Michael Curtis Young, shall be demolished and removed from the property, and a lien placed against the property for all costs of the demolition and removal incurred by the Town of Jamestown as provided by the laws of the State of North Carolina.

Adopted by the Jamestown Town Council, this \_\_\_\_\_ day of September, 2020.

THE TOWN OF JAMESTOWN

BY: \_\_\_\_\_  
LYNN MONTGOMERY, Mayor

ATTEST:

\_\_\_\_\_  
KATIE WEINER, Town Clerk

NORTH CAROLINA  
GUILFORD COUNTY

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_, State of North Carolina, do hereby certify that **KATIE WEINER** personally came before me this day and acknowledged that she is Town Clerk for The Town of Jamestown, a municipality and that by authority duly given and as the act of the Town, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by herself as its Town Clerk.

WITNESS my hand and notarial seal this \_\_\_\_\_ day of September, 2020.

\_\_\_\_\_ N.P.

\_\_\_\_\_  
Typed/Printed Name of Notary Public

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



**PROPOSAL**  
**D. H. GRIFFIN WRECKING CO., INC.**  
 4716 HILLTOP ROAD, GREENSBORO, NC 27407  
 PHONE 336-855-7030 FAX 336-632-3047

**PROPOSAL SUBMITTED TO:**

**DATE:**

Matthew Johnson

August 12, 2020

Assistant Town Manager

**PROJECT NAME/LOCATION:**

301 East Main Street P.O. Box 848

House and Garage Demo

Jamestown, N.C. 27282

301 Lee Street, Jamestown, NC

**PHONE:(336) 454-7386**

**FAX:**

**EMAIL: mjohnson@jamestown-nc.gov**

Based on site inspection and verbal descriptions, D. H. Griffin Wrecking Co., Inc. (DHG) proposes the following scope of services:

1. Provide necessary labor, equipment, materials, insurance, etc. to perform work
2. Demolish and dispose of the house and garage located at 301 Lee Street in Jamestown. Price includes the removal of footings and foundations. All work is within the footprint of the structures.
3. Dispose of materials off site in accordance with local, state and federal regulations.
4. Rough grade disturbed areas to existing contours.
5. DHG retains salvage rights to materials under contract.
6. Price excludes utility disconnection, backfill; capping or rerouting; identification or removal of underground storage tanks (USTs) or their contents; asphalt removal; new construction or patching; or hazardous materials removal including oil, Freon or other refrigerants, asbestos, paint, etc.
7. An asbestos inspection must be performed per state and local regulations. If asbestos is found, DHG will provide a price for abatement.

We propose hereby to perform the work as listed above, in accordance with above specifications, for the sum of:

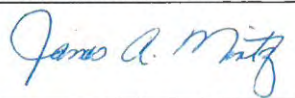
**Thirteen Thousand, Two Hundred, Ninety-Nine Dollars and no/100's** **(\$13,299.00)**

Payment to be made as follows: **Upon Completion**

**Bid Alternate #1 - DHG will perform an asbestos inspection for an additional \$1,000.00.**

We hereby exclude the following: Relocation and disconnection of utilities, responsibility for locating and marking utilities within the demolition limits; protection of utilities which are not marked within the limits of demolition; shoring and bracing of structures to remain; cost of performance and payment bonds; removal and disposition of any hazardous or asbestos materials except those items, if any, which are described and itemized above, whether concealed or not.

All payments are due and payable as noted. Whenever retainage is required to be withheld, upon completion of D.H. Griffin Wrecking Company, Inc.'s (DHG) scope of work (contract or sub-contract) DHG will issue an invoice for work performed and a separate final invoice for retainage. All retainage is to be paid in full no later than ninety (90) days from date of final invoice. The undersigned further agrees to pay to D.H. Griffin Wrecking Company, Inc., a reasonable attorney's fee if the obligation evidenced hereby be collected by an attorney-at-law after maturity. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

Authorized Signature:   
 James A. Mintz, Project Estimator

*NOTE: This proposal may be withdrawn by DHG if not accepted within 30 days.*

**PLEASE SIGN, DATE AND RETURN ORIGINAL**  
**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are **authorized to do the work as specified. Payment will be made as outlined above.**

Signature	Name and Title	Date of Acceptance
-----------	----------------	--------------------

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**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:** Certificate of Sufficiency

**AGENDA ITEM #:** IV-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** Sept. 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min.

**DEPARTMENT:** Administration

**CONTACT PERSON:** Matthew Johnson, Asst. Town Mgr.

**SUMMARY:**

Under GS 160A-31, the Town has received a petition for annexation of property commonly known as the "Johnson Farm". At the August 18, 2020, meeting, the Town Council directed the Clerk to investigate the petition by adopting a resolution instructing her to do such. At this meeting, the Town staff (and Clerk by default) and attorney will be presenting the Council with a Certificate of Sufficiency which certifies the results to the Council of the investigation. The investigation basically involves a title search for the property and verification that the owners have signed the petition. The next step will be to set a public hearing date for the consideration of the petition.

**ATTACHMENTS:** Certificate of Sufficiency, Petition for Annexation, Metes and Bounds of Parcels, & Map of Parcels

**RECOMMENDATION/ACTION NEEDED:** Set Public Hearing date for annexation.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to adopt the Certificate of Sufficiency

**FOLLOW UP ACTION NEEDED:** Adopt a resolution setting a public hearing date.





Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

CERTIFICATE OF SUFFICIENCY

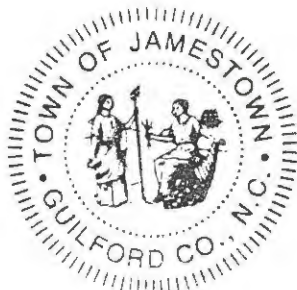
To the Town Council of the Town of Jamestown, North Carolina,

I, Katie M. Weiner, CMC, Clerk of the Town of Jamestown, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation. The petition includes a parcel of land (Tax Map ID 65604, 0.41 acres, 5230 Mackay Rd.) that was previously annexed into the City of Greensboro. For the purposes of this annexation petition, that parcel of land shall not be considered by the Town of Jamestown for annexation at this time. A metes and bounds description which excludes this parcel for consideration and a survey map showing the proposed area of annexation is attached.
- b. The area described in the petition is contiguous to the Town of Jamestown primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes the addresses of all owners of real property lying in the area described therein.
- d. The Town Attorney has performed a title search and has verified that the owners of record have signed the petition.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Jamestown, this the 3rd day of September, 2020.

(SEAL)



Katie M. Weiner

Katie M. Weiner, CMC, Town Clerk





JAMESTOWN ANNEXATION PETITION

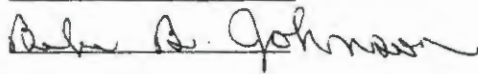
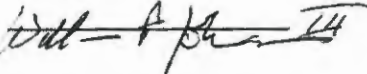
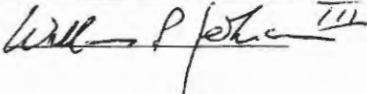
Date February 6, 2020

TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

- CONTIGUOUS:** We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-31. The area to be annexed is contiguous to the Town of Jamestown and the boundaries of such territory are described below by metes and bounds:
- NON-CONTIGUOUS:** We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-58.1. The area to be annexed is non-contiguous to the Town of Jamestown and within an area that the Town of Jamestown is permitted to annex pursuant to N.C.G.S. 160A-58.1, and the boundaries of such territory to be annexed are described below by metes and bounds:

(You may print "See Attached" and attach the description.)

We acknowledge that any zoning vested rights\*\* acquired pursuant to N.C.G.S. 160A-385.1 or N.C.G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such vested rights on this petition shall result in a termination of such vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

<u>Print or Type Name and Address</u>	<u>Do you declare vested rights?*</u> (Indicate yes or no.)	<u>Signature</u>
1. <u>Kathleen R. Johnson</u>	<u>No</u>	
<u>Thomas R. Johnson</u>	<u>No</u>	
<u>Bebe B. Johnson</u>	<u>No</u>	
<u>Edward A. Johnson, II</u>	<u>No</u>	
<u>Alexa B. Johnson</u>	<u>No</u>	
2. <u>Kory W. Johnson</u>	<u>No</u>	
<u>Matthew W. Johnson</u>	<u>No</u>	
<u>William P. Johnson, III</u>	<u>No</u>	
<u>TTM Family Limited Partnership</u>	<u>No</u>	
3. <u>Edward R. Johnson Family Trust</u>	<u>No</u>	
<u>William P. Johnson III Family Limited Partnership</u>	<u>No</u>	

Important: Both husband and wife must sign, if applicable.

\*\*These are a special type of vested rights obtained only after the approval of a "site specific development plan" following a public hearing on that plan. Only a small number of plans have received such an approval.

Date Received: July 10, 2020 Received By: 



JAMESTOWN ANNEXATION PETITION

Date February 6, 2020

TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

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	<u>Bebe B. Johnson</u>	<u>No</u>	_____
	<u>Edward A. Johnson, II</u>	<u>No</u>	_____
	<u>Alexa B. Johnson</u>	<u>No</u>	_____
2.	<u>Kory W. Johnson</u>	<u>No</u>	<u><i>Kory W. Johnson</i></u>
	<u>Matthew W. Johnson</u>	<u>No</u>	
	<u>William P. Johnson, III</u>	<u>No</u>	_____
	<u>TTM Family Limited Partnership</u>	<u>No</u>	_____
3.	<u>Edward R. Johnson Family Trust</u>	<u>No</u>	_____
	<u>William P. JOHNSON III Family Limited Partnership</u>	<u>No</u>	_____

Important: Both husband and wife must sign, if applicable.

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Date Received: July 10, 2020 Received By: *awj*



JAMESTOWN ANNEXATION PETITION


Date February 6, 2020

TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

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Important: Both husband and wife must sign, if applicable.

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Date Received: July 10, 2020 Received By: 





JAMESTOWN ANNEXATION PETITION

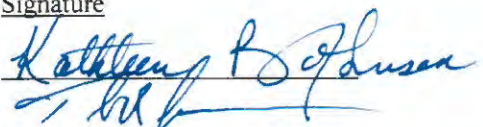
Date February 6, 2020

TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

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	<u>William P. Johnson, III</u>	<u>No</u>	
	<u>TTM Family Limited Partnership</u>	<u>No</u>	
3.	<u>Edward R. Johnson Family Trust</u>	<u>No</u>	
	<u>William P. Johnson III Family</u>	<u>No</u>	



ISAACSON  
SHERIDAN

JENNIFER N. FOUNTAIN, ESQ.  
336.609.5136 (direct)  
jennifer@isaacsonsheridan.com

September 3, 2020

Elizabeth M. Koonce, Attorney at Law  
Roberson, Haworth & Reese, PLLC  
300 N. Main Street, Suite 300  
High Point, NC 27261

Re: Rezoning and Annexation Petition for the Johnson Property

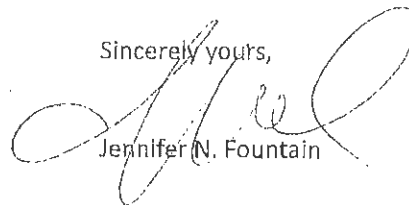
Dear Elizabeth:

We represent Diamondback Acquisition Company, LLC. We have examined title to the subject property. By this letter, we certify that the tracts and the owners of record are listed below:

Tract One: William Pearce Johnson, III and wife Bebe Buice Johnson;  
Tract Two: The Estate of Edward A Johnson, Kathleen Robinson Johnson, Executor;  
Tract Three: TTM Family Limited Partnership and William P. Johnson III Family Limited Partnership;  
Tract Four: TTM Family Limited Partnership and William P. Johnson III Family Limited Partnership; and  
Tract Five: TTM Family Limited Partnership and William P. Johnson III Family Limited Partnership.

If you need anything further, please contact me.

Sincerely yours,



Jennifer N. Fountain

**Survey Description: Parcel A**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence along said northern right-of-way line of Guilford College Road, the following three (3) courses:

1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;

2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry; thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 18° 04' 00" West 429.54 feet to a Disk Found;

2) North 11° 22' 57" West 172.26 feet to a 1/2 Inch Iron Pipe Set;

3) North 01° 40' 29" East 29.54 feet to a 1/2 Inch Iron Pipe Set at the southwestern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 2 of Deed Book 6655, Page 621; thence continuing along said eastern right-of-way line of Guilford College Road, the following thirteen (13) courses:

- 1) North 01° 40' 29" East 23.05 feet to a 1/2 Inch Iron Pipe Set;
- 2) North 02° 23' 35" East 568.86 feet to a 1/2 Inch Iron Pipe Set;
- 3) along the arc of a curve to the right having a radius of 22,916.67 feet with a chord bearing and distance of North 03° 24' 13" East 808.38 feet to a 1/2 Inch Iron Pipe Set;
- 4) South 85° 35' 09" East 14.17 feet to a 1/2 Inch Iron Pipe Set;
- 5) North 04° 13' 27" East 78.32 feet to a 1/2 Inch Iron Pipe Set;
- 6) North 85° 23' 24" West 13.78 feet to a 1/2 Inch Iron Pipe Set;
- 7) North 04° 46' 27" East 131.18 feet to a 1/2 Inch Iron Pipe Set;
- 8) North 04° 56' 17" East 594.17 feet to a Disk Found;
- 9) along the arc to the right having a radius of 2,247.35 feet with a chord bearing and distance of North 06° 49' 37" East 224.64 feet to a Disk Found;
- 10) along the arc of a curve to the right having a radius of 1,099.08 feet with a chord bearing and distance of North 15° 38' 21" East 190.50 feet to a 1/2 Inch Iron Pipe Set;
- 11) North 28° 59' 59" East 145.62 feet to a Disk Found;
- 12) North 32° 31' 09" East 56.86 feet to a 1/2 Inch Iron Pipe Set;
- 13) North 61° 13' 54" East 86.01 feet to a 1/2 Inch Iron Pipe Set at the intersection of said eastern right-of-way line of Guilford College Road and the southern right-of-way line of Mackay Road; thence crossing Mackay Road, North 11° 07' 42" East 94.20 feet to the True Point of Beginning being a Disk Found at the intersection at the northern right-of-way line of Mackay Road and the eastern right-of-way line of Guilford College Road; thence along said eastern right-of-way line of Guilford College Road, the following three (3) courses:
  - 1) North 04° 40' 46" West 33.01 feet to a 1/2 Inch Iron Pipe Set;
  - 2) North 33° 57' 12" East 109.13 feet to a Disk Found;
  - 3) North 33° 19' 46" East 50.70 feet to a 1 Inch Iron Pipe Set at the Northwestern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 3 of Deed Book 6655, Page 621; thence along the northern property line of said Tract 3 of Deed Book 6655, Page 621, South 85° 37' 47" East 715.14 feet to a 1/2 Inch Iron Pipe Set at the western property line of the Jordan Creek Townhomes as shown on Deed Book 7794, Page 812, Deed Book 7562, Page 2780, and Deed Book 777, Page 1762, Plat Book 184, Page 79; thence along said western property line of the Jordan Creek Townhomes, South 04° 42' 07" West 438.75

feet to a 1/2 Inch Iron Pipe Set at said northern right-of-way line of Mackay Road; thence along said northern right-of-way line of Mackay Road, the following seven (7) courses:

- 1) North 77° 42' 15" West 13.49 feet to a 1/2 Inch Iron Pipe Set;
- 2) North 82° 35' 52" West 103.56 feet to a 1/2 Inch Iron Pipe Set;
- 3) North 83° 23' 22" West 153.14 feet to a 1/2 Inch Iron Pipe Set;
- 4) along a curve to the right having a radius of 623.36 feet with a chord bearing and distance of North 67° 48' 28" West 327.83 feet to a Disk Found;
- 5) North 40° 56' 32" West 94.76 feet to a Disk Found;
- 6) North 48° 56' 48" West 63.68 feet to a Disk Found;
- 7) North 56° 02' 43" West 98.31 feet to the True Point of Beginning, containing 6.491 acres.

**Survey Description: Parcel B**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence along said northern right-of-way line of Guilford College Road, the following three (3) courses:

- 1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;
- 2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;



3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry; thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 18° 04' 00" West 429.54 feet to a Disk Found;

2) North 11° 22' 57" West 172.26 feet to a 1/2 Inch Iron Pipe Set;

3) North 01° 40' 29" East 29.54 feet to the True Point of Beginning being a 1/2 Inch Iron Pipe Set; thence continuing along said eastern right-of-way line of Guilford College Road, the following twelve (12) courses:

1) North 01° 40' 29" East 23.05 feet to a 1/2 Inch Iron Pipe Set;

2) North 02° 23' 35" East 568.86 feet to a 1/2 Inch Iron Pipe Set;

3) along the arc of a curve to the right having a radius of 22,916.67 feet with a chord bearing and distance of North 03° 24' 13" East 808.38 feet to a 1/2 Inch Iron Pipe Set;

4) South 85° 35' 09" East 14.17 feet to a 1/2 Inch Iron Pipe Set;

5) North 04° 13' 27" East 78.32 feet to a 1/2 Inch Iron Pipe Set;

6) North 85° 23' 24" West 13.78 feet to a 1/2 Inch Iron Pipe Set;

7) North 04° 46' 27" East 131.18 feet to a 1/2 Inch Iron Pipe Set;

8) North 04° 56' 17" East 594.17 feet to a Disk Found;

9) along the arc to the right having a radius of 2,247.35 feet with a chord bearing and distance of North 06° 49' 37" East 224.63 feet to a Disk Found;

10) along the arc of a curve to the right having a radius of 1,099.08 feet with a chord bearing and distance of North 15° 38' 21" East 190.50 feet to a 1/2 Inch Iron Pipe Set;

11) North 28° 59' 59" East 145.62 feet to a Disk Found;

12) North 32° 31' 09" East 56.86 feet to a 1/2 Inch Iron Pipe Set;

13) North 61° 13' 54" East 86.01 feet to a 1/2 Inch Iron Pipe Set at the intersection of said eastern right-of-way line of Guilford College Road and the southern right-of-way line of Mackay Road; thence along said southern right-of-way line of Mackay Road the following six (6) courses:

- 1) along the arc of a curve to the right having a radius of 164.04 feet with a chord bearing and distance of North 60° 45' 13" West 67.13 feet to a 1/2 Inch Iron Pipe Set;
- 2) South 48° 56' 48" East 103.06 feet to a 1/2 Inch Iron Pipe Set;
- 3) South 53° 58' 19" East 120.70 feet to a 1/2 Inch Iron Pipe Set;
- 4) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 68° 16' 02" East 221.97 feet to a Disk Found;
- 5) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 79° 05' 07" East 37.23 feet to a 1/2 Inch Iron Pipe Set;
- 6) South 84° 53' 54" East 183.05 feet to a 1/2 Inch Iron Pipe Set at the northwestern corner of now or formerly, Kathleen R. Johnson as recorded in Deed Book 2758, Page 169; thence along the western property lines of said Kathleen R. Johnson, the following three (3) courses:
  - 1) South 03° 21' 44" West 2,008.41 feet to a 1/2 Inch Iron Pipe Set;
  - 2) South 43° 19' 08" East 395.97 feet to a 1/2 Inch Iron Pipe Set;
  - 3) South 66° 52' 20" East 290.22 feet to a point at the northeastern corner of said William Pearce Johnson, III and wife, Bebe Buice Johnson; thence along the northern property line of said William Pearce Johnson, III and wife, Bebe Buice Johnson, South 84° 38' 28" West 1,481.47 feet to the True Point of Beginning, containing 56.650 Acres.

**Survey Description: Parcel C**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence

along said northern right-of-way line of Guilford College Road, the following three (3) courses:

1) North  $55^{\circ} 42' 46''$  West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;

2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North  $53^{\circ} 31' 20''$  West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North  $40^{\circ} 24' 41''$  West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry; thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North  $18^{\circ} 04' 00''$  West 429.54 feet to a Disk Found;

2) North  $11^{\circ} 22' 57''$  West 172.26 feet to a 1/2 Inch Iron Pipe Set;

3) North  $01^{\circ} 40' 29''$  East 29.54 feet to a 1/2 Inch Iron Pipe Set at the southwestern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 2 of Deed Book 6655, Page 621; thence continuing along said eastern right-of-way line of Guilford College Road, the following thirteen (13) courses:

1) North  $01^{\circ} 40' 29''$  East 23.05 feet to a 1/2 Inch Iron Pipe Set;

2) North  $02^{\circ} 23' 35''$  East 568.86 feet to a 1/2 Inch Iron Pipe Set;

3) along the arc of a curve to the right having a radius of 22,916.67 feet with a chord bearing and distance of North  $03^{\circ} 24' 13''$  East 808.38 feet to a 1/2 Inch Iron Pipe Set;

4) South  $85^{\circ} 35' 09''$  East 14.17 feet to a 1/2 Inch Iron Pipe Set;

5) North  $04^{\circ} 13' 27''$  East 78.32 feet to a 1/2 Inch Iron Pipe Set;

6) North  $85^{\circ} 23' 24''$  West 13.78 feet to a 1/2 Inch Iron Pipe Set;

7) North  $04^{\circ} 46' 27''$  East 131.18 feet to a 1/2 Inch Iron Pipe Set;

8) North  $04^{\circ} 56' 17''$  East 594.17 feet to a Disk Found;

9) along the arc to the right having a radius of 2,247.35 feet with a chord bearing and distance of North  $06^{\circ} 49' 37''$  East 224.64 feet to a Disk Found;

10) along the arc of a curve to the right having a radius of 1,099.08 feet with a chord bearing and distance of North 15° 38' 21" East 190.50 feet to a 1/2 Inch Iron Pipe Set;

11) North 28° 59' 59" East 145.62 feet to a Disk Found;

12) North 32° 31' 09" East 56.86 feet to a 1/2 Inch Iron Pipe Set;

13) North 61° 13' 54" East 86.01 feet to a 1/2 Inch Iron Pipe Set at the intersection of said eastern right-of-way line of Guilford College Road and the southern right-of-way line of Mackay Road; thence along said southern right-of-way line of Mackay Road the following six (6) courses:

1) along the arc of a curve to the right having a radius of 164.04 feet with a chord bearing and distance of South 60° 45' 13" East 67.13 feet to a 1/2 Inch Iron Pipe Set;

2) South 48° 56' 48" East 103.06 feet to a 1/2 Inch Iron Pipe Set;

3) South 53° 58' 19" East 120.70 feet to a 1/2 Inch Iron Pipe Set;

4) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 68° 16' 02" East 221.97 feet to a Disk Found;

5) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 79° 05' 07" East 37.23 feet to a 1/2 Inch Iron Pipe Set;

6) South 84° 53' 54" East 183.05 feet to a 1/2 Inch Iron Pipe Set at the True Point of Beginning; thence continuing along said southern right-of-way line of Mackay Road, the following five (5) courses:

1) South 82° 35' 52" East 99.01 feet to a 1/2 Inch Iron Pipe Set;

2) South 76° 12' 46" East 95.93 feet to a 1/2 Inch Iron Pipe Set;

3) South 67° 28' 23" East 93.08 feet to a 1/2 Inch Iron Pipe Set;

4) South 58° 54' 46" East 97.47 feet to a 1/2 Inch Iron Pipe Set;

5) South 53° 14' 19" East 69.66 feet to a 1-1/4 Inch Iron Pipe Found at the northwestern corner of now or formerly TTM Family Limited Partnership as recorded in Deed Book 8000, Page 81; thence along the western property line of said TTM Family Limited Partnership as recorded in Deed Book 8000, Page 81, South 34° 09' 44" East 350.69 feet to a 1 Inch Iron Pipe Found at a western corner of said Tract 1 of Deed Book 6655, Page 621; thence along the western property lines of said Tract 1 of Deed Book 6655, Page 621, the following two (2) courses:

1) South 03° 53' 05" West 1,760.25 feet to a 1/2 Inch Iron Pipe Set;

2) South 20° 25' 54" West 210.60 feet to a point at the northeastern corner of said Tract 2 of Deed Book 6655, Page 621; thence along the eastern property lines of said Tract 2 of Deed Book 6655, Page 621, the following three (3) courses:

- 1) North 66° 52' 20" West 290.22 feet to a 1/2 Inch Iron Pipe Set;
- 2) North 43° 19' 08" West 395.97 feet to a 1/2 Inch Iron Pipe Set;
- 3) North 03° 21' 44" East 2,008.41 feet to the True Point of Beginning, containing 30.698 Acres.

**Survey Description: Parcel D**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence along said northern right-of-way line of Guilford College Road, the following three (3) courses:

- 1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;
- 2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;
- 3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry;

thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

- 1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 18° 04' 00" West 429.54 feet to a Disk Found;
- 2) North 11° 22' 57" West 172.26 feet to a 1/2 Inch Iron Pipe Set;
- 3) North 01° 40' 29" East 29.54 feet to a 1/2 Inch Iron Pipe Set at the southwestern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 2 of Deed Book 6655, Page 621; thence continuing along said eastern right-of-way line of Guilford College Road, the following thirteen (13) courses:

- 1) North 01° 40' 29" East 23.05 feet to a 1/2 Inch Iron Pipe Set;
- 2) North 02° 23' 35" East 568.86 feet to a 1/2 Inch Iron Pipe Set;
- 3) along the arc of a curve to the right having a radius of 22,916.67 feet with a chord bearing and distance of North 03° 24' 13" East 808.38 feet to a 1/2 Inch Iron Pipe Set;
- 4) South 85° 35' 09" East 14.17 feet to a 1/2 Inch Iron Pipe Set;
- 5) North 04° 13' 27" East 78.32 feet to a 1/2 Inch Iron Pipe Set;
- 6) North 85° 23' 24" West 13.78 feet to a 1/2 Inch Iron Pipe Set;
- 7) North 04° 46' 27" East 131.18 feet to a 1/2 Inch Iron Pipe Set;
- 8) North 04° 56' 17" East 594.17 feet to a Disk Found;
- 9) along the arc to the right having a radius of 2,247.35 feet with a chord bearing and distance of North 06° 49' 37" East 224.64 feet to a Disk Found;
- 10) along the arc of a curve to the right having a radius of 1,099.08 feet with a chord bearing and distance of North 15° 38' 21" East 190.50 feet to a 1/2 Inch Iron Pipe Set;
- 11) North 28° 59' 59" East 145.62 feet to a Disk Found;
- 12) North 32° 31' 09" East 56.86 feet to a 1/2 Inch Iron Pipe Set;
- 13) North 61° 13' 54" East 86.01 feet to a 1/2 Inch Iron Pipe Set at the intersection of said eastern right-of-way line of Guilford College Road and the southern right-of-way line of Mackay Road; thence along said southern right-of-way line of Mackay Road, the following six (6) courses:

- 1) along the arc of a curve to the right having a radius of 164.04 feet with a chord bearing and distance of South 60° 45' 13" East 67.13 feet to a 1/2 Inch Iron Pipe Set;
- 2) South 48° 56' 48" East 103.06 feet to a 1/2 Inch Iron Pipe Set;

3) South 53° 58' 19" East 120.70 feet to a 1/2 Inch Iron Pipe Set;  
4) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 68° 16' 02" East 221.97 feet to a Disk Found;  
5) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 79° 05' 07" East 37.23 feet to a 1/2 Inch Iron Pipe Set;  
6) South 84° 53' 54" East 183.05 feet to a 1/2 Inch Iron Pipe Set at the northeastern corner of now or formerly, Kathleen R. Johnson as recorded in Deed Book 2758, Page 169; thence continuing along said southern right-of-way line of Mackay Road, the following five (5) courses:

1) South 82° 35' 52" East 99.01 feet to a 1/2 Inch Iron Pipe Set;  
2) South 76° 12' 46" East 95.93 feet to a 1/2 Inch Iron Pipe Set;  
3) South 67° 28' 23" East 93.08 feet to a 1/2 Inch Iron Pipe Set;  
4) South 58° 54' 46" East 97.47 feet to a 1/2 Inch Iron Pipe Set;  
5) South 53° 14' 19" East 69.66 feet to a 1-1/4 Inch Iron Pipe Found being the True Point of Beginning, thence continuing along said southern right-of-way line of Mackay Road the following three (3) courses:

1) South 50° 29' 40" East 164.36 feet to a 1/2 Inch Iron Pipe Set;  
2) South 50° 25' 53" East 20.16 feet to a 1/2 Inch Iron Pipe Set;  
3) along a curve to the left having a radius of 960.00 feet with a chord bearing and distance of South 58° 15' 18" East 261.36 feet to a 1/2 Inch Iron Pipe Set (a #4 Rebar Found North 50° 26' 59" West 3.47 feet off corner) at a northwestern corner of said Tract 1 of Deed Book 6655, Page 621; thence along the western property lines of said Tract 1 of Deed Book 6655, Page 621, the following two (2) courses:

1) South 04° 02' 43" West 36.56 feet to a Stone Found (a 1-1/4 Inch Iron Pipe Found North 11° 08' 06" East 0.19 feet from said Stone Found);  
2) North 89° 35' 04" West 165.11 feet to a 1 Inch Iron Pipe Found at an eastern corner of said Kathleen R. Johnson; thence along the eastern property line of said Kathleen R. Johnson, North 34° 09' 44" West 350.69 feet to the True Point of Beginning, containing 0.597 acres.

**Survey Description: Parcel E**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence along said northern right-of-way line of Guilford College Road, the following three (3) courses:

1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;

2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to the True Point of Beginning being a 1 Inch Iron Pipe Set; thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 18° 04' 00" West 429.54 feet to a Disk Found;

2) North 11° 22' 57" West 172.26 feet to a 1/2 Inch Iron Pipe Set;

3) North 01° 40' 29" East 29.54 feet to a 1/2 Inch Iron Pipe Set at the southwestern corner of now or formerly TTM Family Limited Partnerships, recorded as Tract 2 of Deed Book 6655, Page 621; thence along the southern property line of said Tract 2 of Deed Book 6655, Page 621, North 84° 38' 28" West 1481.47 feet to a point at a western corner of said Tract 1 of Deed Book 6655, Page 621, thence along western property lines of said Tract 1 of Deed Book 6655, Page 621, the following two (2) courses:

1) South 03° 53' 05" West 1186.00 feet to a 1 Inch Iron Pipe Set;



2) North 70° 22' 04" West 1,304.11 feet to the True Point of Beginning, containing 27.956 acres.

**Survey Description: Parcel F**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to the True Point of Beginning being a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds; thence along said northern right-of-way line of said Guilford College Road, the following three (3) courses:

1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;

2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry; thence along the southern and eastern property line of said Johnson, the following two (2) courses:

1) North 70° 22' 04" West 1304.11 feet to a 1 Inch Iron Pipe Set;

2) South 03° 53' 05" West 1186.00 feet to a point at the southwestern corner of now or formerly TTM Family Limited Partnership, a North Carolina Limited Partnership recorded as Tract 2 in Deed Book 6655, Page 621 and the southern most corner of now or formerly Kathleen R. Johnson as recorded in Deed Book 2758, Page 169; thence along the eastern property lines of said Kathleen R. Johnson the following Two (2) courses:

1) South 20° 25' 54" West 210.60 feet to a 1/2 Inch Iron Pipe Set;  
2) South 03° 53' 05" West 1,760.25 feet to a 1 Inch Iron Pipe Found at the southwestern corner of now or formerly, TTM Family Limited Partnership, A North Carolina Limited Partnership as recorded in Deed Book 8000, Page 81; thence along the southern and eastern property lines of said TTM Family Limited Partnership as recorded in Deed Book 8000, Page 81, the following Two (2) courses:

1) North 89° 35' 04" West 165.11 feet to a Stone Found (a 1-1/4 Inch Iron Pipe Found North 11° 08' 06" West 0.19 feet from said Stone Found);

2) South 04° 02' 43" West 36.56 feet to a 1/2 Inch Iron Pipe Set at the southern right-of-way line of Mackay Road (S.R. 1549) (a #4 Rebar Found North 50° 26' 59" West 3.47 feet off corner); thence along said southern right-of-way line of Mackay Road, the following fourteen (14) courses:

1) South 67° 45' 40" East 91.38 feet to a 1 Inch Iron Pipe Set;

2) South 68° 32' 44" East 481.35 feet to a 1/2 Inch Iron Pipe Set;

3) South 68° 56' 50" East 100.00 feet to a 1/2 Inch Iron Pipe Set;

4) South 70° 44' 04" East 101.26 feet to a 1/2 Inch Iron Pipe Set;

5) South 73° 06' 37" East 101.15 feet to a 1/2 Inch Iron Pipe Set;

6) South 74° 53' 45" East 102.01 feet to a 1/2 Inch Iron Pipe Set;

7) South 75° 06' 11" East 98.89 feet to a 1/2 Inch Iron Pipe Set;

8) South 75° 41' 01" East 100.11 feet to a 1/2 Inch Iron Pipe Set;

9) South 78° 17' 04" East 102.61 feet to a 1 Inch Iron Pipe Set;

10) South 83° 08' 38" East 101.00 feet to a 1/2 Inch Iron Pipe Set;

11) South 86° 56' 13" East 102.59 feet to a 1/2 Inch Iron Pipe Set;

12) North 89° 31' 17" East 96.75 feet to a 1 Inch Iron Pipe Set;

13) South 01° 50' 08" East 20.00 feet to a Disk Found;

14) North 86° 56' 39" East 369.69 feet to a 1 Inch Iron Pipe Set at the western corner of now or formerly TTM Family Limited Partnership, A North Carolina Limited Partnership as recorded in Deed Book 8000, Page 81 and as Lot 2 of Plat Book 169; thence along the southern property line of said TTM Family Limited Partnership as recorded in Deed Book 8000, Page 81; thence South 88° 12' 35" East 568.60 feet to a Bent 3/4 Inch Iron Pipe Found in an 8 Inch x 8 Inch Concrete Monument at the southwestern corner of now or

formerly Adams Farm Community Association, Inc. as recorded in Deed Book 3719, Page 120 and as Common Area of Plat Book 91, Page 46; thence along the southwestern property lines of said Common Area of Plat Book 91, Page 46, the following two (2) courses:

1) South  $86^{\circ} 25' 45''$  East 71.44 feet to a Concrete Monument Found (a Bent  $3/4$  Inch Iron Pipe Found in an 8 Inch x 8 Inch Concrete Monument Found South  $57^{\circ} 59' 26''$  East 1.24 feet off-corner);

2) South  $40^{\circ} 37' 46''$  West 142.92 feet to a  $3/4$  Inch Iron Pipe Found at the northwestern corner of now or formerly Adams Farm Community Association, Inc. as recorded in Deed Book 4279, Page 2162 and as Common Area of Plat Book 110, Page 72; thence along the southwestern property lines of the Common Area of Plat 110, Page 72, the following five (5) courses:

1) South  $05^{\circ} 15' 09''$  East 70.09 feet to a  $3/4$  Inch Iron Pipe Found;

2) South  $63^{\circ} 42' 09''$  East 153.49 feet to a 1 Inch Iron Pipe Found;

3) South  $19^{\circ} 33' 51''$  West 193.54 feet to a  $3/4$  Inch Iron Pipe Found;

4) South  $09^{\circ} 53' 29''$  East 133.70 feet to a 1 Inch Iron Pipe Found in an 8 Inch x 8 Inch Concrete Monument;

5) South  $86^{\circ} 31' 30''$  East 51.80 feet to a  $1/2$  Inch Iron Pipe Found at the northwestern corner of now or formerly Lynne F. Garrison as recorded in Deed Book 5779, Page 3039 and Deed Book 4061, Page 2031; thence along the western property lines of said Lynne F. Garrison, the following three (3) courses:

1) South  $03^{\circ} 52' 32''$  West 961.09 feet to a 1 Inch Iron Pipe Found (1 foot tall);

2) North  $79^{\circ} 18' 01''$  East 126.57 feet to a Stone Found with a P-K Nail;

3) South  $04^{\circ} 48' 10''$  West 887.66 feet to a  $3/4$  Pinch Top Inch Iron Pipe Found at an area Dedicated to the Public, Town of Jamestown and Guilford County as Drainage Way and Open Space as recorded per Plat Book 123, Page 12; thence along said Drainage Way and Open Space, South  $04^{\circ} 50' 16''$  West 360.51 feet to a  $1/2$  Inch Iron Pipe Set at the northwestern corner of an area Dedicated to the Public, Town of Jamestown and Guilford County as Drainage Way and Open Space as recorded per Plat Book 123, Page 12; thence along the western property lines of said Drainage Way and Open Space and Common Area and Drainage, Maintenance and Utility Easements per Plat Book 127, Page 69, South  $04^{\circ} 50' 04''$  West 650.65 feet to a  $1/2$  Inch Iron Pipe Found at the northwestern corner of Lot

277 of Plat Book 127, Page 71; thence along the western property lines of Lots 277, 278, 279, 280, 281, and 282, South 04° 51' 26" West 516.81 feet (crossing a 1/2 Inch Iron Pipe Found at 14.99 feet, 191.96 feet, 346.81 feet) to a 1 Inch Iron Pipe Set (a 1/2 Inch Iron Pipe Found North 68° 14' 19" East 0.36 feet off corner) at the northern right-of-way of Hund Case Drive; also being at a northern corner of now or formerly St. Francis Pet Funeral Service and Cemetery, Inc. as recorded in Deed Book 5795, Page 2488 and as Tract 1 of Plat Book 148, Page 16; thence along the western property lines of said St. Francis Pet Funeral Service and Cemetery, Inc., the following five (5) courses:

- 1) North 85° 48' 50" West 49.64 feet to a 1/2 Inch Iron Pipe Set;
- 2) South 04° 48' 46" West 196.41 feet to a 1 Inch Iron Pipe Set;
- 3) South 04° 12' 51" West 45.48 feet to a #4 Rebar Found;
- 4) South 86° 03' 30" East 50.17 feet to a Bent #4 Rebar Found;
- 5) South 03° 50' 13" West 425.31 feet to a Bent 1" Iron Pipe Found at the northeastern corner of now or formerly The Trustees of Guilford County Technical Community College as recorded in Deed Book 5988, Page 1797; thence along the northern property line of said The Trustees of Guilford County Technical Community College, North 88° 06' 09" West 892.83 feet to the True Point of Beginning, containing 287.789 acres.

**Survey Description: Parcel G**

Intentionally Excluded.

**Survey Description: Parcel H**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 76° 39' 57" West 525.16 feet to a Disk Found at the intersection of the southern right-of-way line of Guilford College Road and the western right-of-way line of Jamestown Square Drive; thence along said western right-of-way line of Jamestown Square

Drive, South 34° 16' 11" West 76.88 feet to a 1" Iron Pipe Set at the northeastern corner of now or formerly The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797; thence along the northern property line of said The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797, North 88° 06' 09" West 159.26 feet to a 1" Iron Pipe Found with a Cap and Tack at the northeastern corner of now or formerly The Trustees of Guilford Technical Community College as recorded in Deed Book 7116, Page 540 and Plat Book 171, Page 76; thence along the northern and western property lines of said The Trustees of Guilford Technical Community College as recorded in Deed Book 7116, Page 540 and Plat Book 171, Page 76, the following four (4) courses:

- 1) North 88° 06' 09" West 402.15 feet to a 1 Inch Iron Pipe Found;
- 2) South 03° 26' 52" West 470.18 feet (crossing a 1 Inch Iron Pipe Found at 464.85 feet) to a 1 Inch Iron Pipe Found;
- 3) North 85° 45' 21" West 626.89 feet to a 1 Inch Iron Pipe Found with a Tack,
- 4) South 03° 26' 54" West 396.13 feet to a 1 Inch Iron Pipe Found at the northeastern corner of now or formerly Davis Family Enterprises, LTD as recorded in Deed Book 6123, Page 2187; thence along the northern property line of said Davis Family Enterprises, LTD, North 86° 54' 19" West 672.75 feet (Crossing a 1 Inch Iron Pipe Found at 174.15 feet and at 583.73 feet) to a point at the southwestern corner of now or formerly Town of Jamestown as recorded in Plat Book 124, Page 27; thence along said eastern property lines of said Town of Jamestown as recorded in Plat Book 124, Page 27, the following three (3) courses:

- 1) North 09° 47' 15" West 105.39 feet to a point;
- 2) North 18° 29' 10" East 355.33 feet to a point;
- 3) North 46° 14' 35" East 94.68 feet to a point at the southeastern corner of now or formerly Town of Jamestown as recorded in Plat Book 128, Page 115; thence along said eastern and northern property lines of said Town of Jamestown as recorded in Plat Book 128, Page 115, the following six (6) courses:

- 1) North 46° 14' 35" East 58.09 feet to a point;
- 2) North 65° 32' 45" East 141.11 feet to a point;
- 3) North 51° 15' 00" East 289.95 feet to a point;

4) North  $40^{\circ} 53' 50''$  East 274.42 feet to a point;

5) North  $41^{\circ} 49' 30''$  East 204.09 feet to a point;

6) North  $56^{\circ} 29' 30''$  West 273.90 feet (crossing a 1 Inch Iron Pipe Set at 50.00 feet) to a 1 Inch Iron Pipe Set at the northeastern corner of now or formerly Johnson / Liberty LLC as recorded in Deed Book 433, Page 992 and Plat Book 128, Page 115, said 1 Inch Iron Pipe Set being North  $34^{\circ} 32' 15''$  East 4.52 feet from a Disturbed Stone Found; thence along the northern property lines of said Johnson / Liberty LLC and Lots 124, 125, 126, 129 and 130 of said Plat Book 128, Page 115 and Lots 119 and 120 of Plat Book 128, Page 114, North  $56^{\circ} 29' 30''$  West 1,266.64 feet (crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 130 at 559.84 feet, a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 129 at 660.76 feet, a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 126 at 761.68 feet, a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 125 at 904.52 feet, and a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 119 at 1,131.47 feet) to a 1 Inch Iron Pipe Found at a northern corner of said Lot 119; thence along the northern property lines of said Lot 119 and Lots 107, 108, 109, 110, 111, 112, 113, 114, 115 and 118 of said Plat Book 128, Page 114, the following seven (7) courses:

1) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North  $50^{\circ} 48' 07''$  West 131.44 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 118;

2) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North  $46^{\circ} 46' 02''$  West 75.55 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 115;

3) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North  $43^{\circ} 10' 22''$  West 108.87 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 114;

4) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North  $38^{\circ} 59' 15''$  West 105.83 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 113;

5) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North  $34^{\circ} 08' 56''$  West 142.37 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 112;

6) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North 30° 47' 22" West 29.96 feet to a 1 Inch Iron Pipe Found at a northern corner of Lot 112;

7) South 56° 29' 24" East 694.88 feet (crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 111 at 112.46 feet, crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 110 at 245.58 feet, crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 109 at 345.79 feet, crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 108 at 446.00 feet, crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 107 at 574.80 feet, and crossing a 1 Inch Iron Pipe Found at the northwestern corner of said Lot 107 at 682.81) to a 1 Inch Iron Pipe Found at the eastern right-of-way line of College Road; thence along said eastern right-of-way line of College Road, the following seven (7) courses:

- 1) North 39° 34' 26" East 96.59 feet to a 1 Inch Iron Pipe Set;
- 2) South 50° 25' 34" East 20.34 feet to a 1 Inch Iron Pipe Set;
- 3) North 39° 34' 26" East 81.85 feet to a Disk Found;
- 4) along the arc of a curve to the right having a radius of 705.38 feet with a chord bearing and distance of North 42° 11' 28" East 190.32 feet to a Disk Found;
- 5) North 50° 04' 29" East 68.80 feet to a Disk Found;
- 6) South 70° 32' 19" East 15.03 feet to a Disk Found;
- 7) North 3° 12' 42" East 51.39 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162; thence along the southern property line of said William Pearce Johnson, III and wife Bebe Buice Johnson, South 70° 22' 04" East 192.10 feet to 1 Inch Iron Pipe Set at the southern right-of-way line of said Guilford College Road; thence along said southern right-of-way line of said Guilford College Road, the following seven (7) courses:

- 1) along the arc of a curve to the left having a radius of 1,066.27 feet with a chord bearing and distance of South 35° 25' 24" East 501.63 feet to a Disk Found;
- 2) along the arc of curve to the left having a radius of 1,704.09 feet with a chord bearing and distance of South 53° 26' 25" East 239.08 feet to a Disk Found;

- 3) South 55° 42' 46" East 1,830.25 feet (crossing a Disk Found at 242.81 feet) to a Disk Found;
- 4) South 34° 17' 14" West 119.94 feet to a Disk Found;
- 5) South 56° 23' 52" East 805.99 feet to a 1 Inch Iron Pipe Set Found;
- 6) South 56° 23' 39" East 218.84 feet to the True Point of Beginning, containing 55.770 acres.

**Survey Description: Parcel J**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 76° 39' 57" West 525.16 feet to a Disk Found at the intersection of the southern right-of-way line of Guilford College Road and the western right-of-way line of Jamestown Square Drive; thence along said southern right-of-way line of Guilford College Road and the northern property line of now or formerly TTM Family Limited Partnership, a North Carolina Limited Partnership as recorded in Deed Book 6655, Page 621, Tract 2, the following six (6) courses:

- 1) North 56°23'39" West 218.84 feet to a 1 Inch Iron Pipe Set;
- 2) North 56° 23' 52" West 805.99 feet to a Disk Found;
- 3) North 34° 17' 14" East 119.94 feet to a Disk Found;
- 4) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 1,476.38 feet and 2,405.77 feet) to a Disk Found;
- 5) along the arc of a curve to the right having a radius of 1,704.09 feet with a chord bearing and distance of North 53° 26' 25" West 239.08 feet to a Disk Found;
- 6) along the arc of a curve to the right having a radius of 1,066.27 feet with a chord bearing and distance of North 35° 25' 25" West 501.63 feet to the True Point of Beginning: thence along a northern property line of said TTM Family Limited Partnership, North 70° 22' 04" West 192.10 feet to a 1 Inch Iron Pipe Set in the eastern right-of-way line of Guilford Road; thence along said eastern right-of-way line of Guilford Road, North 73° 12' 42" East 150.70

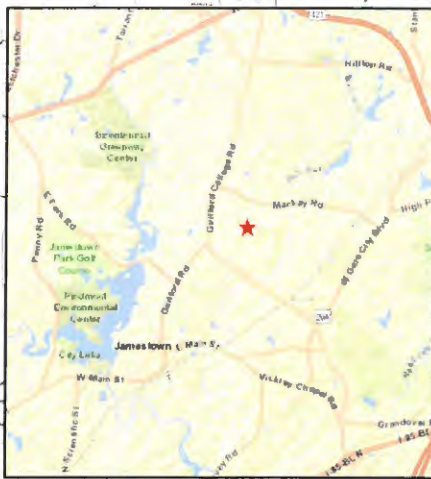
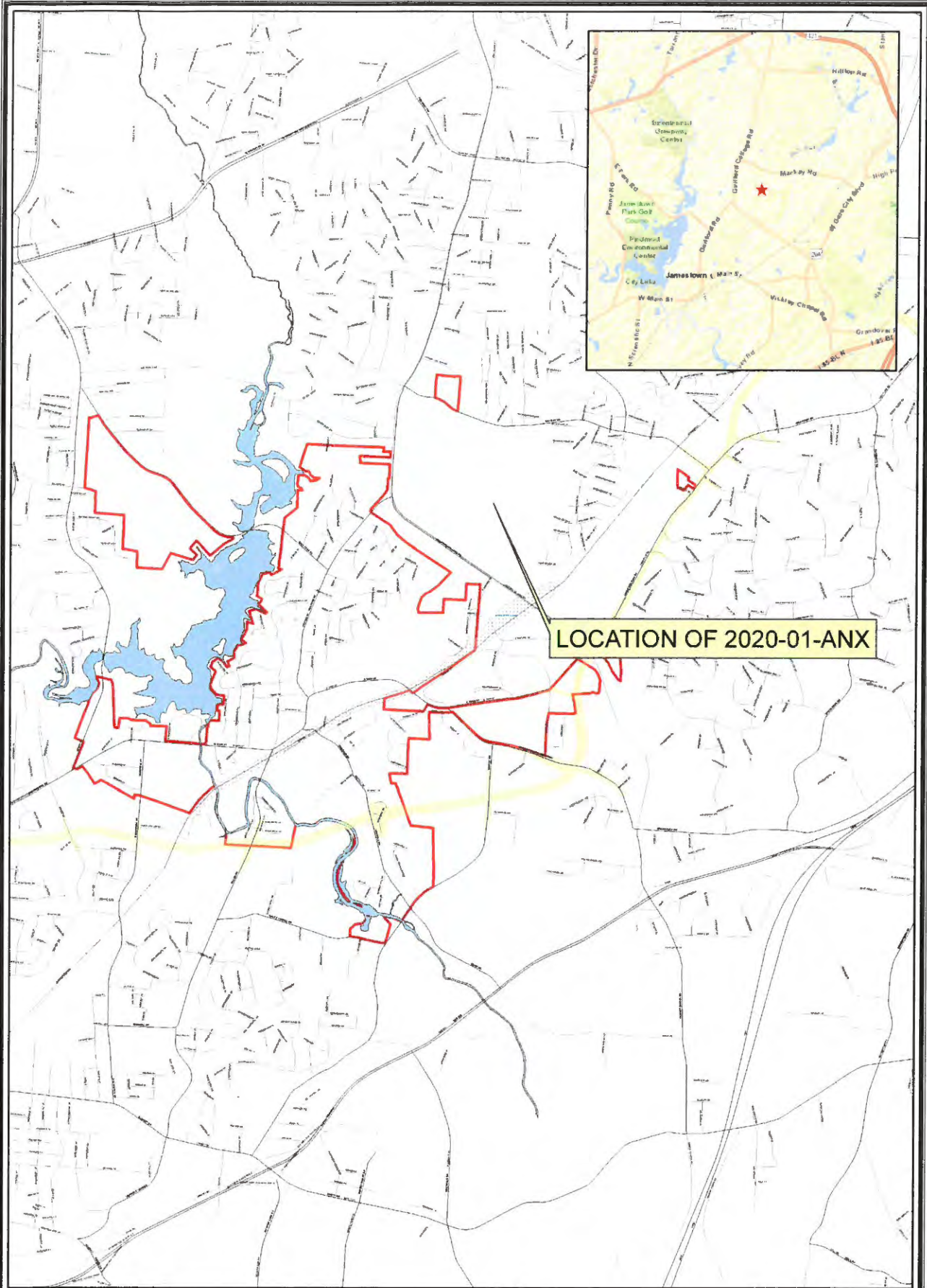


feet to a Disk Found at the intersection of said eastern right-of-way line of Guilford Road and said southern right-of-way line of Guilford College Road, thence along said southern right-of-way line of Guilford College Road, a curve to the left having a radius of 1,066.27 feet with a chord bearing and distance of South 18° 43' 07" East 115.33 feet to the True Point of Beginning, containing 0.197 Acres.

**Survey Description: Parcel K**

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

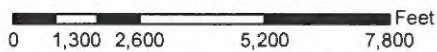
Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 76° 39' 57" West 525.16 feet to a Disk Found at the intersection of the southern right-of-way line of Guilford College Road and the western right-of-way line of Jamestown Square Drive; thence along said western right-of-way line of Jamestown Square Drive, South 34° 16' 11" West 76.88 feet to a 1" Iron Pipe Set at the northeastern corner of now or formerly The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797; thence crossing Jamestown Square Drive, South 88° 06' 09" East 116.54 feet to a 1 Inch Iron Pipe Found at the eastern right-of-way line of Jamestown Square Drive, said 1 Inch Iron Pipe Found being the True Point of Beginning; thence along said eastern right-of-way line of Jamestown Square Drive, North 34° 16' 11" East 15.62 feet to a Disk Found at the intersection of said eastern right-of-way line of Jamestown Square Drive and said southern right-of-way line of Guilford College Road; thence along said southern right-of-way line of Guilford College Road, South 56° 23' 39" East 25.10 feet to a 1 Inch Iron Pipe Set at a northern corner of said The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797; thence along a northern property line of said The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797, North 88° 06' 09" West 29.72 feet to the True Point of Beginning, containing 0.005 acres or 196 square feet.



LOCATION OF 2020-01-ANX

### Annexation Request #2020-01-ANX

1 in = 2,500 feet



This information is preliminary and has not been through a quality control review. This information is subject to inaccuracies. The data is provided to you "as is" with no claim made as to its accuracy or its appropriateness to your intended use of the data. This information should not be used for engineering design or in lieu of a field survey by the user of this information. It is the responsibility of the user of the data to be aware of its limitations and to utilize the data in an appropriate manner. The Town of Jamestown will not be held responsible for any inaccuracies in this information. Therefore, under no circumstances shall the Town of Jamestown or its representatives be held responsible for any costs, expenses, damages or injuries, including special or incidental or consequential damages in any person or property that arises from the use of the information provided.

Map Prepared by:  
Planning Dept. - Town of Jamestown, NC  
Current as of 9/2/2020

**Town of Jamestown**

**Boundaries**

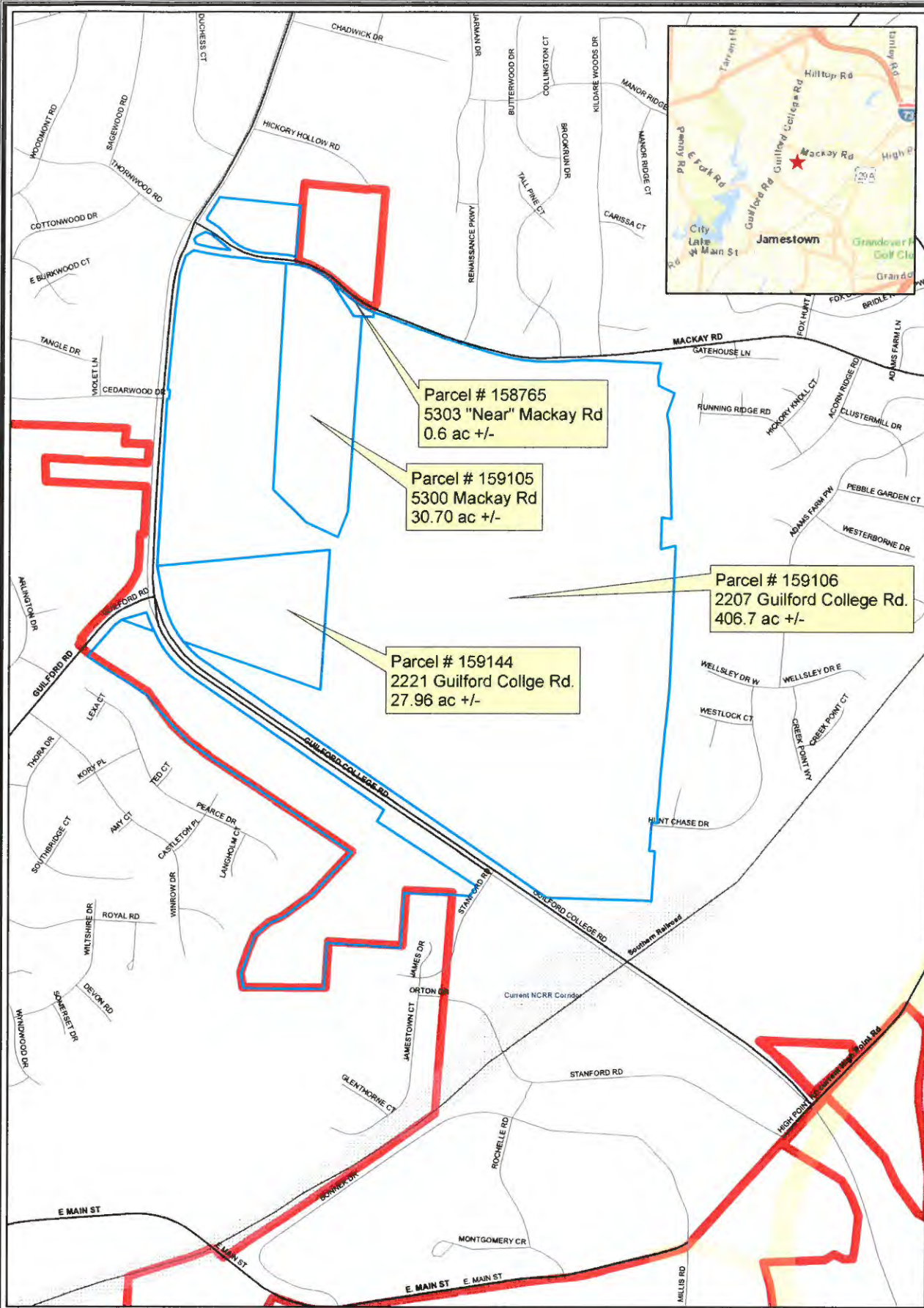
- County
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**Town Limits**

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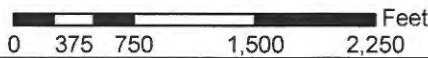






# Annexation Request #2020-01-ANX

1 in = 750 feet



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Map Prepared by:  
Planning Dept. - Town of Jamestown, NC  
Current as of 5/2/2020



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Resolution Fixing a Date of Public Hearing for Annexation

**AGENDA ITEM #:** IV-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** Sept. 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min.

**DEPARTMENT:** Administration

**CONTACT PERSON:** Matthew Johnson, Asst. Town Mgr.

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**SUMMARY:**

Under GS 160A-31, the Town has received a petition for annexation of property commonly known as the "Johnson Farm". At the August 18, 2020, meeting, the Town Council directed the Clerk to investigate the petition by adopting a resolution instructing her to do such. At this meeting, the Town staff (and Clerk by default) and attorney will be presenting the Council with a Certificate of Sufficiency which certifies the results to the Council of the investigation. The investigation basically involves a title search for the property and verification that the owners have signed the petition. The next step will be to set a public hearing date for the consideration of the petition.

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**ATTACHMENTS:** Resolution Fixing a Date for Public Hearing for Annexation

**RECOMMENDATION/ACTION NEEDED:** Suggested date for consideration will be Jan. 19, 2021

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to adopt the resolution fixing a date of public hearing for annexation for Jan. 19, 2021.

**FOLLOW UP ACTION NEEDED:** Advertise the public hearing at a later date per GS 160A-31



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S.  
160A-31**

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jamestown, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Town Hall on January 19, 2021, at 6:00pm.

Section 2. The area proposed for annexation is described as follows:

(See attached metes and bounds description and map)

Section 3. Notice of the public hearing shall be published in the *Jamestown News*, a newspaper having general circulation in the Town of Jamestown, at least ten (10) days prior to the date of the public hearing.

---

S. Lynn Montgomery, Mayor

ATTEST: \_\_\_\_\_

Katie M. Weiner, CMC, Town Clerk

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Jamestown Park & GC Greens Report

**AGENDA ITEM #:** V-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** September 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 15 minutes

**DEPARTMENT:** Golf Course

**CONTACT PERSON:** John Crowe

**SUMMARY:**

1. Golf course work during the pandemic
2. Nematode essay and control in our putting surfaces
3. Fall preparation of the Golf course.
4. Irrigation work ie. leaks

**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

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



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Project	Change Since Last Report?	Update
<b>COVID-19 Safety Update</b>		
Overall	COVID cases Continue to Increase.	North Carolina has been in Phase 2 of the Governor's three part plan to reopen businesses since late May. Executive order 163 will go into effect Sept. 4, 2020, at 5 p.m. We will be reopening our parks and shelters. All town employees will continue to wear facemask if social distancing cannot be maintained. Mask shall be used by employees going into all public buildings.
Golf Course	No Change	No incidents to report. All sanitation procedures remain in effect.
<b>Legal Proceedings</b>		
2216 Guilford College Road	No Change	The Town Attorney gave an update at our July 2020 Council Meeting.
Lee Street	No Change	The Town of Jamestown, per NCGS 160A-425 through 160A-432, has condemned the property located at 301 Lee St. The initial complaint began in February 2019. After several discussions with Mr. Young (owner) about the condition of the property, he insisted that he would repair the structure to meet State building code if given the opportunity. The Town allowed Mr. Young to obtain a building permit. The building permit expired in Feb. 2020. During that time, Mr. Young made no attempt to obtain building inspections and very little work was done to correct the issues on the property. Notice was sent to Mr. Young regarding the pending condemnation and he was given the opportunity to appear at a hearing, which the Town Attorney attended. At that hearing, it was the decision of the Planning Director (per the NC General Statutes) to proceed with condemning the structures and ordering their removal. Mr. Young was given notice of the decision and allowed 10 days to appeal (per the law), which he elected not to do.

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		At this time, Mr. Young has until August 27, 2020, to remove the structures. If he elects not to do so, the Town will need to move forward with legal action. Mr. Young would be guilty of a Class 1 misdemeanor (160A-432). Per 160A-432, the Town may initiate any action or proceedings to correct or abate the violation, including removing the structure. The costs incurred shall become a lien against the property. Town staff is currently obtaining a demolition price including an asbestos survey.
Oakdale Mill	No Change	The property owner was contacted about boarding up open doors and windows on abandon homes. The property management complied with mowing notice.
Other Updates	None	None
<b>Projects</b>		
Sewer Easement	No Change	Public Services staff is planning an easement maintenance project. We will be renting a forestry cutter and using it to mulch fallen limbs and trees on outfalls. We are coordinating the timing with the Golf Course so the equipment can be used for maintenance of out of play areas.
HR Office		Work will begin on the Human Resource Office in Town Hall the week of September 14 <sup>th</sup> . This was a budgeted item.
Civic Center Internet		Due to COVID 19, the Town has been forced to engage in more remote meetings. We have noticed several challenges with our ability to provide seamless meeting broadcasts due to Internet bandwidth capacity and reception of WiFi signals in the Civic Center. Over the past few years, we



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		<p>have continued to try to expand our capacity to host such meetings, but the fact remains that COVID has forced us to hasten that schedule.</p> <p>During the August 18, 2020, regular meeting, our Internet failed and resulted in an approximately 5-10 minute gap in our broadcast of the Council meeting. To help remedy that, the staff have done the following:</p> <ol style="list-style-type: none"> <li>1) We will be installing a "hard line" network line into the Civic Center for Town use. This should allow us to plug in directly and not rely solely on WiFi signals.</li> <li>2) We are working with our IT service providers to increase the bandwidth available to the end user. Think of it as water flowing through a pipe - at each junction, we lose just a little bit more pressure. So, we are trying to streamline our system and keep the maximum amount of bandwidth available to the end users.</li> <li>3) Currently, we are being provided a 300x300 speed (up and down) package with NorthState. However, due to the issues in item 2, we are not able to realize those speeds at the terminal. We did ask for pricing for greater bandwidth, but they get costly pretty quickly. We are going to try to remedy issues listed in #2 before we would recommend purchasing greater capacity. We will be installing equipment that will allow us to take advantage of higher speeds in the future should we decide that we need to purchase more capacity.</li> </ol>
<p>East Main Street</p>	<p>No Change</p>	<p>Work continues on the East Main Street sidewalk project. The south side of the Bull Run Creek crossing is under construction. This area will have concrete sidewalk over the culvert and a handrail. The guardrails in the area are also being installed. The work is going slow due to the proximity of underground utilities.</p>

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Golf Course Drainage Project	No Change	<p>This has been an ongoing project at the golf course. Most of the original storm drainage pipes have deteriorated over the years. When time allows, Public Services staff will replace the old pipes. We have about 320 lf of 18" HDPE and 60 lf of 24" HDPE left, which can be used in numerous locations. There are some specific problem holes that have been looked at. The ones we know need work include these rough estimates:</p> <ul style="list-style-type: none"> <li>• #11 needs about 300 feet of +-18" HDPE and 40 lf of 24" HDPE.</li> <li>• #8 needs 320 lf of 36" HDPE.</li> <li>• #8/#9 dam area needs the riser and barrel replaced. We did a minor repair this summer, but it needs some real work in the next 1 to 3 years. We would expect to spend \$50k to \$100k . It should get on the CIP at the very least.</li> <li>• #3 240 lf 24" HDPE</li> <li>• #4 240 lf 30" HDPE</li> <li>• #10 300 lf of 18" HDPE</li> <li>• #10 300 lf of 48" to 72" HDPE.</li> <li>• #14, #15, and #16 need about 600 lf of 15" to 18" HDPE. Much of this area has already been done. I think the remaining needs are on 14 and 16.</li> </ul> <p>We have fixed three or four of the items on the list so far.</p>
<b>Staff Changes</b>		
New Hires	No Change	
Other Updates		Chris Lineback resigned to take a job closer to his home. Chris has been with Public Services for about three years.
<b>Any Other Updates</b>		

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