



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
September 19, 2023
6:00 pm in the Civic Center
Agenda

I. Call to Order-

- A. Roll Call
- B. Pledge of Allegiance
- C. Moment of Silence
- D. Approval of Agenda

II. Consent Agenda-

- A. Approval of minutes from the August 22nd Regular Town Council Meeting
- B. Approval & Sealing of the August 22nd Closed Session minutes
- C. Proclamation Fall Litter Sweep 2023
- D. Proclamation declaring September 17th-23rd as Constitution Week
- E. Resolution honoring the Retirement of Judy B. Gallman, Finance Director
- F. Reappointment of Amy Reese, Denise Johnson, & Charles Clapp, Jr. to the Parks and Recreation Committee
- G. Analysis of the Financial Position of the Town of Jamestown
- H. Analysis of the Financial Position of the Jamestown Park & Golf Course
- I. Budget Amendment #5
- J. Budget Amendment #6

III. Public Comment

IV. Old Business-

- A. Public Hearing for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)- Anna Hawryluk, Planning Director
 - Consideration of approval/denial of amendments
 - Consideration of approval of consistency/inconsistency statement
- B. Consideration of approval of contract for services with the Historic Jamestown Society- Faith Wilson, Finance Director
- C. Consideration of approval of contract for services with the Jamestown Youth League (JYL)- Faith Wilson, Finance Director
- D. Consideration of approval of contract for services with the YMCA- Faith Wilson, Finance Director
- E. Consideration of approval of contract for services with the Jamestown Public Library- Faith Wilson, Finance Director

V. New Business-

- A. Consideration of acceptance of a Blue Star Memorial Marker from the Cedarwood Garden Club- Anna Hawryluk, Planning Director
- B. Consideration of award of contract to the lowest, responsive, responsible bidder for the Jamestown Park Dam #1 Storm Drainage Improvements- Paul Blanchard, Public Services Director

VI. Manager/Committee Reports

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

VII. Public Comment

VIII. Other Business

IX. Adjournment

Working Agenda for the September 19th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted.
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the August 22 nd Regular Town Council Meeting B. Approval & Sealing of the August 22 nd Closed Session Minutes C. Proclamation Fall Litter Sweep 2023 D. Proclamation declaring September 17 th -23 rd as Constitution Week E. Resolution honoring the Retirement of Judy B. Gallman, Finance Director F. Reappointment of Amy Reese, Denise Johnson, & Charles Clapp, Jr. to the Parks and Recreation Committee G. Analysis of the Financial Position of the Town of Jamestown H. Analysis of the Financial Position of the Jamestown Park & Golf Course I. Budget Amendment #5 J. Budget Amendment #6		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:25 pm	IV. Old Business		
6:25 pm	A. Public Hearing for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)	Call on A. Hawryluk	Hawryluk to present an overview of the amendments to Chapter 17: Signs in the LDO. Mayor Montgomery to open the public hearing to anyone that would like to speak regarding the amendments to Chapter 17: Signs in the LDO. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member to make a motion to approve/deny the amendments to Chapter 17: Signs in the LDO. Council Member to make a second to the motion. Roll Call Vote. Council Member makes a motion to approve the consistency/inconsistency statement. Council Member makes a second to the motion. Then vote.
	B. Consideration of approval of contract for services with the Historic Jamestown Society	Call on F. Wilson	Wilson to present an overview of the contract for services with the Historic Jamestown Society. Wilson to request that Council approve the contract as presented. Council Member makes a motion to approve/deny the contract with the Historic Jamestown Society in the amount of \$10,500 for maintenance and preservation of historic structures. Council Member makes a second to the motion. Then vote.
	C. Consideration of approval of contract for services with the Jamestown Youth League (JYL)	Call on F. Wilson	Wilson to present an overview of the contract for services with the JYL. Wilson to request that Council approve the contract as presented. Council Member makes a motion to approve/deny the contract with the JYL for up to \$10,000 in funding to provide recreational services for Jamestown youth residents. Council Member makes a second to the motion. Then vote.
	D. Consideration of approval of contract for services with the YMCA	Call on F. Wilson	Wilson to present an overview of the contract for services with the YMCA. Wilson to request that Council approve the contract as presented. Council Member makes a motion to approve/deny the contract with the YMCA for up to \$10,000 in funding to provide recreational services for Jamestown residents. Council Member makes a second to the motion. Then vote.
	E. Consideration of approval of contract for services with the Jamestown Public Library	Call on F. Wilson	Wilson to present an overview of the contract for services with the Jamestown Public Library. Wilson to request that Council approve the contract as presented. Council Member makes a motion to approve/deny the contract with the Jamestown Public Library in the amount of \$64,000 to provide library services. Council Member makes a second to the motion. Then vote.
	V. New Business		
	A. Consideration of acceptance of a Blue Star Memorial Marker from the Cedarwood Garden Club	Call on A. Hawryluk	Hawryluk to introduce Sharla Gardner, Cedarwood Garden Club Representative. Gardner to present an overview of the Blue Star Memorial Marker donation from the Cedarwood Garden Club and request that Council accept the donation. Council Member makes a motion to make a motion to accept/deny a Blue Star Memorial Marker for installation in Wrenn Miller Park. Council Member makes a second to the motion. Then vote.

	B. Consideration of award of contract to the lowest, responsive, responsible bidder for the Jamestown Park Dam #1 Storm Drainage Improvements	Call on P. Blanchard	Blanchard to present information regarding the award of contract to the lowest bidder for the Jamestown Park Dam #1 Storm Drainage Improvements. Blanchard to request that Council award the contract to the lowest, responsive, responsible bidder. Council Member makes a motion to award the contract to the lowest, responsive, responsible bidder, _____, in the amount of \$_____ for the Jamestown Park Dam #1 Storm Drainage Improvements and authorize the Town Manager and Finance Director to execute all documents. Council Member makes a second to the motion. Then vote.
	VI. Manager/Committee Reports		
	A. Manager Report	Call on M. Johnson	Johnson 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.
	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
	VIII. Other Business		
	IX. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the August 22nd Regular TC Meeting

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Minutes from the August 22nd Regular Town Council Meeting

ATTACHMENTS: Minutes from the August 22nd Regular Town Council Meeting

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**Regular Meeting of the Town Council
August 22, 2023
6:00 pm in the Civic Center
Minutes & General Account**

Council Members Present: Mayor Pro Tem Wolfe, Council Members Rayborn, Capes, & Straughn

Council Members Absent: Mayor Montgomery

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

Visitors Present: Sherrie Richmond, Lee Richmond, Robert Frederick, Sarah Glanville, Pam Burgess, Derek Carson, & Carol Brooks

Call to Order- Mayor Pro Tem Wolfe called the meeting to order.

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

Weiner stated that a quorum was present.

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

There were no changes requested.

Council Member Capes made a motion to approve the August 22nd Town Council agenda. 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 June 20th Regular Town Council Meeting
- Approval of minutes from the July 18th Regular Town Council Meeting
- Approval of Memorandum of Understanding (MOU) for Cooperative, Comprehensive, and Continuing Transportation Planning
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Budget Amendment #3
- Budget Amendment #4

Council Member Straughn asked if Koonce had an opportunity to review the MOU. Lanik said that she had reviewed the MOU.

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

(Budget Amendment #3 & Budget Amendment #4)

Public Comment-

- Sherrie Richmond, 601 Tangle Drive- Richmond stated that she had received some calls from concerned community members regarding digital signs. She said that she heard from someone that lived near an electronic sign that the light emitted was driving their neighbor crazy. She added that she knew another resident that could not use one of the rooms in their house because they were so bothered by a flashing sign. She added that she hoped that existing signs would not be grandfathered in if there were changes made to the ordinance. She encouraged Council to restrict them altogether.
- Robert Frederick, 500 Wyndwood Drive- Frederick said that Council had adopted a contested budget in June that included a property tax increase and a motor vehicle fee. He spoke about the projected revenue that would result from those aspects of the budget. He noted that the Town would use some of its fund balance to cover the deficit between estimated revenues and expenditures. Frederick said that the public did not understand the reasons for the tax increases because the Town had not posted the budget in detail on the website.

Old Business-

- Public Hearing for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)- Hawryluk stated that Council Member Rayborn had directed staff to review the specific requirements for electronic signs at the April 18th Town Council meeting. She added that staff had reviewed the ordinance and had presented proposed changes to the Planning Board. Hawryluk said that she had also taken the opportunity to make some minor changes to the ordinance to update or clarify language.

Hawryluk presented an overview of the proposed changes. She stated that the performance bond or irrevocable letter of credit requirement had been changed from 150 to 125 percent of the estimated cost for the installation of required plant materials in section 11.5-3(B) under "Landscape Plan Procedures." She added that a reference in section "17.5 Prohibited Signs and Sign Characteristics" had been changed from "Section 6 or 7" to "Section 17.6 or 17.7." Hawryluk noted several minor changes to the sign ordinance that clarified specific sections.

Hawryluk said that she had added some language regarding the regulation of murals since the Planning Board had provided their recommendation. She stated that the new addition ensured that advertisements could not be painted and be considered a "mural" by business establishments instead of a sign.

Hawryluk spoke about digital sign requirements. She stated that previously they had been allowed in all zoning districts in Jamestown. She said that staff had received several complaints about flashing signs near residences. She noted that staff was recommending that digital signs be limited to the following zoning districts: Civic, Commercial, & Bypass. Hawryluk added that

the Planning Board had further recommended that digital signs located next to residential areas be turned off between 8:00 pm and 7:00 am daily. She stated that sign display time requirements had been lengthened from 5 seconds to 10 seconds. She noted that a limit of four lines of information had been added. Hawryluk said that language had been included to ensure that digital signs that were not changeable copy (ex. menu boards, time/temperature boards, fuel stations) would not be impacted by the additional restrictions. She stated that spinning, flashing, and very bright signs were not allowed.

Hawryluk spoke about some additional minor changes that had been made to banner requirements. She noted formatting issues that were resolved. She added that she had updated the section "19.30-1. Pet Waste" to allow dogs to be off of a leash within the boundaries of a legal dog park. She spoke about proposed changes to the permitted use table.

Hawryluk stated that the Planning Board had considered the proposed updates at their June 6th meeting. She said that they had recommended that Council approve the changes with the addition that digital signs adjacent to residential properties be turned off at 8:00 pm instead of 10:00 pm. She noted that they had found the changes to be consistent with the Town's Comprehensive Plan.

Council Member Capes discussed the details of the mural sign restriction with Hawryluk.

Mayor Pro Tem Wolfe opened the public hearing to anybody that would like to speak regarding the proposed amendments to Chapter 17: Signs in the LDO.

Nobody came forward.

Mayor Pro Tem Wolfe opened the floor to Council for discussion.

Mayor Pro Tem Wolfe stated that Mayor Montgomery was not able to attend the meeting. She requested that Council continue the public hearing to the September 19th Town Council meeting so that the entire Council could discuss the proposed changes.

Council Member Rayborn made a motion to continue the public hearing to the September 19th Town Council meeting at 6:00 pm in the Civic Center without further advertisement. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

New Business-

- Presentation regarding the ISO (Insurance Services Office) rating for the Pinecroft Sedgefield Fire Department (PSFD)- Chief Carson presented information regarding the ISO Rating on behalf of the Pinecroft Sedgefield Fire Department. He stated that PSFD's ISO rating had to be reevaluated last November. He said that the North Carolina Office of State Fire Marshal determined the rating by grading fire departments in the following areas: emergency communication system, fire department general (response time, training, etc.), water supply & annual hydrant testing, and community risk reduction. He added that the ISO rating had remained at a Class 2 in Jamestown and the ISO rating had been lowered to a Class 2 for the Department districtwide. Carson stated that insurance companies used ISO ratings to determine home insurance costs because it reflected how well the fire department could protect homes in the community.

Council Members thanked Carson and the Fire Department for keeping the community safe.

- Request for a Motion of Support for the T-Mobile Hometown Grant- Ashby stated that staff was requesting that Council support an application for the T-Mobile Hometown Grant. She said that T-Mobile offers 25 grants per quarter with a commitment to provide \$25 million in funding through 2026. She added that the grant requires projects to be located in municipalities with less than 50,000 people and that they be beneficial to the whole community. She noted that the funding would allow the Town to purchase an automatic line marker, portable benches for youth teams, and portable bleachers for the spectators that attend games at the soccer fields.

Council Member Capes said that he had attended the Parks and Recreation Committee meeting when staff had initially presented the information regarding the grant. He applauded staff for attempting to find additional funding to improve recreational areas.

Council Members agreed that the line marker would save staff a large amount of time and would allow them to focus on other areas of the park.

Council Member Rayborn made a motion to support the T-Mobile Hometown Grant application as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Johnson presented his monthly report to Council. He updated them on ongoing construction projects. He said that 80z Nation would be featured at the September 1st Music in the Park event. He reminded everyone about upcoming changes to yard waste collection. Johnson added that residents could purchase yard waste totes for \$60 each at Town Hall. He stated that the Town had been awarded the Parks and Recreation Trust Fund (PARTF) grant last winter. He said that construction on park improvements would begin in the coming weeks.

Council Members praised the Public Services employees for their efforts to clean up after a major storm the previous week.

- Council Member Committee Reports-
 - Council Member Capes said that he attended a Parks and Recreation Committee meeting on August 7th. He added that staff had presented information on the T-Mobile Grant at that meeting. He thanked staff again for seeking additional funding for improvements.
 - Council Member Wolfe stated that she had attended a TAC meeting that morning. She said that they had approved a project list to submit to NCDOT.

Public Comment- Nobody signed up.

Other Business- Council Member Wolfe stated that a large tree had fallen on Oakdale Cotton Mill as a result of the storm. Johnson said that he would pass that information along to the property owner.

DRAFT

Closed Session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street)- Council Member Capes made a motion to go into closed session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street). Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

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

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

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

The meeting ended at 7:01 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval & Sealing of the August 22nd Closed Session Minutes

AGENDA ITEM #: II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

The Town Council went into closed session per G.S. 143-318 to discuss matters related to attorney client privilege (301 Lee Street) at their August 22nd Town Council meeting.

Staff recommends that Council approve and seal the August 22nd Closed Session minutes.

ATTACHMENTS: None

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation Fall Litter Sweep 2023

AGENDA ITEM #: II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

The North Carolina Department of Transportation (NCDOT) encourages local governments to sponsor and organize roadside cleanups every Spring and Fall.

Please contact Elizabeth Greeson at Town Hall if you are interested in participating in the Fall Litter Sweep. The number is (336) 454-1138.

ATTACHMENTS: Fall Litter Sweep Proclamation 2023 & Litter Sweep Flyer

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

PROCLAMATION
FALL LITTER SWEEP 2023

WHEREAS, the North Carolina Department of Transportation organizes an annual fall statewide roadside cleanup to ensure clean and beautiful roads across our state; and

WHEREAS, the **FALL 2023 LITTER SWEEP** roadside cleanup will take place September 16th–September 30th, 2023 and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Public Safety-Division of Adult Correction inmates, community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during **FALL LITTER SWEEP** and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our state and a clean environment are sources of great pride for all North Carolinians, attracting tourists, and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the **FALL 2023 LITTER SWEEP** cleanup will be the 41st biannual celebration of the North Carolina Adopt-A-Highway program and its 4,400 volunteer groups that donate their labor and time year round to keep our roadsides clean; and

WHEREAS, the **FALL LITTER SWEEP** cleanup will be a part of educating the children of this great state regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim September 23rd, 2023 as Fall “**LITTER SWEEP**” day in the Town of Jamestown and encourage all citizens to take an active role in making Jamestown a cleaner community.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown on this the 19th day of September, 2023.

Mayor S. Lynn Montgomery

Join Town of Jamestown Annual Fall Litter Sweep

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

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

RSVP to 336-454-1138

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

Bring Gloves to fit your hands for easier pick up.

HOPE TO SEE YOU THERE!



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation declaring Sept. 17th-23rd as Constitution Week

AGENDA ITEM #: II-D



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

September 17, 2023 marks the two hundred and thirty-sixth anniversary of the framing of the Constitution. Constitution Week is September 17th through September 23rd.

ATTACHMENTS: Proclamation declaring Sept. 17th-23rd as Constitution Week in the Town of Jamestown

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



**PROCLAMATION CONSTITUTION WEEK
September 2023**

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, 2023, marks the two hundred and thirty-sixth 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, its memorable anniversary, and 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 17th through September 23rd 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 17th through September 23rd 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, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Jamestown to be affixed this the 19th day of September, 2023.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution honoring the Retirement of Judy B. Gallman

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Judy B. Gallman retired from the Town on July 31st after serving as the Finance Director for more than 17 years. Her work ethic, attention to detail, and capabilities led to her receiving numerous awards from the Government Finance Officer Association (GFOA) and allowed for the Town to run more smoothly and efficiently. We are grateful to Judy for all the hard work she has done for the Town and extend our best wishes in the next chapter of her life.

ATTACHMENTS: Resolution honoring Judy Gallman, Finance Director, on her Retirement

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 JUDY GALLMAN, FINANCE DIRECTOR, ON HER RETIREMENT

WHEREAS, on the occasion of her retirement on July 31, 2023, it is fitting and proper to recognize Judy Gallman for her tireless dedication to the Town of Jamestown with her more than 17 years of service; and

WHEREAS, her work ethic, attention to detail, and capabilities led to her receiving numerous awards from the Government Finance Officer Association (GFOA) and allowed for the Town to run more smoothly and efficiently; and

WHEREAS, she shut down countless staff requests when she moved her glasses to the top of her head, delivered a stern look, and asked "Was that included in the budget?"; and

WHEREAS, she was always willing to explain complex financial concepts to staff, Council, and citizens; and

WHEREAS, Judy loves animals and brought joy to the entire office when she decided to add, Annie, the cutest Assistant Finance Director, to our team; and

WHEREAS, she earned the trust and confidence of staff and elected officials as a result of her vast knowledge and proficiency in her profession; and

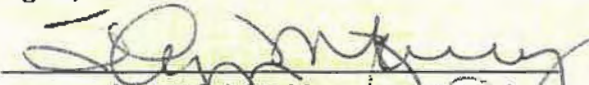
WHEREAS, the positive impacts that Judy has made to the Town of Jamestown through her public service and her value to the Town cannot be measured; and

WHEREAS, after 17 years of tireless service and sacrifice, now is the time for Judy to put away her preaudit stamp and spend time with her family, beloved granddaughter, and pets without regard for the never-ending budget cycle.

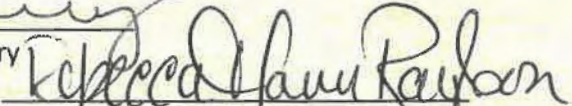
NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council, do hereby express our deep appreciation to Judy Gallman for her distinguished years of service and do extend our best wishes in the next chapter of her life.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be entered into the official minute book of the Town of Jamestown to stand as tribute to the work and service of Judy Gallman.


Adopted this 22nd day of August, 2023.


Mayor S. Lynn Montgomery


Council Member Martha Stafford Wolfe


Council Member Rebecca Mann Rayborn


Council Member Lawrence Straughn


Council Member John Capes



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Reappointment of Parks & Recreation Committee Members

AGENDA ITEM #: II-F



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

There are three Parks & Recreation Committee Members whose terms have expired.

1. Amy Reese was initially appointed to serve on the Parks and Recreation Committee as an Alternate in May 2019. She was appointed to serve her first official term in June 2021. She has requested to be reappointed to serve a second term which would expire in June 2025.
2. Denise Johnson was appointed to serve on the Parks and Recreation Committee in June 2021. She has requested to be reappointed to serve a second term which would expire in June 2025.
3. Charles Clapp, Jr. was initially appointed to serve on the Parks and Recreation Committee as an Alternate in August 2018. He was appointed to serve his first official term in June 2021. He has requested to serve a second term which would expire in June 2025.

Staff recommends that Council reappoint Amy Reese, Denise Johnson, and Charles Clapp, Jr. to serve on the Parks and Recreation Committee.

ATTACHMENTS: Applications for Amy Reese, Denise Johnson, and Charles Clapp, Jr.

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

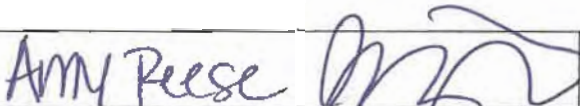


CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

		Date:	8/20/18
Last Name:	Reese	First Name:	Amy
		Middle Initial:	E
Birthdate:	01/22/70		
Email:	usernameeese@gmail.com	Home Phone:	336.681.7738
Daytime Phone:	336.275.1654	Cell Phone:	336.681.7738
Home Address:	205 Brookdale Drive, Jamestown		
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Current Occupation/Title	Clinical Director		
Employer/Business Name	Triad Health Project		
Business Address (with zip code):	801 Summit Avenue, Greensboro, NC 27405		
Supervisor's Name:	Mark Cassity		
Education:	<input type="checkbox"/> High School <input type="checkbox"/> College <input checked="" type="checkbox"/> Graduate School <input type="checkbox"/> Other:		
Degree and Subject of Study:	MSW, Social Work		
School Name/Years Attended:	UNC Chapel Hill- 1, UNC-Greensboro- 4		
Applying for Board/Commission (enter one):	Parks & Rec		
Why are you interested in serving on that Board/Commission?	Environmental interests in protecting the natural resources of Jamestown and promoting the recreational opportunities.		
What Board or Commission are you currently serving?	None		
	Term Expiration Date:		
Are you willing to serve on any other Board/Commission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	Planning		
Are you interested in serving in any other community volunteer activities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, please list:			

*Appointed as an Alt. - May 2019
1st Term - 6/2021 - 6/2023*

Interests/Skills/Areas of Expertise/ Professional Organizations: Member of the National Association of Social Workers and Licensed by the state. I manage staff and many operations for a non-profit in Greensboro. Previous Board experience and skills in working with groups.

List two professional references below:			
1.	Name:	Mark Cassity	Daytime Phone: 336.274.5637
	Address:	Greensboro, NC	
	Relationship:	supervisor	
2.	Name:	Meagan Patillo	Daytime Phone: 336.884.4116
	Address:	Sedgefield, NC	
	Relationship:	co-worker	
AFFIRMATION OF ELIGIBILITY			
Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.			
Signature of Applicant: <i>(Please print and sign.)</i>			Date: 8/20/18

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

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

Website: www.jamestown-nc.gov

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

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

AMY REESE, MSW, LCSW

PHONE 336.681.7738 • E-MAIL USERNAMEREESE@GMAIL.COM

WORK EXPERIENCE

May 2002- Present

Triad Health Project
Greensboro, North Carolina

Clinical Director- 2008- present

- Manage daily operations of Case Management and Clinical team, including Interns from local Universities, providing supervision and evaluation to Client Services and Prevention staff in all agency locations.
- Analyze and monitor client and service data and develop effective programming based on client needs, available community resources, and best practices for effective treatment and prevention. Assist with grant-writing and reporting for Client Services funding.
- Educate and train staff regarding developments in state and local requirements pertaining to agency mission.
- Represent Client Services team in various projects with community partners.
- Complete Case Management Intakes for clients new to the agency.
- Serve as liaison to Executive Director and management regarding clinical and advocacy issues affecting agency.

Director of Clinical Services, Greensboro- 2004- 2008

- Manage daily operations of Greensboro Case Management and Clinical team, providing supervision and evaluation to Client Services staff and Interns.
- Educate and train staff regarding developments in state and local requirements pertaining to agency mission.
- Represent Client Services team in various projects with community partners.
- Complete Case Management Intakes for clients new to the agency.
- Serve as liaison to Executive Director and management regarding clinical and advocacy issues affecting agency.

HIV Case Manager/Therapist- 2002-2004

- Provide comprehensive Case Management services for HIV-positive clients, including intake and ongoing assessment, resource identification and coordination, crisis interventions, and monitoring.
- Identify, diagnose, and treat clients and affected members of their support systems through provision of individual, couples, and family therapy.
- Offer pre- and post-test counseling to individuals seeking HIV and STI testing.
- Chair agency's Quality Assurance Committee, ensuring that agency documentation complies with local, federal, and state regulations, and coordinate Client Services audits with funding sources.
- Assist with reviewing and reporting of agency grants.

MSW Intern

- Performed case management activities including intakes, assessments, development and implementation of care plans, resource identification, service coordination, and monitoring.
- Conducted individual counseling sessions with a culturally diverse client base.
- Served on agency's Quality Assurance Committee, meeting quarterly to review documentation to ensure compliance with agency, state, and federal standards.

April 1995- May 2001

Fresenius Medical Care
Greensboro, North Carolina

Renal Social Worker

- Managed revolving caseload of 100 dialysis patients at three facilities.
- Provided counseling regarding chronic illness for patients and their families.
- Utilized knowledge of community and nationwide resources to assist with needs such as housing, transportation, medications, and finances.
- Oriented new patients to dialysis regimen and performed psychosocial assessments.

June 1993- November 1994

Hospice of Winston-Salem
Winston-Salem, North Carolina

Hospice Social Worker

- Maintained caseload of 20 to 25 patients.
- Offered counseling to patients and their families.
- Developed and utilized plans of care to address patient needs within a multidisciplinary team environment.
- Completed psychosocial and bereavement evaluations.
- Researched and provided appropriate referrals.

EDUCATION

Master of Social Work

2001-2002

University of North Carolina
Chapel Hill, North Carolina

Bachelor of Science, Social Work

1988 – 1993

University of North Carolina
Greensboro, North Carolina

PROFESSIONAL AFFILIATIONS

National Association of Social Workers, member

2001- present



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

			Date:	May 26, 2021	
Last Name:	Bowie	First Name:	Densie	Middle Initial:	A
Birthdate:	10-11-1965				
Email:	dabowie2012@hotmail.com		Home Phone:	336-392-4527	
Daytime Phone:	336-392-4527	Cell Phone:	336-392-4527		
Home Address:	535 Oakdale Road, Jamestown, NC 27282				
Live in Jamestown Town Limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Current Occupation/Title	Life Care and Serve Coordinator				
Employer/Business Name	Church				
Business Address (with zip code):	4440 High Point Road, Kernersville, NC. 27284				
Supervisor's Name:	Debora Hudson				
Education:	<input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:				
Degree and Subject of Study:	Lawyers Assistant				
School Name/Years Attended:	Bryant & Stratton/2 years/Associates Degree				
Applying for Board/Commission (enter one):	Citizen Advisory Board				
Why are you interested in serving on that Board/Commission?	I believe you should be involved in the community where you live.				
What Board or Commission are you currently serving?	Comprehensive Plan Steering Committee				
	Term Expiration Date:	n/a			
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:	Citizen Advisory Board				
Are you interested in serving in any other community volunteer activities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:	Planning community events, ie, movie night, music in the park				

1st Term - 6/2021 - 6/2023

Interests/Skills/Areas of Expertise/ Professional Organizations: Enjoy event planning and participation day of. Professional background is Human Resources.

List two professional references below:

1.	Name:	Rebecca Madrid	Daytime Phone:	302-236-6477
	Address:	Greensboro, NC		
	Relationship:	Co-worker at Honda Aircraft		
2.	Name:	Bonita Wellington	Daytime Phone:	336-706-3241
	Address:	Whitsett, NC		
	Relationship:	Director at Konica Minolta		

AFFIRMATION OF ELIGIBILITY

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

If yes, explain.

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

If yes, explain.

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

Signature of Applicant:	Denise Bowie	Date:	5/26/21
<i>(Please print and sign.)</i>	<i>Denise A. Bowie</i>		

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

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

Website: www.jamestown-nc.gov

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

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

Denise A. Bowie
535 Oakdale Road
Jamestown, NC 27282

dabowie2012@hotmail.com
Cell: (336) 392-4527

SUMMARY

A dependable, efficient and detail-oriented professional. An articulate and focused leader with exceptional interpersonal skills. A key contributor and top performer who proves integral in long-term business and project success.

EXPERIENCE

THE SUMMIT CHURCH, Kernersville, North Carolina 2016-Present
Life Care/Serve Coordinator (Full-time). 2019-Present

Direct, manage, and oversee the Global needs of Life Care, and responsible for Serve efforts in strategic areas.

Serve Responsibilities

- Develop and maintain relationships with community organizations and leaders.
- Collaborate with Serve Directors at all locations and Serve at Global initiatives.
- Lead, direct, and delegate serve projects in High Point, Winston, and Thomasville.
- Partner with Groups ministry to connect Groups to serving opportunities
- Represent and advocate for both domestic and global mission trips.
- Be available at all locations to represent Serve ministry.
- Complete yearly planning and budget in conjunction with Serve Directors.
- Manage and maintain monthly budget and projection responsibilities.
- Complete Goals and Targes for regular review.

Life Care Responsibilities

- Provide assistance in preparation, management and communication with Life Care recipients.
- Provide referral communication to therapists/counselors/coaches/mentors as requested.
- Assist in coordinating the tracking and QI on clients (resources used, assistance monitored, etc.)
- Provide assistance in assessments, referrals, premarital assessments, and emergency counseling direction.
- Coordinate mentor volunteer request which includes interviewing, placement of referrals, communication with mentors and administration of the mentoring database.
- Manage and maintain monthly budget and projection responsibilities.
- Complete Goals and Targes for regular review.

Guest Services Director (Part-Time) 2016-2019

Led Guest Services Teams serving with the Jamestown location including being responsible for overseeing the creative elements for the environment.

- Recruited, empowered, scheduled and equipped volunteers for specific teams.
- Coordinated baptisms and communion.
- Created a welcoming and appealing presence with environmental decor to enhance a sermon series emphasis, special events of the year, or special promotions for the Jamestown location.
- Performed duties of Emergency Coordinator during emergency procedures.
- Coordinated scheduling of Sheriff Deputies for Traffic Control & Safety.
- Maintained the overall appearance of campus/lobby/hallways during service times and assisted the Campus Pastor to ensure the location is left in excellent condition.
- Collaborated with other location Guest Services Directors meeting on a monthly basis to support one another and share best practices.
- Completed annual planning and budgeting.
- Completed Goals and Targets on time for review with the Campus Pastor.

HONDA AIRCRAFT, Greensboro, North Carolina
Manager Human Resources Operations

2008-2019

Held responsibility for Talent Acquisition, HRIS, Salary and Compensation, Organizational Development, Security and General Services for all levels of the company.

- Managed annual performance management and bonus program.
- Responsible for managing Talent Acquisition team and process for all positions.
- Developed Career & Succession Planning for associates at all levels.
- Involved in implementation of Affirmative Action Plan.
- Oversaw training grant through the State of North Carolina.
- Responsible for development of operating procedures and maintenance of HRIS.
- Developed of policies and procedures.
- Created and implemented training programs for all levels of the company.

SWEDWOOD, Danville, Virginia
Human Resources Manager

2007-2008

Held responsibility for all aspects of Human Resources, Training & Development, and Health & Safety of start-up furniture manufacturing facility.

- Recruited for start-up operation both hourly and salaried positions.
- Negotiated and implemented benefit programs for new facility.
- Responsible for development of employee handbook, policies and procedures.
- Developed regulatory compliance and OSHA programs.
- Involved in all disciplinary decisions.
- Created and implemented supervisory training programs.
- Prepared annual departmental budget.

KONICA MINOLTA MANUFACTURING U.S.A., INC., Whitsett, North Carolina
Human Resources Specialist

1993-2007

Held responsibility for all benefit and retirement plans. Managed workers' compensation and disability claims, including investigation of fraudulent claims. Designed and presented supervisory training programs. Directed recruitment process for various company levels.

- Negotiated annual renewals for benefit plans.
- Oversaw and coordinated recruitment process for 350-employee facility.
- Streamlined annual open enrollment process.
- Administered all aspects of the 401(k) Retirement Savings Program.
- Involved in disciplinary decisions.
- Developed and implemented regulatory compliance programs.
- Decreased workers' compensation costs 20% through accident and fraudulent claims investigations.
- Orchestrated training programs for safety, company policy, diversity and harassment.
- Prepared annual departmental budget.

BUSH INDUSTRIES, INC., Jamestown, New York
Human Resources Manager

1986-1992

Held multiplant responsibility totaling 1,200 union-free and 300 salaried employees. Implemented employee involvement teams. Interviewed and hired hourly employees. Managed benefits including medical, dental, life and 401(k) plans.

EDUCATION

BRYANT & STRATTON BUSINESS INSTITUTE, Buffalo, New York, Associate Degree, 1984

Appointed as an Alt. - Aug. 2018
1st Term - 6/2021 - 6/2023



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name CHARLES R. CLAPP JR.

Gender Male Female Birthdate: 8/24/58 E mail CHAZSS50@YAHOO.COM

Home Phone: 336 804 0881 Daytime Phone: 336-454-2638 Fax: ---

Home Address: 104 NEWBERRY ST JAMESTOWN NC

How long have you been a resident of Jamestown? 2 yrs current / Grew up and graduated in Jamestown

Current Occupation/Title: RETIRED

Employer/Business Name: --- (6th Generation NC)

Business Address and Zip: ---

Supervisor Name: ---

Education: High School () College Graduate School () Other () Degree/Subject of Study:
RAGSDALE HS CLASS OF 1976 School/Name Years Attended:
UNIV OF PHOENIX AA DEGREE 2001

BOARD/COMMITTEE APPLYING FOR (list one): PARKS & REC -

List the Board or Committee on which you currently serve and your term expiration date:
- NONE -

What are your qualifications for serving on the Board/Committee for which you are applying?
WORKED SUMMERS AT JAMESTOWN GOLF COURSE - 1976-1977-

Are you willing to serve on any other Board/Committee: Please list: --- NONE ---

Are you interested in serving in any other community volunteer activities:
yes?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

MOAA - MILITARY OFFICERS ASSN.
CWOA - CHIEF WARRANT OFF ASSN.

JAMESTOWN VETERANS
COMMITTEE

USCG - 24 yrs - RETIRED AS CWO3 / UNION PACIFIC R/R
List two personal references below: Name: KRISTI HOLTAN HILL Daytime
TRAIN DISPATCHER FOR 13 yrs -

Telephone: _____ Address: 510 FORESTDALE, JAMESTOWN

Relationship: FRIEND / over 50yr Name: GERALD HEINL

Daytime Telephone: _____ Address: 4100 LEINBAH WINSTON-SALEM

Relationship: SHIPMATE IN USCG AFFIRMATION OF ELIGIBILITY Has any formal charge of

professional misconduct, criminal misdemeanor or felony ever been filed against you in any

jurisdiction? Yes _____ No if yes, explain complete disposition.

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

Yes _____ No if yes, explain _____

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

Signature of Applicant: Charles R. Clapp Jr. Date: 11/7/19

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

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for August 2023

AGENDA ITEM #: II.G.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Heather Lunsford

SUMMARY:

Summary schedule of cash & deposits, debt balances, and total revenues collected to date and expenditures to date is provided. Both General and Water/Sewer funds have received about 5% of their annual revenues, and have spent 7% of expenditures (General Fund) and 4% (Water/Sewer Fund). There are certain expenditures that must all be paid at the beginning of a fiscal year; thus that is the reason why expenditures are greater than revenues at this point of the fiscal year. Revenue such as sales tax received in August is accrued to prior fiscal year.

A detailed budget to actual statement is also included as of 8-31-23.

We continue to pay our debt payments and rental equipment payments timely. There was also a payment made to the water/sewer maintenance facility in August. The construction of the golf course bathrooms and maintenance facility continues.

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

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Town of Jamestown
 Financial Summary Report
 Cash Balances
 as of August 31, 2023

Petty Cash	\$	1,350
Operating Cash		1,565,668
Certificates of Deposit		3,004,510
Money Market Accounts - First Bank		975,107
North Carolina Capital Management Trust		<u>9,719,884</u>
	\$	<u>15,266,519</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	481,700
Cash reserved by Powell Bill for street Improvements		42,260
General Capital Reserve Fund		52,300
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,163
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		319,194
Water Sewer Capital Reserve Fund		<u>1,318,175</u>
	\$	<u>2,408,896</u>

Cash by Fund:

General	\$	3,719,994
General Capital Reserve Fund		52,300
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,163
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		319,194
Water/Sewer		9,179,886
Randleman Reservoir		481,700
Water/Sewer Capital Reserve Fund		<u>1,318,175</u>
	\$	<u>15,266,519</u>

Cash by Bank:

NCCMT	\$	9,719,884
Pinnacle Bank		3,565,668
First Bank		1,979,817
		<u>15,265,169</u>
	\$	<u>15,265,169</u>

**Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of August 31, 2023**

Instalment Purchase Debt:	Balance at 8/31/2023	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 15,561	12/1/2023	2023/2024
Leaf truck, financed in 2017	15,906	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	52,830	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>283,355</u>	11/3/2027	2027/2028
	<u>\$ 367,652</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 212,470</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of August 31, 2023

	General Fund (#10)	General Capital Reserve Fund (#11)	Water/Sewer Fund (#20)	Randeman Reservoir Fund (#50)	Water/Sewer Capital Reserve Fund (#61)
Current Year Revenues (and transfers)	394,521	0	316,109	2,123	209
% of budget received	5%	0%	4%	2%	0%
% of budget, excluding appropriated fund balance, received	5%	0%	7%	8%	0%
Expenditures (and transfers)	569,250	-	285,573	-	-
% of budget expended	7%	0%	4%	0%	0%

	Fund (#18) Oakdale Sidewalk Ph 3 Capital Project	Fund (#20) Recreational Maint Facility Capital Project	Fund (#21) Oakdale Sidewalk Ph 2 Capital Project	Fund (#23) Fenny Road Sidewalk Capital Project
Life to Date Revenues & Other Financing Sources	218,808	1,078,535	79,589	51,000
% of budget received	32%	100%	40%	4%
Life to Date Expenditures	103,987	599,449	49,486	-
% of budget expended	15%	66%	28%	0%

09/11/23
16:36:09

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 23

Page: 1 of 11
Report ID: B110

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	180,378.33	180,378.33	3,187,350.00	3,006,971.67	6 %
3101 Interest on Ad Valorem Taxes	0.60	0.60	1,800.00	1,799.40	0 %
3102 Tax and Tag revenue	0.00	0.00	303,300.00	303,300.00	0 %
3103 Interest on Tax and Tag Revenues	0.00	0.00	2,480.00	2,480.00	0 %
3104 MOTOR VEHICLE FEES	0.00	0.00	114,000.00	114,000.00	0 %
3230 SALES AND USE TAX	0.00	0.00	1,050,000.00	1,050,000.00	0 %
3250 Solid Waste Disposal Tax	746.13	746.13	3,200.00	2,453.87	23 %
3256 ELECTRICITY SALES TAX	0.00	0.00	206,000.00	206,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	25,000.00	25,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	29,090.00	29,090.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	32,000.00	32,000.00	0 %
3316 POWELL BILL	0.00	0.00	115,000.00	115,000.00	0 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	15,500.00	15,500.00	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	4,186.38	4,411.38	21,000.00	16,588.62	21 %
3345 INSPECTION AND PERMIT FEES	0.00	100.00	200.00	100.00	50 %
3346 CELL TOWER LEASE REVENUE	2,646.00	5,292.00	65,500.00	60,208.00	8 %
3348 REFUSE COLLECTION FEES	20,955.00	41,885.00	245,000.00	203,115.00	17 %
3350 STORMWATER FEES	0.00	0.00	50,000.00	50,000.00	0 %
3351 Sales of yard waste toters	6,780.00	6,780.00	18,000.00	11,220.00	38 %
3600 GREEN FEES	76,090.47	144,744.97	550,000.00	405,255.03	26 %
3603 Golf Now Booking Fees	373.50	837.89	2,500.00	1,662.11	34 %
3610 MECHANICAL CART RENTALS	41,535.64	77,706.14	288,000.00	210,293.86	27 %
3620 FULL CART RENTALS	11.00	29.00	300.00	271.00	10 %
3650 DRIVING RANGE	11,666.00	22,711.00	65,000.00	42,289.00	35 %
3660 GOLF SHOP CONCESSIONS SALES	12,556.66	24,785.37	55,000.00	30,214.63	45 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	0.00	0.00	12,000.00	12,000.00	0 %
3675 Golf Clubhouse Rental Fees	480.00	855.00	8,000.00	7,145.00	11 %
3831 INVESTMENT EARNINGS	12,850.46	27,000.28	210,000.00	182,999.72	13 %
3832 Sponsorships	0.00	2,000.00	2,000.00	0.00	100 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	486.68	490.00	3.32	99 %
3836 SALES - PRO SHOP GOLF INVENTORY	8,815.09	16,628.81	80,000.00	63,371.19	21 %
3837 SHELTER RENTALS	903.43	1,482.49	7,000.00	5,517.51	21 %
3838 Building lease revenue	0.00	3,600.00	3,610.00	10.00	100 %
3839 MISCELLANEOUS REVENUES	16.60	29.30	500.00	470.70	6 %
3840 Rental Golf Sets	430.00	890.00	3,000.00	2,110.00	30 %
3841 Ball Field Rentals	600.00	1,477.63	15,000.00	13,522.37	10 %
3920 Issuance of installment purchase financing	0.00	0.00	344,000.00	344,000.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	75,000.00	75,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	783,443.57	783,443.67	0 %
Account Group Total:	394,521.29	577,358.00	8,047,263.57	7,469,905.67	7 %
Fund Total:	394,521.29	577,358.00	8,047,263.67	7,469,905.67	7 %

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	3,575.50	3,575.50	56,424.50	60,000.00	110,000.00	50,000.00
2100	DEPARTMENT SUPPLIES	0.00	20.00	0.00	20.00	2,000.00	1,980.00
2200	FOOD AND PROVISIONS	886.86	886.86	784.80	1,671.66	2,500.00	828.34
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	3,200.00	3,200.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	700.00	700.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	0.00	0.00	0.00	0.00	100.00	100.00
3700	MARKETING / ADVERTISING	310.00	310.00	0.00	310.00	1,000.00	690.00
3800	DATA PROCESSING SERVICES	58.97	58.72	645.79	704.51	798.00	93.49
3950	DUES AND SUBSCRIPTIONS	0.00	1,329.00	0.00	1,329.00	2,500.00	1,171.00
3955	Permit Fees	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3970	ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980	MISCELLANEOUS EXPENSE	47.45	47.45	0.00	47.45	500.00	452.55
4990	OTHER CONTRACTED SERVICES	275.00	575.00	6,525.00	7,100.00	7,400.00	300.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	5,153.78	6,802.53	64,380.09	71,182.62	138,398.00	67,215.38
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	66,981.88	116,282.57	0.00	116,282.57	685,000.00	568,717.43
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
1009	FICA EXPENSE	5,098.74	8,837.35	0.00	8,837.35	50,500.00	41,662.65
1010	RETIREMENT EXPENSE	8,569.52	14,859.93	0.00	14,859.93	80,000.00	65,140.07
1011	HEALTH INSURANCE EXPENSE	5,437.09	12,785.65	0.00	12,785.65	66,000.00	53,214.35
1012	FLEX & PR TIME ADMIN FEES	6.00	12.00	60.00	72.00	500.00	428.00
1014	WORKER'S COMPENSATION	0.00	596.59	0.00	596.59	1,000.00	403.41
1017	401K EXPENSE	2,325.43	4,765.47	0.00	4,765.47	30,000.00	25,234.53
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
2100	DEPARTMENT SUPPLIES	474.03	735.56	628.98	1,364.54	5,500.00	4,135.46
2200	FOOD AND PROVISIONS	161.88	161.88	0.00	161.88	1,200.00	1,038.12
2600	OFFICE SUPPLIES	44.94	529.22	0.00	529.22	3,000.00	2,470.78
2900	ASSETS NOT CAPITALIZED	552.50	552.50	552.50	1,105.00	7,000.00	5,895.00
3100	TRAVEL	1,591.70	1,861.67	0.00	1,861.67	15,000.00	13,138.33
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	10,825.00	10,825.00
3200	COMMUNICATIONS	1,189.26	1,489.26	3,502.14	4,991.40	11,400.00	6,408.60
3400	PRINTING	89.50	89.50	0.00	89.50	500.00	410.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	1,565.20	3,716.50	21,027.39	24,743.89	25,662.00	918.11
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	400.00	400.00	400.00	0.00
3950	DUES AND SUBSCRIPTIONS	1,945.71	7,185.21	7,229.80	14,415.01	16,165.00	1,749.99
3980	MISCELLANEOUS EXPENSE	125.45	125.45	0.00	125.45	1,000.00	874.55
4300	EQUIPMENT RENTAL	389.61	119.61	2,927.10	3,046.71	7,229.00	4,182.29
4400	SERVICE & MAINTENANCE CONTRACTS	41.61	59.61	408.39	468.00	13,000.00	12,532.00
4500	INSURANCE AND BONDING	0.00	13,234.25	0.00	13,234.25	13,250.00	15.75
4990	OTHER CONTRACTED SERVICES	123.30	123.30	646.50	769.80	40,000.00	39,230.20
6820	First Bank Credit Card Encumbrance	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,250.00	1,250.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
Account Total:		96,713.35	188,123.08	42,382.80	230,505.88	1,120,681.00	890,175.12
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	9,780.00	19,231.00	0.00	19,231.00	130,000.00	110,769.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,300.00	1,300.00
1009	FICA EXPENSE	752.29	1,478.72	0.00	1,478.72	9,900.00	8,421.28
1010	RETIREMENT EXPENSE	1,260.64	2,478.87	0.00	2,478.87	17,000.00	14,521.13
1011	HEALTH INSURANCE EXPENSE	1,812.36	3,672.88	0.00	3,672.88	21,600.00	17,927.12
1012	FLEX & PR TIME ADMIN FEES	6.00	12.00	60.00	72.00	500.00	428.00
1014	WORKER'S COMPENSATION	0.00	298.30	0.00	298.30	500.00	201.70
1017	401K EXPENSE	489.00	961.55	0.00	961.55	6,400.00	5,438.45
1019	PROFESSIONAL SERVICES	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
2100	DEPARTMENT SUPPLIES	34.59	82.67	0.00	82.67	1,000.00	917.33
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2900	ASSETS NOT CAPITALIZED	582.50	582.50	552.50	1,135.00	4,500.00	3,365.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	1,325.00	1,325.00	4,500.00	3,175.00
3200	COMMUNICATIONS	332.62	432.62	1,387.38	1,820.00	4,100.00	2,280.00
3400	PRINTING	0.00	0.00	0.00	0.00	700.00	700.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3800	DATA PROCESSING SERVICES	347.03	-54.94	7,797.47	7,742.53	8,597.00	854.47
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	250.00	250.00	250.00	0.00
3950	DUES AND SUBSCRIPTIONS	1,377.12	1,377.12	1,728.78	3,105.90	3,500.00	394.10
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	700.00	700.00
4500	INSURANCE AND BONDING	0.00	277.71	0.00	277.71	400.00	122.29
4990	OTHER CONTRACTED SERVICES	0.00	0.00	1,000.00	1,000.00	15,000.00	14,000.00
4991	Telecommunications Contracted	0.00	0.00	7,500.00	7,500.00	7,500.00	0.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Account Total:		15,774.15	30,831.00	27,601.13	58,432.13	258,697.00	200,264.87
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	475.50	935.33	889.18	1,824.51	8,250.00	6,425.49
2140	SEED and SOD	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	800.00	800.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	74.64	2,324.64	0.00	2,324.64	2,500.00	175.36
2900	ASSETS NOT CAPITALIZED	3,867.49	7,734.99	0.01	7,735.00	17,500.00	9,765.00
3200	COMMUNICATIONS	-299.81	-923.78	1,251.86	328.08	1,775.00	1,446.92
3300	UTILITIES	1,026.14	2,099.94	5,476.46	7,576.40	33,000.00	25,423.60
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	270.00	270.00	8,030.00	8,300.00	40,000.00	31,700.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00

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4400	SERVICE & MAINTENANCE CONTRACTS	4,032.66	7,776.86	15,290.74	23,067.60	43,000.00	19,932.40
4500	INSURANCE AND BONDING	0.00	17,009.93	0.00	17,009.93	20,300.00	3,290.07
4990	OTHER CONTRACTED SERVICES	1,205.20	1,955.20	757.30	2,712.50	5,000.00	2,287.50
5800	CAPITAL OUTLAY - BUILDINGS &	13,873.38	111,958.61	93,673.04	205,631.65	205,631.65	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	24,525.20	151,141.72	125,368.59	276,510.31	384,056.65	107,546.34
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	0.00	0.00	0.00	0.00	500,000.00	500,000.00
4911	Sheriff Off Duty - Town events	1,048.00	1,048.00	4,952.00	6,000.00	6,500.00	500.00
4912	Sheriff off-duty for non-profit	0.00	1,022.80	977.20	2,000.00	2,500.00	500.00
4920	ANIMAL CONTROL CONTRACT	0.00	0.00	0.00	0.00	14,000.00	14,000.00
	Account Total:	1,048.00	2,070.80	5,929.20	8,000.00	523,000.00	515,000.00
5300	FIRE EXPENSES						
2100	DEPARTMENT SUPPLIES	0.00	778.96	0.00	778.96	800.00	21.04
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3956	Fire Inspection Fees	0.00	0.00	0.00	0.00	14,000.00	14,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	213,914.24	0.00	213,914.24	856,000.00	642,085.76
5700	CONTINGENCY	0.00	0.00	0.00	0.00	200.00	200.00
	Account Total:	0.00	214,693.20	0.00	214,693.20	873,000.00	658,306.80
5600	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	229.53	703.63	0.00	703.63	6,500.00	5,796.37
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	8,000.00	8,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
3300	UTILITIES	14,473.61	16,442.17	0.00	16,442.17	182,000.00	165,557.83
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	8,000.00	8,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3955	Permit Fees	0.00	0.00	0.00	0.00	1,100.00	1,100.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4400	SERVICE & MAINTENANCE CONTRACTS	343.00	343.00	0.00	343.00	6,500.00	6,157.00
4500	INSURANCE AND BONDING	0.00	937.28	0.00	937.28	1,350.00	412.72
4990	OTHER CONTRACTED SERVICES	490.00	490.00	50,942.06	51,432.06	55,843.68	4,411.62
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	9,000.00	9,000.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	114,000.00	114,000.00
	Account Total:	15,536.14	18,916.08	50,942.06	69,858.14	411,393.68	341,535.54
5650	STORMWATER EXPENDITURES						
4400	SERVICE & MAINTENANCE CONTRACTS	200.00	200.00	2,200.00	2,400.00	2,400.00	0.00
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	6,000.00	395.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	47,500.00	47,500.00	50,000.00	2,500.00
	Account Total:	200.00	5,805.00	49,700.00	55,505.00	58,400.00	2,895.00

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5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	6,868.81	13,513.91	0.00	13,513.91	150,000.00	136,486.09
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,200.00	1,200.00
1009	FICA EXPENSE	515.23	1,013.13	0.00	1,013.13	10,500.00	9,486.87
1010	RETIREMENT EXPENSE	885.38	1,741.94	0.00	1,741.94	17,000.00	15,258.06
1011	HEALTH INSURANCE EXPENSE	1,812.36	3,672.88	0.00	3,672.88	32,400.00	28,727.12
1012	FLEX & PR TIME ADMIN FEES	6.00	12.00	60.00	72.00	750.00	678.00
1014	WORKER'S COMPENSATION	0.00	5,965.91	0.00	5,965.91	10,000.00	4,034.09
1017	401K EXPENSE	343.44	675.37	0.00	675.37	6,300.00	5,624.63
2100	DEPARTMENT SUPPLIES	11.48	961.73	45,636.00	46,597.73	55,000.00	8,402.27
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	300.00	300.00
2500	VEHICLE SUPPLIES	0.00	1,435.98	114.02	1,550.00	12,000.00	10,450.00
2520	FUELS - GAS & OIL	2,832.34	5,171.18	29,882.19	35,053.37	80,000.00	44,946.53
3200	COMMUNICATIONS	132.58	182.58	0.00	182.58	2,400.00	2,217.42
3400	PRINTING	0.00	1,525.53	0.00	1,525.53	3,800.00	2,274.47
3500	REPAIRS AND MAINTENANCE	318.74	318.74	0.00	318.74	15,000.00	14,681.26
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	4,205.14	5,823.02	49,176.98	55,000.00	75,000.00	20,000.00
3945	Recycle Fees	2,265.43	3,212.95	26,787.05	30,000.00	40,000.00	10,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	500.00	500.00
4500	INSURANCE AND BONDING	0.00	3,471.41	0.00	3,471.41	5,000.00	1,528.59
4990	OTHER CONTRACTED SERVICES	1,635.30	3,891.61	6,108.39	10,000.00	10,000.00	0.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	2,006.00	0.00	2,006.00	2,100.00	94.00
	Account Total:	21,832.23	54,595.87	158,764.63	213,360.50	535,450.00	322,089.50
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	13,545.08	26,204.28	0.00	26,204.28	179,000.00	152,795.72
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	3,900.00	3,900.00
1009	FICA EXPENSE	1,027.40	1,988.89	0.00	1,988.89	12,800.00	10,811.11
1010	RETIREMENT EXPENSE	1,745.97	3,377.74	0.00	3,377.74	21,500.00	18,122.26
1011	HEALTH INSURANCE EXPENSE	2,718.54	5,509.32	0.00	5,509.32	32,400.00	26,890.68
1012	FLEX & PR TIME ADMIN FEES	12.00	24.00	120.00	144.00	750.00	606.00
1014	WORKER'S COMPENSATION	0.00	4,176.14	0.00	4,176.14	7,000.00	2,823.86
1017	401K EXPENSE	671.82	1,279.52	0.00	1,279.52	8,000.00	6,720.48
2100	DEPARTMENT SUPPLIES	1,651.21	2,064.58	169.30	2,233.88	11,300.00	9,066.12
2140	SEED and SOD	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2141	CHEMICALS	0.00	0.00	405.30	405.30	5,000.00	4,594.70
2142	FERTILIZER AND LIME	0.00	0.00	660.00	660.00	4,500.00	3,840.00
2143	IRRIGATION SUPPLIES	163.15	408.08	0.00	408.08	1,000.00	591.92
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2500	VEHICLE SUPPLIES	78.59	78.59	0.00	78.59	1,500.00	1,421.41
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	10,000.00	10,000.00
2550	EQUIPMENT SUPPLIES	15.98	283.05	0.00	283.05	3,000.00	2,716.95
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	4,543.50	4,543.50	0.00	4,543.50	11,000.00	6,456.50
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00

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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	1,500.00	1,500.00
3200	COMMUNICATIONS	1,559.64	1,659.64	6,337.24	7,996.88	13,000.00	5,003.12
3300	UTILITIES	614.97	1,217.72	0.00	1,217.72	18,000.00	16,782.28
3350	Water Utilities	26.72	46.57	0.00	46.57	450.00	403.43
3500	REPAIRS AND MAINTENANCE	1,032.00	1,032.00	0.00	1,032.00	5,000.00	3,968.00
3800	DATA PROCESSING SERVICES	302.55	290.11	3,485.01	3,775.12	3,986.00	210.88
3805	Subscription Fees	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	600.00	600.00	600.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3950	DUES AND SUBSCRIPTIONS	275.00	275.00	0.00	275.00	2,200.00	1,925.00
3960	BANK AND MERCHANT FEES	138.01	347.38	182.62	530.00	500.00	-30.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
3981	Special Events	4,758.66	6,487.99	2,937.01	9,425.00	20,000.00	10,575.00
4101	Library Services	0.00	16,000.00	0.00	16,000.00	119,500.00	103,500.00
4102	Recreation Services	0.00	0.00	0.00	0.00	20,000.00	20,000.00
4103	Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300	EQUIPMENT RENTAL	2.76	161.13	18,538.16	18,699.29	22,140.00	3,440.71
4301	Property tax on leased equip	0.00	0.00	1,800.00	1,800.00	1,800.00	0.00
4400	SERVICE & MAINTENANCE CONTRACTS	308.70	308.70	0.00	308.70	3,000.00	2,691.30
4500	INSURANCE AND BONDING	0.00	1,180.28	0.00	1,180.28	1,700.00	519.72
4990	OTHER CONTRACTED SERVICES	2,933.00	2,933.00	3,085.00	6,018.00	9,000.00	2,982.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	16,660.00	0.00	16,660.00	16,700.00	40.00
	Account Total:	38,125.25	98,537.21	38,319.64	136,856.85	599,576.00	462,719.15
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	28,099.53	63,423.66	0.00	63,423.66	450,000.00	386,576.34
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	6,600.00	6,600.00
1009	FICA EXPENSE	2,029.06	4,608.37	0.00	4,608.37	35,000.00	30,391.63
1010	RETIREMENT EXPENSE	3,397.51	7,894.72	0.00	7,894.72	55,000.00	47,105.28
1011	HEALTH INSURANCE EXPENSE	5,437.08	11,042.72	0.00	11,042.72	76,000.00	64,957.28
1012	FLEX & PR TIME ADMIN FEES	12.00	24.00	120.00	144.00	650.00	506.00
1013	RETIREE HEALTH INSURANCE EXPENSE	220.32	440.64	0.00	440.64	10,800.00	10,359.36
1014	WORKER'S COMPENSATION	0.00	4,772.73	0.00	4,772.73	8,000.00	3,227.27
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,500.00	1,500.00
1017	401K EXPENSE	1,331.08	2,726.06	0.00	2,726.06	21,000.00	18,273.94
2100	DEPARTMENT SUPPLIES	572.31	782.53	0.00	782.53	12,000.00	11,217.47
2140	SEED and SOD	0.00	0.00	0.00	0.00	8,000.00	8,000.00
2141	CHEMICALS	4,373.02	4,891.22	6,880.65	11,771.87	45,000.00	33,228.13
2142	FERTILIZER AND LIME	2,404.72	2,404.72	0.00	2,404.72	30,000.00	27,595.28
2143	IRRIGATION SUPPLIES	415.09	415.09	799.98	1,215.07	7,000.00	5,784.93
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2145	TOPSOIL (Sand)	1,976.48	3,368.80	0.00	3,368.80	20,000.00	16,631.20
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
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	2,500.00	2,500.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2520	FUELS - GAS & OIL	3,516.33	5,307.35	29,089.52	34,396.87	35,000.00	603.13
2550	EQUIPMENT SUPPLIES	1,275.99	3,527.39	2,841.10	6,368.49	35,000.00	28,631.51
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	1,688.40	1,688.40	23,000.00	21,311.60
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00

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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	1,500.00	1,500.00
3200 COMMUNICATIONS	913.89	1,163.89	3,065.28	4,229.17	11,500.00	7,270.83
3300 UTILITIES	1,120.75	2,075.40	1,976.46	4,051.86	23,000.00	18,948.14
3350 Water Utilities	26.72	46.57	0.00	46.57	500.00	453.43
3500 REPAIRS AND MAINTENANCE	87.50	87.50	650.00	737.50	10,000.00	9,262.50
3800 DATA PROCESSING SERVICES	17.74	-15.52	749.00	733.48	966.00	232.52
3805 Subscription Fees	0.00	2,550.00	0.00	2,550.00	5,200.00	2,650.00
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
3940 LANDFILL FEES/DUMPSTER P/U	162.72	319.94	1,566.82	1,886.76	2,600.00	713.24
3950 DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3980 MISCELLANEOUS EXPENSE	55.90	55.90	0.00	55.90	500.00	444.10
4300 EQUIPMENT RENTAL	260.07	5,037.13	35,112.95	40,150.09	67,396.00	27,245.91
4301 Property tax on leased equip	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00
4400 SERVICE & MAINTENANCE CONTRACTS	102.90	102.90	0.00	102.90	4,500.00	4,397.10
4500 INSURANCE AND BONDING	0.00	8,331.39	0.00	8,331.39	12,000.00	3,668.61
4990 OTHER CONTRACTED SERVICES	0.00	0.00	3,000.00	3,000.00	10,000.00	7,000.00
5500 CAPITAL OUTLAY EQUIPMENT	0.00	0.00	355,081.74	355,081.74	701,922.84	346,841.10
5800 CAPITAL OUTLAY - BUILDINGS &	48,894.20	48,894.20	73,341.30	122,235.50	122,235.50	0.00
6820 First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:	106,702.91	184,279.30	521,763.21	706,042.51	1,891,370.34	1,185,327.83
6301 GOLF SHOP EXPENDITURES						
1000 SALARIES AND WAGES	19,133.02	55,054.31	0.00	55,054.31	285,000.00	229,945.69
1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	1,600.00	1,600.00
1009 FICA EXPENSE	1,470.78	4,225.87	0.00	4,225.87	21,000.00	16,774.13
1010 RETIREMENT EXPENSE	1,013.92	4,326.99	0.00	4,326.99	14,000.00	9,673.01
1011 HEALTH INSURANCE EXPENSE	1,812.36	3,721.04	0.00	3,721.04	21,600.00	17,878.96
1012 FLEX & PR TIME ADMIN FEES	0.00	0.00	0.00	0.00	100.00	100.00
1013 RETIREE HEALTH INSURANCE EXPENSE	3,088.08	3,088.08	0.00	3,088.08	10,800.00	7,711.92
1014 WORKER'S COMPENSATION	0.00	1,193.18	0.00	1,193.18	2,000.00	806.82
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	5,000.00	5,000.00
1017 401K EXPENSE	393.30	980.30	0.00	980.30	5,000.00	4,019.70
2100 DEPARTMENT SUPPLIES	2,146.84	2,564.78	3,065.94	5,630.72	10,500.00	4,869.28
2101 Grill Supplies	0.00	0.00	1,000.00	1,000.00	5,000.00	4,000.00
2156 RANGE SUPPLIES	0.00	0.00	150.00	150.00	8,500.00	8,350.00
2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	400.00	400.00
2400 CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2600 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2700 GOLF INVENTORY FOR RESALE	7,611.97	14,361.04	8,872.52	23,233.56	70,000.00	46,766.44
2705 Golf Special Orders - Purchases	0.00	0.00	0.00	0.00	12,000.00	12,000.00
2710 CONCESSION INVENTORY RESALE	6,337.06	8,291.16	34,458.84	42,750.00	50,000.00	7,250.00
2900 ASSETS NOT CAPITALIZED	0.00	0.00	2,040.00	2,040.00	11,500.00	9,460.00
3100 TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150 CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200 COMMUNICATIONS	975.15	696.16	6,120.78	6,816.94	10,820.00	4,003.06
3300 UTILITIES	1,279.91	2,595.44	1,964.90	4,560.34	20,000.00	15,439.66
3350 Water Utilities	26.71	46.55	0.00	46.55	450.00	403.45
3400 PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
3500 REPAIRS AND MAINTENANCE	497.00	497.00	0.00	497.00	5,000.00	4,503.00
3700 MARKETING / ADVERTISING	60.40	120.80	604.00	724.80	10,000.00	9,275.20

① Golf course bathrooms

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3800	DATA PROCESSING SERVICES	215.35	-175.95	9,393.35	9,217.40	12,607.00	3,389.60
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	202.31	399.14	1,962.70	2,361.84	3,500.00	1,138.16
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3955	Permit Fees	0.00	0.00	0.00	0.00	220.00	220.00
3960	BANK AND MERCHANT FEES	3,180.83	6,459.46	8,790.54	15,250.00	30,000.00	14,750.00
3980	MISCELLANEOUS EXPENSE	27.95	27.95	0.00	27.95	250.00	222.05
4300	EQUIPMENT RENTAL	0.10	158.24	1,589.03	1,747.27	2,340.00	592.73
4310	GOLF CART RENTALS	3,156.61	8,483.89	47,945.52	56,429.41	63,872.00	7,442.59
4311	SALES AND USE TAX PAID	2,287.13	4,798.17	0.00	4,798.17	21,000.00	16,201.83
4400	SERVICE & MAINTENANCE CONTRACTS	1,243.68	2,940.04	12,809.12	15,549.16	18,000.00	2,450.84
4500	INSURANCE AND BONDING	0.00	8,331.39	0.00	8,331.39	12,000.00	3,668.61
4990	OTHER CONTRACTED SERVICES	202.07	202.07	1,150.00	1,352.07	5,000.00	3,647.93
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:		56,362.53	133,397.10	143,217.24	276,604.34	766,959.00	490,354.66
8000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	24,038.10	24,038.10	0.00	24,038.10	226,500.00	202,461.90
7101	LEASE PRINCIPAL	11,738.08	23,334.50	0.00	23,334.50	11,604.00	-11,730.50
7102	Subscription Principal	1,639.58	3,276.18	0.00	3,276.18	1,641.00	-1,635.18
7200	DEBT INTEREST PAYMENTS	2,159.17	2,159.17	0.00	2,159.17	27,000.00	24,840.83
7201	LEASE INTEREST	216.49	422.14	0.00	422.14	224.00	-198.14
7202	Subscription Interest	36.34	75.66	0.00	75.66	43.00	-32.66
Account Total:		39,827.76	53,305.75	0.00	53,305.75	267,012.00	213,706.25
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	125,000.00	125,000.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	94,270.00	94,270.00
Account Total:		0.00	0.00	0.00	0.00	219,270.00	219,270.00
Account Group Total:		422,801.30	1,142,486.64	1,228,368.59	2,370,857.23	8,047,263.67	5,676,406.44
Fund Total:		422,801.30	1,142,486.64	1,228,368.59	2,370,857.23	8,047,263.67	5,676,406.44

① Debt payment on golf Clubhouse & Knuckleboom Truck
 ② Interest on golf clubhouse & Knuckleboom Truck

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Statement of Revenue Budget vs Actuals
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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	8.28	17.07	100.00	82.93	17 %
3981 TRANSFER FROM GENERAL FUND	0.00	0.00	125,000.00	125,000.00	0 %
Account Group Total:	8.28	17.07	125,100.00	125,082.93	0 %
Fund Total:	8.28	17.07	125,100.00	125,082.93	0 %

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11 General Capital Reserve Fund

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



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Statement of Revenue Budget vs Actuals
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30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3345 INSPECTION AND PERMIT FEES	110.12	199.27	1,000.00	800.73	20 %
3710 UTILITY CHARGE - WATER	99,653.95	183,691.05	990,000.00	806,308.95	19 %
3720 UTILITY CHARGE - SEWER	176,081.50	334,799.50	3,000,000.00	2,665,200.50	11 %
3741 Meter Fee	300.00	300.00	2,000.00	1,700.00	15 %
3742 System Development Fees to be transferred	3,000.00	3,000.00	0.00	-3,000.00	** %
3743 System Admin / Installation fee	100.00	100.00	500.00	400.00	20 %
3745 Connection Fees - Water and Sewer	500.00	1,300.00	11,000.00	9,700.00	12 %
3750 NONPAYMENT / RECONNECTION FEES	2,250.00	4,350.00	20,000.00	15,650.00	22 %
3755 Return Check Fees	25.00	25.00	300.00	275.00	8 %
3760 LATE FEES	1,760.00	3,900.00	20,000.00	16,100.00	20 %
3765 CREDIT CARD ADMINISTRATION FEES	94.50	133.92	800.00	666.08	17 %
3831 INVESTMENT EARNINGS	32,233.82	61,895.29	300,000.00	238,104.71	21 %
3839 MISCELLANEOUS REVENUES	0.00	836.80	500.00	-336.80	167 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	118,400.00	118,400.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	2,689,830.00	2,689,830.00	0 %
Account Group Total:	316,108.89	594,530.83	7,154,330.00	6,559,799.17	8 %
Fund Total:	316,108.89	594,530.83	7,154,330.00	6,559,799.17	8 %

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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	62,322.24	122,689.71	0.00	122,689.71	855,000.00	732,310.29
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	16,000.00	16,000.00
1009	FICA EXPENSE	4,687.44	9,236.00	0.00	9,236.00	66,500.00	57,264.00
1010	RETIREMENT EXPENSE	8,033.32	15,814.69	0.00	15,814.69	110,000.00	94,185.31
1011	HEALTH INSURANCE EXPENSE	10,874.16	22,037.28	0.00	22,037.28	144,000.00	121,962.72
1012	FLEX & PR TIME ADMIN FEES	12.00	24.00	120.00	144.00	1,600.00	1,456.00
1013	RETIREE HEALTH INSURANCE EXPENSE	1,366.99	2,733.98	0.00	2,733.98	21,600.00	18,866.02
1014	WORKER'S COMPENSATION	0.00	8,948.86	0.00	8,948.86	15,000.00	6,051.14
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	3,092.14	6,071.00	0.00	6,071.00	42,000.00	35,929.00
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
2100	DEPARTMENT SUPPLIES	1,959.84	2,997.42	918.62	3,916.04	35,000.00	31,083.96
2105	WATER METERS	0.00	0.00	0.00	0.00	90,000.00	90,000.00
2200	FOOD AND PROVISIONS	33.00	33.00	0.00	33.00	1,000.00	967.00
2400	CONSTRUCTION & REPAIR SUPPLIES	4,795.62	8,296.95	709.82	9,006.77	40,000.00	30,993.23
2500	VEHICLE SUPPLIES	773.38	773.38	0.00	773.38	8,000.00	7,226.62
2520	FUELS - GAS & OIL	2,665.64	5,862.83	59,740.30	65,603.13	65,000.00	-603.13
2550	EQUIPMENT SUPPLIES	786.96	836.94	2,000.00	2,836.94	15,500.00	12,663.06
2600	OFFICE SUPPLIES	0.00	466.30	0.00	466.30	2,000.00	1,533.70
2750	PURCHASE OF WATER	23,472.89	23,472.89	366,527.11	390,000.00	390,000.00	0.00
2755	Water Transmission Fees	2,634.78	2,634.78	0.00	2,634.78	30,000.00	27,365.22
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	20,000.00	20,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,500.00	3,500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	50.00	0.00	50.00	10,000.00	9,950.00
3200	COMMUNICATIONS	3,404.36	3,704.36	17,253.54	20,957.90	40,000.00	19,042.10
3300	UTILITIES	758.60	1,037.87	0.00	1,037.87	20,000.00	18,962.13
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	490.67	490.67	4,098.83	4,589.50	7,000.00	2,410.50
3500	REPAIRS AND MAINTENANCE	1,008.46	1,008.46	26,453.64	27,462.10	52,400.00	24,937.90
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,088.63	225.27	19,177.24	19,402.51	24,979.00	5,576.49
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	292.50	7,263.00	7,555.50	12,500.00	4,944.50
3955	Permit Fees	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3960	BANK AND MERCHANT FEES	1,456.97	2,776.41	10,423.59	13,200.00	22,000.00	8,800.00
3980	MISCELLANEOUS EXPENSE	265.20	265.20	0.00	265.20	1,500.00	1,234.80
4300	EQUIPMENT RENTAL	237.10	-32.90	2,927.11	2,894.21	9,725.00	6,834.79
4400	SERVICE & MAINTENANCE CONTRACTS	203.61	2,781.61	26,110.39	28,892.00	65,000.00	36,108.00
4401	NCS11 Fees	105.85	211.70	4,788.30	5,000.00	5,000.00	0.00
4500	INSURANCE AND BONDING	0.00	20,828.49	0.00	20,828.49	30,000.00	9,171.51
4950	LAB TESTING	714.50	966.40	9,018.19	9,984.59	10,000.00	15.41
4960	SEWER TREATMENT	52,447.58	52,447.58	0.00	52,447.58	791,500.00	739,052.42
4990	OTHER CONTRACTED SERVICES	11,833.68	11,833.68	197,606.12	209,439.80	232,020.00	22,580.20
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	41,160.00	41,160.00	91,160.00	50,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	68,500.00	68,500.00
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,600,000.00	1,600,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,281,800.00	1,281,800.00
6800	OPERATING PAYMENTS TO REGIONAL	0.00	46,317.91	0.00	46,317.91	48,000.00	1,682.09

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16:34:12

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 8 / 23

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Report ID: B100B

30 WATER AND SEWER

Account	Object	Expended	Expended	Encumbered	Committed	Current	Available
		Current Month	YTD	YTD	YTD	Appropriation	Appropriation
6801	DEBT PRINCIPLE PAYMENTS TO PTRWA	0.00	53,826.25	0.00	53,826.25	108,200.00	54,373.75
6802	INTEREST PAYMENTS - PTRWA	0.00	5,361.51	0.00	5,361.51	10,300.00	4,938.49
6810	PRINCIPLE PAYMENTS - ODOR CONTROL	0.00	0.00	0.00	0.00	21,400.00	21,400.00
6811	INTEREST PAYMENTS - ODOR CONTROL	0.00	0.00	0.00	0.00	1,100.00	1,100.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	① 12,500.84	12,500.84	0.00	12,500.84	50,050.00	37,549.16
7101	LEASE PRINCIPAL	401.02	660.87	0.00	660.87	260.00	-400.87
7200	DEBT INTEREST PAYMENTS	② 1,361.34	1,361.34	0.00	1,361.34	6,700.00	5,338.66
7201	LEASE INTEREST	21.48	31.63	0.00	31.63	11.00	-20.63
7202	Subscription Interest	18.72	38.98	0.00	38.98	21.00	-17.98
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	517,000.00	517,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:		215,829.01	451,916.64	799,795.80	1,251,712.44	7,154,330.00	5,902,617.56
Account Group Total:		215,829.01	451,916.64	799,795.80	1,251,712.44	7,154,330.00	5,902,617.56
Fund Total:		215,829.01	451,916.64	799,795.80	1,251,712.44	7,154,330.00	5,902,617.56

① Debt payment to Water/sewer maint. facility
 ② Debt payment interest

09/11/23
16:36:09

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 23

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Report ID: B110

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	2,122.62	4,163.11	8,000.00	3,836.89	52 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	17,000.00	17,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	93,400.00	93,400.00	0 %
Account Group Total:	2,122.62	4,163.11	118,400.00	114,236.89	4 %
Fund Total:	2,122.62	4,163.11	118,400.00	114,236.89	4 %

09/11/23
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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 9 / 23

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Report ID: 31008

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

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

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 23

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Report ID: B110

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	208.68	430.11	1,000.00	569.89	43 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	500,000.00	500,000.00	0 %
Account Group Total:	208.68	430.11	501,000.00	500,569.89	0 %
Fund Total:	208.68	430.11	501,000.00	500,569.89	0 %
Grand Total:	713,044.10	1,176,652.35	20,559,523.67	19,382,871.32	6 %

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 8 / 23

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Report ID: B100B

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Account Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Fund Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Grand Total:	574,864.60	1,530,639.57	2,375,229.64	4,005,869.21	19,878,629.05	15,872,759.84

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf report for August 2023

AGENDA ITEM #: II.H.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Heather Lunsford

SUMMARY:

Attached is the report for golf operations for August 2023.

Total revenues for the month of August 2023 were \$151,958 and operating expenditures were \$114,172. August was a good month, thus creating a net increase before capital outlay of \$37,766. Overall, there was a loss of \$11,108 after capital outlay expenditures for the golf course bathrooms. In August 2022, there was a loss of \$4,104.

For the month of August 2023 there were 4,047 rounds played compared to 3,503 rounds played in August 2022.

August 2023 had 0 bad weather days and no closed days.

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

ATTACHMENTS: Golf report for August 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

FYE 6/30/24

	<u>August 2023</u>	<u>August 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Golf Course Operating Revenues	151,958	132,311	19,647	14.85%	289,189	240,710	48,479	20.14%
Golf Course Maintenance Expenditures (before capital outlay)	57,809	65,068	(7,259)	-11.16%	135,385	139,140	(3,755)	-2.70%
Golf Course Golf Shop Expenditures (before capital outlay)	<u>56,363</u>	<u>71,347</u>	<u>(14,984)</u>	-21.00%	<u>133,388</u>	<u>141,116</u>	<u>(7,728)</u>	-5.48%
Net exp < or > rev before Capital Outlay	37,786	(4,104)	41,890	-1020.7%	20,416	(39,546)	59,962	
Capital Outlay	<u>48,894</u>	<u>-</u>	<u>48,894</u>		<u>48,894</u>	<u>28,250</u>	<u>(20,644)</u>	
Net expenditures < or > revenues	<u>(11,108)</u>	<u>(4,104)</u>	<u>(7,004)</u>	-170.66%	<u>(28,478)</u>	<u>(67,796)</u>	<u>39,318</u>	57.99%
Golf Rounds Played (not including complimentary play)	4,047	3,503			7,586	6,205		
Bad Weather Days (1)	0	1			2	6		
Days closed for aerification, covered greens	0	0			-	-		
Golf course employees paid during the month:								
Full-time positions	8	11						
Part-time hours	1,103	771.75						
	(1)	(1)						
Variances:								

Revenues
FYE 6/30/24

	<u>August 2023</u>	<u>August 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Greens	76,090	69,088	7,002	10.14%	144,745	123,517	21,228	17.19%
Golf Now Booking Fees	374	0	374	100.00%	838	0	838	100.00%
Cart Rentals	41,536	38,287	3,249	8.5%	77,706	67,956	9,750	14.35%
Pull Carts	11	20	(9)	-45.00%	29	33	(4)	-12.12%
Driving Range	11,666	5,252	6,414	122.12%	22,711	11,552	11,159	96.60%
Sales - Golf Shop Inventory	8,815	7,163	1,653	23.07%	16,629	13,919	2,710	19.47%
Sales - Golf Shop Concessions	12,557	11,912	645	5.41%	24,785	22,848	1,938	8.48%
Golf Clubhouse Rental Fees and golf clubs	<u>910</u>	<u>590</u>	<u>320</u>	<u>54.24%</u>	<u>1,745</u>	<u>885</u>	<u>860</u>	<u>97.18%</u>
	<u><u>151,958</u></u>	<u><u>131,721</u></u>	<u><u>19,647</u></u>	<u><u>14.92%</u></u>	<u><u>289,188</u></u>	<u><u>239,825</u></u>	<u><u>48,478</u></u>	<u><u>20.21%</u></u>

Variances:

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

	<u>August 2023</u>	<u>August 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	40,527	46,991	(8,464)	-13.76%	94,933	88,520	6,413	7.24%
Supplies & Materials	a. 14,534	7,587	6,987	92.07%	20,697	18,507	2,190	11.84%
Contractual Services	363	7,426	(7,063)	-95.11%	13,471	24,447	(10,976)	-44.90%
Other Operating Expenditures (utilities, communications, etc)	<u>2,385</u>	<u>3,083</u>	<u>(698)</u>	<u>-22.64%</u>	<u>6,284</u>	<u>7,666</u>	<u>(1,382)</u>	<u>-18.02%</u>
Total Exp before Capital Outlay	<u>57,809</u>	<u>65,068</u>	<u>(7,258)</u>	<u>-11.16%</u>	<u>135,385</u>	<u>139,140</u>	<u>(3,755)</u>	<u>-2.70%</u>
Capital Outlay	b. <u>48,894</u>	<u>-</u>	<u>48,894</u>		<u>48,894</u>	<u>-</u>	<u>48,894</u>	<u>#DIV/0!</u>
	<u><u>106,703</u></u>	<u><u>65,068</u></u>	<u><u>41,636</u></u>	<u>63.99%</u>	<u><u>184,279</u></u>	<u><u>139,140</u></u>	<u><u>45,139</u></u>	<u>32.44%</u>

Variations:

- a. purchase of fertilizer and spray for golf course
- b. construction payment on golf course bathroom

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

	<u>August 2023</u>	<u>August 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	26,911	36,592	(9,680)	-26.45%	72,590	68,328	4,262	6.24%
<i>Supplies & Materials</i>	16,096	19,812	(3,716)	-18.76%	25,217	28,182	(2,965)	-10.52%
<i>Contractual Services</i>	6,890	9,428	(2,538)	-26.92%	24,914	33,642	(8,728)	-25.94%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>6,466</u>	<u>5,516</u>	<u>950</u>	<u>17.23%</u>	<u>10,667</u>	<u>10,964</u>	<u>(297)</u>	<u>-2.71%</u>
<i>Total Exp before Capital Outlay</i>	<u>58,363</u>	<u>71,347</u>	<u>(14,984)</u>	<u>-21.00%</u>	<u>133,388</u>	<u>141,116</u>	<u>(7,729)</u>	<u>-5.48%</u>
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>28,250</u>	<u>(28,250)</u>	
	<u><u>56,363</u></u>	<u><u>71,347</u></u>	<u><u>(14,984)</u></u>	<u><u>-21.00%</u></u>	<u><u>133,388</u></u>	<u><u>169,366</u></u>	<u><u>(35,979)</u></u>	<u><u>-21.24%</u></u>

Variances:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koance



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #5

AGENDA ITEM #: 11.1



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

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

ATTACHMENTS: Budget Amendment #5

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #5

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #5

FOLLOW UP ACTION NEEDED:

FYE 6/30/24
BUDGET AMENDMENT #5

Fund 10:

		Debit	Credit
a.	Lease Principal Payments	11,914.00	
	Lease Interest	220.00	
	Copier leases		424.00
	Town Hall phones leased		624.00
	Recreation equipment leased		1,890.00
	Golf Equipment leased		3,239.00
	Golf Equipment		153.00
	Golf Equipment		5,422.00
	Golf Shop phones leased		382.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Principal	1,643.00	
	Subscription Interest	40.00	
	Data Processing Services		838.00
	Data Processing Services		403.00
	Data Processing Services		14.00
	Data Processing Services		34.00
	Data Processing Services		392.00
	Data Processing Services		2.00

To adjust budgets for GASB96 subscriptions/principal & interest

Fund 30:

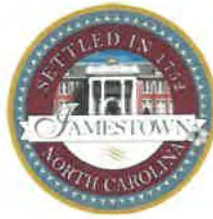
a.	Lease Principal Payments	401.00	
	Lease Interest	22.00	
	Copier leases		423.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Interest	19.00	
	Data Processing Services		19.00

To adjust budgets for GASB96 subscriptions/principal & interest

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #6

AGENDA ITEM #: 11.J.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

This amendment will increase miscellaneous revenue and other contracted services expenditure. The Town received reimbursement from ACCI for fence replacement on East Main Street.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #6

BUDGETARY IMPACT: \$5,000 in expenditures and revenues

SUGGESTED MOTION: Approve Budget Amendment #6

FOLLOW UP ACTION NEEDED:

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

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a. Other Contracted Services	10-5600-4990	5,000.00	
Miscellaneous Revenue	10-3839		5,000.00
ACCI fence replacement for East Main Street			

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: LDO Text Amendment

AGENDA ITEM#: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 20 min.

DEPARTMENT: Planning

CONTACT PERSON: Anna Hawryluk, Town Planner

SUMMARY:

Staff have prepared updates to the Land Development Ordinance (LDO) primarily to update Chapter 17 Signs in addition to minor changes throughout the ordinance to correct errors, make revisions to specific development standards, and to provide consistency and clarity. This item was heard by the Planning Board at the June 12th meeting and was recommended to Council with minor additions. A public hearing date was set for the August 22, 2023, regular Town Council meeting. The hearing was continued to the September 19, 2023 meeting without further advertisement.

ATTACHMENTS: Updated LDO Sections

RECOMMENDATION/ACTION NEEDED: Approve LDO amendments as presented

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt the LDO updates as presented and to have the new ordinance become effective immediately.

FOLLOW UP ACTION NEEDED: None

11.5 Landscape Plan Procedures

11.5-3 Financial Guarantee in Lieu of Installation of Plant Materials

(B) The performance bond or irrevocable letter of credit shall be in an amount equal to ~~150~~ 125 percent of the estimated cost of the installation of the required plant materials, as determined by the Town.

Per 160D-804.1(3)

"...The amount of any extension of any performance guarantee shall be determined according to the procedures for determining the initial guarantee and shall not exceed one hundred twenty-five percent (125%) of the reasonably estimated cost of completion of the remaining incomplete improvements still outstanding at the time the extension is obtained."

ARTICLE 17 SIGN REGULATIONS

17.1 Title

This Article shall be known and may be cited as the “Town of Jamestown Sign Regulations.”

17.2 Applicability and Purpose

This Article applies to all signage erected in the Town of Jamestown and its extraterritorial jurisdiction. The purpose of this ordinance is to ensure the installation of safe and effective signage that promotes both business activity and the aesthetic character of the Town and its extraterritorial jurisdiction, as well as communicating essential information to the public. The following statements elaborate on this purpose:

- To provide opportunities for neighborhoods and commercial endeavors to be identified in an effective and equitable fashion.
- To promote public safety by reducing hazards associated with distracting or excessive signage.
- To establish and promote enhanced community character through signage that is reflective of the historic nature of the Town and its scale of development.
- To promote the integration of signage with the architectural characteristics and aesthetic quality of the Town’s development.
- To provide for flexibility in amount, type and scale of signage depending on the context of the development and the surrounding area.
- To facilitate efficient, thorough, consistent and effective enforcement of the sign regulations.

17.3 Definitions

Please see definitions in Article 3 of this Ordinance.

17.4 Applicability

Except as specifically exempted in this ordinance, no sign shall be erected, altered or displayed without a sign permit issued by the Town of Jamestown confirming compliance with the provisions of this ordinance. Signs made nonconforming by this ordinance shall be grandfathered until altered, abandoned, relocated, or removed.

17.4.1 Substitution of Messages

The sign regulations of this article are not intended to favor commercial speech constitutionally protected political or noncommercial speech. A sign containing a noncommercial message may be substituted for any sign containing a commercial message that is allowed by the regulations of this article.

17.5 Prohibited Signs and Sign Characteristics

The following signs are specifically prohibited by this ordinance in all zoning districts.

- Snipe/yard signs.
- Signs attached to light fixtures, curbs, sidewalks, gutters, streets, utility poles, public buildings, fences, railings, public telephone poles, or trees.
- Windblown signs not specifically permitted in this Article such as pennants, streamers, spinners, balloons, inflatable figures, and similar signs.
- Signs which prevent free ingress to or egress from any door, window, or fire escape.
- Signs erected or displayed in such a manner as to obstruct free and clear vision at any location, street, intersection, or driveway.

- Signs attached to or painted on a vehicle or trailer that is located in view of the right-of-way when in a location or for a period of time that indicates that the primary intended use of the vehicle is for displaying the sign to passing motorists or pedestrians.
- Signs in a series of 2 or more signs placed in a line parallel to a public or private street, or in a similar fashion, all carrying a single commercial message, part of which is contained on each sign.
- Any sign which interferes with vehicular or pedestrian traffic as a result of its position, size, shape, movement, color, fashion, manner, or intensity of illumination, including signs with the potential to be confused with any authorized traffic sign, signal, or device.
- Signs erected or displayed on or over public rights-of-way or other public property, other than those erected by governmental agencies or for which appropriate encroachment agreements have been executed pursuant to this ordinance.
- Portable signs, except as specifically permitted herein.
- Flags displaying commercial messages in residentially zoned districts.
- Signs that move or flash or have moving or flashing components, except as permitted under Section 17.6 or 17.7 below; signs that are intermittently lighted or have changing colors; signs that revolve; or any other similarly constructed signs.
- Signs attached to the roofs of buildings or are otherwise located above the roofs of buildings.
- Outdoor advertising sign (billboards). The exception being that existing outdoor advertising signs that are non-conforming may be disassembled and replaced with a newer structure upon approval by the Planning Director or their designee. The new signage shall be designed to result in no expansion of or increase in the non-conformity; shall not allow replacement with a digital sign; shall not exceed 30' in height; shall be designed to limit lighting to the sign face; and shall be designed to enhance the architectural features of adjacent buildings. Color renderings or photographic simulations shall be submitted to the Planning Director or their designee, who shall have the authority to deny permits for signs that do not meet the intent of this Ordinance.

17.6 Exempt Signs

The following signs are exempt from the requirements of this ordinance although, in some instances, building permits may be required, such as an electrical permit for a machine sign or a time and temperature sign.

- Warning and security signs required by statute or regulation, including signs placed by a public utility for the safety, welfare, or convenience of the public, including, but not limited to signs identifying fire department connections or high voltage, public telephone, or underground cables.
- Signs erected by a unit of local, state, or federal government on property or within a right-of-way over which said government has authority or a right to operate within.
- Signs placed inside ball fields and outdoor amphitheatres that face toward the interior of the field or amphitheater and are primarily intended for viewing by persons attending events of performances.

- Accent lighting, as defined herein, provided that not more than two architectural elements are accented per occupancy (e.g., two windows or a window and a roofline, etc.).
- Temporary signs that are displayed for three days or less.
- Incidental signs containing no more than two square feet in area provided that not more than a total of six square feet of incidental signage is displayed per occupancy. Incidental signs may flash provided they are located inside a building and no more than one such sign is displayed per occupancy.



Example of Incidental Signs



Example of Machine Signs

- Machine signs containing no more than six square feet in area, except drive-through menu kiosk machine signs may contain up to 12 square feet in area provided the portion of the signs devoted to a logo or business name contains no more than 25% of the total sign area.
- Model home signs provided not more than one such sign is displayed in a subdivision and such sign contain no more than six square feet in area.
- Signs attached to donation bins.
- Any traffic sign, public notice or warning required by a valid and applicable federal, state, or local law, regulation, approved development plan, or ordinance, including traffic control signs on private property.
- Address signs no greater than five square feet in area that are erected or placed to meet fire code requirements (NCFPC Section 505.1). Address signs in excess of five square feet in area shall be counted toward the area of signage permitted for attached or freestanding signs depending on placement.
- Retail store window displays of merchandise.
- Signs attached to vehicles provided the vehicles are not parked in such a manner as to create the effect of additional signage, whether on-premises or off-premises.
- Election signs shall be permitted subject to standards 17.6-1 (B) Temporary Real Estate, Construction, Campaign, Philosophical or Yard Sale *Original bullet moved to 17.6-1 "Temporary Real Estate, Construction, Campaign, Philosophical or Yard Sale" #7*
- Signs attached to umbrellas provided no more than 25% of the total area of the umbrella is devoted to signage.
- One temporary yard sign per property street frontage containing no more than six square feet in area in residential districts.
- Development signs shall be permitted subject to standards 17.6-1 (B) Temporary Real Estate, Construction, Campaign, Philosophical or Yard Sale *Original bullet repeated in 17.6-1 "Temporary Real Estate, Construction, Campaign, Philosophical or Yard Sale" #6*
- Flags shall be permitted subject to standards 17.6-1 (B) "Flags" *Original bullet items repeated in 17.6-1 "Flags"*
- One sign per approved home occupation, not to exceed four square feet in area, and which must be attached to the building.
- Holiday lights and decorations, provided that such lights and decorations are not displayed for longer than a total of 60 days per calendar year in any nonresidential or mixed-use zoning district.



Example of a Combined Construction/ Financing and Real Estate

- Signs for “temporary businesses” such as, but not limited to, produce stands, street vendors, and vendors at special events that shall operate for a specified time period, not to exceed 7 consecutive days, are exempted. If the business is a recurring operation, such as produce stands that operate on weekends or on select days during the week, then said “temporary business” shall comply with the regulations set forth in this Ordinance; the exception being that the Planning Director or their designee may permit “temporary businesses” to use banners and temporary signage that comply with the standards and intent of this Ordinance to be used as signage, provided that the business puts the sign up at the start of the business day and takes it down at the close of each business day.

17.6-1 Sign Standards for Signs Allowed without a Permit

(A) Allowed Signs. The following signs are permitted in all zoning districts and may be installed without obtaining a permit provided they comply with the standards listed in this section.

- directional, instructional or warning signs provided they contain no commercial message except a business logo or name;
- flags, except that commercial flags displayed in single-family residential zoning districts are prohibited;
- temporary signs, including:
 - temporary real estate, construction, campaign, philosophical or yard sale signs;
 - Signs announcing temporary events or special promotions that do not involve the closing of a public street.
- historical or memorial plaques, tablets, or markers;
- identification signs including:
 - name and address plates;
 - directory signs in developments with multiple occupants so long as the signs are not legible from a public street;
 - building markers (cornerstones or plaques); and
 - signs identifying home occupations and tourist homes (bed & breakfast) in residential districts

(B) Standards for Signs Allowed without a Permit

- All signs must be located on private property, outside the public street right-of-way, and outside any required sight triangle except for temporary off-site directional signs, which are subject to the standards below.
- An electrical permit is required if a sign will be illuminated.

Directional

A sign with no commercial message and located off-site that aids the public in direction to religious assembly uses, hospitals, colleges and universities, and other similar institutional uses. Directional signs located adjacent to an existing or planned greenway (as shown on the adopted Pedestrian Plan) may contain the name, address, logo or other identifying symbol for adjacent use(s) to the greenway.

Standards

1. Directional signs may not exceed 6 square feet in area or 8 feet in height.
2. Only external illumination is allowed.



Example of a Directional Sign

Instructional

A sign with no commercial message that provides assistance, with respect to the premises on which it is maintained, for the direction, safety, or convenience of the public such as “entrance”, “exit”, “one way”, “telephone”, “parking”, “no parking”, and similar instructions. Instructional signs may include a name, address, logo, or other identifying symbol (not to exceed 30% of sign area) to aid in directing the public.

Standards

1. Instructional signs may not exceed 6 square feet in area or 8 feet in height.
2. Colleges, universities, hospitals, coliseums, and convention centers may have instructional signs that exceed the allowable area limit if approved as a part of a Master Sign Plan (see 17.10).
3. Instructional signs may be internally or externally illuminated.



Example of an Instructional Sign

Warning

A sign that displays information pertinent to the safety or legal responsibilities of the public such as signs warning of high voltage, “no trespassing”, and similar directives. Warning signs shall contain no commercial messages other than identification of the entity that controls the property or other focus of the danger that is the subject of the warning.

Standards

1. Warning signs may not exceed 6 square feet in area or 8 feet in height.
2. Warning signs may be internally or externally illuminated.
3. Clearance bars and signs may be placed at the warning height.



Example of a Warning Sign

Historical or Memorial Sign

A sign that commemorates a historical person, structure, place, or event; or that denotes, honors, celebrates, or acknowledges a historical person, structure, place or event.

Standards

1. Only 1 historical or memorial sign is permitted per lot.
2. Historical or memorial signs may not exceed 6 square feet in area or 8 feet in height.
3. Only external illumination allowed.
4. Such signs are allowed on any site or building certified or designated as having historic significance by a federal, state or local agency, or, if tied to a specific historical event, in close proximity to where the event occurred.




Example of a Historical Sign

Flags

A piece of fabric or other flexible material attached to a permanent pole that is not readily movable containing colors, patterns, standards, words, or emblems.

Standards

1. Flags shall not exceed 60 square feet in area (calculated as a cumulative total).
2. Shall not be displayed on flagpoles  exceeding 30 feet in height.



Examples of Flags

3. No more than one permanent flagpole shall be displayed on a zone lot of less than one acre in size and no more than three permanent flagpoles are shall be displayed on zone lots of one acre or more in size
4. All flagpoles are setback at least the height of the flagpole from all property lines.
5. Flagpoles may be roof or wall-mounted provided size, height and setback requirements as established in this article are met.
6. Only external illumination is allowed.
7. Pennant/feather style flags used-on-a-temporary-basis are not permitted in any zoning district.

Temporary Real Estate, Construction, Campaign, Philosophical, or Yard Sale

Real Estate Sign. A sign displayed for the purpose of offering for sale, lease, or rent the property on which such sign is erected, affixed, or otherwise established.

Construction Sign. A sign which identifies the architects, engineers, contractors, and other individuals or firms involved with construction on the property, the name of the building or development, the intended purpose of the building or development, and/or the expected completion date.



Example of Real Estate Sign

Standards

1. Temporary real estate, construction, campaign, philosophical or yard sale signs in nonresidential zoning districts may not exceed 36 square feet in area or 8 feet in height.
2. Temporary real estate, construction, campaign, philosophical or yard sale signs in all other zoning districts may not exceed 6 square feet in area or 6 feet in height.
3. Such signs may not be illuminated.
4. Temporary real estate, construction, campaign, philosophical or yard sale signs may only be located on private property with the property owner's permission.
5. Temporary real estate, construction, campaign, or philosophical signs may be erected 30 days prior to the election, event, construction, issue, sale or lease of the property and must be removed within 7 days of the completion of the election, event, construction, issue, or sale or lease of property.
6. Development projects under active building permits ~~containing no more than six square feet in area in residential districts and no more than 36 square feet in area in nonresidential or mixed-use districts~~ are permitted one sign per property street frontage up to 36 square feet in area provided they are removed after the applicable permit is no longer active due to completion of permitted work or permit expiration. **Repeated language and reworded from bullet in 17.6.**
7. In nonresidential or mixed use districts during "election season," snipe or yard signs ~~without limit on number, shall be permitted in the right-of-way~~ provided that such signs are erected no more than 30 days prior to the beginning of "one-stop" early voting under G.S. § 163-227.2 and removed no later than seven days following the applicable primary or election. **Moved and reworded from 17.6 bullet**

Temporary Off-Site Directional Signs

A temporary sign displayed for the purpose of aiding the public to a property or development being offered for sale, lease or rent, or associated with a weekend event, that is not erected, affixed or otherwise established on the lot being offered for sale, lease or rent or containing the weekend event. Temporary Off-Site Directional Signs are intended to aid the traveling public in locating activities that do not take place during the normal work week or on a recurring basis.



Example of Temporary Off-Site Directional Signs

Standards

1. No more than one off-site directional sign per direction and per property, development, company or event may be placed at a street intersection where a prospective client must make a turn to travel to the subject property.
2. Signs for the same developer/builder/company/event must be spaced at least 600 feet from all other signs unless they are placed at a street intersection where a prospective client must make a turn to travel to the subject property.
3. Signs shall not be placed on lands within the public rights-of-way that are entirely surrounded by public streets, such as roadway medians and traffic islands.
4. Signs shall be placed so as not to interfere with or obstruct pedestrian or vehicular traffic or obstruct sight distances at intersections.
5. Except with the permission of the property owner or occupant, signs shall not be located in front of or abutting a lot containing a single-family detached dwelling.
6. Signs shall only be displayed from 12:00 P.M. (noon) on Friday to 12:00 P.M. (noon) the following Monday.
7. Signs shall be freestanding and may not be anchored to a sidewalk or attached to utility poles or other structures or appurtenances.
8. Such signs may not exceed 6 square feet in area or 3 feet in height.
9. Signs shall not be placed on property owned or maintained by the Town (ex. – signs are not permitted on the Town’s entry sign parks, library grounds, or Town Hall property)

Temporary Sandwich Board

Standards

1. One temporary sandwich board sign is allowed per storefront/establishment and only on paved surfaces.
2. Such signs may not exceed 8 square feet per side of sign, 2 feet in width (when opened) and 4 feet in height.
3. Such signs must be placed so as not to interfere with or obstruct pedestrian and vehicular access. A minimum of 5 feet of clear passage must be maintained on the sidewalk between the physical street edge and the sign.
4. Such signs may not be anchored to the sidewalk, or attached or chained to poles, newspaper vending boxes, or other structures or appurtenances.
5. Temporary sandwich board signs may bear a commercial message related to an associated establishment or any noncommercial message.
6. Such signs must be brought in at the close of business day. Such signs may not be left up overnight.



Example of a Temporary Sandwich Board Sign

Temporary Event

Standards

1. Temporary event signs in nonresidential zoning districts may not exceed 60 square feet in area or 6 feet in height.
2. Temporary event signs in all other districts may not exceed 36 square feet in area or 6 feet in height.
3. Such signs may not be illuminated.
4. Temporary event signs may only be displayed for three (3) days or less. Signs left up for longer than three (3) days require a Temporary Sign Permit (Section 17.8).
5. Temporary event signs are permitted to be put up six (6) times per calendar year with a minimum of 28 days in between.



Example of a Temporary Event Sign

Identification

A sign affixed to a wall used to display: the name, address, logo, or other identifying symbol of the individual, family, business, institution, service, or organization occupying the premises; the profession of the occupant; the name of the building on which the sign is attached; or directory information in group developments or buildings with multiple tenants.



Example of an Identification Sign

Standards

1. Only one identification sign is allowed per building.
2. Identification signs may not exceed 4 square feet per tenant or 24 square feet whichever is less.
3. Identification signs may not exceed 6 feet in height.

Murals

Any mosaic, painting, or graphic art or combination thereof which is applied to a building wall or window and not interpreted to be advertising by the Planning Director or their designee.

Standards

1. Murals that contain any brand name, product name, letters of the alphabet spelling or abbreviating the name of any product, company, profession, or business, or any logo, trademark, trade name, or other commercial message are considered advertising signs. The advertising aspect must meet the sign requirements as defined in Article 17.7.

17.7 Design and Dimensional Requirements for Permanent Signs Requiring a Permit

17.7-1 Requirements for signs extending over pedestrian and vehicular travel areas.

Signs extending over pedestrian and vehicular travel areas shall maintain a minimum clear distance between the ground and any portion of the sign and its associated support structure of nine and 14 feet respectively.

17.7-2 Permanent sign requirements.

The following tables and text provide the design and dimensional requirements for permanent signs that require a permit. Requirements include area, number, type of illumination, and letter height for both attached and freestanding signs. Setback and height requirements are established for freestanding signs and detailed design requirements are provided for monument and pole signs. Additionally:

1. Only one general attached sign (blade, V-type, or flat) is allowed per street or parking frontage.
2. Only one monument or pole freestanding sign is allowed per street frontage.
3. Height of freestanding signs shall be measured from the elevation of the ground at the point of contact with the sign provided that the grade of the site is not artificially altered to increase the allowable height of the sign. For sloping sites, the applicable point of contact shall be the point having the highest elevation.
4. The following permanent special purpose signs are allowed in addition to general attached and freestanding signs under the limitations provided in the following tables and elsewhere in this Article.
 - a. Window.
 - b. Directional.
 - c. Directory.
 - d. Awning.
 - e. Canopy.
 - f. Community identification.
5. Changeable copy signs are allowed as either attached or freestanding signs provided they are incorporated into the general or attached signage allowed. For example, the changeable copy area shall be calculated as a part of the overall cumulative sign area and shall be a part of the overall sign and may not exceed 50% of the overall signage square footage. Freestanding changeable copy signs are not permitted as a single cabinet but must be incorporated into the sign as a whole. In addition, the following standards shall apply:
 - a. Changeable copy signs shall only be permitted in nonresidential zoned districts.
 - b. Signs shall not change more frequently than once every 4 hours for manually changing signs.

17.7-2A Digital Signage








1. Digital Signage shall only be permitted in Civic, Commercial, and Bypass zoning districts.
2. Time: Digital signs must be off between 10pm and 7am daily. Signs located adjacent to residential properties shall be off between 8pm and 7am daily. Automatic timers are required.
3. Brightness: Signs must not exceed a 33% maximum white/bright factor (ex. no more than 1/3 of the sign copy shall use bright or white colors). If the digital sign is located within 200 ft. of a residentially zoned property, then the sign must not exceed a 10% maximum white/bright factor. Digital signs may not exceed a maximum illumination of 1 foot-candle above ambient lighting conditions, as measured from the nearest property line or street right-of-way to the sign's face at maximum brightness. Each sign must be equipped with automatic dimming technology that adjusts the display's brightness based on ambient light conditions and automatic shutoff equipment when the sign is malfunctioning.
4. Display: Transitions must be made from one image message to the next in one second or less. Fading, flashing, scrolling, spinning or other animated effects may not be used as part of the transition.
 - a. Each message must be displayed for a minimum of (10) seconds.
 - b. No sequential messages are allowed. Each message displayed must be




complete in themselves, without continuation in content to the next message or to any other sign.

c. Each message will be no longer than 4 lines of information in length.

d. The sign may not contain live or prerecorded video.

5. **Menu Boards:** Digital and non-digital menu boards shall have a total maximum square footage of 32 sq. ft.per lane; and shall be limited to a maximum height of 8 ft. Signs shall be limited to three signs per drive through lane. Menu boards are not subject to time requirements outlined in 17.7-2A.2. Menu displays shall be turned off when the business is not in operation.
6. Time and temperature signs are allowed as either attached or freestanding signs provided they are incorporated into the general or attached signage allowed for a nonresidential property, no more than one such sign is allowed per property, the message is limited to time and temperature information and changes no more frequently than **once every ten seconds**, and the area of the time and temperature sign does not exceed 16 square feet. The square footage allowance constitutes an area bonus in addition to the maximum allowable area for the applicable sign type.
7. **Fuel Stations:** Fuel stations may use digital signage to display fuel pricing. Digital pricing signs shall be turned off when the business is not in operation. Any additional digital messaging shall meet the standards outlined in 17.7-2A.

Sign Type	Example	Sign Area Allowance (sq ft)	Max. Sign Height	Sign Illumination	Min. Letter Size	Max. Number	Minimum Setback from Property	Other Requirements
Blade (or Projecting)		32	-	Ambient, External, Internal	6"	One per street or parking frontage per occupancy	-	Only one sign (blade, V-type, or flat sign) allowed per occupancy per street or parking frontage
V-Type		32	-	Ambient, External, Internal	6"	One per street or parking frontage per occupancy	-	One sq. ft. of signage for each sq. ft. of occupancy frontage up to the maximum allowed Internally-illuminated signs – not more than 50% of sign face can be illuminated
Flat (or wall)		32	-	Ambient, External, Internal	6"	One per street or parking frontage per occupancy	-	No attached signage above second story. Wall signs may exceed the 32sf requirements up to a maximum of 5% of the wall façade size (sq. footage)
Window		8	8	Ambient	-	One per each 100 sq ft of display or window area or fraction thereof	-	A maximum allowance of three signs per street or parking frontage per occupancy
Awning		6	6	Ambient	4"	One per street or parking frontage per awning	-	Not more than two awning signs per occupancy per street or parking frontage
Canopy		16	16	Ambient, Internal	6"	One per Canopy*	-	Properties fronting on more than one street may have one canopy sign per street entrance
Monument		48	8	Ambient, External, Internal	6"	One per street frontage having access to the site	5'	Monument signs shall comply with the design requirements of Section 17.7-3

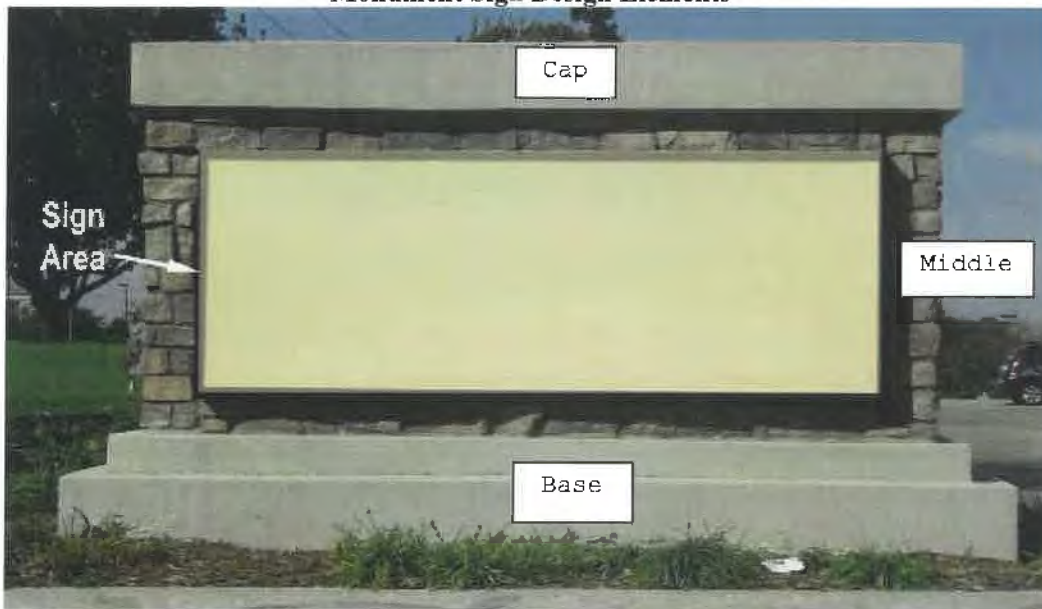
Sign Type	Example	Sign Area Allowance (sq ft)	Max. Sign Height	Sign Illumination	Min. Letter Size	Max. Number	Minimum Setback from Property	Other Requirements
Pole		32	10	Ambient, External, Internal	6"	One per street frontage having access to the site	10'	Pole signs shall comply with the design requirements of Section 17.7-4
Directory		16	6	Ambient, External, Internal	4"	One per street frontage having access to the site	25'	Only allowed for sites with multiple buildings Shall not be displayed so as to be prominently visible from off-site locations
Digital		32	8	Ambient	6"	One per lot development	-	Shall comply w/ design requirements of Sec. 17.7-2A Permitted in Civic, Commercial, and Bypass zoning districts.
*May encroach into adjoining street right-of-way pursuant to an encroachment agreement.								

17.7-3 Monument sign design requirements.

Monument signs are intended to serve a wider range of aesthetic and architectural purposes than pole signs. Consequently, the following design requirements are established for monument signs.

(A) General design requirements and sign area measurement for monument signs. As in traditional building design, monument signs shall be designed to include a base, middle, and cap. The following illustration shows a monument sign having these architectural characteristics, as well as how sign area is to be measured on a monument sign.

Monument Sign Design Elements



(B) Sign structure materials. In general, monument sign structures should be constructed of materials that are similar to or complementary to the principal building(s) on the premises where they are located. Only the following materials or combination of materials shall be used in monument sign structure construction:

- Brick, painted or unfinished
- Wood, or wood synthetic
- Concrete or stucco
- Natural stone or manufactured stone having a natural appearance
- Metal
- Glass

Sign copy materials. Sign copy materials for monument signs shall include the sign structure materials listed above. For internally illuminated monument sign copy, acrylic may be utilized, provided not more than 50% of the sign face is illuminated.

17.7-4 Pole sign design requirements.

The following design requirements are established for pole signs.

- (A) General design requirements. Pole signs in Jamestown have traditionally been supported by two posts or suspended from a single post as shown in the following illustrations. Pole signs shall use one of these two forms of design.

Examples of Allowable Types of Pole Signs



- (B) Materials. In general, pole signs should use materials that complement the principal building(s) on the premises where they are located. Only the following materials or combination of materials shall be used in monument sign structure construction:

- Wood, or wood synthetic
- Metal
- Brick, painted or unfinished
- Concrete or stucco
- Natural stone or manufactured stone having a natural appearance

17.8 Temporary Signs

The following tables provide the design, dimensional, and time of display requirements for temporary signs. Additionally: Nonconforming temporary signs shall not be grandfathered (see section 17.12 of this Article).

17.8-1 Requirements for temporary signs that require a permit.

The temporary signs listed in the following table require a permit and shall comply with the indicated zoning location and other requirements. All such signs, with the exception of searchlights, shall be illuminated solely by ambient light sources.

Allowable Zoning Districts	Temporary Sign Type	Requirements
AG, B, C, CIV, CIV/CO, CMST, IND, MS, PNR, RMST	Banners	Up to 60 square feet of banner materials may be attached to an occupancy space. Pennant-style or temporary feather flags or banners are not permitted in any zoning district. Display time limit: 21 days, four times per calendar year with a 60-day separation between permits. Properties on which a religious institution, educational institution, or other civic organization are situated Civic zoning may display banners up to six times per year, provided that a minimum separation of one week is provided between displays.
	Grand Opening	Up to 60 square feet of banner materials may be attached to an occupancy space. Display time limit: 21 days; Such signage may be placed beginning within 30 days from the receipt of an occupancy permit or start of Town utility services.
	Special Event Signs	One tethered balloon or searchlight to be located on-premises and displayed for not more than three consecutive days once per calendar year. Tethered balloons and searchlights shall conform to all applicable FAA regulations. Joint special event signage for three or more businesses may be approved by the Planning Director or their designee for special events. Such events shall not exceed seven days in duration or a cumulative total of 60 days per calendar year per occupancy with a 14-day minimum separation between permits. Event participants shall submit an application which outlines the types of signage desired and where such signage is proposed to be located. The Planning Director or their designee may meet with applicants on-site to determine acceptable locations for signage placement. Signage shall not exceed 60 sq. ft. per occupancy; however, accent balloons may also be displayed, with a maximum number of 12 balloons per occupancy.

17.9 Signs Located in Local Historic Districts

Regardless of the other dimensional provisions of this Article, signs that are located in local historic districts shall be governed by the applicable design guidelines and review processes established for the local historic district.

17.10 Master Sign Plan

Regardless of the other provisions of this Article, the Town Council may, at its sole discretion, approve a master sign plan for specified areas of Town or for certain development projects listed in this section. The approved master sign plan may include signs of different sizes, types, locations, placement and height

from those otherwise enumerated in this Article.

17.10-1 Purpose.

The purpose behind this section is to permit creativity in sign design and placement to address site issues and constraints associated with topography, pedestrian-orientation, way-finding and other conditions unique to the subject development or area of Town.

17.10-2 Application.

Master sign plans may be submitted for the following types of developments:

- (A) Traditional Neighborhood Development projects.
- (B) Commercial, institutional, industrial, or mixed-use developments containing three or more acres in area.
- (C) Areas of Town that are governed by a corridor plan or area plan that includes sign guidelines.

17.10-3 Submittal process.

Master sign plan applications may be submitted for consideration at the time of original submittal of the proposed development or separately from the original development proposal. The following information or material shall be required for a signage plan application and shall be indicated on an application form provided by the planning director or their designee.

- (A) Owner and contact name, address, telephone number and signature(s), as applicable.
- (B) A master sign plan proposal illustrating the proposed signs, their proposed location, and their proposed purpose, along with a statement as to why the existing sign code cannot or should not be followed in the subject case.
- (C) An analysis showing how the proposed signage plan differs from what could be provided under the existing sign regulations set forth in this Article.
- (D) Other similar information determined by the planning director or their designee to be necessary for understanding the purpose and intent of the proposed master sign plan application.

17.10-4 Review procedure.

The planning director or their designee shall schedule the master sign plan for Planning Board and Town Council consideration in accordance with the notice and hearing procedures set forth in Article 5 for zoning map amendments. In reviewing the proposed master sign plan, the Planning Board and Town Council shall take the following matters into consideration.

- (A) The extent to which the proposed master sign plan deviates from the sign allowances otherwise applicable in this Article.
- (B) The rationale provided by the applicant for the deviations.
- (C) The extent to which the master sign plan promotes Town goals associated with community character, way-finding, pedestrian-orientation, and business identification.
- (D) The degree to which the master sign plan creatively and effectively addresses the issues and constraints unique to the site with regard to signage.

The Planning Board shall provide a recommendation to the Town Council whether to deny or approve the proposed master sign plan in part or in total and shall further recommend conditions regarding approval where deemed warranted.

The Town Council may deny or approve the proposed master sign plan in part or in total and may establish conditions regarding approval. In the event that the master sign plan is denied, the applicant must wait at least 365 days before reapplying for a new master sign plan substantially similar (as defined in Article 3) to the proposed master sign plan.

17.11 Permitting

Applications for sign permits and the associated fee schedule may be obtained from the Planning Department. Completed applications, including payment of fees, shall be reviewed for compliance with the requirements of this ordinance and may be approved, approved with conditions, or denied by the Planning Director or their designee.

Signs requiring sign permits under the provisions of this ordinance may also require additional permits, including building permits and electrical permits. It shall be the responsibility of the applicant to obtain all applicable permits.

17.12 Nonconforming Signs

Any existing permanent sign which does not comply with one or more of the requirements of this Article shall be grandfathered until such sign is removed, physically altered beyond maintenance (as defined), relocated, damaged or destroyed, after which it shall be brought into compliance with all requirements of this Article. An exception shall be made for signs which must be relocated as the direct result of a governmental action (such as, but not limited to, the acquisition of street right-of-way, eminent domain action, or installation of infrastructure). Such an exception will be subject to review by the Planning Director or their designee, who will work to help property owners bring their signs into compliance. If no reasonable alternative exists, the Planning Director or their designee may allow a sign to be relocated to an acceptable location on the same property. Signs which are permitted to be relocated shall not be altered in such a manner to constitute a change in the sign. Changes in the sign beyond maintenance as defined shall result in the sign being brought into compliance. Appeals may be made to the Board of Adjustment per the procedure in this Land Development Ordinance. Nonconforming temporary signs shall not be grandfathered and shall be brought into compliance with all requirements of this Article within 60 days from adoption date.

17.13 Abandoned Signs

Signs located on the premises of a building that does not contain an active use or occupancy shall be considered abandoned signs and shall be removed by the owner of the property on which they are located. Failure to remove an abandoned sign shall be considered a violation of this ordinance. In addition, correction of an abandoned sign violation may include removal of the abandoned sign or signs by the Town at the owner's expense after proper notice of the violation and failure to act by the owner within the timeframe established in the notice of violation.

17.14 Maintenance

All signs, including exempt signs, shall be maintained in a satisfactory state of repair. This shall include, without limitation, correction of peeling or faded paint, repair or replacement of damaged panels, trimming of vegetation that obscures the sign(s), replacement of defective lighting of illuminated signs, secure attachment to the building for attached signs, and stable vertical alignment of freestanding signs. Signs must meet minimum non-residential standards as defined in 24.10-8J.

17.15 Design Guidelines

In addition to the mandatory standards provided above, the following design guidelines for signs are provided in order to promote more attractive and functional design and placement of signs.

1. Freestanding signs. Placement of freestanding signs should take into account existing trees and other site landscaping so as to maintain sign visibility. Landscaping around the base of freestanding signs is strongly encouraged to improve the overall appearance and visibility of these sign types as evidenced in the following example.
2. Display windows are intended to offer opportunities to display merchandise or services available on the premises. Careful placement of signs in display windows will not obscure the visibility of merchandise or services. Additionally, display windows should not be “papered-over,” especially in pedestrian areas.
3. General design guidelines. The following general guidelines are provided to guide overall sign design in the Town:



Example of Landscaping Around the Base of a Monument Sign

- a. Use high quality, durable materials.
- b. Minimize the need for sign lighting by placing signs where ambient light sources illuminate the sign. Where separate lighting is necessary, external illumination sources are preferred over internal illumination. All electrical conduit and junction boxes should be concealed.
- c. Backlit, individual letter signs (aka, halo lighting) are encouraged where illumination is needed as illustrated below.
- d. Avoid elaborate or confusing styles of text as illustrated in the example.
- e. Attempt to use symbols rather than text; for example, this Norwegian pharmacy sign incorporates a symbol as well as text.
- f. Use sign styles and designs that complement the architecture of the site where the signs are located. Jamestown is a historic town so using “period” signage is strongly encouraged.



Example of Externally Illuminated



Example of Backlit Individual Letters



Example of Confusing Style of Text



Example of Use of Symbols



Example of “Period” Pole Sign

Updated:

19.30-1. Pet Waste

(A) Dogs **running** at large prohibited. It shall be unlawful for the owner of any dog to allow the animal to be off the premises of their owner unless contained inside an enclosure, on a leash, or otherwise confined. Dogs may be off leash within the boundaries of a legal dog park.

Formerly:

19.30-1. Pet Waste.

(A) Dogs at large prohibited. It shall be unlawful for the owner of any dog to allow the animal to be off the premises of their owner and not on a leash in the Town of Jamestown.

PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC

Use Type	SEC	Agriculture (AG)	Parks & Recreation (PNR)	Single Family Residential (SFR)	Multi Family Residential (MFR)	Residential Main-Street Transitional (RUMST)	Cluster Development Overlay (CDO)	Scenic Corridor Overlay (SCO)	Main Street (MS)	Main Street Periphery (MSP)	Commercial Main Street Transitional (C/MST)	Commercial (C)	Bypass (B)	Traditional Neighborhood Development Overlay (TND)	Civic (CV)	Campus Overlay (CO)	Industrial (IND)
ABC Store (liquor)	5921								P	P	P	P	P	P			
Accessory Dwelling		S		S		S	S			S				S			
Accessory Structures	0	P		P		P	P		P	P	P	P	P	P	P	P	P
Accounting, Auditing or Bookkeeping Services	8721								P	P	P	P	P	P			
Administrative or Management Services	8740								P	P	P	P	P	P			
Adult Uses	0																C
Advertising Agency	7310								P	P	P	P	P	P			
Agricultural Facilities		P						C									
Agricultural Production (Crops & Livestock)	0	P						P						P			
Agricultural, Limited Uses		S		S		S											
Alteration, Clothing Repair	0								P	P	P	P	P	P			
Ambulance, Fire, Rescue Station	0	P							P	P	P	P	P	P	P	P	P
Amusement/Water Parks, Fairgrounds	7996											C	C		C	C	
Antique Store	5932								P	P	P	P	P	P			
Apparel Sales (Clothing, Shoes, Accessories)	5600								P	P	P	P	P	P			
Appliance Repair, Refrigerator or Large Repair	7623									P	P	P	P	P			P
Appliance Store	5722								P	P	P	P	P	P			
Architect, Engineer or Surveyor's Office	8710								P	P	P	P	P	P			
Arts and Crafts Store	0								P	P	P	P	P	P			
Asphalt Plant	2951																C
Athletic Fields	0	P		P		P	P	P		P				P	P	P	
Auditorium Coliseum or Stadium	0												P	P	P	P	
Auto Supply Sales	6531								P	P	P	P	P	P			
Automobile Dealers	5571											P	P				
Automobile Rental or Leasing	7510											P	P	P			
Automobile Repair Services	0									S	S	S	S	S			P
Automobile Towing and Storage Services	7549																S
Bakery	5461								P	P	P	P	P	P			
Bank, Savings and Loan, or Credit Union	6000								S	S	P	P	P	S			
Banquet Facility or Special Events Facility									S	S	S	S	S	S			
Barber Shop	7241								P	P	P	P	P	P			
Bars	5813								P	P	P	P	P	P			P
Baiting Cage, Indoor												P	P	P			
Baiting Cages, Outdoor	7999											S	S	S			
Beauty Shop	7431								P	P	P	P	P	P			

**PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC**

Use Type	STC	Agriculture (AG)	Parks & Recreation (PNR)	Single Family Residential (SFR)	Multi Family Residential (MPR)	Residential Main Street Transitional (R/MST)	Cluster Development Overlay (CDO)	Scenic Corridor Overlay (SCO)	Main Street (MS)	Main Street Periphery (MSP)	Commercial Main Street Transitional (C/MST)	Commercial (C)	Bypass (B)	Traditional Neighborhood Development Overlay (TND)	Civic (CIV)	Campus Overlay (CO)	Industrial (IND)
Bed and Breakfast (Tourist Home, Boarding House)	7011	S		C		S			P	P	P	P	P	P			
Bicycle Assembly (Bike Shop)	3751								P	P	P	P	P	P			P
Billiard Parlors, Bingo Games, etc.	7999								P	P	P	P	P	P			
Boat and Ship Building	3730																P
Boat Repair	3730																P
Boat Sales	5551											P	P				P
Bookstore	5942								P	P	P	P	P	P			
Bowling Lanes	7933								P	P	P	P	P	P			
Building Supply Sales (no storage yard)	5211								P	P	P	P	P	P			P
Building Supply Sales (with fenced storage yard)	5211											P	P	P			P
Bulk Mail and Packaging Facility	4213									P	P	P	P	P			P
Bus Terminal	4100									P	P	P	P	P	P	P	
Camera Store	5946								P	P	P	P	P	P			
Candy Store	5441								P	P	P	P	P	P			
Car Wash	7542											S	S	S			
Cemetery or Mausoleum	0	S		S		S	S	S				S	S	S	S	S	
Church, Synagogue, Place of Worship	8661			S		S	S		P	P	P	P	P	S	P	P	
Cigar Bar												S					S
Clothing, Shoe and Accessory Store	5600								P	P	P	P	P	P			
Club or Lodge	8640								P	P	S	P	P	P	P	P	
Coin Operated Amusement	7993								P	P	P	P	P	P			
College or University	8220														P	P	
Communication or Broadcasting Facility, without Tower	4890								P	P	P	P	P	P	P	P	P
Computer Sales and Service	0								P	P	P	P	P	P			
Contractors Offices with Fenced Outside Storage	0											P					P
Convenience Store (with gasoline pumps)	5411										P	P	P	P			P
Convenience Store (without gasoline pumps)	5411								P	P	P	P	P	P			P
Correctional Institution (RESERVED)	9223																
Country Club with Golf Course	7997			S		S	S										
Dance School	7911								P	P	P	P	P	P	P	P	
Day Care Center for Children or Adults (6 or more)	8322								S	S	S	S	S	P	S	S	

**PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC**

Use Type	SIC	Agriculture (AG)	Parks & Recreation (PNR)	Single Family Residential (SFR)	Multi Family Residential (MFR)	Residential Main Street Transitional (R/MST)	Cluster Development Overlay (CDO)	Scenic Corridor Overlay (SCO)	Main Street (MS)	Main Street Periphery (MSP)	Commercial Main Street Transitional (C/MST)	Commercial (C)	Bygone (B)	Traditional Neighborhood Development Overlay (TND)	Civic (CIV)	Campus Overlay (CO)	Industrial (IND)
Day Care Center, Home Occupation for less than 6 children	0	S		S		S	S			S	S			S			
Dental, Medical or Related Office	8000								P	P	P	P	P	P			
Department, Variety or General Merchandise Store	5300								P	P	P	P	P	P			
Dormitories															S	S	
Drive Through Window as Accessory Use										S	S	S	S	S			
Drugstore	5912								P	P	P	P	P	P			
Dwelling, Duplex or Twin Home	0				P	P	P			P	P	P	P	P			
Dwelling, Multifamily (apartments or condominiums)	0				P	P	P			P			P	P			
Dwelling, Single Family Detached	0	P		P	P	P	P	P		P	P			P			
Dwelling, Townhouse	0				P	P	P	P	P	P			P	P			
Electronic Gaming Operation																	C
Employment Agency, Personnel Agency	7360								P	P	P	P	P	P			
Equestrian Facility	7999	P		P	P			C					C	C			
Equipment Rental & Leasing (no outside storage)	7350									P	P	P	P	P			P
Equipment Rental & Leasing (with fenced outside storage)	7350											P	P	P			P
Equipment Repair, Heavy	7690																P
Fabric or Piece Goods Store	5849								P	P	P	P	P	P			
Family Care Facility (Family Care Home)	0	P		P	P	P	P	P	P	P	P	P	P	P			
Fences	0	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Finance or Loan Office	6100								P	P	P	P	P	P			
Fire, Ambulance, Rescue Station	0			P	P	P	P		P	P	P	P	P	P	P	P	P
Floor Covering, Drapery or Upholstery Sales	5710								P	P	P	P	P	P			
Florist	5992								P	P	P	P	P	P			
Fortune Tellers, Astrologers RESERVED	7999																
Fuel Oil Sales	5980											P					P
Funeral Home or Crematorium	7361								P	P	P	P	P	P	P	P	
Furniture Framing	2426									P		P	P	P			P
Furniture Repair Shop	7641									P	P	P	P	P			P
Furniture Sales	5712								P	P	P	P	P	P			
Game Room, Video Game Room, Coin Operated	7993								P	P	P	P	P	P			
Garden Center or Retail Nursery	5261							P	P	P	P	P	P	P			P

**PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC**

Use Type	SIC	Agriculture (AG)	Parks & Recreation (PNR)	Single Family Residential (SFR)	Multi Family Residential (MFR)	Residential Main Street Transitional (R/MST)	Cluster Development Overlay (CDO)	Scenic Corridor Overlay (SCG)	Main Street (MS)	Main Street Periphery (MSP)	Commercial Main Street Transitional (C/MST)	Commercial (C)	Bypass (B)	Traditional Neighborhood Development Overlay (TND)	Civic (CIV)	Campus Overlay (CO)	Industrial (IND)
Gift or Card Shop	5947								P	P	P	P	P	P			
Go-cart Raceway	7999																S
Golf Course (See Country Club with Golf Course)	7992			S	S	S	S										
Golf Course, Miniature	7999									P	P	P	P	P			
Golf Driving Range	7999											S	S				
Government Office	9000								P	P	P	P	P	P	P	P	
Grocery Store	5400								P	P	P	P	P	P			
Group Care Facility /Day Treatment Center	0														C	C	
Hardware Store	5251								P	P	P	P	P	P			
Hardware, Wholesale Dealer	5072											P	P				P
Hazardous and Radioactive Waste (Transportation, Storage)																	
Hobby Shop	5945								P	P	P	P	P	P			
Home Furnishings Sales	5719								P	P	P	P	P	P			
Home Occupation	0	S		S	S	S	S	S	S	S	S	S	S	S			
Hospital	8062											P	P	P	P	P	
Hotel or Motel	7011								P	P	P	P	P	P			
Insurance Agency (carriers and on-site claims inspections)	6300								P	P	P	P	P	P			
Insurance Agency (no on-site claims inspections)	6411								P	P	P	P	P	P			
Jewelry Store	5944								P	P	P	P	P	P			
Junked Motor Vehicle Storage as Accessory Use	0	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S
Junkyards, Salvage Yards, Auto Parts	5015																C
Kennels or Pet Grooming with Outdoor Pens or Runs	0	S										S	S				S
Kennels or Pet Grooming, No Outdoor Pens or Runs	0	P								P	P	P	P	P			
Landfill, Demolition Debris, Minor and Major RESERVED	0																
Landscape Services with Outside Plant & Equipment Storage	780	P										P	P				
Laundromat, Coin-Operated	7215								P	P	P	P	P	P			
Laundry or Dry Cleaning	7211								P	P	P	P	P	P			
Law Office	8111								P	P	P	P	P	P			

PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC

Use Type	Code	Agriculture (100)	Parks & Recreation (1700)	Single Family Residential (200)	Multi Family Residential (300)	Residential Main Street Transitional (400)	Cluster Development Overlay (500)	Scenic Corridor Overlay (600)	Main Street (700)	Main Street Corridor (800)	Commercial Main Street Transitional (900)	Community (1000)	Planned (1100)	Traditional Neighborhood Development Overlay (1200)	Civil (1300)	Community Overlay (1400)	Industrial (1500)
Library	1111								P	P	P	P	P	P	P		
Lighting Sales and Service	0								P	P	P	P	P	P			
Limited Agriculture		S		S		S											
Manufactured Dwelling (Class AA) on Individual Lot (Overlay)	0	O		O	O		O										
Manufactured Dwelling Park	0			C	C												P
Manufactured Home/Dwelling Sales	5171																
Manufacturing and Industry (see separate table)	0000																
Market Showroom (Furniture, Apparel etc.)	0											P	P	P			P
Martial Arts Instructional Schools	0000								P	P	P	P	P	P			
Medical or Dental Laboratory	6071											P	P	P	P	P	P
Medical, Dental or Related Office	0000								P	P	P	P	P	P	P	P	
Metal Coating and Engraving	4071																P
Metal Processing	4080																P
Migrant Labor Housing RESERVED	0																
Motion Picture Production	3140								P	P	P	P	P	P	P	P	P
Motor Vehicle Sales (new and used)	4044												P				
Motorcycle Sales	4043												P				
Moving and Storage Service	4211																P
Museum or Art Gallery	6412								P	P	P	P	P	P	P	P	
Musical Instrument Sales	7136								P	P	P	P	P	P			
Newsstand	5003								P	P	P	P	P	P			
Nursing Home, Assisted Living	0080					S	S		S	S	S	S	S	S	S	S	
Office Machine Sales	0000								P	P	P	P	P	P			P
Office Uses Not Otherwise Classified	0								P	P	P	P	P	P	P	P	
Optical Goods Sales	0015								P	P	P	P	P	P			
Outside Storage	0																P
Paint and Wallpaper Sales	5211								P	P	P	P	P	P			
Parking Lots or Buildings	0							P	P	P	P	P	P	P	P	P	P
Parks and Recreation Facilities, Public	0000		P	S	S	S	S	S	P	P	P	P	P	S	S	S	
Pawnshop or Used Merchandise Store	0012								P	P	P	P	P	P			
Pest or Termite Control Services	7302								P	P	P	P	P	P			P
Pet Store	5000								P	P	P	P	P	P			
Petroleum and Petroleum Products Storage																	C
Photocopying and Duplicating Services	7111								P	P	P	P	P	P	P	P	P
Photofinishing Laboratory	7181								P	P	P	P	P	P	P	P	P
Photography Studio	7211								P	P	P	P	P	P	P	P	P
Photography, Commercial	7280								P	P	P	P	P	P	P	P	P

**PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC**

Use Type	010	020	030	040	050	060	070	080	090	100	110	120	130	140	150	160	170
	010	020	030	040	050	060	070	080	090	100	110	120	130	140	150	160	170
		020	030	040	050	060	070	080	090	100	110	120	130	140	150	160	170
Physical Fitness Center, Health Club									P	P	P	P	P	P			
Police Station									P	P	P	P	P	P			P
Portable Storage Unit (POD)		P		P	P	P	P		P	P	P	P	P	P	P	P	P
Post Office									P	P	P	P	P	P	P	P	P
Printing and Publishing Operation									P	P	P	P	P	P			P
Real Estate Office									P	P	P	P	P	P			
Real Estate Office (with building permit for permanent building)	0	P		P	P	P	P	P	P	P		P	P	P	P	P	P
Record, CD, tape store									P	P	P	P	P	P			
Recreational Vehicle Sales																	P
Restaurant (with drive-thru)										P	P	P	P	P			
Restaurant (without drive-thru)									P	P	P	P	P	P			P
Retail Sales Not Otherwise Listed	0								P	P	P	P	P	P			P
Retreat Center	0						P	P						P	P	P	
Satellite Dish As Accessory Use	0	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P
School, Elementary or Secondary	0211			S	S	S	S				S			S	P	P	
Service Station	0501									P	P	P	P	P			P
Sewer Treatment Plant	0653																C
Shelter for the Homeless RESERVED	0																
Shoe Repair or Shoeshine Shop	0251								P	P	P	P	P	P			
Shooting Range, Outdoor	0900													C			
Shopping Center										P	P	P	P	P			
Sign Fabricating	0313									P	P	P	P	P			P
Signs (As permitted by Article 17)	0	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P
Skating Rink	0909									P	P	P	P	P			
Solid Waste Disposal (non-hazardous) RESERVED	0983																
Sporting Goods Store	0911								P	P	P	P	P	P			
Sports and Recreation Clubs, Indoor	0907								P	P	P	P	P	P	P	P	
Stationery Store	0943								P	P	P	P	P	P			
Stock, Security or Commodity Broker	0206								P	P	P	P	P	P			
Swim and Tennis Club	0908			S	S	S	S							S			
Swimming Pool As Accessory Use	0	P		P	P	P	P	P						P	P	P	
Tattoo & Body-Piercing												S					S
Taxidermist	0209								P	P	P	P	P	P			
Telecommunications Towers										C		C	C		C	C	C
Television, Radio or Electronics Sales & Repair	0								P	P	P	P	P	P			
Temporary Construction, Storage or Office																	

PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC

Use Type	SIC	Agriculture (AG)	Parks & Recreation (PNR)	Single Family Residential (SFR)	Multi Family Residential (MPR)	Residential Main Street Transitional (R/MST)	Cluster Development Overlay (CDO)	Scenic Corridor Overlay (SCO)	Main Street (MS)	Main Street Periphery (MSP)	Commercial Main Street Transitional (C/MST)	Commercial (C)	Bypass (B)	Traditional Neighborhood Development Overlay (TND)	Civic (CIV)	Campus Overlay (CO)	Industrial (IND)
Temporary Health Care Structure (Granny Pod)				S													
Theater (indoor)	7832								P	P	P	P	P	P			
Tire Recapping	7534																P
Tire Sales	5531											P	P	P			P
Tobacco Shop with Lounge												S					S
Tobacco Shop, Retail	5993											S					S
Travel Agency	4720								P	P	P	P	P	P			
Truck and Utility Trailer Rental and Leasing	0																P
Trucking or Freight Terminal	4213																P
Two-Family Dwelling (Twin Home or Duplex)	0					P			P	P	P			P			
Utility Equipment and Storage Yards	0																P
Utility Substation	0	P		P	P	P	P		P	P	P	P	P		P	P	P
Veterinary Service with Outdoor Kennels	0											S	S				S
Veterinary Service, Large Animal	741	P										P	P				
Veterinary Service, Pet Grooming, No Outdoor Kennels or Runs	0								P	P	P	P	P	P			
Video Tape Rental and Sales	7841								P	P	P	P	P	P			
Vocational, Business or Secretarial School	8340								P	P	P	P	P	P	P	P	
Warehouse (general storage, enclosed, no outdoor storage)	4220																P
Warehouse (self-storage)	4225											P	P	P			P
Water Treatment Plant	0																P
Wholesale Trade (see Wholesale Table)																	
Winery, Brewery or Distillery as an Accessory									S	S	S	S	S	S			S
Winery, Brewery or Distillery as Primary Use									C	C	C	C	C	C			S
Wireless Telecommunication Facilities, Co-located		S		S	S	S	S	S	S	S	S	S	S	S	S	S	S
Wireless Telecommunication Facilities, Concealed		S		S	S	S	S	S	S	S	S	S	S	S	S	S	S
Wireless Telecommunication Facilities, Microcell		S		S	S	S	S	S	S	S	S	S	S	S	S	S	S
Yard Sale (no more than 3 per year)	0	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P

PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC

Manufacturing and Industry

Use Type	SR	Agriculture (A1)	Parks & Recreation (PR)	Single Family Residential (SFR)	Multi Family Residential (MFR)	Residential Main Street (RMS)	Cluster Development (CLD)	Scenic Corridor Overlay (SCO)	Main Street (MS)	Main Street (MS)	Commercial Main Street Transitional (C-MST)	Community (C)	Office (O)	Traditional Neighborhood Development Overlay (TND)	Other (O)	Community Overlay (CO)	Industrial (I)
Manufacturing and Industry																	
Ammunition, Small Arms	3462																P
Animal Feeds	2049																P
Apparel and Finished Fabric Products	1503																P
Asbestos, Abrasive and Related Products	1799																P
Audio Video & Communications Equipment	3009																P
Bakery Products	3050																P
Batteries	003																P
Beverage Products	0																P
Bicycle Parts and Accessories	3787																P
Brooms and Brushes	3983																P
Chemicals, Paints and Allied Products	3000																P
Computer and Office Equipment	1570																P
Concrete, Cut Stone and Clay Products	3001																P
Dairy Products	3000																P
Electrical Equipment	3001																P
Fabricated Metal Products	3469																P
Floor Coverings (excluding carpet)	386																P
Furniture and Fixtures	2580																P
Glass Products from Purchased Glass	3211																P
Heating Equipment and Plumbing Fixtures	344																P
Household Appliances	3030																P
Industrial and Commercial Machinery	3700																P
Leather Products (no tanning)	3580																P
Lighting and Wiring Equipment	3000																P
Manufactured Housing and Wood Buildings	2000																P
Medical, Dental and Surgical Equipment	3000																P
Metal Fasteners (Screws, bolts, etc.)	3463																P
Millwork, Plywood and Veneer	3200																P
Paperboard Containers and Boxes	3000																P
Pharmaceutical Products	3333																P
Photographic Equipment and Supplies	0																P
Pottery and Related Products	3100																P
Rubber and Plastics	3000																P
Sign manufacture	0																P
Soaps and Cosmetics	2000																P
Sporting Goods and Toys	0900																P
Textile Products (no dying and finishing)	3100																P
Textile Products (with dying and finishing)	3700																P

PERMITTED USE TABLES
TOWN OF JAMESTOWN, NC

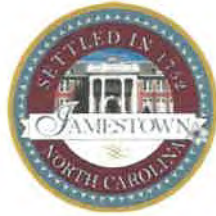
Wholesale Trade

Use Type	SIC	Agriculture (AG)	Parks & Recreation (PNR)	Single Family Residential (SFR)	Multi-Family Residential (MPR)	Residential Main Street Transitional (R/MST)	Cluster Development Overlay (CDO)	Scenic Corridor Overlay (SCO)	Main Street (MS)	Main Street Periphery (MSP)	Commercial Main Street Transitional (C/MST)	Commercial (C)	Bypass (B)	Traditional Neighborhood Development Overlay (TND)	Civic (CIV)	Campus Overlay (CO)	Industrial (IND)	
Wholesale Trade																		
Apparel	5130																	P
Beer, Wine or Distilled Alcoholic Beverages	5180																	P
Books, Periodicals and Newspapers	5192																	P
Chemicals and Allied Products	5169																	P
Durable Goods	5099																	P
Electrical Goods	5060																	P
Flowers, Nursery Stock and Florist Supplies	5193	P											P					P
Furniture and Home Furnishings	5020																	P
Groceries and Related Products	5140																	P
Hardware	5072																	P
Lumber, Millwork and Veneer	5031																	P
Lumber and Other Construction Materials with fenced storage	5030																	P
Machinery, Equipment and Supplies	5080																	P
Machinery, Farm and Garden	5083																	P
Paper and Paper Products	5110																	P
Plastics Materials	5162																	P
Plumbing and Heating Equipment	5070																	P
Resins	5162																	P
Scrap and Waste Materials	5093																	P
Sporting and Recreational Goods and Supplies	5091																	P
Wallpaper and Paint Brushes	5198																	P

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Historic Jamestown Society contract

AGENDA ITEM #: IV.B.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson, Finance Director

SUMMARY:

We have received a request from the Historic Jamestown Society (Society) for funding for the 23-24 fiscal year. The contract will be for maintenance and preservation of historic structures. The following request is an exception allowed by NC General Statue §153A-437 as described in the request attachment; thus we believe that ell are allowable costs in providing historical services to the Town of Jamestown.

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

Facility maintenance and restoration-\$10,500.

ATTACHMENTS: Contract & funding request

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

BUDGETARY IMPACT: \$10,500

SUGGESTED MOTION: Approve the contract with the Historic Jamestown Society in the amount of \$10,500 for maintenance and preservation of historic structures

FOLLOW UP ACTION NEEDED:

5/17/2023

Historic Jamestown Society, Inc.

Mission:

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

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

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

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

Education, Outreach, and Advocacy:

Education

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

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

Outreach

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

Advocacy

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

Examples of Programmatic Offerings:

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

Project Proposal:

Painting and Siding Repair for Historic Structures

The painting and siding repair for some of our historic structures has been delayed several years. As a result, they are in dire need of attention. In order to fulfill our mission to preserve and interpret the rich history of Jamestown and surrounding communities, a mission that is shared with the Town of Jamestown, we require support to complete these much-needed maintenance and preservation activities. The Madison Lindsay House, Bank Barn, and Richard Mendenhall House hold significant architectural and historical importance and serve as vital resources for sharing and preserving our history. They not only possess historical and architectural significance, but also serve as home to various other historic items and activities that are crucial to preserving and interpreting our history.

Total project cost: \$25,000.00

Grand total of funds requested: \$15,000.00

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

Kind Regards,

Shawn Rogers
Director, Mendenhall Homeplace of Historic Jamestown Society
Ofc: 336.454.3819
Cell: 812.243.5132

STATE OF NORTH CAROLINA

CONTRACT FOR SERVICES

COUNTY OF GUILFORD

Historic Jamestown Society

THIS CONTRACT, entered into as of the 19th day of September 2023, by and between the Town of Jamestown, (hereinafter referred to as the TOWN), and the Historic Jamestown Society, a North Carolina Non-Profit Corporation (hereinafter referred to as the Society).

WITNESSETH:

WHEREAS, the TOWN has agreed to pay the Society up to a certain amount of money, hereinafter stated, out of the TOWN'S General Fund Budget, and that in exchange for said funding the Society has agreed to perform certain services for the TOWN of a public nature; therefore, it is mutually agreed and understood between the parties as follows:

1. **TERM OF CONTRACT:** This contract shall commence September 19, 2023 and shall end on June 30, 2024. Beginning July 1, 2024, this contract may be renewed for an additional one-year term from July 1, 2024 - June 30, 2025. If the Society shall at any time breach any part of this Agreement, this Agreement shall immediately terminate upon the Society's receipt of written notice of the same, signed by the Town Manager or his/her designee.
2. **SERVICES TO BE PERFORMED:** The Society agrees to provide maintenance and preservation of historic structures.
3. **STATUTORY FUNDING AUTHORIZATION:** Funding in support of the activities described in Section 2 is authorized by North Carolina General Statute §160A-352..
4. **ANNUAL APPROPRIATION:** For the FY 2023-2024 Fiscal Year, the appropriation available is \$10,500. These funds will be used for maintenance and preservation of historic structures– all allowable uses in providing programming.

5. Council will consider the Society funding request for funding the following fiscal year. There is no guarantee of funding beyond the contract term.
6. **PAYMENT:** The TOWN will pay the Society in the amount approved in the TOWN's budget for operations of the fiscal year, dependent on documentation of Jamestown residents served. Please provide records of equipment, etc. purchased, other contracted services, and evidence that the approved uses took place as stated.
7. **USE OF FUNDS:** Funding provided under this agreement to the Society shall be used exclusively to provide activities as outlined in Section 2, and as authorized under North Carolina General Statute §153A-437 and outlined specifically in Article 23. (a) A city (town) may appropriate revenues not otherwise limited as to use by law to a local historical or preservation society, museum, or other similar organization. Before such an appropriation may be made, the recipient organization shall adopt and present to the town a resolution requesting the funds and describing the intended use of the funds. The funds may be used for preserving historic sites, buildings, structures, areas or objects; for recording and publishing materials relating to the history of the area; for establishing or maintaining historical museums or projects; for paying salaries of personnel employed in such museums or projects; for the costs of acquiring, recording, and maintaining materials and equipment; and for any other purposes that are approved by the Town and that contribute to the preservation of historic sites, buildings, structures, areas, or objects, or historic materials. The ordinance making the appropriation shall state specifically what the appropriation is to be used for, and the governing board of the town shall require that the recipient account for the appropriation at the close of the fiscal year.

8. The Society agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. All policies shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The Society's insurance agent shall provide evidence of all insurance required by this Contract.

9. **INDEMNIFICATION:** The Society will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the TOWN from and against any and all claims, liabilities, losses, damages, costs, or expenses . This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:
 - A. Damages to persons, personal property, or the TOWN caused by an act or omission of the Society; and
 - B. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and
 - C. All claims and liabilities resulting from the Society's violation of federal, state, or local statute, regulation, or ordinance; and
 - D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the Society will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.

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

ATTEST

By: _____
Katie Weiner
Town Clerk

By: _____
Lynn Montgomery
Mayor

ATTEST

By: _____
Historic Jamestown Society

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

By: _____
Faith Wilson
Finance Director

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: JYL request for providing services

AGENDA ITEM #: IV.C.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson, Finance Director

SUMMARY:

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

ATTACHMENTS: Funding Request & Contract

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

BUDGETARY IMPACT: up to \$10,000

SUGGESTED MOTION: Approve contract with JYL for funding of up to \$10,000 to provide recreational services for Jamestown youth residents

FOLLOW UP ACTION NEEDED:

To: Matthew Johnson, Jamestown Town Manager
From: Jamestown Youth League Board of Directors
Subject: JYL Funding
Date: April, 2023

Jamestown Youth League (JYL) was founded in 1979 to provide recreational sports for youth in the Jamestown area. JYL provides opportunities for Jamestown children to participate in fall and spring soccer, fall and spring baseball, winter basketball, winter cheerleading and spring softball. For year, 2021/2022, we had over 1,000 children participate in these sports. JYL a 501 (3) (c) that is governed by five volunteers who serve on the Board of Directors. JYL has one full time employee who serves as the league director and one part time employee.

JYL sports take place in the heart of Jamestown. Soccer games are played on the fields behind Jamestown Elementary School off Main St and at Jamestown Park. Soccer practice is held on the soccer fields at Jamestown Park. Basketball is played in the gym at Jamestown Elementary school. Baseball and softball are played at Jamestown Elementary School fields as well as the baseball fields at Jamestown Park.

Jamestown Youth League is funded by fees that families pay for their child to participate in sports season. The fees collected allow the league to pay most of their operating expenses. In the past, the Town of Jamestown has provided JYL with funds to assist with operating expenses. This generosity from the town has allowed the league to continue to provide a recreational sports league for the children of Jamestown and the surrounding communities.

The average cost for each child to play sports with JYL is \$100. League expenses include salary (for director and part time employee), field rentals, utilities, uniforms, trophies, office rent, referee fees, insurance, and other miscellaneous costs.

In looking at our historical data, about 15 percent of the kids participating in JYL sports live in the town of Jamestown. Using an estimate of 700 kids playing soccer (spring and fall combined), 150 kids playing basketball/cheerleading/flag football in the winter, and 150 kids playing baseball /softball next spring, we would estimate that at least 150 of these children have a Jamestown address. At approximately \$100 cost per child we would estimate that the cost of sports for Jamestown residents to be \$15,000. We would respectfully request this amount from the Town of Jamestown to help fund our youth sports programs.

JYL commits to continue to offer recreational sports to the Jamestown community. JYL players wear uniforms that bear the Jamestown name on the front or back of their uniform. We understand that the Town of Jamestown does not have its own youth sports program. We hope that JYL fills that void and provides an excellent youth recreation league for the families of Jamestown.

JYL Board

STATE OF NORTH CAROLINA
COUNTY OF GUILFORD

CONTRACT FOR SERVICES
JAMESTOWN YOUTH LEAGUE

THIS CONTRACT, entered into as of the 19th day of September 2023, by and between the Town of Jamestown, (hereinafter referred to as the TOWN), and the Jamestown Youth League, a North Carolina Non-Profit Corporation (hereinafter referred to as JYL).

WITNESSETH:

WHEREAS, the TOWN has agreed to pay JYL up to a certain amount of money, hereinafter stated, out of the TOWN'S General Fund Budget, and that in exchange for said funding the JYL has agreed to perform certain services for the TOWN of a public nature; therefore, it is mutually agreed and understood between the parties as follows:

1. **TERM OF CONTRACT:** This contract shall commence September 19, 2023 and shall end on June 30, 2024. Beginning July 1, 2024, this contract may be renewed for an additional one-year term from July 1, 2024 - June 30, 2025. If JYL shall at any time breach any part of this Agreement, this Agreement shall immediately terminate upon JYL's receipt of written notice of the same, signed by the Town Manager or his/her designee.
2. **SERVICES TO BE PERFORMED:** The JYL agrees to provide fall and spring youth sport activities to Jamestown youth in Jamestown, NC.
3. **STATUTORY FUNDING AUTHORIZATION:** Funding in support of the activities described in Section 2 is authorized by North Carolina General Statute §160A-353-356.
4. **ANNUAL APPROPRIATION:** For the FY 2023-2024 Fiscal Year, the appropriation available for this contract is \$10,000. The JYL shall invoice the Town at the conclusion of each recreation season and/or program and provide the Town with a roster of each participant and their physical address. The Town will pay the amount of the invoice, up to the amount appropriated for the fiscal year in which the Activities take place, upon receiving documentation of the number of Jamestown

residents that participated in said Activities, based on the rate of \$100 per child as specified in the JYL's funding request.. The Town Council will consider the JYL funding request for future funding the following fiscal year. There is no guarantee of funding beyond each contract term.

5. Council will consider the JYL funding request for funding the following fiscal year. There is no guarantee of funding beyond the contract term.
6. **PAYMENT:** The TOWN will pay the JYL in the amount approved in the TOWN's budget for operations of the fiscal year, dependent on documentation of Jamestown residents served.
7. **USE OF FUNDS:** Funding provided under this agreement to the JYL shall be used exclusively to provide sports activities as outlined in Section 2. No funds provided by the TOWN shall be used for fund raising, political purposes, or any other purpose other than providing sports activities as authorized under North Carolina General Statute §160A-353 and outlined specifically in Section 2.
8. The JYL agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. All policies shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The JYL's insurance agent shall provide evidence of all insurance required by this Contract.
9. **INDEMNIFICATION:** The JYL will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the TOWN from and against any and all claims, liabilities, losses, damages, costs, or expenses . This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:

- A. Damages to persons, personal property, or the TOWN caused by an act or omission of the JYL; and
- B. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and
- C. All claims and liabilities resulting from the JYL's violation of federal, state, or local statute, regulation, or ordinance; and
- D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the JYL will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.

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

ATTEST

By: _____
Katie Weiner
Town Clerk

By: _____
Lynn Montgomery
Mayor

ATTEST

By: _____
Jamestown Youth League

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

By: _____
Faith Wilson
Finance Director

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: YMCA request for providing services

AGENDA ITEM #: IV.D.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson, Finance Director

SUMMARY:

The Town wishes to provide recreation services to the citizens of Jamestown. The Town does not have the available staffing levels to be able to do this; thus the Town wishes to contract with the YMCA to provide these services. The Town proposes to fund up to \$10,000 for these recreation services for youth and adult residents. The YMCA has provided a listing of possible programs, and the cost of each (based on # of Jamestown resident participants) to fulfill the provision of services. A contract has been prepared and will specify the terms of the provision of these services. The Town staff requests that Town Council approve the amount (up to \$10,000) of funding for services and the contract which will be entered into by the YMCA and the Town.

ATTACHMENTS: Funding Request & Contract

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

BUDGETARY IMPACT: up to \$10,000

SUGGESTED MOTION: Approve contract with YMCA for funding of up to \$10,000 to provide recreational services for Jamestown residents

FOLLOW UP ACTION NEEDED:



Adult Fitness	Yoga in the park Summer 2023/2024	Cost is \$50 per class (2 hours of instructor time)	July-Aug 2023= 9 classes May-June 2024= 9 classes	Total cost=\$900.00	Weekly yoga classes at Wrenn Miller park. Y provides instructor and sound system.
Adult Fitness/ Senior fitness	Water Fitness for seniors	Average cost per monthly class for a member is \$35 average/ 10 people per class	Year round	\$2100 would allow us to offer 10 Jamestown residents water fitness classes for 50% off for the year.	We offer 5 different levels of water fitness classes, and these have a monthly registration cost. Subsidizing this for residents may make the classes more affordable for some people. We do offer financial assistance if needed however many don't take this route but see the cost as out of their budget.
Aquatics	Diverse ability swim lessons	Average cost per participant is \$100 for 6 lessons These include wages, pool time, equipment and special training for instructors	Year round	Target to reach Jamestown youth with a disability. Cost per participant is \$100 for 6 lessons. We can offer Jamestown residents \$30 Per session if the town can offset the other \$70. Potential cost for 3 residents per month is \$2520 for the year.	These are private swim lessons for persons with a physical or mental handicap.
Youth Sports	Hot hoops	Average cost per child per sport is \$80 per child These include equipment, uniforms, wages, referees, background checks on volunteers, and Sidelines (our database system)	Winter 2023/2024	We anticipate 35 youth from Jamestown participating in these sports Costs \$2800	Basketball league that includes both a competitive and recreational league.
Youth sports	Summer sports camps for youth	Average cost per participant=\$135 These include equipment, wages, and background checks for volunteers	Summer 2023	We offer basketball, soccer and volleyball camps in the summer. We anticipate around 10 Jamestown participants in these camps. Costs =\$1350	Our Camps strive to teach basic and advanced skills in the sport, so the youth are prepared for the fall seasons.
Youth sports	Fall sports 2023 Fall sports include Baseball, soccer, volleyball and flag football	Average cost per child per sport is \$80 per child These include equipment, field rental, uniforms, wages, referees, background checks on volunteers, Sidelines (our sports league	Sept-Nov season (8 weeks)	We anticipate around 30 youth from Jamestown participating in these sports Costs \$2400	Our sports are designed to allow participants to learn the fundamentals of the game, find joy in being active, and learn life lessons along with character development.

Ragsdale Family YMCA
 900 Bonner Drive
 Jamestown NC 27282
 336.882.9622



		management and scheduling platform) and marketing			
Youth sports	Spring sports 2024 Spring Baseball, soccer, volleyball, flag football and youth pickleball	Average cost per child per sport is \$80 per child	April-May season (8 weeks)	We anticipate around 35 Youth from Jamestown participating in these sports Costs=\$2800	Our sports are designed to allow participants to learn the fundamentals of the game, find joy in being active, and learn life lessons along with character development.
Summer Camp	Summer 2024	Cost per week of summer camp for a child that is a member is \$145 per week. We do offer financial assistance however for some families this is still unaffordable	June-August	Propose Jamestown supplement a portion of the fees per week for Jamestown families (that are already on financial assistance) this may make affordable childcare for parents who must work or need a safe place for their kids to go weekly. Generally, our financial assistance participants get 50% off. If you can subsidize another \$50 per week per child, this could truly make it open to many more children. If the child comes all 9 weeks this would be \$450 per child. This summer we have 6 of Jamestown proper residents on financial assistance and attending summer camp. \$3600 would allow 8 children to be served for the summer of 2024.	Our summer day camps feature fun, character-building activities like STEM activities, field trips, art projects, swimming and more! We also offer learning loss activities to help bridge the gap for our campers over the summer. The children have an amazing experience and build life-long connections at YMCA day camp.

This is very similar to what the town funded for 2022-2023 season. We have added youth pickleball to our program so I have included that in our requests. I believe we will have used up funding prior to summer camp in 2023 and would love the opportunity to offer camp to those in need at a deeper discount. If we could add an additional \$3600 we could serve these 6 additional Jamestown youth for the summer.

Ragsdale Family YMCA
 900 Bonner Drive
 Jamestown NC 27282
 336.882.9622

STATE OF NORTH CAROLINA

CONTRACT FOR SERVICES

COUNTY OF GUILFORD

YMCA of GREENSBORO, INC.

DBA MARY PERRY RAGSDALE YMCA

THIS CONTRACT, entered into as of the 19th day of September 2023, by and between the Town of Jamestown, (hereinafter referred to as the TOWN), and the Ragsdale Family YMCA, a North Carolina Non-Profit Corporation (hereinafter referred to as YMCA).

WITNESSETH:

WHEREAS, the TOWN has agreed to pay YMCA up to a certain amount of money, hereinafter stated, out of the TOWN'S General Fund Budget, and that in exchange for said funding the YMCA has agreed to perform certain services for the TOWN of a public nature; therefore, it is mutually agreed and understood between the parties as follows:

1. **TERM OF CONTRACT:** This contract shall commence September 19, 2023 and shall end on June 30, 2024. Beginning July 1, 2024, this contract may be renewed for an additional one-year term from July 1, 2024 - June 30, 2025. If YMCA shall at any time breach any part of this Agreement, this Agreement shall immediately terminate upon YMCA's receipt of written notice of the same, signed by the Town Manager or his/her designee.
2. **SERVICES TO BE PERFORMED:** The YMCA agrees to provide fall and spring youth sport activities (including Yoga in the Park) to residents in Jamestown, NC.
3. **STATUTORY FUNDING AUTHORIZATION:** Funding in support of the activities described in Section 2 is authorized by North Carolina General Statute §160A-353-356.
4. **ANNUAL APPROPRIATION:** For the FY 2023-2024 Fiscal Year, the appropriation available for this contract is \$10,000, half of which (\$5,000) is paid in advance of the activities. The balance of up to \$5,000 will be paid out upon receiving documentation of the number of Jamestown residents playing spring sports.

5. Council will consider the YMCA funding request for funding the following fiscal year. There is no guarantee of funding beyond the contract term.
6. **PAYMENT:** The TOWN will pay the YMCA in the amount approved in the TOWN's budget for operations of the fiscal year, dependent on documentation of Jamestown residents served.
7. **USE OF FUNDS:** Funding provided under this agreement to the YMCA shall be used exclusively to provide sports activities as outlined in Section 2. No funds provided by the TOWN shall be used for fund raising, political purposes, or any other purpose other than providing sports activities as authorized under North Carolina General Statute §160A-353 and outlined specifically in Section 2.
8. The YMCA agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. All policies shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The YMCA's insurance agent shall provide evidence of all insurance required by this Contract.
9. **INDEMNIFICATION:** The YMCA will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the TOWN from and against any and all claims, liabilities, losses, damages, costs, or expenses. This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:

- A. Damages to persons, personal property, or the TOWN caused by an act or omission of the YMCA; and
- B. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and
- C. All claims and liabilities resulting from the YMCA's violation of federal, state, or local statute, regulation, or ordinance; and
- D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the YMCA will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.

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

ATTEST

By: _____ By: _____
Katie Weiner Lynn Montgomery
Town Clerk Mayor

ATTEST

By: _____
Ragsdale Family YMCA

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

By: _____
Faith Wilson
Finance Director

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Contract for Library Services

AGENDA ITEM #: IV.E.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson, Finance Director

SUMMARY:

Attached is the annual contract for Library Services to be provided to the Town by the Jamestown Public Library. This is an allowable use of public funds and allows the Town to have these services provided by a separate entity. The contract calls for quarterly payments of \$16,000 each.

ATTACHMENTS: Funding Request & Contract

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

BUDGETARY IMPACT: \$64,000

SUGGESTED MOTION: Approve the annual contract with Jamestown Public Library in the amount of \$64,000 for library services to be provided for the residents of the Town of Jamestown.

FOLLOW UP ACTION NEEDED:



JAMESTOWN PUBLIC LIBRARY

200 WEST MAIN STREET, PO BOX 1437

JAMESTOWN, NC 27282

Tax ID: 56-1581476

WWW.JAMESTOWNPUBLICLIBRARY.COM

PHONE: (336) 454-4815 FAX: (336) 454-0630

Thursday, April 13, 2023

Judy Gallman
Finance Director
Town of Jamestown
NC 27282

Ms. Gallman

This is the information you requested concerning the funding the Town of Jamestown will be providing to Jamestown Public Library for the upcoming fiscal year 2023-2024. I understand that this contract between the Town of Jamestown and the Jamestown Public Library is for library services. I have spoken with Library Board Chair Gary Haynes and he informed me that our request should be in the amount of \$64,000. This is an increase of \$10,000 over the previous year's budget. This amount will be used to supplement the library's payroll, utilities, and other operating expenses.

I would be happy to provide a summary and statistical information concerning the library's status over the following fiscal year and our plans for the future.

Sincerely,

A handwritten signature in black ink that reads "Jim McGaha".

Jim McGaha
Library Manager
Jamestown Public Library
336-454-4815
info@jamestownpubliclibrary.com

STATE OF NORTH CAROLINA

CONTRACT FOR SERVICES

COUNTY OF GUILFORD

JAMESTOWN PUBLIC LIBRARY

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

WITNESSETH:

WHEREAS, the TOWN has agreed to pay the LIBRARY up to a certain amount of money, hereinafter stated, out of the TOWN'S General Fund Budget, and that in exchange for said funding the LIBRARY has agreed to perform certain services for the TOWN of a public nature; therefore, it is mutually agreed and understood between the parties as follows:

1. **TERM OF CONTRACT:** This contract shall commence July 1, 2023 and shall end on June 30, 2024. Beginning July 1, 2023, this contract will be renewed for an additional one-year increment from July 1, 2024 - June 30, 2025 fiscal year basis. Each year thereafter, this contract will automatically renew for one additional fiscal year unless either party does not provide written notification to the other party of their intent not to renew at least 90 days prior to the expiration of the contract. Any extension shall be on the same terms, covenants, and provisions as the original contract, unless changes are mutually agreed upon and reduced to writing as an addendum to this contract. Provided however, that either party can, in their sole discretion, elect not to renew, or immediately terminate this contract, so long as a 90-day notice is given to the other party of the decision not to renew, or to terminate. If the LIBRARY shall at any time breach any part of this Agreement, this Agreement shall immediately terminate upon receipt of written notice of the same, signed by the Town Manager or his/her designee.

2. **SERVICES TO BE PERFORMED:** The LIBRARY, in and for the consideration recited in Section 5 below, agrees to provide public library services at 200 West Main Street, Jamestown, NC. Public library services for the purposes of this contract shall be defined as providing free access to residents of the Town of Jamestown for public library services including but not limited to adult and children's literacy programs, cultural programs and borrowing items from the Library's collection of books, magazines, and other literary materials in both paper and electronic formats. The LIBRARY agrees to notify the Town Manager in writing immediately of any significant change in the type or level of services to be performed.
3. **STATUTORY FUNDING AUTHORIZATION:** Funding in support of the LIBRARY services described in Section 2 is authorized by North Carolina General Statute §160A-209(c)20 and § 153A-264.
4. **ANNUAL APPROPRIATION:** For the FY 2023-2024 Fiscal Year, the appropriation available for this contract is \$64,000 to be paid in quarterly installments of \$16,000. Each year, the Town Council will consider the LIBRARY operating funding request for funding the following fiscal year. There is no guarantee of funding beyond the contract term.
5. **PAYMENT:** That the TOWN will pay the LIBRARY in the amount approved in the TOWN's budget for operations each fiscal year. Each year, the available funds will be disbursed as follows: 25 percent per quarter: July 1, October 1, January 1, and April 1. For the purposes of receiving payments, the mailing address of the Agency shall be: **P.O. BOX 1345, Jamestown, North Carolina 27282**. Payments to the LIBRARY shall be automatically remitted by the TOWN's Accounting Department.

6. **USE OF FUNDS:** Funding provided under this agreement to the LIBRARY shall be used exclusively to provide the public library services outlined in Section 2. No funds provided by the TOWN shall be used for fund raising, political purposes, or any other purpose other than providing public library services as authorized under North Carolina General Statute §160A-209(c)20 and §153A-264 and outlined specifically in Section 2.
7. **ANNUAL ACTIVITY REPORT:** The LIBRARY shall provide to the TOWN an annual report of the accomplishments and services provided under this agreement. The report shall be submitted with the LIBRARY funding request by March 1 of each year and shall contain information for the previous calendar year.
8. **FINANCIAL REPORTING:**
 - A. Funds paid under the terms of this agreement shall be reported as municipal support and clearly identifiable in the LIBRARY financial statements.
 - B. The LIBRARY agrees that it will provide the TOWN with an annual financial report derived from the LIBRARY's accounting system for all year-end periods. The LIBRARY shall also provide a copy of its IRS Form 990 for each year. The report and IRS Form 990 is due to the TOWN one hundred and twenty (120) days after the LIBRARY's year-end.
9. **PUBLIC INFORMATION:** The report and IRS Form 990 referenced in Section 8B shall also be made available to the general public upon request.
10. **INDEPENDENT CONTRACTOR:** The LIBRARY is a non-profit corporation of the State of North Carolina, and is an independent contractor. The LIBRARY is not an agent, officer, or employee of the TOWN and shall have no authority to act as an agent of the TOWN, nor enter any Agreement for, or on behalf of, the TOWN. The LIBRARY shall at all times maintain its status as a non-profit corporation organized to do business in the State of North Carolina. In addition, employees of the LIBRARY shall not, in any way, be considered employees of the

TOWN.

11. **ASSIGNMENT:** The LIBRARY shall not assign its contract rights under this Agreement or any part thereof, nor delegate any performances hereunder, nor subcontract without first obtaining the TOWN'S written approval thereof.
12. **MODIFICATION:** This Agreement may be modified only by a written instrument duly executed by the parties or their respective successors.
13. **NOTICES:** Any notices to be given by either party to the other under the terms of this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgment of receipt, or mailed by registered or certified mail to the other party at the following addresses or to such other addresses as either party hereafter from time to time designates in writing to the other party for the receipt of notice:

LIBRARY:	TOWN:
Chair- Board of Trustees	Town Manager
Jamestown Public Library	Town of Jamestown
PO Box 1345	301 E. Main Street
Jamestown, NC 27282	Jamestown, NC 27282

Such notice, if mailed, shall be deemed to have been received by the other party on the date contained in the receipt.

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

A. Worker's Compensation Insurance shall be maintained covering all employees in an amount necessary to comply with the laws of the State of North Carolina and all federal

laws, and to qualify for the Commercial General Liability policy described below.

B. The LIBRARY agrees to keep its personal property located at the Old Jamestown Library, including all alterations, additions and improvements, insured against loss or damage by fire or other casualty and all perils insured under a separate "all risks" policy in an amount equal to the full insurable replacement cost value of the property.

C. The LIBRARY agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. Such policy shall insure the LIBRARY'S performance of the indemnity provisions of this Contract, but the amount of such insurance shall not limit the LIBRARY'S liability nor relieve the LIBRARY of any obligation hereunder.

D. All policies in B and C above shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The LIBRARY shall provide evidence of all insurance required by this Contract.

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

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

B. All claims, suits, losses, injuries, death, and property liability, including, without limitation,

expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and

C. All claims and liabilities resulting from the LIBRARY's violation of federal, state, or local statute, regulation, or ordinance; and

D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the LIBRARY will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.

15. **STRICT COMPLIANCE:** The TOWN may at any time insist upon strict compliance with these terms and conditions despite any previous course of dealing or course of performance between the parties that may have been contrary to the terms of this Agreement.

16. **SEVERABILITY:** In the event that any provision herein is deemed invalid or unenforceable, the other provisions will remain in full force and effect, and binding on both parties.

17. **SURVIVAL:** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the TOWN and the LIBRARY will survive the completion of the services and the termination of the Agreement.

18. **GOVERNING LAW:** The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, is governed by the laws of the State of North Carolina. The parties agree and submit, solely for matters concerning this Agreement, to the exclusive jurisdiction of the General Courts of Justice of North Carolina. In addition, the parties agree that the exclusive venue for any legal proceeding will be Guilford County, North Carolina.

19. **ENTIRE AGREEMENT:** This Agreement represents the entire understanding and agreement between the parties with respect to contracting for library services as outlined in Section 2. This Agreement supersedes all prior agreements, whether written or oral, that may exist between the

parties with respect to contracting for library services as outlined in Section 2. In addition, no subsequent amendment or modification to this Agreement or waiver of any provisions will be effective unless in writing and signed by both parties.

CHANGES IN BYLAWS AND INSURANCE POLICIES: That in the event of any change in the LIBRARY'S bylaws, or insurance policies, the LIBRARY agrees that it shall immediately notify the Town Manager. The LIBRARY shall have this CONTRACT approved by its Board of Trustees with a copy of the minutes approving this CONTRACT being submitted to the TOWN at the time of execution.

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

ATTEST

By: _____
Katie Weiner
Town Clerk

By: _____
Lynn Montgomery
Mayor

ATTEST

By: _____
Gary Haynes
Chair – Board of Trustees

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

By: _____
Faith Wilson
Finance Director

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Acceptance of Blue Star Memorial Marker

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Planning

CONTACT PERSON: Anna Hawryluk, Town Planner

SUMMARY:

The Cedarwood Garden Club would like to purchase and donate a Blue Star Memorial Marker to be placed in Jamestown's Wrenn Miller Park. The Blue Star Memorial Program is an NCDOT Program that honors the men and women that serve in the United States Armed Services with large metal markers across the United States.

Nationally, the Blue Star Memorial Program began in 1944 with the New Jersey Council of Garden Clubs planting 8,000 dogwood trees dedicated to World War II veterans. The following year, the National Council of State Garden Clubs adopted the program – named for the blue star in the service flag, which hung in windows of homes and businesses to honor service men and women.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Staff recommend that Council accept the donation of a Blue Star Memorial Marker

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to accept a Blue Star Memorial Marker for placement in Wrenn Miller Park

FOLLOW UP ACTION NEEDED: None

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Jamestown Park - Dam #1 Storm Drainage Improvements

AGENDA ITEM#: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

We are opening bids for the Jamestown Park - Dam #1 Storm Drainage Improvements on Monday, September 18, 2023. We are anticipating receiving one to four bids. This project falls under the informal bidding rules per North Carolina General Statutes.

We intend to recommend approval of the lowest responsive, responsible bid at the regular Town Council meeting on September 19, 2023.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: September 19, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's Report is attached.

ATTACHMENTS: Manager's Report

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None

- I. Several major projects are currently underway or completed.
 - A. Golf Maintenance Building – Finalizing interior components. (Council Strategic Plan Goal 5.6). Estimated completion date is end of August/early September 2023.
 - B. Town Hall renovations – Renovations are 100% complete. (Goal 5.5)
 - C. Golf Course bathrooms – 90% complete. Tile work is being completed and fixtures will be installed soon. (Goal 5.10)
- II. The Town had what is possibly the largest turnout ever for our Music in the Park summer concert series on Friday, Sept. 1st. We appreciate everyone who came out to celebrate our community. Our next event will be Friday, Oct. 6th and will feature “The Ryan Perry Band”. We will also feature a great selection of food and beverage vendors. We encourage you to check our events page on our Facebook site for complete details. Link: <https://www.facebook.com/JamestownNC/events>. (Goal 2.3)
- III. Our Public Services staff have completed the renovation of the brick walkway around the fountain at the library. As you may recall, there were tree roots which were creating issues around the fountain on the walkway. Those trees have been removed and replaced with an evergreen species which should result in less issues with the roots and the brick pavers. All pavers have been reset flush with the ground.

Key Dates:

- September 26 – 6 PM – JBA Candidate Forum – Civic Center (to be streamed on YouTube)
- October 5 – 7PM-9PM – Civitans Candidate Forum – Civic Center (meeting will not be streamed)
- October 6 – Last “Music in the Park” feat. The Ryan Perry Band
- October 10 – Town Council Candidate Primary – Civic Center
- October 23 – Loose leaf collection begins
- October 24 – 6 PM - Town Council Meeting – Civic Center
- October 27- Nov. 4 – Early Voting – Civic Center
- November 7 – Election Day