



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council

July 18, 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 & Sealing of the April 18th Closed Session Minutes
 - B. Approval of minutes from the May 16th Regular Town Council Meeting
 - C. Approval of minutes from the June 20, 2023 Regular Town Council Meeting
 - D. Approval of minutes from the June 22, 2023 Special Town Council Meeting
 - E. Approval & Sealing of the June 22nd Closed Session Minutes
 - F. Approval of Amended Regular Town Council Meeting Schedule 2023
 - G. Proclamation declaring July as Parks and Recreation Month 2023
 - H. Acceptance of Donation of Materials
 - I. Resolution Approving Authorized Signatures
 - J. Analysis of the Financial Position of the Town of Jamestown
 - K. Analysis of the Financial Position of the Jamestown Park & Golf Course
 - L. Budget Amendment #2
- III. **Public Comment**
- IV. Presentation of Resolution Honoring David "Dave" Lee Ingram, Groundskeeper III, on his Retirement- Mayor Montgomery
- V. **Old Business-**
 - A. Public Hearing for the consideration of amendments to Chapter 51: Solid Waste in the Town's Code of Ordinances- Paul Blanchard, Director of Public Services
- VI. **New Business-**
 - A. Consideration of approval of special event permit request for the Jamestown Rotary Christmas Parade- Cliff Paddock, Jamestown Rotary Club Representative
 - B. Jamestown Park & Golf Course Maintenance Quarterly Report- Jamey Claybrook, Golf Course Superintendent
 - C. Jamestown Park & Golf Course Quarterly Report- Marcy Newton, Golf Pro
 - D. Request to set a public hearing date for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)- Anna Hawryluk, Planning Director
 - E. Consideration of approval of EMS Space Lease Agreement with Guilford County- Matthew Johnson, Town Manager
- VII. **Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- VIII. **Public Comment**
- IX. **Other Business**
- X. **Adjournment**

Working Agenda for the July 18th 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 & Sealing of the April 18 th Closed Session Minutes B. Approval of minutes from the May 16 th Regular Town Council Meeting C. Approval of minutes from the June 20, 2023 Regular Town Council Meeting D. Approval of minutes from the June 22, 2023 Special Town Council Meeting E. Approval & Sealing of the June 22 nd Closed Session Minutes F. Approval of Amended Regular Town Council Meeting Schedule 2023 G. Acceptance of Donation of Materials H. Resolution Approving Authorized Signatures I. Analysis of the Financial Position of the Town of Jamestown J. Analysis of the Financial Position of the Jamestown Park & Golf Course K. Budget Amendment #2		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	IV. Presentation of Resolution Honoring David "Dave" Lee Ingram, Groundkeeper III, on his Retirement	Mayor Montgomery	Mayor Montgomery to present the Resolution to Dave Ingram in honor of his retirement.
6:25 pm	V. Old Business		
6:25 pm	A. Public Hearing for the consideration of amendments to Chapter 51: Solid Waste in the Town's Code of Ordinances	Call on P. Blanchard	Blanchard to present an overview of the amendments to Chapter 51: Solid Waste in the Town's Code of Ordinances. Mayor Montgomery to open the public hearing to anyone that would like to speak regarding the amendments to Chapter 51: Solid Waste in the Town's Code of Ordinances. 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 makes a motion to adopt/deny the amendments to Chapter 51: Solid Waste in the Town's Code of Ordinances. Council Member makes a second to the motion. Roll Call Vote.
6:45 pm	VI. New Business		
6:45 pm	A. Consideration of approval of special event permit request for the Jamestown Rotary Christmas Parade	Call on Cliff Paddock	Paddock to present information on the special event permit request for the Jamestown Rotary Christmas Parade. Paddock to request that Council approve the special event permit as presented. Council Member makes a motion to approve the special event permit request for the Jamestown Rotary Christmas Parade with \$1,075 in funding for law enforcement, \$300 for portable toilets, \$150 in funding for postage, and assistance from the Public Services staff. Council Member makes a second to the motion. Then vote.
6:50 pm	B. Jamestown Park & Golf Course Maintenance Quarterly Report	Call on J. Claybrook	Claybrook to present his quarterly Maintenance Report to Council.
6:55 pm	C. Jamestown Park & Golf Course Quarterly Report	Call on M. Newton	Newton to present her quarterly Jamestown Park & Golf Course Report to Council.
7:05 pm	D. Request to set a public hearing date for the consideration of amendments to	Call A. Hawryluk	Hawryluk to request that Council set a public hearing date for the consideration of amendments to Chapter 17: Signs in the LDO for the August 22 nd Regular Town Council Meeting at 6:00 pm in the Civic Center at Town Hall.

	Chapter 17: Signs in the Land Development Ordinance (LDO)		Council Member makes a motion to set a public hearing date for the consideration of amendments to Chapter 17:Signs in the LDO for the August 22 nd Regular Town Council Meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a second to the motion. Then vote.
7:10 pm	E. Consideration of approval of EMS Space Lease Agreement with Guilford County	Call on M. Johnson	Johnson to present information on the EMS Space Lease Agreement with Guilford County and request that Council approve it as presented. Council Member makes a motion to approve/amend the EMS Space Lease Agreement and authorize the Town Attorney, Town Manager, Assistant Town Manager/Town Clerk, and Finance Officer to execute any required documents. Council Member makes a second to the motion. Then vote.
7:15 pm	VII. Manager/Committee Reports		
7:15 pm	A. Manager Report	Call on M. Johnson	Johnson to present his monthly Manager's Report to Town Council.
7:20 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:25 pm	VIII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:40 pm	IX. Other Business		
7:45 pm	X. 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 & Sealing of the April 18th Closed Session Minutes

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: July 18, 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 the April 18th Regular Town Council Meeting.

Staff recommends that Council approve and seal the minutes from the April 18th Closed Session.

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. Council Member makes a second to the motion. Then vote.

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: Approval of minutes from the May 16th Regular Town Council Meeting **AGENDA ITEM #:** II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Minutes from the May 16th Regular Town Council Meeting are attached.

ATTACHMENTS: May 16th Regular Town Council Meeting Minutes

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:

DRAFT

**Regular Town Council Meeting
May 16, 2023
6:00 pm in the Civic Center
Minutes & General Account**

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

Staff Members Present: Matthew Johnson, Katie M. Weiner, Paul Blanchard, Anna Hawryluk, Judy Gallman, Faith Wilson, Phillip Cooper, Dillon Carroll, Tyler Humble, Johnathon Viar, Jonathon Knight, & Beth Koonce, Town Attorney

Visitors Present: David Middleton, Sarah Johnson, & Carol Brooks

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

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

Weiner stated that a quorum was present.

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

Council Member Rayborn made a request to remove the "Approval of the April 18th Regular Town Council Meeting Minutes" from the consent agenda, to remove the "Presentation of Resolution honoring the service of James 'Jim' Pendry on the Parks and Recreation Committee," and to remove the "Closed Session per G.S. 143-318 to discuss matters related to attorney client privilege (301 Lee Street)" from the agenda.

Council Member Rayborn made a motion to approve the May 16th Town Council agenda as amended. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Minutes from the March 23rd Budget Retreat
- Minutes from the April 14th Budget Retreat
- Appointment of David Middleton to the Livable Communities Committee
- Reappointment of Daniel McDaniel to the Parks and Recreation Committee
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Budget Amendment #17

DRAFT

Council Member Capes made a motion to approve the Consent Agenda as amended. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #17)

Public Comment- Nobody signed up.

Presentation of Proclamation declaring May 21st-27th as Public Services Recognition Week in the Town of Jamestown- Mayor Montgomery presented the Proclamation declaring May 21st-27th as Public Services Recognition Week in the Town of Jamestown to the Public Services staff. She thanked them for all their hard work and for their dedication to the Town.

(Proclamation declaring May 21st-27th as Public Services Recognition Week in the Town of Jamestown)

Old Business-

- Public Hearing for the consideration of the Recommended Budget and Capital Improvement Plan (CIP) for the 2023/2024 Fiscal Year (FY)- Johnson stated that staff were pleased to present the proposed budget for the 2023/2024 FY. He noted that the budget and CIP reflected the goals included within the Town's Strategic Plan. He said that the budget included a tax rate of \$0.585, a 4% pass-through increase in the water rate, and a 30% pass-through increase in the sewer rate. Johnson added that the recommended budget included a reservation for future expenditures, which should positively impact the Town's fund balance.

Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the recommended budget and CIP.

- Robert Frederick, 500 Wyndwood Drive- Frederick said that he had met with Town staff and had spoken with the Guilford County Tax Department, and he still did not understand how the property tax revenue was being calculated based on the valuation rates.

Mayor Montgomery asked if anyone else wanted to speak. Nobody came forward. Mayor Montgomery opened the floor to Council for discussion.

Council Member Wolfe said that there had been numerous discussions about the budget and that there were some valid reasons for proposed tax increases. However, she stated that she continued to oppose the motor vehicle fee. She was concerned about the impact that it may have on residents with a fixed income.

Council Member Wolfe made a motion to remove the motor vehicle fee from the 2023/2024 FY Recommended Budget. Council Member Straughn made a second to the motion. The motion failed by a 3 to 2 vote. Council Member Wolfe and Straughn voted in favor of the motion. Council Member Capes and Rayborn voted in opposition. Mayor Montgomery broke the tie by voting in opposition.

Council Member Straughn said that he was very concerned about the impacts that the proposed increases would have on citizens.

Council Member Straughn made a motion to remove the proposed \$0.10 tax increase from the 2023/2024 FY Recommended Budget. The motion failed for lack of a second.

Council Member Rayborn said that inflation had affected everyone including the Town. She noted that Council and staff had made every effort to cut the budget where it was possible. She added that nobody wanted to increase taxes and fees, but they were not frivolous. She stated that the Town had to continue to operate.

Council Member Capes agreed with Council Member Rayborn. He noted that Council had to maintain the high level of services provided to citizens even though they were increasing in cost. He also spoke about the need to replenish some of the Town's fund balance.

Council Member Wolfe made a motion to continue the public hearing to the June 20th Town Council meeting at 6:00 pm in the Civic Center without further advertisement. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of Pay Classification Study- Johnson stated that the Town's Strategic Plan included a goal that directed staff to hire a third party to perform a Pay Classification Study to ensure that the Town remained competitive in the marketplace as an employer. He said that the Town engaged with the MAPS Group to assist with the completion of a review of the Town's pay scales and personnel manual. He added that Chery Brown, MAPS Group Representative, had presented the findings at the April 18th Town Council meeting. He requested that Council adopt the Pay Classification Study as presented.

Council Member Wolfe asked Johnson if Brown had reviewed the Personnel Policy. Johnson said that she had and that there were no suggested changes.

Council Member Wolfe made a motion to adopt the Pay Classification Study as presented. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of the Comprehensive Bicycle and Pedestrian Plan for the Town of Jamestown- Hawryluk stated that the Comprehensive Bicycle and Pedestrian Plan was created using grant funding received in September 2021 from NCDOT. She added that NCDOT had been reviewing the Plan since August 2022. She said that they had requested some minor changes to phrasing within the Plan. She introduced Sarah Johnson, Toole Design Representative, to present a brief overview of the Plan.

Johnson reiterated that the Plan had undergone a very lengthy review process by NCDOT and they had requested some minor changes. She added that the project had begun at the beginning of 2022. She noted that the recommendations were based on an analysis of current conditions, steering committee input, and robust public engagement, which included 102 completed surveys, 2 pop-up outreach events, and 2 public open houses. Johnson added that the final draft of the Plan was also made available online for comment. She noted that the Plan prioritized bicycle and pedestrian needs, identified essential gaps in the transportation network, and identified catalyst projects that could be "game changers" for mobility in Jamestown.

Council Member Capes thanked Johnson for her hard work on the Plan.

Council Member Wolfe discussed the details of the minor changes that NCDOT had suggested with Johnson.

Council Member Rayborn made a motion to adopt the Jamestown Comprehensive Bicycle and Pedestrian Plan as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

New Business-

- Consideration of appointment of Parks and Recreation Committee Member- Weiner said that there was currently a vacancy on the Parks and Recreation Committee. She added that Maria Ashburn and Lamar Lee had both applied to be considered for the position. She noted that Ashburn had been appointed to serve as an Alternate at the March 21st Town Council meeting, and that Lee had been appointed as an Alternate at the April 18th Town Council meeting. Weiner noted that the new Member would serve a two-year appointment with their term ending in May 2025. She requested that Council appoint someone to serve as a new Parks and Recreation Committee Member.

Council Member Capes said that he had reviewed the applications, and he believed that Lee had considerable experience in the Parks and Recreation field. He added that he felt strongly that Lee should be appointed.

Council Member Wolfe said that Council had two great applicants to consider. She agreed that Lee had more experience.

Council Member Rayborn made a motion to appoint Lamar Lee to serve as a Parks and Recreation Committee Member. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of financing of Jamestown Park & Golf Course equipment- Gallman said that staff had sent out a Request for Proposal (RFP) to 3 local banks for financing of 5 mowers at the Golf Course. She said that the Town had received a proposal from First Bank and from Pinnacle. She recommended that Council approve financing with First Bank based on the proposal terms.

Council Member Wolfe made a motion to adopt the Resolution approving the Financing Terms with First Bank to finance the Jamestown Park & Golf Course equipment and authorized the Finance Director to execute all documents. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Resolution approving the Financing Terms with First Bank to finance the Jamestown Park & Golf Course equipment)

- Consideration of award of contract to auditing firm for the 2022/2023 audit- Wilson stated that staff had sent out a Request for Proposal (RFP) for audit services for a three-year contract term beginning with the 2022/2023 Fiscal Year (FY) to seven local auditing firms in addition to advertising on the NC Finance listserv. The Town received a proposal from Strickland Hardee PLLC and from Bernard Robinson & Company. Wilson recommended that Council approve a three-year contract with Strickland Hardee PLLC for auditing services.

DRAFT

Council Member Rayborn made a motion to approve the three-year audit contract with Strickland Hardee PLLC and authorized the Finance Director to execute all documents. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- **Manager Report-** Johnson updated Council on ongoing projects. He said that the completion date for the golf maintenance building was July 2023, Town Hall renovations were currently underway, and demolition of the golf course bathrooms were complete. He stated that the Town began the Music in the Park summer concert series on Friday, May 5th, and noted that the next event would be held on Friday, June 2nd. He also said that the High Point Arts Council would hold a concert at Wrenn Miller Park on Friday, June 23rd. Johnson spoke about the pending legislation being considered by the NC Legislators that would impact local governments. He said that the Town would send a letter to the State regarding the opposition of the potential laws. He also noted that the City of High Point would no longer be accepting plastic bags at their yard waste facility. He added that the change would impact the citizens of Jamestown, and additional information on collection would be presented at an upcoming meeting.

Council Member Straughn discussed the details of the motor vehicle fee collection process with staff.

- **Council Member Committee Reports-** There were no Council Member Committee Reports.

Public Comment- Nobody signed up.

Other Business- Council Member Wolfe said that April 30th-May 6th was Municipal Clerks Week. She thanked Weiner for everything she does. She also noted that the Jamestown Rotary Club would host the Bow Stafford Memorial Golf Tournament on June 23rd at 2:00 pm at the Jamestown Park & Golf Course.

Council Member Wolfe briefly discussed the Oakdale Sidewalk Project with Blanchard.

Council Member Straughn spoke about the status of the installation of lighting at the Lydia tunnel with Blanchard.

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

The meeting ended at 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 of minutes from the June 20th Regular TC Meeting

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

There will be a request to remove this item from the agenda.

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: Approval of minutes from the June 22nd Special TC Meeting

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Minutes from the June 22nd Special Town Council Meeting are attached.

ATTACHMENTS: June 22nd Special Town Council Meeting Minutes

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:

DRAFT

**Special Meeting of the Town Council
June 22, 2023
9:00 am in the Civic Center
Minutes & General Account**

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

Staff Members Present: Matthew Johnson

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

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.

Closed Session per G.S. 143-318 to discuss a Personnel Matter- Council Member Capes made a motion to go into closed session per G.S. 143-318 to discuss a personnel matter. 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.

Council Member Rayborn made a motion to increase the Town Manager's salary to \$135,000.00 effective July 1, 2023, without any changes to the travel allowance, and instructed the Finance Director to extend benefits as provided to all other employees. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 1:53 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 June 22nd Closed Session Minutes

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 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 a personnel matter at the June 22nd Special Town Council Meeting.

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

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. Council Member makes a second to the motion. Then vote.

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: Approval of Amended Regular Town Council Meeting Schedule 2023 **AGENDA ITEM #:** II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Staff is requesting to amend the Town Council Regular Meeting Schedule for 2023. The change would reschedule the October 17th Town Council Meeting to October 24th.

Staff requests that Council approve the Amended Regular Town Council Meeting Schedule for 2023 as presented.

ATTACHMENTS: Amended Town Council Regular Meeting Schedule for 2023

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: The updated Town Council Regular Meeting Schedule for 2023 will be posted.



Settled 1752
JAMESTOWN
NORTH CAROLINA

**Town of Jamestown
Town Council Regular Meeting Schedule for 2023**

All meetings are held at 6:00 pm

- January 17, 2023
- February 21, 2023
- March 21, 2023
- April 18, 2023
- May 16, 2023
- June 20, 2023
- July 18, 2023
- ***August 15, 2023- rescheduled to August 22, 2023**
- September 19, 2023
- **October 17, 2023- rescheduled to October 24, 2023**
- November 21, 2023
- December 19, 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: Proclamation recognizing Parks and Recreation Month

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie M. Weiner, Town Clerk

SUMMARY:

The U.S. House of Representatives has designated July as Parks and Recreation Month. This year the National Recreation and Parks Association (NRPA) has selected "Where Community Grows" as the theme for 2023. It celebrates the vital role park and recreation professionals play in bringing people together, providing essential services, and fostering the growth of our communities. There's no better way to celebrate Parks and Recreation Month than by highlighting the people who faithfully serve their communities all year long.

ATTACHMENTS: Proclamation Parks and Recreation Month July 2023

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

**PROCLAMATION
PARKS AND RECREATION MONTH JULY 2023**

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the Town of Jamestown, North Carolina; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the Town of Jamestown recognizes the benefits derived from parks and recreation resources;

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, North Carolina, do hereby proclaim the month of July, 2023 as "Parks and Recreation Month" in the Town of Jamestown, and all residents are hereby encouraged to join in "WHERE COMMUNITY GROWS JULY 2023" by participating in and experiencing all that public parks and recreation services have to offer.

Adopted this the 18th day of July, 2023.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Acceptance of Donation of Materials

AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

There will be a request to remove this item from the agenda.

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: Resolution Approving Authorized Signatures

AGENDA ITEM #: II-1

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Due to changes in finance staff, the signatures at the banks where we have accounts need to be adjusted. This resolution will approve the following positions to have the authority to sign checks, approve ACH, and other duties regarding Town deposits as spelled out in the resolution. Finance officers will both sign all checks; in their absence one of the other approved positions can sign the checks.

Finance Director (main authority - and required to sign all checks unless absent)
Deputy Finance Director (will sign all checks unless absent)
Town Manager
Assistant Town Manager

Per the resolution, these changes will be effective August 1.

ATTACHMENTS: Resolution Approving Authorized Signatures

RECOMMENDATION/ACTION NEEDED: Approve resolution

BUDGETARY IMPACT: None

SUGGESTED MOTION: Approve resolution as presented

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION APPROVING AUTHORIZED SIGNATURES

Be it resolved, that any one of the following persons (a "Designated Individual"), be hereby authorized, on behalf of the Town of Jamestown, to execute any application, signature card or any other documentation required by the approved banking institutions to open said accounts and to take whatever other actions or enter into whatever other agreements relating to the accounts that the institutions require; to sign checks, notes, bills, time deposits, instruments or other order for the payment or withdrawal of money from said accounts; to endorse checks, instruments, bills, Automated Clearing House (ACH), wires, certificates of deposit, bonds, or other instruments, owned or held by the Town of Jamestown for deposit or for collection by these approved banking institutions; to accept drafts, acceptances, and other instruments payable at these approved banking institutions; and to waive presentment, demand, protest, and notice of protest or dishonor of any check, note, bill, draft, or other instrument made, drawn, or endorsed by the Town of Jamestown to be effective August 1, 2023.

Authorized Signature

Matthew Johnson
Katie M. Weiner
Faith Wilson
Heather Lunsford

Title

Town Manager
Assistant Town Manager/Town Clerk
Finance Director
Deputy Finance Officer

Adopted this the 18th day of July, 2023.

Mayor S. Lynn Montgomery

ATTEST:

Katie M. Weiner
Assistant Town Manager/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: Financial Analysis of the Town of Jamestown for June 2023

AGENDA ITEM #: 11-J

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Summary schedule of cash & deposits, debt balances, total revenues collected to date and expenditures to date is provided. A detailed budget to actual statement is also included as of 6-30-2023.

With June being the last month of the fiscal year, all purchase orders must be closed out - whether projects have been completed or not. Thus a lot of the current months activity shows up as negatives - which only means that amounts which were encumbered have not been expended during the fiscal year. These projects with outstanding purchase orders will be rolled over into the new fiscal year. The outstanding amounts will be re-encumbered so these amounts can be paid when the work is done in the new fiscal year, per the approved budget ordinance.

There will be a lot of accruals that need to be made to the 6-30-23 balances for items such as invoices, tax receipts, payroll, etc that are for the June period but not known until July or after. Thus the balances as shown will not be the final balances for the fiscal year.

Work was done on and will continue to be done on several projects - Town Hall renovations, golf course bathrooms, Rec maintenance building, Other capital expenditures in June were cart path paving at golf course and the Town received new garbage truck that was on order.

ATTACHMENTS: 3 page Summary and Detail to Actual Report for June 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

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

Petty Cash	\$	1,350
Operating Cash		1,990,802
Certificates of Deposit		3,004,510
Money Market Accounts - First Bank		970,398
North Carolina Capital Management Trust		9,456,263
	\$	<u>15,423,323</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	477,537
Cash reserved by Powell Bill for atreet Improvements		42,260
General Capital Reserve Fund		52,283
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,126
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		355,313
Water Sewer Capital Reserve Fund		1,299,245
	\$	<u>2,421,667</u>

Cash by Fund:

General	\$	4,212,472
General Capital Reserve Fund		52,283
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,126
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		355,313
Water/Sewer		8,831,244
Randleman Reservoir		477,537
Water/Sewer Capital Reserve Fund		1,299,245
	\$	<u>15,423,323</u>

Cash by Bank:

NCCMT	\$	9,456,263
Pinnacle Bank		3,990,802
First Bank		1,974,908
	\$	<u>15,421,973</u>

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

Instalment Purchase Debt:	Balance at 6/30/2023	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	60,202	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>300,021</u>	11/3/2027	2027/2028
	<u>\$ 391,690</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 224,971</u>	11/3/2027	2027/2028

Town of Jamostown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of June 30, 2023

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randeman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	7,577,568	124,921	3,900,729	51,054	431,764
% of budget received	81%	99%	59%	43%	76%
% of budget, excluding appropriated fund balance, received	67%	99%	98%	159%	78%
Expenditures (and transfers)	7,740,475	74,931	5,031,372	118,376	-
% of budget expended	83%	59%	76%	100%	0%
	<u>Fund (#17)</u>	<u>Fund (#18)</u>	<u>Fund (#20)</u>	<u>Fund (#21)</u>	<u>Fund (#23)</u>
	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Sidewalk Ph 3 Capital Project</u>	<u>Recreational Maint Facility Capital Project</u>	<u>Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Penny Road Sidewalk Capital Project</u>
Life to Date Revenues & Other Financing Sources	2,163,639	218,790	1,078,879	79,509	51,000
% of budget received	92%	32%	100%	40%	4%
Life to Date Expenditures	2,128,469	103,987	549,343	48,488	-
% of budget expended	91%	15%	51%	25%	0%

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 6 / 23

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Report ID: B110

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3100 AD VALOREM TAXES	8,683.26	2,790,609.65	2,822,000.00	31,390.35	99 %
3101 Interest on Ad Valorem Taxes	461.93	3,355.47	2,500.00	-855.47	134 %
3102 Tax and Tag revenue	40,213.63	232,822.08	234,600.00	1,777.92	99 %
3103 Interest on Tax and Tag Revenues	306.96	1,957.42	1,100.00	-857.42	178 %
3230 SALES AND USE TAX	94,408.98	779,001.99	1,050,000.00	270,998.01	74 %
3250 Solid Waste Disposal Tax	0.00	2,894.84	3,400.00	505.16	85 %
3256 ELECTRICITY SALES TAX	60,959.46	170,888.56	206,000.00	35,111.44	83 %
3257 TELECOMMUNICATIONS SALES TAX	8,055.56	20,767.87	39,000.00	18,232.13	53 %
3258 PIPED NATURAL GAS SALES TAX	14,599.83	22,914.61	21,000.00	-1,914.61	109 %
3261 VIDEO PROGRAMMING TAX	8,320.92	24,890.56	36,000.00	11,109.44	69 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	55,500.00	55,500.00	0.00	100 %
3316 POWELL BILL	0.00	107,488.72	107,000.00	-488.72	100 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	16,864.81	17,000.00	135.19	99 %
3325 ABC DISTRIBUTION	0.00	50,000.00	50,000.00	0.00	100 %
3341 Telecommunications Planning Fees	0.00	3,500.00	7,500.00	4,000.00	47 %
3343 REVIEW FEES	150.00	7,526.00	7,500.00	-26.00	100 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	50.00	625.00	200.00	-425.00	313 %
3346 CELL TOWER LEASE REVENUE	-15,612.79	48,830.82	39,555.00	-9,275.82	123 %
3347 Cell tower fees -month to month	1,565.73	1,565.73	1,565.00	-0.73	100 %
3348 REFUSE COLLECTION FEES	17,001.20	205,691.20	203,700.00	-1,991.20	101 %
3600 GREEN FEES	73,273.49	618,134.50	550,000.00	-68,134.50	112 %
3603 Golf Now Booking Fees	375.99	1,023.41	0.00	-1,023.41	** %
3610 MECHANICAL CART RENTALS	39,711.51	329,246.20	293,000.00	-36,246.20	112 %
3620 PULL CART RENTALS	13.00	298.06	300.00	1.94	99 %
3650 DRIVING RANGE	9,876.00	61,145.00	55,000.00	-6,145.00	111 %
3660 GOLF SHOP CONCESSIONS SALES	13,199.05	107,256.71	89,000.00	-18,256.71	121 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	0.00	9,920.35	12,000.00	2,079.65	83 %
3675 Golf Clubhouse Rental Fees	425.00	6,395.00	8,000.00	1,605.00	80 %
3829 Lessor Interest Income	24,656.61	24,656.61	24,657.00	0.39	100 %
3831 INVESTMENT EARNINGS	17,828.74	155,215.11	175,000.00	19,784.89	89 %
3832 Sponsorships	0.00	1,450.00	1,450.00	0.00	100 %
3835 SALES OF FIXED ASSETS	0.00	3,250.00	3,250.00	0.00	100 %
3836 SALES - PRO SHOP GOLF INVENTORY	10,556.06	73,454.55	59,000.00	-14,454.55	124 %
3837 SHELTER RENTALS	50.00	4,750.00	3,000.00	-1,750.00	158 %
3838 Building lease revenue	0.00	11.00	3,611.00	3,600.00	0 %
3839 MISCELLANEOUS REVENUES	-53.80	1,103.97	500.00	-603.97	221 %
3840 Rental Golf Sets	550.00	3,610.00	2,400.00	-1,210.00	150 %
3841 Ball Field Rentals	8,500.00	19,725.00	15,950.00	-3,775.00	124 %
3950 OTHER FINANCING SOURCES: LEASE FINANCING	9,763.95	9,763.95	9,765.00	1.05	100 %
3951 OTHER FINANCING SOURCES: SUBSCRIPTION	58,053.40	58,053.40	58,100.00	46.60	100 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	18,581.58	74,931.29	75,000.00	68.71	100 %
3984 TRANSFER FROM CAPITAL PROJECTS FUND	35,168.46	35,168.46	35,168.46	0.00	100 %
3985 Transfer from Grant Project Fund	0.00	1,431,310.57	1,431,310.00	-0.57	100 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	197,000.00	197,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,347,368.54	1,347,368.54	0 %
Account Group Total:	559,693.71	7,577,566.47	9,355,550.00	1,777,981.53	81 %

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	3,157.27	109,115.97	0.00	109,115.97	160,000.00	50,884.03
2100	DEPARTMENT SUPPLIES	0.00	2,488.80	0.00	2,488.80	2,675.00	186.20
2200	FOOD AND PROVISIONS	0.00	2,316.51	0.00	2,316.51	2,500.00	183.49
2600	OFFICE SUPPLIES	0.00	15.99	0.00	15.99	200.00	184.01
2900	ASSETS NOT CAPITALIZED	0.00	691.47	0.00	691.47	1,500.00	808.53
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	62.50	512.50	0.00	512.50	2,000.00	1,487.50
3200	COMMUNICATIONS	0.00	26.00	0.00	26.00	2,500.00	2,474.00
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	212.50	1,097.50	0.00	1,097.50	1,000.00	-97.50
3800	DATA PROCESSING SERVICES	51.98	585.38	0.00	585.38	800.00	214.62
3805	Subscription Fees	6.21	6.21	0.00	6.21	0.00	-6.21
3950	DUES AND SUBSCRIPTIONS	0.00	1,782.00	0.00	1,782.00	1,800.00	18.00
3955	Permit Fees	0.00	800.00	0.00	800.00	1,000.00	200.00
3980	MISCELLANEOUS EXPENSE	0.00	374.40	0.00	374.40	500.00	125.60
4590	OTHER CONTRACTED SERVICES	500.00	3,750.00	0.00	3,750.00	5,500.00	1,750.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	325.00	325.00
	Account Total:	3,990.46	123,562.73	0.00	123,562.73	183,800.00	60,237.27
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	41,680.38	469,045.75	0.00	469,045.75	487,500.00	18,454.25
1003	LONGEVITY PAY	0.00	9,029.22	0.00	9,029.22	9,000.00	-29.22
1009	FICA EXPENSE	3,161.11	36,185.86	0.00	36,185.86	37,950.00	1,764.14
1010	RETIREMENT EXPENSE	5,003.42	57,357.18	0.00	57,357.18	59,650.00	2,292.82
1011	HEALTH INSURANCE EXPENSE	5,290.71	52,860.53	0.00	52,860.53	55,450.00	2,589.47
1012	FLEX & PR TIME ADMIN FEES	6.00	154.15	0.00	154.15	700.00	545.85
1014	WORKER'S COMPENSATION	0.00	545.47	0.00	545.47	700.00	154.53
1017	401K EXPENSE	2,059.08	23,083.34	0.00	23,083.34	23,950.00	866.66
1019	PROFESSIONAL SERVICES	13,812.50	22,400.00	0.00	22,400.00	22,400.00	0.00
2100	DEPARTMENT SUPPLIES	219.97	3,659.62	0.00	3,659.62	4,500.00	840.38
2200	FOOD AND PROVISIONS	0.00	990.37	0.00	990.37	1,000.00	9.63
2600	OFFICE SUPPLIES	259.23	1,751.64	0.00	1,751.64	2,200.00	448.36
2900	ASSETS NOT CAPITALIZED	572.49	5,076.38	0.00	5,076.38	5,000.00	-76.38
3100	TRAVEL	0.00	4,043.25	0.00	4,043.25	7,550.00	3,506.75
3150	CONFERENCE FEES AND SCHOOLS	550.00	5,129.00	0.00	5,129.00	6,515.00	1,386.00
3200	COMMUNICATIONS	1,043.23	7,681.01	0.00	7,681.01	10,700.00	3,018.99
3400	PRINTING	168.13	168.13	0.00	168.13	500.00	331.87
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3700	MARKETING / ADVERTISING	100.00	100.00	0.00	100.00	100.00	0.00
3800	DATA PROCESSING SERVICES	356.03	16,925.00	0.00	16,925.00	17,695.00	770.00
3805	Subscription Fees	22,173.43	32,173.43	0.00	22,173.43	22,200.00	26.57
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	123.00	0.00	123.00	125.00	2.00
3950	DUES AND SUBSCRIPTIONS	221.88	11,215.49	0.00	11,215.49	11,220.00	4.51
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	200.00	200.00
3980	MISCELLANEOUS EXPENSE	18.14	627.80	0.00	627.80	1,000.00	372.20
4300	EQUIPMENT RENTAL	-1,310.73	1,428.41	0.00	1,428.41	1,900.00	471.59
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	10,328.38	0.00	10,328.38	13,000.00	2,671.62
4500	INSURANCE AND BONDING	0.00	5,997.60	0.00	5,997.60	6,000.00	2.20
4990	OTHER CONTRACTED SERVICES	6,955.65	38,777.59	0.00	38,777.59	46,000.00	7,222.41

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 6 / 23

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5501	Right to Use Asset - Equipment	9,763.95	9,763.95	0.00	9,763.95	9,765.00	1.05
6820	First Bank Credit Card Encumbrance	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Account Total:		112,104.60	816,621.75	0.00	816,621.75	868,770.00	52,148.25

4900 PLANNING DEPARTMENT EXPENDITURES

1000	SALARIES AND WAGES	9,122.00	95,237.60	0.00	95,237.60	111,000.00	15,762.40
1003	LONGEVITY PAY	0.00	695.00	0.00	695.00	750.00	55.00
1009	FICA EXPENSE	701.95	7,384.52	0.00	7,384.52	8,550.00	1,165.48
1010	RETIREMENT EXPENSE	1,108.32	11,577.20	0.00	11,577.20	13,500.00	1,922.80
1011	HEALTH INSURANCE EXPENSE	1,764.20	18,524.10	0.00	18,524.10	21,600.00	3,075.90
1012	FLEX & PR TIME ADMIN FEES	6.00	160.17	0.00	160.17	500.00	339.83
1014	WORKER'S COMPENSATION	0.00	340.92	0.00	340.92	500.00	159.08
1017	401K EXPENSE	456.10	4,930.69	0.00	4,930.69	5,550.00	619.31
2100	DEPARTMENT SUPPLIES	0.00	1,527.18	0.00	1,527.18	3,500.00	1,972.82
2200	FOOD AND PROVISIONS	0.00	144.14	0.00	144.14	750.00	605.86
2500	VEHICLE SUPPLIES	0.00	150.47	0.00	150.47	500.00	349.53
2520	FUELS - GAS & OIL	141.04	541.11	0.00	541.11	500.00	-41.11
2600	OFFICE SUPPLIES	33.66	231.36	0.00	231.36	2,000.00	1,768.64
2900	ASSETS NOT CAPITALIZED	0.00	2,240.93	0.00	2,240.93	4,500.00	2,259.07
3100	TRAVEL	0.00	7.00	0.00	7.00	2,500.00	2,493.00
3150	CONFERENCE FEES AND SCHOOLS	85.00	1,459.00	0.00	1,459.00	3,000.00	1,541.00
3200	COMMUNICATIONS	331.77	2,299.10	0.00	2,299.10	4,100.00	1,800.90
3400	PRINTING	0.00	0.00	0.00	0.00	1,250.00	1,250.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	540.00	9,234.96	0.00	9,234.96	20,000.00	10,765.04
3800	DATA PROCESSING SERVICES	-3,857.88	1,653.43	0.00	1,653.43	1,605.00	-48.43
3805	Subscription Fees	9,832.21	9,832.21	0.00	9,832.21	9,850.00	17.79
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	119.00	0.00	119.00	250.00	131.00
3950	DUES AND SUBSCRIPTIONS	109.96	4,472.15	0.00	4,472.15	4,500.00	27.85
3980	MISCELLANEOUS EXPENSE	0.00	47.00	0.00	47.00	500.00	453.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	700.00	700.00
4500	INSURANCE AND BONDING	0.00	193.29	0.00	193.29	300.00	106.71
4990	OTHER CONTRACTED SERVICES	6,198.00	43,050.00	0.00	43,050.00	70,000.00	26,950.00
4991	Telecommunications Contracted	0.00	2,000.00	0.00	2,000.00	7,500.00	5,500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	0.00	0.00	1,000.00	1,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Account Total:		26,572.33	218,052.53	0.00	218,052.53	303,755.00	85,702.47

5000 BUILDING & GROUNDS EXPENDITURES

2100	DEPARTMENT SUPPLIES	535.88	4,919.74	0.00	4,919.74	8,000.00	3,080.26
2140	SEED and SOD	0.00	800.00	0.00	800.00	800.00	0.00
2141	CHEMICALS	0.00	197.50	0.00	197.50	500.00	302.50
2142	FERTILIZER AND LIME	0.00	497.50	0.00	497.50	600.00	102.50
2144	MULCH & PINE NEEDLES	0.00	2,475.00	0.00	2,475.00	2,500.00	25.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	620.85	0.00	620.85	2,500.00	1,879.15
2900	ASSETS NOT CAPITALIZED	12,572.10	19,740.10	0.00	19,740.10	19,800.00	59.90
3200	COMMUNICATIONS	-7,166.35	-5,651.43	0.00	-5,651.43	-5,500.00	151.43
3300	UTILITIES	941.67	16,627.32	0.00	16,627.32	30,000.00	13,372.68
3350	Water Utilities	27.39	201.88	0.00	201.88	500.00	298.12
3500	REPAIRS AND MAINTENANCE	534.60	5,389.93	0.00	5,389.93	41,700.00	36,310.07
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	225.00	225.00	0.00	225.00	200.00	-25.00
4400	SERVICE & MAINTENANCE CONTRACTS	1,799.67	36,121.43	0.00	36,121.43	40,000.00	3,878.57
4500	INSURANCE AND BONDING	0.00	16,107.76	0.00	16,107.76	22,000.00	5,892.24
4990	OTHER CONTRACTED SERVICES	2,999.80	29,963.95	0.00	29,963.95	42,000.00	12,036.05
5800	CAPITAL OUTLAY - BUILDINGS &	27,976.00	148,227.88	0.00	148,227.88	484,000.00	335,772.12
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		40,445.76	276,464.41	0.00	276,464.41	690,600.00	414,135.59
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	99,637.52	424,373.68	0.00	424,373.68	550,000.00	125,626.32
4911	Sheriff Off Duty - Town events	1,048.00	3,968.00	0.00	3,968.00	6,500.00	2,532.00
4912	Sheriff off-duty for non-profit	0.00	1,068.00	0.00	1,068.00	2,500.00	1,432.00
4920	ANIMAL CONTROL CONTRACT	2,510.00	10,040.00	0.00	10,040.00	14,000.00	3,960.00
Account Total:		103,195.52	439,449.68	0.00	439,449.68	573,000.00	133,550.32
5300 FIRE EXPENSES							
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	6,928.50	0.00	6,928.50	12,000.00	5,071.50
3980	MISCELLANEOUS EXPENSE	0.00	154.44	0.00	154.44	300.00	145.56
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	866,153.92	0.00	866,153.92	866,154.00	0.08
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	9,000.00	9,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		0.00	873,236.86	0.00	873,236.86	889,954.00	16,717.14
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	256.50	1,442.00	0.00	1,442.00	3,500.00	2,058.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	6,999.47	0.00	6,999.47	8,000.00	1,000.53
2500	VEHICLE SUPPLIES	6,274.74	8,272.27	0.00	8,272.27	8,700.00	427.73
2520	FUELS - GAS & OIL	0.00	4,963.45	0.00	4,963.45	6,000.00	1,036.55
2900	ASSETS NOT CAPITALIZED	605.07	3,437.06	0.00	3,437.06	20,000.00	16,562.94
3300	UTILITIES	27,218.90	171,241.01	0.00	171,241.01	172,000.00	758.99
3500	REPAIRS AND MAINTENANCE	0.00	7,703.90	0.00	7,703.90	9,260.00	1,556.10
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3955	Permit Fees	0.00	860.00	0.00	860.00	1,100.00	240.00
3980	MISCELLANEOUS EXPENSE	95.68	95.68	0.00	95.68	100.00	4.32
4300	EQUIPMENT RENTAL	0.00	320.92	0.00	320.92	540.00	219.08
4400	SERVICE & MAINTENANCE CONTRACTS	1,118.75	2,981.25	0.00	2,981.25	5,600.00	2,618.75
4500	INSURANCE AND BONDING	0.00	773.17	0.00	773.17	1,200.00	426.83
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	6,000.00	395.00
4990	OTHER CONTRACTED SERVICES	5,135.00	28,416.15	0.00	28,416.15	63,000.00	34,583.85
5500	CAPITAL OUTLAY EQUIPMENT	0.00	8,432.79	0.00	8,432.79	8,500.00	67.21
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	17,836.70	0.00	17,836.70	17,837.00	0.30
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		40,704.64	269,380.82	0.00	269,380.82	331,837.00	62,456.18

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700	POWELL BILL						
	4990 OTHER CONTRACTED SERVICES	298,134.42	298,134.42	0.00	298,134.42	300,000.00	1,865.58
	Account Total:	298,134.42	298,134.42	0.00	298,134.42	300,000.00	1,865.58
5800	SANITATION EXPENDITURES						
	1000 SALARIES AND WAGES	6,408.01	79,831.40	0.00	79,831.40	80,200.00	368.60
	1003 LONGEVITY PAY	0.00	976.00	0.00	976.00	1,100.00	124.00
	1009 FICA EXPENSE	480.23	6,065.75	0.00	6,065.75	10,000.00	3,934.25
	1010 RETIREMENT EXPENSE	784.65	9,890.97	0.00	9,890.97	15,000.00	5,109.03
	1011 HEALTH INSURANCE EXPENSE	1,764.20	20,255.00	0.00	20,255.00	24,500.00	4,245.00
	1012 FLEX & PR TIME ADMIN FEES	6.00	142.17	0.00	142.17	500.00	357.83
	1014 WORKER'S COMPENSATION	0.00	5,113.78	0.00	5,113.78	6,000.00	886.22
	1017 401K EXPENSE	320.42	3,934.60	0.00	3,934.60	6,000.00	2,065.40
	2100 DEPARTMENT SUPPLIES	1,113.94	113,619.49	0.00	113,619.49	130,500.00	16,880.51
	2200 FOOD AND PROVISIONS	0.00	143.47	0.00	143.47	100.00	-43.47
	2500 VEHICLE SUPPLIES	1,797.61	13,999.92	0.00	13,999.92	17,000.00	3,000.08
	2520 FUELS - GAS & OIL	3,111.11	26,805.39	0.00	26,805.39	35,000.00	8,194.61
	3200 COMMUNICATIONS	132.48	1,090.14	0.00	1,090.14	1,200.00	109.86
	3400 PRINTING	0.00	425.00	0.00	425.00	2,000.00	1,575.00
	3500 REPAIRS AND MAINTENANCE	0.00	11,648.10	0.00	11,648.10	16,800.00	5,151.90
	3700 MARKETING / ADVERTISING	0.00	16,297.98	0.00	16,297.98	16,300.00	2.02
	3900 DRUG TESTING & BACKGROUND CHECKS	0.00	386.00	0.00	386.00	1,000.00	614.00
	3940 LANDFILL FEES/DUMPSTER P/U	1,178.38	51,459.73	0.00	51,459.73	74,500.00	23,040.27
	3945 Recycle Fees	2,542.20	84,727.68	0.00	84,727.68	115,000.00	30,272.32
	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	2,560.98	0.00	2,560.98	2,500.00	-60.98
	4990 OTHER CONTRACTED SERVICES	4,326.30	54,735.41	0.00	54,735.41	66,800.00	12,064.59
	5400 CAPITAL OUTLAY - MOTOR VEHICLES	443,863.00	987,739.30	0.00	987,739.30	890,000.00	2,260.70
	5500 CAPITAL OUTLAY EQUIPMENT	44,845.00	86,826.00	0.00	86,826.00	87,000.00	174.00
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	512,673.53	1,478,674.26	0.00	1,478,674.26	1,599,700.00	121,025.74
6200	RECREATION EXPENDITURES						
	1000 SALARIES AND WAGES	11,327.16	132,875.85	0.00	132,875.85	142,000.00	9,124.15
	1003 LONGEVITY PAY	0.00	3,134.00	0.00	3,134.00	3,100.00	-34.00
	1009 FICA EXPENSE	860.44	10,310.63	0.00	10,310.63	11,500.00	1,189.37
	1010 RETIREMENT EXPENSE	1,388.39	16,652.71	0.00	16,652.71	18,000.00	1,347.29
	1011 HEALTH INSURANCE EXPENSE	2,646.30	29,094.93	0.00	29,094.93	31,000.00	1,905.07
	1012 FLEX & PR TIME ADMIN FEES	12.00	166.17	0.00	166.17	500.00	333.83
	1014 WORKER'S COMPENSATION	0.00	2,045.51	0.00	2,045.51	3,000.00	954.49
	1017 401K EXPENSE	543.58	6,519.44	0.00	6,519.44	7,100.00	580.56
	2100 DEPARTMENT SUPPLIES	864.98	10,190.70	0.00	10,190.70	11,000.00	809.30
	2140 SEED and SOD	0.00	1,240.00	0.00	1,240.00	2,000.00	760.00
	2141 CHEMICALS	0.00	3,637.50	0.00	3,637.50	5,000.00	1,362.50
	2142 FERTILIZER AND LIME	0.00	2,870.50	0.00	2,870.50	3,000.00	129.50
	2143 IRRIGATION SUPPLIES	0.00	372.41	0.00	372.41	500.00	127.59
	2144 MULCH & PINE NEEDLES	1,487.50	4,303.40	0.00	4,303.40	5,000.00	696.60
	2145 TOPSOIL (Sand)	0.00	1,411.41	0.00	1,411.41	1,500.00	88.59
	2200 FOOD AND PROVISIONS	0.00	35.67	0.00	35.67	50.00	14.33
	2400 CONSTRUCTION & REPAIR SUPPLIES	0.00	1,784.95	0.00	1,784.95	3,000.00	1,215.05

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2500	VEHICLE SUPPLIES	0.00	982.14	0.00	982.14	1,000.00	17.86
2520	FUELS - GAS & OIL	865.62	4,384.48	0.00	4,384.48	8,500.00	4,115.52
2550	EQUIPMENT SUPPLIES	100.09	1,854.80	0.00	1,854.80	2,500.00	645.20
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	6,299.64	0.00	6,299.64	6,500.00	200.36
3100	TRAVEL	0.00	1,131.65	0.00	1,131.65	1,000.00	-131.65
3150	CONFERENCE FEES AND SCHOOLS	0.00	445.00	0.00	445.00	1,500.00	1,055.00
3200	COMMUNICATIONS	1,540.76	9,190.98	0.00	9,180.98	13,000.00	3,819.02
3300	UTILITIES	571.35	12,674.50	0.00	12,674.50	15,500.00	2,825.50
3350	Water Utilities	73.28	314.39	0.00	314.39	350.00	35.61
3500	REPAIRS AND MAINTENANCE	0.00	23,157.70	0.00	23,157.70	24,000.00	842.30
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	-1,236.34	-415.19	0.00	-415.19	-400.00	15.19
3805	Subscription Fees	3,715.46	3,715.46	0.00	3,715.46	3,750.00	34.54
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	257.00	0.00	257.00	600.00	343.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	95.48	0.00	95.48	500.00	404.52
3950	DUES AND SUBSCRIPTIONS	-384.20	1,057.80	0.00	1,057.80	1,060.00	2.20
3980	MISCELLANEOUS EXPENSE	0.00	57.45	0.00	57.45	500.00	442.55
3981	Special Events	529.77	12,202.70	0.00	12,202.70	12,000.00	-202.70
4101	Library Services	0.00	119,500.00	0.00	119,500.00	119,500.00	0.00
4102	Recreation Services	7,657.00	18,200.00	0.00	18,200.00	20,000.00	1,800.00
4103	Culture/Historical Services	4,500.00	10,500.00	0.00	10,500.00	10,500.00	0.00
4300	EQUIPMENT RENTAL	-20,502.30	1,282.70	0.00	1,282.70	2,380.00	1,097.30
4400	SERVICE & MAINTENANCE CONTRACTS	108.75	1,761.00	0.00	1,761.00	3,000.00	1,239.00
4500	INSURANCE AND BONDING	0.00	1,159.76	0.00	1,159.76	1,500.00	340.24
4990	OTHER CONTRACTED SERVICES	18.00	9,074.16	0.00	9,074.16	9,300.00	225.84
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	7,556.00	0.00	7,556.00	8,120.00	564.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	12,750.00	0.00	12,750.00	15,000.00	2,250.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		16,687.59	485,825.38	0.00	485,825.38	528,810.00	42,984.62
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	29,178.81	378,857.44	0.00	378,857.44	410,000.00	31,142.56
1003	LONGEVITY PAY	0.00	6,139.00	0.00	6,139.00	6,200.00	61.00
1009	FICA EXPENSE	2,118.68	28,271.44	0.00	28,271.44	32,000.00	3,728.56
1010	RETIREMENT EXPENSE	3,575.59	47,141.42	0.00	47,141.42	48,000.00	858.58
1011	HEALTH INSURANCE EXPENSE	6,174.70	74,110.77	0.00	74,110.77	76,000.00	1,889.23
1012	FLEX & PR TIME ADMIN FEES	12.00	160.17	0.00	160.17	650.00	489.83
1013	RETIREE HEALTH INSURANCE EXPENSE	220.32	2,643.84	0.00	2,643.84	4,800.00	2,156.16
1014	WORKER'S COMPENSATION	0.00	3,750.11	0.00	3,750.11	5,000.00	1,249.89
1015	Unemployment Compensation	0.00	1,012.11	0.00	1,012.11	6,000.00	4,987.89
1017	401K EXPENSE	1,458.88	18,852.74	0.00	18,852.74	20,000.00	1,147.26
2100	DEPARTMENT SUPPLIES	599.75	8,173.80	0.00	8,173.80	11,000.00	2,826.20
2140	SEED and SOD	1,455.00	2,572.96	0.00	2,572.96	8,000.00	5,427.04
2141	CHEMICALS	1,220.00	40,503.92	0.00	40,503.92	45,000.00	4,496.08
2142	FERTILIZER AND LIME	11,187.84	27,232.09	0.00	27,232.09	30,000.00	2,767.91
2143	IRRIGATION SUPPLIES	0.00	3,524.96	0.00	3,524.96	7,000.00	3,475.04
2144	MULCH & PINE NEEDLES	0.00	1,662.50	0.00	1,662.50	6,000.00	4,337.50
2145	TOPSOIL (Sand)	723.13	6,659.66	0.00	6,659.66	16,000.00	9,340.34
2155	TRE AND GREEN SUPPLIES	0.00	3,618.37	0.00	3,618.37	5,000.00	1,381.63
2200	FOOD AND PROVISIONS	44.98	44.98	0.00	44.98	200.00	155.02

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 6 / 23

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	254.99	1,489.72	0.00	1,489.72	2,500.00	1,010.28
2500	VEHICLE SUPPLIES	0.00	222.11	0.00	222.11	700.00	477.89
2520	FUELS - GAS & OIL	1,752.58	19,459.77	0.00	19,459.77	35,000.00	15,540.23
2550	EQUIPMENT SUPPLIES	4,076.40	29,253.86	0.00	29,253.86	32,175.00	2,921.14
2600	OFFICE SUPPLIES	26.24	86.38	0.00	86.38	1,500.00	1,413.62
2900	ASSETS NOT CAPITALIZED	658.00	4,524.46	0.00	4,524.46	8,000.00	3,475.54
3100	TRAVEL	0.00	2,138.66	0.00	2,138.66	3,000.00	861.34
3150	CONFERENCE FEES AND SCHOOLS	0.00	505.00	0.00	505.00	1,550.00	1,045.00
3200	COMMUNICATIONS	996.73	7,549.09	0.00	7,549.09	7,700.00	150.91
3300	UTILITIES	767.88	11,266.79	0.00	11,266.79	18,750.00	7,483.21
3350	Water Utilities	73.28	314.39	0.00	314.39	400.00	85.61
3500	REPAIRS AND MAINTENANCE	0.00	10,697.04	0.00	10,697.04	14,375.00	3,677.96
3800	DATA PROCESSING SERVICES	-2,751.40	-2,189.13	0.00	-2,189.13	-2,000.00	189.13
3805	Subscription Fees	6,954.98	6,954.98	0.00	6,954.98	7,900.00	945.02
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	67.00	0.00	67.00	1,500.00	1,433.00
3940	LANDFILL FEES/DUMPSTER P/D	157.82	2,129.55	0.00	2,129.55	2,450.00	320.45
3950	DUES AND SUBSCRIPTIONS	-692.16	3,925.70	0.00	3,925.70	3,930.00	4.30
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4300	EQUIPMENT RENTAL	-52,539.30	6,413.88	0.00	6,413.88	6,450.00	36.12
4400	SERVICE & MAINTENANCE CONTRACTS	3,015.60	6,541.95	0.00	6,541.95	6,550.00	8.05
4500	INSURANCE AND BONDING	0.00	6,572.67	0.00	6,572.67	7,450.00	877.33
4990	OTHER CONTRACTED SERVICES	0.00	5,762.00	0.00	5,762.00	7,000.00	1,238.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	89,007.03	0.00	89,007.03	441,859.00	352,851.97
5700	CAPITAL OUTLAY - LAND IMPR -	28,821.30	64,495.00	0.00	64,495.00	67,000.00	2,505.00
5800	CAPITAL OUTLAY - BUILDINGS &	157,909.20	232,710.50	0.00	232,710.50	284,200.00	51,489.50
6820	First Bank Credit Card Encumbrance	0.00	0.00	0.00	0.00	2,000.00	2,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		207,451.82	1,164,830.68	0.00	1,164,830.68	1,698,989.00	534,158.32
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	28,586.64	294,805.83	0.00	294,805.83	321,000.00	26,194.17
1003	LONGEVITY PAY	0.00	3,615.00	0.00	3,615.00	3,700.00	85.00
1009	FICA EXPENSE	2,191.95	22,989.35	0.00	22,989.35	24,500.00	1,510.65
1010	RETIREMENT EXPENSE	2,209.33	24,878.09	0.00	24,878.09	25,000.00	121.91
1011	HEALTH INSURANCE EXPENSE	3,526.51	42,318.12	0.00	42,318.12	43,000.00	681.88
1012	FLEX & PR TIME ADMIN FEES	0.00	0.00	0.00	0.00	1,800.00	1,800.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	6,302.70	0.00	6,302.70	6,800.00	497.30
1014	WORKER'S COMPENSATION	0.00	1,090.94	0.00	1,090.94	1,500.00	409.06
1017	401K EXPENSE	780.70	9,680.58	0.00	9,680.58	9,800.00	119.42
2100	DEPARTMENT SUPPLIES	1,431.84	9,668.27	0.00	9,668.27	10,500.00	831.73
2101	Grill Supplies	0.00	3,556.36	0.00	3,556.36	7,500.00	3,943.64
2156	RANGE SUPPLIES	700.41	5,893.72	0.00	5,893.72	7,000.00	1,106.28
2200	FOOD AND PROVISIONS	79.06	224.05	0.00	224.05	400.00	175.95
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	77.50	0.00	77.50	1,000.00	922.50
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	93.39	237.15	0.00	237.15	1,000.00	762.85
2700	GOLF INVENTORY FOR RESALE	4,139.42	40,810.90	0.00	40,810.90	55,000.00	14,189.10
2705	Golf Special Orders - Purchases	2,287.53	8,855.48	0.00	8,855.48	10,000.00	1,144.52
2710	CONCESSION INVENTORY RESALE	5,711.68	34,788.89	0.00	34,788.89	39,000.00	4,211.11
2715	Food purchased not in inventory	778.59	14,463.33	0.00	14,463.33	17,500.00	3,036.67

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	839.94	2,287.98	0.00	2,287.98	2,500.00	212.02
3100	TRAVEL	0.00	20.18	0.00	20.18	500.00	479.82
3150	CONFERENCE FEES AND SCHOOLS	62.50	247.50	0.00	247.50	1,000.00	752.50
3200	COMMUNICATIONS	-3,194.18	5,202.10	0.00	5,202.10	6,700.00	1,497.90
3300	UTILITIES	1,246.99	14,151.86	0.00	14,151.86	18,000.00	3,848.14
3350	Water Utilities	73.28	314.41	0.00	314.41	350.00	35.59
3400	PRINTING	0.00	128.00	0.00	128.00	400.00	272.00
3500	REPAIRS AND MAINTENANCE	155.00	4,183.39	0.00	4,183.39	5,000.00	816.61
3700	MARKETING / ADVERTISING	1,560.40	2,224.80	0.00	2,224.80	4,000.00	1,775.20
3800	DATA PROCESSING SERVICES	-1,885.07	6,037.37	0.00	6,037.37	6,995.00	957.63
3805	Subscription Fees	15,371.11	15,371.11	0.00	15,371.11	15,400.00	28.89
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	540.00	0.00	540.00	2,000.00	1,460.00
3940	LANDFILL FEES/DUMPSTER P/U	197.42	2,565.53	0.00	2,565.53	3,200.00	634.47
3950	DUES AND SUBSCRIPTIONS	-653.54	820.46	0.00	820.46	825.00	4.54
3955	Permit Fees	0.00	220.00	0.00	220.00	200.00	-20.00
3960	BANK AND MERCHANT FEES	3,195.29	23,934.87	0.00	23,934.87	25,000.00	1,065.13
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	-1,895.28	-1.23	0.00	-1.23	600.00	601.23
4310	GOLF CART RENTALS	-63,927.36	3,339.34	0.00	3,339.34	5,200.00	1,860.66
4311	SALES AND USE TAX PAID	2,517.58	20,576.01	0.00	20,576.01	20,580.00	3.99
4400	SERVICE & MAINTENANCE CONTRACTS	708.00	14,098.24	0.00	14,098.24	16,620.00	2,521.76
4500	INSURANCE AND BONDING	0.00	8,712.56	0.00	8,712.56	8,800.00	87.44
4990	OTHER CONTRACTED SERVICES	443.40	60,868.66	0.00	60,868.66	65,500.00	4,631.34
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	59,080.00	0.00	59,080.00	60,000.00	920.00
	Account Total:	7,332.53	769,179.40	0.00	769,179.40	856,620.00	87,440.60
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	15,584.78	157,542.77	0.00	157,542.77	157,665.00	122.23
7101	LEASE PRINCIPAL	156,489.26	156,489.26	0.00	156,489.26	156,600.00	110.74
7102	Subscription Principal	20,319.50	20,319.50	0.00	20,319.50	20,350.00	30.50
7200	DEBT INTEREST PAYMENTS	297.60	11,784.12	0.00	11,784.12	13,000.00	1,215.88
7201	LEASE INTEREST	3,173.62	3,173.62	0.00	3,173.62	3,200.00	26.38
7202	Subscription Interest	914.67	914.67	0.00	914.67	915.00	0.33
	Account Total:	196,779.43	350,223.94	0.00	350,223.94	351,730.00	1,506.06
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	987.72	176,838.63	0.00	176,838.63	177,985.00	1,146.37
	Account Total:	987.72	176,838.63	0.00	176,838.63	177,985.00	1,146.37
	Account Group Total:	1,567,060.35	7,740,475.49	0.00	7,740,475.49	9,355,550.00	1,615,074.51
	Fund Total:	1,567,060.35	7,740,475.49	0.00	7,740,475.49	9,355,550.00	1,615,074.51

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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	1.65	66.89	40.00	-26.89	167 %
3981 TRANSFER FROM GENERAL FUND	987.72	124,853.63	126,000.00	1,146.37	99 %
Account Group Total:	989.37	124,920.52	126,040.00	1,119.48	99 %
Fund Total:	989.37	124,920.52	126,040.00	1,119.48	99 %

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11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
D							
9600 OTHER FINANCING USES							
	9600 TRANSFERS TO OTHER FUNDS	18,581.58	74,931.29	0.00	74,931.29	126,040.00	51,108.71
	Account Total:	18,581.58	74,931.29	0.00	74,931.29	126,040.00	51,108.71
	Account Group Total:	18,581.58	74,931.29	0.00	74,931.29	126,040.00	51,108.71
	Fund Total:	18,581.58	74,931.29	0.00	74,931.29	126,040.00	51,108.71

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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	110.26	4,368.12	3,400.00	-968.12	128 %
3710 UTILITY CHARGE - WATER	74,158.65	929,454.54	958,000.00	28,545.46	97 %
3720 UTILITY CHARGE - SEWER	113,784.83	2,470,933.71	2,600,000.00	129,066.29	95 %
3741 Meter Fee	0.00	3,700.00	500.00	-3,200.00	740 %
3742 System Development Fees to be transferred	400.00	18,500.00	18,500.00	0.00	100 %
3743 System Admin / Installation fee	100.00	1,150.00	100.00	-1,050.00	*** %
3745 Connection Fees - Water and Sewer	1,050.00	9,451.50	10,000.00	548.50	95 %
3750 NONPAYMENT / RECONNECTION FEES	1,182.70	23,017.10	20,000.00	-17.10	100 %
3755 Return Check Fees	50.00	525.00	200.00	-325.00	263 %
3760 LATE FEES	1,641.90	20,951.90	20,000.00	-951.90	105 %
3765 CREDIT CARD ADMINISTRATION FEES	71.52	794.92	600.00	-194.92	132 %
3831 INVESTMENT EARNINGS	31,594.07	292,692.74	238,000.00	-54,692.74	123 %
3839 MISCELLANEOUS REVENUES	0.00	49.93	200.00	150.07	25 %
3950 OTHER FINANCING SOURCES: LEASE FINANCING	9,763.95	9,763.95	9,765.00	1.05	100 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	118,375.56	118,500.00	124.44	100 %
3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE	0.00	0.00	0.00	0.00	** %
3992 NET POSITION APPROPRIATED	0.00	0.00	2,647,585.00	2,647,585.00	0 %
Account Group Total:	233,907.88	3,900,728.97	6,645,350.00	2,744,621.03	59 %
Fund Total:	233,907.88	3,900,728.97	6,645,350.00	2,744,621.03	59 %

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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	57,719.53	712,602.36	0.00	712,602.36	800,000.00	87,397.64
1003	LONGEVITY PAY	0.00	13,633.00	0.00	13,633.00	15,500.00	1,867.00
1009	FICA EXPENSE	4,356.81	55,388.13	0.00	55,388.13	63,000.00	7,611.87
1010	RETIREMENT EXPENSE	7,012.89	88,237.35	0.00	88,237.35	100,000.00	11,762.65
1011	HEALTH INSURANCE EXPENSE	10,585.20	120,139.05	0.00	120,139.05	144,000.00	23,860.95
1012	FLEX & PR TIME ADMIN FEES	12.00	294.17	0.00	294.17	1,600.00	1,305.83
1013	RETIREE HEALTH INSURANCE EXPENSE	1,366.99	16,345.32	0.00	16,345.32	21,600.00	5,254.68
1014	WORKER'S COMPENSATION	0.00	7,500.23	0.00	7,500.23	9,000.00	1,499.77
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	2,869.33	34,520.93	0.00	34,520.93	40,000.00	5,479.07
1019	PROFESSIONAL SERVICES	8,912.50	17,500.00	0.00	17,500.00	17,500.00	0.00
2100	DEPARTMENT SUPPLIES	1,903.68	29,252.57	0.00	29,252.57	30,000.00	747.43
2105	WATER METERS	0.00	29,985.00	0.00	29,985.00	30,000.00	15.00
2200	FOOD AND PROVISIONS	159.94	1,175.56	0.00	1,175.56	1,000.00	-175.56
2400	CONSTRUCTION & REPAIR SUPPLIES	398.62	37,735.46	0.00	37,735.46	45,000.00	7,264.54
2500	VEHICLE SUPPLIES	1,162.19	5,361.92	0.00	5,361.92	7,500.00	2,138.08
2520	FUELS - GAS & OIL	3,491.26	27,688.21	0.00	27,688.21	65,000.00	37,311.79
2550	EQUIPMENT SUPPLIES	0.00	8,950.49	0.00	8,950.49	13,500.00	4,549.51
2600	OFFICE SUPPLIES	132.56	930.36	0.00	930.36	2,000.00	1,069.64
2750	PURCHASE OF WATER	47,431.36	305,403.88	0.00	305,403.88	373,700.00	68,296.12
2755	Water Transmission Fees	3,503.08	31,531.94	0.00	31,531.94	31,580.00	48.06
2900	ASSETS NOT CAPITALIZED	0.00	17,042.57	0.00	17,042.67	29,800.00	12,757.33
3100	TRAVEL	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3150	CONFERENCE FEES AND SCHOOLS	120.00	4,304.45	0.00	4,304.45	7,500.00	3,195.55
3200	COMMUNICATIONS	3,102.16	25,405.59	0.00	25,405.59	35,000.00	9,594.41
3300	UTILITIES	1,295.29	15,169.33	0.00	15,169.33	16,000.00	830.67
3350	Water Utilities	9.16	153.20	0.00	153.20	500.00	346.80
3400	PRINTING	546.27	4,601.20	0.00	4,601.20	7,000.00	2,398.80
3500	REPAIRS AND MAINTENANCE	10,785.00	35,929.39	0.00	35,929.39	60,000.00	24,070.61
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	-9,405.00	6,689.58	0.00	6,689.58	22,750.00	16,060.42
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	488.00	0.00	488.00	1,300.00	812.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	103.00	0.00	103.00	4,000.00	3,897.00
3950	DUES AND SUBSCRIPTIONS	-577.00	4,512.29	0.00	4,512.29	6,000.00	1,487.71
3955	Permit Fees	0.00	3,235.00	0.00	3,235.00	5,000.00	1,765.00
3960	BANK AND MERCHANT FEES	1,291.70	15,655.88	0.00	15,655.88	20,000.00	4,344.12
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	1,500.00	1,500.00
4300	EQUIPMENT RENTAL	858.63	4,446.82	0.00	4,446.82	7,400.00	2,953.18
4400	SERVICE & MAINTENANCE CONTRACTS	5,459.47	48,257.12	0.00	48,257.12	52,625.00	4,367.88
4401	NC811 Fees	105.85	1,466.00	0.00	1,466.00	3,000.00	1,534.00
4500	INSURANCE AND BONDING	0.00	24,913.08	0.00	24,913.08	25,095.00	181.92
4950	LAB TESTING	251.90	5,498.39	0.00	5,498.39	9,000.00	3,501.61
4960	SEWER TREATMENT	49,665.31	560,657.45	0.00	560,657.45	791,500.00	230,842.55
4990	OTHER CONTRACTED SERVICES	305,701.87	462,830.22	0.00	462,830.22	674,380.00	211,549.78
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	3,820.00	0.00	3,820.00	22,000.00	18,180.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	-1,308.88	59,063.00	0.00	59,063.00	60,000.00	937.00
5500	CAPITAL OUTLAY EQUIPMENT	1,308.88	138,997.77	0.00	138,997.77	158,500.00	19,502.23
5501	Right to Use Asset - Equipment	9,763.95	9,763.95	0.00	9,763.95	9,765.00	1.05
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	11,000.00	64,033.77	0.00	64,033.77	400,000.00	335,966.23

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30 WATER AND SEWER

Account	Object	Expended	Expended	Encumbered	Committed	Current	Available
		Current Month	YTD	YTD	YTD	Appropriation	Appropriation
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	1,263,220.10	0.00	1,263,220.10	1,550,000.00	286,779.90
6800	OPERATING PAYMENTS TO REGIONAL	0.00	45,332.18	0.00	45,332.18	48,000.00	2,667.82
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	118,375.56	0.00	118,375.56	119,000.00	624.44
6810	Payments for Odor Control Project	3,371.62	22,037.01	0.00	22,037.01	23,000.00	962.99
6820	First Bank Credit Card Encumbrance	0.00	0.00	0.00	0.00	1,000.00	1,000.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	50,003.32	0.00	50,003.32	50,005.00	1.68
7101	LEASE PRINCIPAL	1,822.17	1,822.17	0.00	1,822.17	1,825.00	2.83
7200	DEBT INTEREST PAYMENTS	0.00	6,201.66	0.00	6,201.66	6,265.00	63.34
7201	LEASE INTEREST	67.83	67.83	0.00	67.83	75.00	7.17
7202	Subscription Interest	482.67	482.67	0.00	482.67	485.00	2.33
9600	TRANSFERS TO OTHER FUNDS	0.00	462,616.00	0.00	462,616.00	600,600.00	137,984.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		546,736.79	5,031,371.58	0.00	5,031,371.58	6,645,350.00	1,613,978.42
Account Group Total:		546,736.79	5,031,371.58	0.00	5,031,371.58	6,645,350.00	1,613,978.42
Fund Total:		546,736.79	5,031,371.58	0.00	5,031,371.58	6,645,350.00	1,613,978.42

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	1,952.08	18,953.65	100.00	-18,853.65	*** %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	32,100.00	32,100.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	86,300.00	86,300.00	0 %
Account Group Total:	1,952.08	51,053.65	118,500.00	67,446.35	43 %
Fund Total:	1,952.08	51,053.65	118,500.00	67,446.35	43 %

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	118,375.56	0.00	118,375.56	118,500.00	124.44
	Account Total:	0.00	118,375.56	0.00	118,375.56	118,500.00	124.44
	Account Group Total:	0.00	118,375.56	0.00	118,375.56	118,500.00	124.44
	Fund Total:	0.00	118,375.56	0.00	118,375.56	118,500.00	124.44

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
3000						
3742 System Development Fees to be transferred	0.00	0.00	18,500.00	18,500.00	0 %	
3831 INVESTMENT EARNINGS	30.70	1,247.84	10.00	-1,237.84	*** %	
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	430,516.00	550,000.00	119,484.00	78 %	
3992 NET POSITION APPROPRIATED	0.00	0.00	0.00	0.00	** %	
Account Group Total:	30.70	431,763.84	568,510.00	136,746.16	76 %	
Fund Total:	30.70	431,763.84	568,510.00	136,746.16	76 %	
Grand Total:	796,573.74	12,086,035.45	16,813,950.00	4,727,914.55	72 %	

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	568,510.00	568,510.00
	Account Total:	0.00	0.00	0.00	0.00	568,510.00	568,510.00
	Account Group Total:	0.00	0.00	0.00	0.00	568,510.00	568,510.00
	Fund Total:	0.00	0.00	0.00	0.00	568,510.00	568,510.00
	Grand Total:	2,132,379.72	12,965,153.92	0.00	12,965,153.92	16,813,950.00	3,948,796.08

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 June 2023

AGENDA ITEM #: II-K

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Attached is the report for golf operations for June 2023.

Total revenues for the month of June 2023 were \$147,980 and operating expenditures were \$28,054. There were Capital Outlay expenditures in June for Golf Maintenance totaling \$186,731 Construction work on the golf course bathroom is underway and cart path paving was completed. Thus there was a net loss of \$66,805 for the month. In June 2022, there was a profit of \$2,891.

For the month of June 2023 there were 3,808 rounds played compared to 3,440 rounds played in June 2022.

June 2023 had 6 bad weather days and no closed days.

June 2023 overall was a good month for golf even with the 6 bad weather days. There were more rounds played in June 2023, which resulted in more revenue earned compared to June 2022.

ATTACHMENTS: Golf report for June 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

FYE 6/30/23

	<u>June 2023</u>	<u>June 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/23</u>	<u>YTD FYE 6/30/22</u>	<u>Variance</u>	<u>% Variance</u>
Golf Course Operating Revenues	147,980	134,865	13,115	9.72%	1,210,484	1,144,243	66,241	5.79%
Golf Course Maintenance Expenditures (before capital outlay)	a 20,721	80,743	(60,022)	-74.34%	778,618	792,191	(13,573)	-1.71%
Golf Course Golf Shop Expenditures (before capital outlay)	a 7,333	51,231	(43,898)	-85.69%	710,099	686,833	43,266	6.49%
Net exp < or > rev before Capital Outlay	119,926	2,891	117,035	4048.3%	(278,233)	(314,781)	36,548	
Capital Outlay	b 186,731	-	186,731		445,293	98,615	(356,678)	
Net expenditures < or > revenues	<u>(66,805)</u>	<u>2,891</u>	<u>(69,696)</u>	2410.79%	<u>(723,526)</u>	<u>(403,396)</u>	<u>(320,130)</u>	-79.36%
Golf Rounds Played (not including complimentary play)	3,808	3,440			23,532	30,210		
Bad Weather Days (1)	6	2			65	82		
Days closed for aerification, covered greens	0	0			9	5		
Golf course employees paid during the month:								
Full-time positions	11	11						
Part-time hours	961	850						

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

Variances:

- a. Journal entries for lease payments
- b. Water line repair for golf course bathrooms, construction on golf course bathrooms
Cart path paving

Revenues
FYE 6/30/23

	<u>June 2023</u>	<u>June 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/23</u>	<u>YTD FYE 6/30/22</u>	<u>Variance</u>	<u>% Variance</u>
Greens	73,273	70,131	3,142	4.48%	618,135	582,985	35,150	6.03%
Golf Now Booking Fees	376	-	376	100.00%	1,023		1,023	100.00%
Cart Rentals	39,712	36,107	3,605	10.0%	329,246	314,995	14,251	4.52%
Pull Carts	13	30	(17)	-56.67%	298	264	34	12.90%
Driving Range	9,876	8,252	1,624	19.68%	61,145	64,068	(2,923)	-4.56%
Sales - Golf Shop Inventory	10,556	6,778	3,778	55.74%	83,375	73,516	9,859	13.41%
Sales - Golf Shop Concessions	13,199	12,872	327	2.54%	107,257	102,595	4,662	4.54%
Golf Clubhouse Rental Fees and golf clubs	<u>975</u>	<u>695</u>	<u>280</u>	40.29%	<u>10,005</u>	<u>5,820</u>	<u>4,185</u>	71.91%
	<u><u>147,980</u></u>	<u><u>134,865</u></u>	<u><u>13,115</u></u>	9.72%	<u><u>1,210,484</u></u>	<u><u>1,144,243</u></u>	<u><u>66,241</u></u>	5.79%

Variations:

**Jamestown Park Golf Course Operations
Golf Maintenance Expenditures
FYE 6/30/23**

	<u>June 2023</u>	<u>June 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/23</u>	<u>YTD FYE 6/30/22</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	42,739	40,650	2,089	5.14%	560,939	480,291	80,648	16.78%
Supplies & Materials	21,999	34,359	(12,360)	-35.97%	149,030	117,396	31,634	26.95%
Contractual Services	a (49,524)	1,587	(51,110)	-3221.08%	25,291	72,472	(47,181)	-65.10%
Other Operating Expenditures (utilities, communications, etc)	<u>5,507</u>	<u>4,147</u>	<u>1,360</u>	32.80%	<u>43,359</u>	<u>41,290</u>	<u>2,069</u>	5.01%
Total Exp before Capital Outlay	<u>20,721</u>	<u>80,743</u>	<u>(60,022)</u>	-74.34%	<u>778,618</u>	<u>711,448</u>	<u>67,170</u>	9.44%
Capital Outlay	b <u>186,731</u>	<u>-</u>	<u>186,731</u>		<u>386,213</u>	<u>65,762</u>	<u>320,450</u>	487.28%
	<u><u>207,451</u></u>	<u><u>80,743</u></u>	<u><u>126,709</u></u>	156.93%	<u><u>1,164,831</u></u>	<u><u>777,211</u></u>	<u><u>387,620</u></u>	49.87%

Variations:

- a. Journal entries for lease payments.
- b. Water line repair for golf course bathrooms, construction on golf course bathrooms
Cart path paving

Jamestown Park Golf Course Operations
Golf Shop Expenditures
FYE 6/30/23

	<u>June 2023</u>	<u>June 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/23</u>	<u>YTD FYE 6/30/22</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	37,295	31,114	6,181	19.87%	405,681	374,291	31,389	8.39%
Supplies & Materials	16,062	13,202	2,859	21.66%	120,864	122,628	(1,764)	-1.44%
Contractual Services	a (62,154)	2,076	(64,229)	-3094.45%	107,594	108,819	(1,225)	-1.13%
Other Operating Expenditures (utilities, communications, etc)	<u>16,129</u>	<u>4,839</u>	<u>11,290</u>	<u>233.29%</u>	<u>75,962</u>	<u>61,095</u>	<u>14,866</u>	<u>24.33%</u>
Total Exp before Capital Outlay	<u>7,333</u>	<u>51,231</u>	<u>(43,899)</u>	<u>-85.69%</u>	<u>710,099</u>	<u>666,833</u>	<u>43,266</u>	<u>6.49%</u>
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>		<u>59,080</u>	<u>22,853</u>	<u>36,227</u>	
	<u><u>7,333</u></u>	<u><u>51,231</u></u>	<u><u>(43,899)</u></u>	<u>-85.69%</u>	<u><u>769,179</u></u>	<u><u>689,686</u></u>	<u><u>79,493</u></u>	<u>11.53%</u>

Variances:

- a Journal entries for lease payments

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 #2

AGENDA ITEM #: II-L

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This amendment will add the funding approved by Guilford County for the Jamestown Public Library in the amount of \$55,500. This amount is a pass-thru to the library through the Town of Jamestown.

This amendment will add budget \$ to pay for property tax that will be charged on leased equipment.

ATTACHMENTS: Budget Amendment #2

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #2

BUDGETARY IMPACT: \$55,500 increase in revenues; \$4,600 increase in expenditures and appropriated fund balance

SUGGESTED MOTION: Approve Budget Amendment #2

FOLLOW UP ACTION NEEDED:

**FYE 6/30/24
BUDGET AMENDMENT #2**

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a.	Grant from Guilford County - Library Library Services	10-3991 10-6200-4101	55,500.00 55,500.00
Grant approved in Guilford Co budget			
<hr/>			
b.	Property tax on Leased Equipment Property tax on Leased Equipment Fund Balance Appropriated	10-6200-4301 10-6300-4301 10-3991	1,800.00 2,800.00 4,600.00
To add budget for property tax - leased equipment			

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 David "Dave" Lee Ingram on his Retirement

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

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

SUMMARY:

David "Dave" Lee Ingram has decided to retire. He has worked for the Town of Jamestown for over 35 years. He has been an integral part of the Jamestown Park & Golf Course Maintenance Department, and the citizens of Jamestown have greatly benefited from his dedication to the Town. We wish him well on all his future endeavors!

ATTACHMENTS: Resolution honoring David "Dave" Lee Ingram, Groundskeeper III, on his Retirement

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION HONORING DAVID "DAVE" LEE INGRAM, GROUNDSKEEPER III, ON HIS RETIREMENT

WHEREAS, on the occasion of his retirement, it is fitting and proper to recognize Dave Ingram for his dedication to the Town of Jamestown with his more than 35 years of service; and

WHEREAS, Dave joined the Town of Jamestown as a Groundskeeper I and was promoted across the duration of his career; and

WHEREAS, he has been a dependable employee and an integral part of the Jamestown Park and Golf Course Maintenance Department for decades; and

WHEREAS, Dave has always been willing to complete various tasks given to him without complaint; and

WHEREAS, his loyalty to the Town of Jamestown and to the Jamestown Park & Golf Course is unrivaled; and

WHEREAS, the citizens of Jamestown have benefited from his dedication to improving and creating areas in which they can participate in recreational activities with their family and friends; and

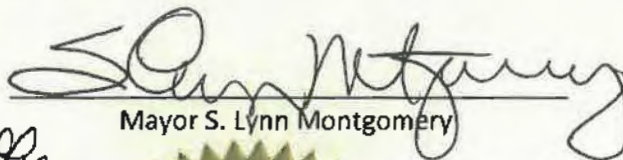
WHEREAS, Dave cares deeply about his family and has a sense of humor that has brought a levity to even the hottest days out on the course; and

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

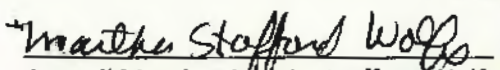
NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council, do hereby express our deep appreciation to Dave Ingram for his distinguished years of service and do extend our best wishes in the next chapter of his life.

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 Dave Ingram.

Adopted this 18th day of July, 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: Public Hearing for amendments to Solid Waste Ordinance

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

The Public Services Department will present proposed changes to the Ordinance for Solid Waste Collection for the Town of Jamestown. The changes are necessary due to operational changes at the solid waste and composting facilities where the Town of Jamestown takes the material we collect.

Staff requests the Council discuss the changes to our solid waste program and approve and/or amend the updated Ordinance for Solid Waste Collection for the Town of Jamestown.

ATTACHMENTS: The updated Ordinance for Solid Waste Collection for the Town of Jamestown

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council discuss and approve the updated Solid Waste Ordinance.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve, amend, or deny the updated Ordinance for Solid Waste Collection for the Town of Jamestown. Council Member makes a second to the motion. Roll call vote.

FOLLOW UP ACTION NEEDED: The updated Solid Waste Ordinance will be signed and uploaded to the Town website.

Ordinance for Solid Waste Collection for the Town of Jamestown PROPOSED JULY 18, 2023

WHEREAS, the Town of Jamestown, North Carolina pursuant to the authority conferred by the North Carolina General Statute §160A-303.1, wishes to regulate the placing of trash, refuse, and garbage within its municipal limits;

NOW, THEREFORE, IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN, NORTH CAROLINA:

Purpose: The purpose of this article is determined and declared to be a health, sanitary, and safety measure necessary for the promotion, protection, and preservation of the health, safety, and general welfare of the people of the Town of Jamestown. Whenever this article conflicts with any other portion of the Town Code, Laws, or Ordinances, this article will prevail with respect to any matters relating to recycling, garbage, trash, and waste collection services. Furthermore, the following definitions, terms, phrases, words and their derivatives shall have the meaning given herein and shall apply in the interpretation and the enforcement of this chapter:

Article I. - Definitions.

- (1) *Ashes* means refuse from the burning of wood, coal, paper, and/or other combustible material which has been wetted and cooled to the touch prior to collection.
- (2) *Building materials*, includes but is not limited to, any material such as lumber, brick, stone, plumbing materials (i.e., sinks, tubs, toilets), concrete, floor coverings (i.e., linoleum, carpet), plaster, drywall, gutters, roofing, or other substances accumulated as a result of repairs, renovations or additions to existing buildings, construction of new buildings, or demolition of existing structures.
- (3) *Bulky materials* means material which cannot fit within a Town-approved collection container.
- (4) *Business* means a corporation, industry, company, retail, landlord, and/or other entity engaged in a for-profit endeavor.
- (5) *Commercial tree service*, a contractor hired to trim or cut trees from private property.
- (6) *Contractor*, includes but is not limited to, the individual, firm, partnership, corporation, association, third party or joint venture that is designated as the "contractor" in the agreement.
- (7) *Construction*, or demolition when used in connection with "waste" or "debris", waste resulting solely from construction, remodeling, repair, or demolition operations on pavement, buildings, or other structures, but does not include inert debris, land-clearing debris, or yard debris.
- (8) *Collection* means the act of removing solid waste from a point of generation to an approved disposal site. Collection shall be at the curb for garbage, yard waste, recyclables, and bulky items.
- (9) *Container* means a Town-approved container used for collection of materials. All solid waste and recycling containers ~~containers~~ shall remain the property of the Town and will remain at the property location when occupancy changes. If a container is removed from the property, it shall be the responsibility of the property owner to purchase another container from the Town. Yard waste containers are optional and are available for purchase by the resident. All containers shall be maintained in good condition and shall be in serviceable condition at all times.
- (10) *Garbage* means all putrescible waste that is solid waste capable of being decomposed by microorganisms with sufficient rapidity to cause nuisances from odors and gasses, such as kitchen wastes, offal and carcasses, including animal offal and carcasses and recognizable industrial

byproducts, but excluding sewage and human waste. Offal, carcasses, and pet feces shall be securely bagged for collection.

(11) *Hazardous waste* means a solid waste, or combinations of solid wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may:

- (a) Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
- (b) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

(12) *Lead acid battery* means any battery containing lead, acid, or both.

(13) *Litter* includes, but is not limited to, waste, refuse, waste materials or any other discarded, used or unconsumed substance which is not handled as specified herein.

(14) *Loose leaves* means tree/plant foliage that has fallen from tree/plants and has been placed along the street in rows or pile, not in bags for collection.

(15) *Medical waste* means any solid waste which is generated in the diagnosis, treatment, or immunization of human beings or animals, in research or pertaining thereto, or in the production or testing of biologicals, but does not include any hazardous waste identified or listed pursuant to this article, radioactive waste, household waste as defined in 40 Code of Federal Regulations, section 261.4(b)(1) in effect July 1, 1989, or those substances excluded from the definition of solid waste in this section.

(16) *Oil* means any oil new or used which has been refined from crude oil or synthetic oil and, as a result of use, storage, or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties, but which may be suitable for further use and is economically recyclable.

(17) *Recyclable material* means those materials which are capable of being recycled, can be marketed at a value greater than the costs associated with processing and shipping that material to a buyer, and which would otherwise be processed or disposed of as solid waste. Examples of recyclable materials are as follows: newspaper and accompanying inserts, magazines, corrugated cardboard, mixed and office paper (excluding sanitary products), telephone books, plastic bottles (#1 PETE), plastic containers (#2 HDPE), ~~polyvinyl plastic (#3 V), low density plastic (#4 LDPE), polypropylene plastics (#5 PP),~~ steel cans, aluminum cans, glass containers, ~~and yard waste (leaves, brush, grass clippings)~~ and other material determined to be recyclable by the Public Services Director.

(18) *Refuse* means all non-putrescible waste.

(19) *Resident* means owner or occupant of a dwelling.

(20) *Sharps* means and includes needles and syringes with attached needles.

(21) *Sharps container* means a container manufactured and approved for the disposal of sharps. The container must be rigid, leak-proof when in the upright position, puncture-resistant, and shall be labeled with a water resistant universal biohazard symbol.

(22) *Solid waste* means hazardous or nonhazardous garbage, refuse or sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility, domestic sewage and sludges

generated by the treatment thereof in sanitary sewage collection, treatment, and disposal systems; and other material that is either discarded or is being accumulated, stored or treated prior to being discarded, or has served its original intended use and is generally discarded, including solid, liquid, semisolid, or contained gaseous material resulting from industrial, institutional, commercial, and agricultural operations, and from community activities. The term does not include:

- (a) Fecal waste from fowls and animals other than humans.
- (b) Solid or dissolved material in:
 - Domestic sewage and sludges generated by treatment thereof in sanitary sewage collection, treatment, and disposal systems which are designed to discharge effluents to surface waters:
 - Irrigation return flows; and
 - Wastewater discharges and the sludges incidental to and generated by treatment which are point sources subject to permits and granted under section 402 of the Water Pollution Control Act, as amended (P.L. 92-500), and permits granted under G.S. 143-215.1 by the Environmental Management Commission. However, any sludges that meet the criteria for hazardous waste under RCRA shall also be a solid waste for the purposes of this article.
- (c) Oils and other liquid hydrocarbons controlled under article 21A of chapter 143 of the General Statutes. However, any oils or other liquid hydrocarbons that meet the criteria for hazardous waste under RCRA shall also be a solid waste for the purposes of this article.
- (d) Any source, special nuclear or byproduct material as defined the Atomic Energy Act of 1954, as amended (42 U.S.C. Par. 2011).
- (e) Mining rules covered by the North Carolina Mining Act, G.S. 74-46 through 74-68 and regulated by the North Carolina Mining Commission (as defined under G.S. 143B-290). However, any specific mining waste that meets the criteria for hazardous waste under RCRA shall also be a solid waste for the purposes of this article.

(23) *Town* means the Town of Jamestown.

(24) *White goods* include inoperative and discarded refrigerators, ranges, water heaters, freezers, and other similar domestic and commercial large appliances.

(25) *Yard Waste* means solid waste consisting solely of vegetative matter which includes, but is not limited to, tree limbs, grass clippings, weeds, bush clippings, leaves, brush, etc. resulting from regular maintenance of yards, gardens, and landscaping maintenance activities. Yard waste does not include entire trees, large tree trunks, stumps, or clearing activities. It also does not include any material generated by any commercial lawn maintenance, landscaping, and/or tree companies.

Article II. - Rules and regulations authorized.

The administration and enforcement of the provisions of this Ordinance shall be the duty of the Public Services Department under the direction of the Town Manager, the Public Services Director, and their designees.

The Town Manager, the Public Services Director, or their designees may make such rules and regulations consistent with this Ordinance, as they deem advisable to safeguard the health and welfare of the citizens of the Town in the disposal of garbage, ashes and other refuse. These rules, regulations, interpretations and policies shall be consistent with applicable state, federal, and local laws, and shall be consistent with generally accepted principles of effective management, oversight and control, and efficient operation.

Article III. - Ownership of materials.

Wet and dry garbage, recyclable materials, yard waste, bulk trash, large appliances and other authorized materials that are properly placed by an owner or occupant of a property at curbside for collection, are deemed to be abandoned by such person(s) and become the property of the Town or its authorized agent. Unauthorized materials may be denied pickup by Town staff and shall be considered litter after a period of forty-eight (48) hours.

Article IV. - Dumping solid waste, etc., on open lots prohibited; exception for landfilling.

No solid waste, yard waste, special waste, or other offensive material shall be dumped, thrown, or allowed to remain on any lot or space within the town limits. However, the owner of any lot or parcel of land desiring to conduct a fill operation shall apply for the appropriate permits, and any fill operation shall be conducted in accordance with all local, state, and federal rules, laws, and conditions contained in the permit.

Article V. - Littering.

It shall be unlawful to throw, place or deposit any refuse in any street, public place or on any private property within the Town limits, except in Town issued or approved containers as provided in this ordinance, or as approved by the Town Manager or their designee.

It shall be unlawful to place stumps or any other organic materials on any property, public or private, except in those specific areas designated for such use by the Town Manager or their designee.

No solid waste or any other waste or offensive or disease-producing material shall be dumped in any lot or space within the Town limits for the purpose of filling, or for any other purpose, without the consent of the Town Manager or their designee and the approval of the county environmental health division.

It shall be unlawful for any person to throw any garbage, peelings, or miscellaneous litter upon any of the sidewalks in the Town or upon the floors of any public buildings or other public places. It shall be unlawful for any person to place, drop or throw any litter, garbage, refuse, grass, shrubbery, tree clippings, bottles, cans, or containers of any kind upon any median strip, alleyway, street or street right-

of-way, park or grass strip, or upon the private premises of another without permission of the owner or person in control of such premises, or upon any public property; provided, however, that, the provisions of this section do not apply to those materials required to be placed for collection on the grass or park strip by this ordinance.

State law reference— Littering, G.S. § 14-399 et seq.; authority to regulate, collect, etc., solid wastes, G.S. §160A-303.1.

Article VI. - Refuse to be promptly removed.

No refuse that has become decayed or that shall otherwise be a menace to health or cleanliness shall be allowed to remain in any dwelling house, hotel, boardinghouse, cafe, restaurant, lunch stand, fruit stand, meat market, store or other building or on any premises for longer than forty-eight (48) hours.

Article VII. - Transportation of refuse by private persons.

It shall be unlawful to commercially collect, handle, haul or transport on any of the streets, public ways (alleys) or places of the Town, any refuse without obtaining the necessary licenses to do work in the Town.

Article VIII. - Refuse not collected by the Town.

- (a) Waste from the cleaning and dressing of any fish, flesh or fowl conducted by a commercial operation, such as fish markets, meat processing plants or other businesses of this nature will not be collected by the Town.
- (b) No building materials or refuse from building operations, construction materials or remodeling projects generated/performed by a professional contractor will be collected by Town staff. The contractor is responsible for disposal.

(Solid waste staff will collect building materials from small remodeling projects done by the homeowner; up to the equivalent of a 95-gallon container capacity per project)

Town staff will not collect yard waste and yard debris from landscape and maintenance projects performed by landscaping companies unless prior arrangements and payment of required fees with the Town have been made.

(Solid waste staff will collect landscaping materials from small landscaping projects; up to the equivalent of two 95-gallon containers capacity per project. Excessive amounts of debris will be evaluated on a case-by-case basis and fees charged accordingly.)

Owners of dead animals shall be responsible for their removal and disposal.

- (c) Animal or human excreta will not be collected by Town staff. Exceptions may include diapers or other garments specifically designed to collect such waste or pet waste which is properly bagged and secured. All items must be properly bagged and secured for collection.
- (d) Neither infectious waste nor hazardous waste will be collected by Town staff.
- (e) Items banned from landfills and compost sites, such as, but not limited to: tires; mattresses; lead acid batteries; paints; lubricants; oil filters; anti-freeze; wooden pallets; plastic yard waste bags and

cardboard yard waste boxes; computer equipment; electronics; and televisions shall not be collected by Town staff. Items not approved for placement in landfills and compost sites may be taken to the county's household hazardous waste recycling facility or other approved sites.

- (f) Oxygen tanks and other medical equipment; propane tanks, all oil tanks used for household purposes; parts of campers, boats, camper shells, trailers; automotive parts, including but not limited to motors, doors, fenders, car seats, or batteries from a residentially used premises, etc. shall not be collected by the Town staff.
- (g) Town staff reserve the right not to service any authorized container that is contaminated and/or does not meet code requirements.

Article IX. - Refuse from outside corporate limits.

No refuse, collected outside the corporate limits of the Town, shall be disposed of at any location within the Town.

Article X. - Collection routes and schedules.

The Public Services Director or their designee shall establish collection routes and schedules and may alter these routes and schedules from time to time. The Public Services Director or their designee may establish and revise from time to time a policy relating to the number of times per week the Town will collect solid wastes from various classifications of premises and the maximum number of solid waste containers that the Town will service on any one (1) premises. No owner or occupant of any premises shall prohibit or prevent weekly solid waste collection services at the premises.

Article XI. - Service for persons who are physically disabled.

Special collection services for the physically disabled may be considered by the Public Services Director or their designee.

As a courtesy, special collection service is available for garbage and recycling on a once per week basis, provided that prior approval has been granted by the Public Services Director, upon verification of a valid medical reason by a medical doctor for those persons who are physically unable to place their refuse and recyclable items at the street. The Town also reserves the right to periodically verify the need to provide special collection service to residents who have been approved to receive the service. The Town reserves the right to continue or discontinue the special collection service. The Public Services Director or their designee shall have the authority to determine the proper location for collected items for disabled residents.

Article XII. - Curbside collection service.

Curbside refuse collection shall be by rollout container only and shall be serviced once per week. No customer shall place refuse outside of the container. The Town shall provide each service location with one (1) Town-approved container for refuse collection. If a customer requests additional containers, the Town may provide additional containers and the customer will incur additional fees at the rate of an additional service charge. For example – for each additional container, the customer will be charged an additional monthly service fee. If, in the discretion of the Public Services Director or their designee, it becomes necessary due to normal wear and tear to replace a container, the Town shall replace the

container at no additional cost to the customer. The Public Services Director reserves the right, at their sole discretion, to limit the number of containers permitted at one service location to ensure operational safety measures.

Yard waste and recyclable items shall be collected once per week. Yard waste must be placed in a Town-approved container. Plastic yard waste bags and cardboard boxes are not allowed at the compost site and yard waste placed in these containers will not be collected. Recyclable materials shall be placed in a Town-approved container. Recyclable materials shall be placed 'loose' in the container and shall not be placed in plastic bags. Plastic bags are considered contamination and Town staff shall not collect materials that are deemed contaminated. Mixing non-recyclable materials in the recycling container will result in a notice of violation and no collection.

Bulky Waste – The Town will provide bulk waste pickup a minimum of once monthly. The Public Services Director or their designee shall set a schedule and advertise it accordingly. Items for bulk pickup are items which cannot fit within the Town-approved container. This service is intended for the occasional disposal of furniture items, or other like items from a single residential property owner or tenant. The bulky items service is not intended as a cleanout/disposal for removing all items from a property. Bulky item service does not apply to any non-residential unit and is available to single-family homes only. There is a maximum amount of five (5) cubic yards (equating to eight (8) feet in length, four (4) feet wide, and four (4) feet high). All materials exceeding this amount shall be the responsibility of the property owner or occupant. If an owner or occupant requests removal of materials exceeding this amount, a collection fee as determined by the Public Services Director or their designee, shall be charged to the customer. Said fee shall be paid prior to Town staff removing the waste. It shall be a violation of this ordinance to place bulk items at the curb more than 48 hours prior to the scheduled collection day. Items placed at the curb outside the collection window shall be considered litter and shall be considered a violation of this ordinance.

Commercial Solid Waste – The decision to service a location with commercial dumpster service shall be determined by the Public Services Director or their designee. Approved containers shall be provided by the Town. If the Town desires to begin providing such service, fees shall be established by the Town Council.

The Town recognizes that certain communities were constructed in a manner which will unduly place pressures on the citizens who live there to have the standard Town-approved collection container. Those communities are identified as: Quarterpath Trace, Riverwalk West, Riverwalk I, The Crossings at Riverwalk, The Townes at Jamestown, and Olde Jamestown. Those communities shall have the right to choose between a smaller collection container for refuse collection, if available. Those customers who are currently using a small green bin for recycling collection shall be grandfathered and may continue to use those bins until such time that the customer requests a change to a rollout container, the bin becomes damaged beyond repair or lost, or the Public Services Director or their designee finds that there is an operational necessity to switch those customers to a rollout container.

The Town reserves the right to suspend, delay, or alter the time of collection of one or all services temporarily should snow, ice, storms, flooding, extreme heat/cold or other conditions make it unsafe for the public or employees during collection operations.

Town-served curbside collection services will be provided under the following conditions:

- (a) *Curbside collections scheduling.* Town-served curbside collection services will be provided on a day designated for collection by the Public Services Director or their designee. Solid waste should not be placed at the curbside prior to the day preceding the scheduled collection day. Containers

shall be removed from the right-of-way within one day following the collection day.

- (b) *Eligibility for service under this section.* Eligibility for solid waste services will be evaluated on a case-by-case basis by the Public Services Director or their designee. Solid waste services may be denied to any location by the Public Services Director or their designee. Failure to pay solid waste fees may lead to a discontinuation of collection services, at the discretion of the Public Services Director.
- (c) *Approved solid waste containers.* Eligible customers shall use only Town-approved containers for all solid waste removal by the Town.
- (d) *Placement of containers.* In order to collect solid waste, the owner or occupant of each business, or household shall place all solid waste in approved containers and place such solid waste containers between the curb or traveled portion of the street and the property line closest to the curb of the premises from which the same is placed at or before 7:00 a.m., on the day fixed for collection. Solid waste will be collected and removed on the day fixed therefore by the Public Services Director or their designee. Public notice shall be given of any change of collection day. Town collection personnel shall not provide service if denied reasonable access by parked vehicles, equipment, fixed objects, low hanging wires or other obstructions.
 - (1) The following rules shall apply for the removal of solid waste:
 - a. No wooden boxes, barrels, or any other wooden receptacle, or any other receptacles except approved containers shall be used for collection of wet or dry garbage or recyclables. Solid waste collectors may remove all such wooden boxes and other receptacles, if so used. The customer will be notified of the nonconforming container and its use as a means of collection by Town staff will be terminated. Any exceptions shall be evaluated on a case-by-case basis by the Public Services Director or their designee.
 - b. For the purpose of collection, placement of containers will be at ground level, and the use of underground containers will not be permitted.
- (e) *Spilled materials.* Spilled materials or overflow not caused by Town collection crews shall be cleaned up immediately after such spillage or overflow by the property owner or occupant. Spilled solid waste materials caused by Town collection crews shall be cleaned up immediately after such spillage occurs by said crew.
- (f) *Recycling collection service.* Only recyclable materials should be placed in the containers. Mixing garbage, yard waste or other materials with recyclables will result in a notice of violation and no collection. Containers shall comply with items (c), (d), and (e) above.
- (g) *Yard waste collection service.*
 - (1) Yard waste collection shall be provided to residential units and small businesses as approved by the Public Services Director or their designee.
 - (2) Yard waste shall be separated from all other refuse prior to collection. Collection staff shall collect yard waste as stated in (g)(1) above so long as it is properly prepared or placed in an approved container bagged and in compliance with these regulations.
 - a.— Grass clippings, small shrubbery clippings, leaves, and other small lawn debris shall be collected at the curbside provided that they are placed in paper yard waste bags ~~clear plastic bags~~ or approved containers for collection. Such bags shall be specifically

~~designed for yard waste, made of papere-clear or transparent~~, in good condition and of such size and weight that when full, do not weigh more than fifty_

- ~~b.a.~~ (50) pounds each and are such that one (1) individual can easily pick up each bag, one (1) at a time, for disposal. ~~Paperlastie~~ bags shall be secured at the top when placed at the curbside for collection.
- ~~e.b.~~ Limbs and large shrubbery to be collected by Town collection staff shall be no longer than six (6) feet in length and not to exceed fifty (50) pounds in weight and placed in an orderly manner at the curb.
- ~~e.c.~~ Town staff will not collect yard waste and yard debris from landscape and maintenance projects performed by landscaping companies.
- ~~e.d.~~ Tree trunks or tree stumps in excess of fifty (50) pounds will not be collected by Town collection staff.
- ~~f.e.~~ Loose leaves shall be collected at the curblin by Town staff during a set period established by the Public Services Director or their designee. Public notice of this period shall be given. All other times during the year, leaves shall be bagged or placed in approved containers.
- ~~g.f.~~ Loose leaves may be placed at the edge of the road (not in the road, ditchline or curblin) for loose leaf collection during the late fall and early winter each year (typically October through February). Collection schedules will be advertised and published. No other yard waste shall be included or mixed with loose leaves (no sticks, brush, or bagged leaves/grass).

(h) *Large appliance (white goods) and mattress collection.* Collection of large appliances (white goods) and mattresses shall be provided as follows:

- (1) White goods and mattress collection will be provided to residential units and small businesses as approved by the Public Services Director or designee.
- (2) White goods and mattress collection will not be provided to commercial establishments or industries.
- (3) Residents must call the Town in order to schedule an appointment for appliance and mattress collection. Fees are required.
- (4) Items not approved for placement in landfills may be taken to the county's household hazardous waste recycling facility or other approved sites.

(i) *Fees for solid waste services.*

- (1) Fees for collection shall be instituted and approved by the Town Council.

Article XIII. - Medical waste and Sharps.

No medical waste shall be deposited or permitted to be deposited in the waste stream. The Director of Public Services shall terminate solid waste collection services to any establishment at which a violation of this section occurs. Such termination is not a penalty, but shall nevertheless be in addition to and not in lieu of the imposition of civil or criminal penalties for violation of this ordinance.

Article XIV. – Administration, Enforcement and Civil Penalties.

The administration and enforcement of the provisions of this chapter shall be the responsibility of the Public Services Department.

- (a) *Duty to comply and notice.* When an official of the Town finds a violation of any provision(s) of this ordinance, he shall notify the owner or occupant of the premises of the violation by posting a notice at the subject property, via certified mail, or by hand delivery to such person. Such person shall be required to remedy the violation within fourteen (14) days or else be subject to civil penalty as set out below. In addition, upon failure to remedy the violation, the official of the Town may proceed to correct the violation and impose the civil penalty against the owner or occupant as hereinafter set out. The Town of Jamestown also reserves the right to refuse service to a customer found to be in violation of this Ordinance.
- (b) *Civil penalty assessment.* Any person who violates any provision of this chapter shall be subject to an assessment of a civil penalty in the amount of fifty dollars (\$50.00) for each violation. If the violation is not remedied within stated time period, the Town may remedy the violation at the expense of the violator.
- (c) *Service of citation.* After being notified as set forth under subsection (a) above and upon failure to remedy the violation within the prescribed time, a civil penalty shall be invoked in the form of a citation stating the nature of the violation, the amount of the civil penalty, and directing the violator to pay the civil penalty within fifteen (15) days from the date of the citation. Such citation shall be served by either first class mail, personal service or posted at the subject property. Any of these methods of service shall be conclusively presumed to be valid, and no owner or occupant shall refuse service of the citation.
- (d) *Nonpayment.* If payment is not received within fifteen (15) days, in addition to other remedies for violation of this chapter, a civil action may be instituted in the nature of a debt to collect the civil penalties and court costs as may be assessed.
- (e) *Payment.* The civil penalties imposed herein and the proceeds therefrom, as collected by payment, civil action or otherwise, shall belong to the Town of Jamestown and shall be paid into the general fund of the Town of Jamestown under such conditions if any, as prescribed in the annual budget of the Town of Jamestown.

Fines should be mailed to the Town of Jamestown, PO Box 848, Jamestown, NC 27282 or fines may be paid at the Town of Jamestown Town Hall, 301 E. Main Street, Jamestown, NC. Payment should be made payable to the Town of Jamestown.

Adopted this the _____ day of _____, 2023

Lynn Montgomery, Mayor

Attest:

Katie M. Weiner, CMC, Assistant Town Manager/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: Consideration of a Special Events Permit for Jamestown Rotary

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Jamestown Rotary Club is requesting their annual Special Events Permit in preparation of their holiday parade. Cliff Paddock with the Jamestown Rotary Club will present their request.

They are requesting that Council waive any Town fees associated with the event. They are also requesting that Council provide funding support for an estimated \$1,075.00 for law enforcement, \$300.00 for portable toilets, and \$150.00 to cover the cost of postage for the mailings associated with the event. The Rotary Club has requested assistance from the Town's Public Services staff to assist with barricades, traffic cones, and trash removal.

The application for the Jamestown Rotary Christmas Parade is attached.

ATTACHMENTS: Jamestown Rotary Club Christmas Parade Special Events Permit request packet.

RECOMMENDATION/ACTION NEEDED: Approve Special Events Permit as presented.

BUDGETARY IMPACT: Costs for staff, off-duty law enforcement, & portable toilets will be borne by the Town.

SUGGESTED MOTION: Move to approve the Special Events Permit as presented with \$1,075 in funding for law enforcement, \$300 for portable toilets, \$150 in funding for postage, and assistance from the Public Services staff.

FOLLOW UP ACTION NEEDED:

Jamestown Rotary Club

Attention: Cliff Paddock

P.O. Box 174

Jamestown, NC 27282

July 5, 2023

Town of Jamestown

Attn: Katie Weiner, Town Clerk

301 E. Main St.

Jamestown, NC 27282

Dear Katie,

Enclosed please find the Jamestown Rotary Club's application for a Special Events Permit for the annual Jamestown Christmas Parade, which we plan to hold on Sunday, Dec. 3. Also enclosed is a Sign Permit application, and the following supporting documents:

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

Please note that as always, we are requesting non-profit funding support from the Town for postage and law enforcement. Also, as discussed with Matthew this morning, we are requesting reimbursement for the cost of portable toilets to supplement facilities in the Civic Center. We also request waiver of any fees, support from the Town public works team to help with barricades and cones, and trash removal.

If possible, please include this item on the agenda for the Town Council's July 18 meeting.

Best Regards,



Cliff Paddock,

Jamestown Rotary Club, Parade Coordinator

**Requirements for Special Events Permit Application
Jamestown Rotary Club Christmas Parade
December 3, 2023. Time: 3:00 pm**

1. Applicant: The Jamestown Rotary Club
C/o Cliff Paddock
PO Box 174
Jamestown, NC 27282
Telephone: 336-509-8725

2. The Jamestown Rotary Club requests the Town Council waive any Town fees associated with this event, and reimburse the Club for the following fees: Law Enforcement approximately \$1075.00, see item #13, and \$300.00 for portable toilets, see item #12 below. The Jamestown Rotary Club also requests that the Town provide postage for the mailings associated with the event. Estimated cost of postage is \$150.00. Participants will be contacted via email whenever possible to reduce postage costs.

3. Event Organizer:
Cliff Paddock
412 Guilford Road
Jamestown, NC 27282
336-509-8725

4. The Jamestown Rotary Club is the applicant.

5. Tax Exemption Letter is attached.

6. The purpose of this event is to hold a celebration for the citizens of Jamestown and the surrounding community. This event has become a holiday tradition in Jamestown.

7. The only fees charged are \$15.00 per parade entry. No fees are charged to the spectators. No fees are charged to non-profits, or to recognized religious, educational, civic or fraternal organizations.

8. Please see the attached copy of the parade route with barricade locations and a copy of the Sign Permit. The primary staging areas are in the front and rear of Town Hall, Teague Drive and Perry Road in the area of Bank of North Carolina.

9. The approximate number of entries is 70 to 100. The 2022 event had 92 entries. However, many entries have several people participating in them, so it is hard to identify the number of people in the parade. Some years there are horses in the parade, and occasionally a turkey or goat.

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

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

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

10. The Rotary Club requests trash removal by the Town of Jamestown.
11. The Christmas Parade usually has 3 to 4 marching bands from local high schools that participate. They include but are not limited to: Ragsdale High School, Southwest High School, Andrews High School and Central High School. The Jamestown Bagpipers are a regular entry as well. A group of Civil War reenactors may march in the parade, but discharge of weapons using live or blank ammunition is not permitted. There are other entries that play Christmas music such as radio station vans.
12. The Town Staff has indicated that restrooms in the Civic Center will be open for the use of parade participants before and during the parade, as they have been previously. Due to crowding in those restrooms before the parade last year, the Jamestown Rotary Club requests Town Non-Profit Funding for the estimated \$300.00 cost to provide two portable toilets to supplement the Civic Center facilities, as noted in Item #2 above.

The Town of Jamestown and the Jamestown Rotary Club acquire permission from NCDOT to close Main Street for the time period of the parade. The NC Highway Patrol assigns 2 troopers to stop/block traffic at Main & Teague and at Main & Forestdale. The Guilford County Sheriff's Department supplies deputies to work the parade for traffic control and to stop/block traffic at the intersections of Town-maintained streets. The Rotary Club requests that the Town of Jamestown cover the cost of the deputies. In the past, a total of 5 deputies plus 1 supervisor worked the Parade. The approximate cost is \$50.40 per hour for each deputy with a 3-hour minimum. A Supervisor is required at \$56.00 per hour. There also is an administrative fee of \$10.00 per officer. Approximate total cost is \$1075.00. As noted in Item #2 above, the Rotary Club requests Non-Profit Funding to cover these costs.

14. In addition to the above law enforcement, the Guilford County Sheriff's Department bike patrol provides 2 or more bike patrol officers to help with crowd control and to keep the spectators out of the street. The Town of Jamestown provides cones and barricades which the Public Service Department installs at the proper locations (Map attached).

15. The Parade route begins at the Town Hall parking lot. The Jamestown Fire Department is located in this same lot. The Fire Department also houses the Guilford County EMS. If there is a first aid emergency then one of these agencies would be notified. The Fire Department fire truck is the last entry in the Parade. It is placed in this position in order to be free to pull off in case of an emergency.
16. Insurance: attached.
17. The parade does require that Main Street be closed from approximately 2:45 pm to 4:30 pm. This authorization is covered in item #13.
18. A list of parade entry participants can be supplied, but this list is not finalized until the week of the parade.



SIGN PERMIT

Applicant/Installer: Jamestown Rotary Club
Property Address: 301 E. Main St.
Phone Number: 336-509-8725
Date Erected: 11-1-23 **To be Removed:** 12-4-23

SIGN TYPE
 Permanent Sign
 Temporary Banner Sign
 Sandwich Board Sign

PROPOSED SIGNS

Type	Location	Size	Materials	Fee
<u>Banner</u>	<u>Town Hall</u>	<u>10'x2'</u>	<u>Vinyl</u>	

TOTAL \$ _____

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

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

Notes:

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

APPLICANT Cliff Paddock

DATE: 7-3-23

Cliff Paddock, Representative for Rotary Club

NOT VALID UNLESS VALIDATED AND APPROVED

RECEIPT # _____

Permit Approved by _____ Date: _____

Permit Denied

Development Clearance Certificate Issued Fee: _____ Receipt # _____

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

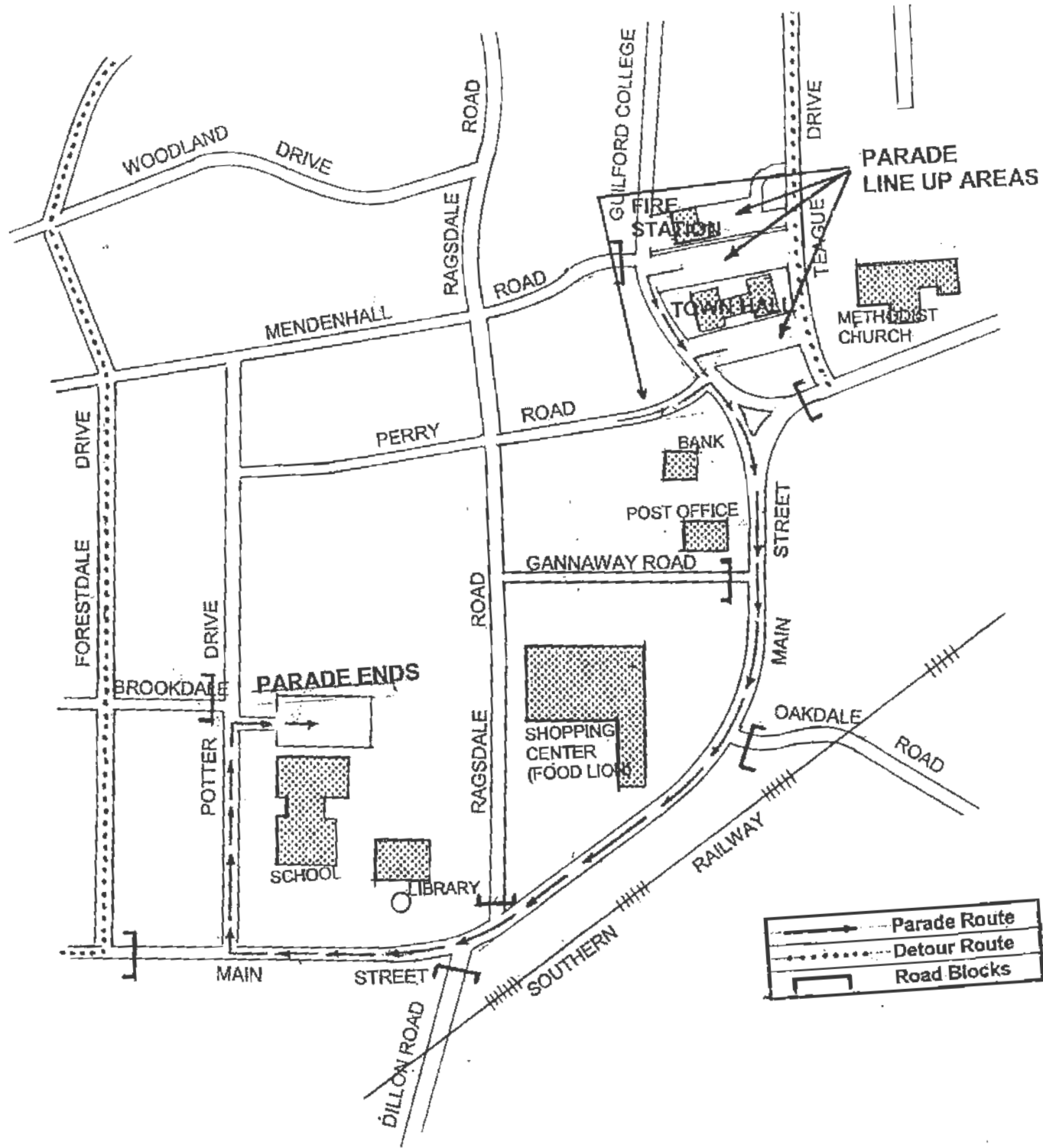
Office Use Only:

Zoning: _____ Tax PIN #: _____

Number of times applied this year: _____

Type of Group (Religious/Civic, Business, etc.) _____

Sketch/Plans Attached: _____ Y _____ N





Jamestown Rotary Club
PO Box 174
Jamestown NC 27282
July 3, 2023

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

To whom it may concern,

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

Sincerely,

Ken Reed
Treasurer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2023

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Toni Hanes PHONE (A/C, No, Ext): 1-833-3ROTARY E-MAIL ADDRESS: rotary@ajg.com	FAX (A/C, No): 830-285-4062
	INSURER(S) AFFORDING COVERAGE	
INSURED All Active US Rotary Clubs & Districts Rotary Club of Jamestown, NC ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3898	INSURER A: Westchester Surplus Lines Insurance Company	NAIC # 10172
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	


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

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

INSR LTR	TYPE OF INSURANCE	ADDL	INSUR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	G73578917 002	7/1/2023	7/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			G73578917 002	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

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

CERTIFICATE HOLDER Town of Jamestown, NC	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Pre-Audit Form

Vendor: Jamesstown Rotary
 Employee: _____

Date: 7/7/23
 Fund-Dept-Acct: 10-5100-4912 / 10-6200-3981

Item	Description	Actual or Estimated		
		Quantity	Unit Cost	Cost
1		1		
2	Guilford County deputies			\$ 1075.00
3	(Christmas parade)			\$ -
4				\$ -
5	Porta-toilets			\$ 300.00
6	(Christmas parade)			\$ -
7				\$ -
8	Postage - mailings			\$ 150.00
9	(Christmas parade)			\$ -
10				\$ -
11				\$ -
12				\$ -
13				\$ -
14				\$ -
15				\$ -
16				\$ -
17				\$ -
18				\$ -
Total Actual or Estimated Cost				\$ 1000 1525

PO #6873

~~1000~~
\$ 1525

This instrument has been preaudited in the manner required by the Local Budget and Fiscal Control Act.

July Miller
 Finance Director

Ordered by:
TOWN OF JAMESTOWN, NC

PURCHASE ORDER

P.O. Box 848
Jamestown, NC 27282

PO #: 6873
Page: 1
Date Issued 07/07/23

To:	
Vendor	1211
FAX	() -
EXTRA DUTY SOLUTIONS	
SEACOAST BUSINESS FUNDING	
PO BOX 60479	
CHARLOTTE, NC 28260	

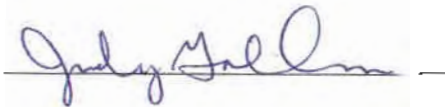
Ship To:	
Town of Jamestown	
301 E. Main Street	
Jamestown, NC 27282	
336-454-1138	

Ship Via
Requested by MATT JOHNS
Approved by JUDY GALLM
Orgn.

Notes
Off-duty deputies for events sponsored by non-profits

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	10- 5100-4912	1.000		2000.0000	2000.00
Total					2000.00

This instrument has been preaudited in the manner required by the Local Budget and Fiscal Control Act.



Finance Department

By acceptance of this purchase order, vendors, contractors and/or subcontractors affirm they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58, Iran Divestment Act Certification.

PLEASE SHOW PURCHASE ORDER NUMBER ON ALL CORRESPONDENCE.

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 & GC Maintenance Quarterly Report

AGENDA ITEM#: VI-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 7/18/2023

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Golf Course Maintenance

CONTACT PERSON: Jarney Claybrook

SUMMARY:

- Cart path problems spots have been paved and we have made some necessary improvements around the golf course.
- Bathrooms are showing a lot of progress and are coming around nicely and looking good.
- Maintenance building construction is getting closer completion, wall, doors, windows, etc. We hope to be moving soon.
- 68 tree stumps around the golf course have been ground down.
- We have ordered a couple loads of bunker sand and have place the sand around the golf in the bunkers that need it the most. We plan on ordering more sand in the near future so we can get the bunkers in better shape.
- We have ordered zoysia sod and place on hole 15 tee where needed, and on 9 fairway rough where we had bare spots. Our goals are to continne sodding on number 9 where needed and sod more on 15 tee box where needed.
- The course is finally getting some hot humid weather which the bermuda grass loves.
- We started the aerification process of our pntting greens on Monday the 10th. We will also be working to identify our most problem areas around the golf course and aerate those as well.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Jamestown Park & Golf Course Quarterly Report

AGENDA ITEM #: VI-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 7/18/23

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Golf Course

CONTACT PERSON: Marcy Newton

SUMMARY:

Golf Rounds were up slightly each month this quarter over this same quarter last year. We held 15 golf tournaments/outings.

The driving range use was up \$4500 over this quarter in 2022.

The grill closed May 5, and with June being the first full month of it being closed, it did the same amount of sales as last June.

There were 7 clubhouse rentals this quarter.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

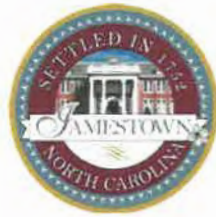
SUGGESTED MOTION:

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: Set date for public hearing for LDO amendments.

AGENDA ITEM #: VI-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Planning

CONTACT PERSON: Anna Hawryluk, Planning Director

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.

Staff recommend setting a public hearing date for the August 22, 2023, regular Town Council meeting.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Set a public hearing date for the August 22, 2023, regular meeting

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to set a public hearing date for the August 22, 2023 regular meeting

FOLLOW UP ACTION NEEDED: Advertise public hearing

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: EMS Space Lease Agreement Update

AGENDA ITEM #: VI-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

EMS (Ambulance service) has traditionally occupied a portion of the Fire Department for use by EMS. This is a renewal of the 5-year lease agreement for use of that space. It has been reviewed by the Town attorney and she has found it to be sufficient.

ATTACHMENTS: EMS Space Lease

RECOMMENDATION/ACTION NEEDED: Approve lease agreement as presented.

BUDGETARY IMPACT:

SUGGESTED MOTION: Move to approve the EMS Space Lease agreement and authorize the Town Attorney, Town Manager, Assistant Town Manager/Town Clerk, and Finance Officer to execute any required documents.

FOLLOW UP ACTION NEEDED: Forward approved lease agreement to Guilford County for approval.

STATE OF NORTH CAROLINA

GUILFORD COUNTY

**SPACE LEASE AGREEMENT AT:
301 E. Main St.
Jamestown, North Carolina**

THIS SPACE LEASE AGREEMENT ("Lease Agreement") is hereby made, entered into, and effective as of this 1st day of July, 2023, by and between **Town of Jamestown**, a North Carolina municipality, hereinafter referred to as the "**LESSOR**," and **GUILFORD COUNTY**, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "**LESSEE**," and also collectively referred to as the "Parties."

WHEREAS, according to the provisions set forth herein and for consideration received, the Parties hereby acknowledge that LESSEE shall lease from the LESSOR space located at 301 E. Main St., Jamestown, North Carolina ("Property"), consisting of a bay within the body of the Fire Department and joint use of the kitchen and living area, consisting of approximately 725 total square feet, which space and bay are shown on the attached Exhibit A, together with access as stated below.

NOW, THEREFORE, the Parties agree to the following terms and conditions regarding lease of the subject Property, which shall be used solely for the parking of one paramedic ambulance and housing of at least one paramedic:

1. Contract Term. The term of this Lease Agreement shall be for five (5) years, beginning on July 1, 2023, and ending on June 30, 2028.

2. Rental Payment: The rental amount due under this Lease Agreement shall be a total of \$35,000.00 for the term, which amount shall be payable in installments of \$7,000.00 annually. Each annual installment shall be due and payable by LESSEE to LESSOR on July 1 of each year of the term, beginning with July 1, 2023, and continuing on the first day of July of each lease year.

3. Notices. Except where otherwise stated herein, all notices, correspondence, and payments pursuant to this Lease Agreement shall be in writing and delivered personally or mailed or delivered to the following address for the Parties. Either Party may change such address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of the date of delivery. Mailed notices will be deemed communicated as of three (3) days after mailing. Notices shall be sent to the following:

Notices to LESSEE: Attention: Michael Halford
 Guilford County Manager
 GUILFORD COUNTY
 301 West Market Street, 2nd Floor
 Greensboro, N.C. 27401

with a copy to: Attention: Eric Hilton
 Guilford County Director of Facilities and Property
 Management
 301 West Market Street, 4th Floor
 Greensboro, N.C. 27401

Notices to LESSOR: Attention: Matthew Johnson, Town Manager
 301 E. Main St.
 Jamestown, NC 27282

4. Termination. This Lease Agreement may be terminated for any reason, or no reason, by either party by providing not less than 180 days written notice to the other party.

5. Title. LESSOR warrants that LESSOR has the full power and authority to enter into and execute this Lease Agreement.

6. Inspections. LESSOR shall permit LESSEE during the Lease Agreement, and any extension thereof, free ingress and egress to the Property by LESSEE and its employees, agents and contractors to conduct tests, investigations and similar activities as LESSEE may deem necessary, at the sole cost of LESSEE. LESSEE and its employees, agents, and contractors shall have the right to bring the necessary vehicles and equipment onto the Property and the surrounding property to conduct such tests, investigations and similar activities. LESSEE shall indemnify and hold LESSOR harmless against any loss or damage for personal injury and physical damage to the Property, or LESSOR's surrounding property or the property of third parties resulting from any such tests, investigations and similar activities.

7. Utility Services. LESSOR will provide water, electricity, and internet service to the property.

8. LESSOR Repairs. LESSOR shall maintain the Property in good order and condition.

9. LESSEE Repairs. LESSEE shall maintain its equipment located on the property in a good state of repair and in good operating condition, all in accordance with good engineering practices and applicable governmental rules and regulations. In the event that inspection, maintenance, or repairs to LESSEE's equipment are required, LESSEE shall use qualified technicians.

10. Lease of Property. LESSOR hereby leases to LESSEE the Property, which is located within the Fire Department located at 301-A E. Main St., Jamestown, North Carolina (See Exhibit A).

11. Use. LESSEE shall use the Property for the purpose of housing a Service vehicle and staff at times appropriate for such maintenance, housing and cohabitation.

12. Indemnification. To the extent permitted by law, LESSEE shall indemnify and hold LESSOR harmless against any liability or loss from personal injury or property damage resulting from or arising out of the use and occupancy of the Property by LESSEE or its employees or agents, excepting, however, such liabilities and losses as may be due to or caused by the acts or omissions of LESSOR or its employees or agents.

13. Insurance. The Parties acknowledge that LESSEE is self-funded for liability claims.

14. Removal of Improvements. Title to all improvements constructed or installed by LESSEE on the property shall remain in LESSEE, and all improvements constructed or installed by LESSEE shall at all times remain the property of LESSEE, regardless of whether such improvements are attached or affixed to the Property. LESSEE, upon termination of this Lease Agreement, shall, within a reasonable period, remove all improvements, fixtures and personal property constructed or installed on the Property by LESSEE and restore the Property to its original condition, reasonable wear and tear excepted.

15. Quiet Enjoyment. LESSOR covenants that LESSEE, on paying the rental and performing the covenants, terms and conditions required of LESSEE contained herein, shall peaceably and quietly have, hold and enjoy the Property and the leasehold estate granted to LESSEE by virtue of this Lease Agreement.

16. Opportunity to Cure. If LESSEE shall fail to pay any rental or other amounts payable under this Lease Agreement when due, or if LESSEE should fail to perform any other of the covenants, terms or conditions of this Lease Agreement, prior to exercising any rights or remedies against LESSEE on account thereof, LESSOR shall first provide LESSEE with written notice of the failure and provide LESSEE with a ninety (90) day period to cure such failure. Similarly, if LESSOR should fail to perform any of the covenants, terms or conditions of this Lease Agreement, prior to exercising any rights or remedies against LESSOR on account thereof, LESSEE shall first provide LESSOR with written notice of the failure and provide LESSOR with a ninety (90) day period to cure such failure.

17. Governing Law. This Lease Agreement shall be governed and interpreted by and construed in accordance with the laws of the State of North Carolina. The Parties and any subcontractors will comply with bid restrictions, if any, and applicable laws, including N.C.G.S. 143-129(j) and N.C.G.S. Chapter 64, Article 2, regarding E-Verify.

18. Miscellaneous. This Lease Agreement cannot be modified except by a written modification executed by LESSOR and LESSEE in the same manner as this Lease Agreement

is executed. The headings, captions and numbers in this Lease Agreement are solely for convenience and shall not be considered in construing or interpreting any provision in this Lease Agreement. Wherever appropriate in this Lease Agreement, personal pronouns shall be deemed to include other genders and the singular to include the plural, if applicable. This Lease Agreement contains all agreements, promises and understandings between the LESSOR and LESSEE; and no verbal or oral agreements, promise statements, assertions or representations by LESSOR or LESSEE or any employees, agents, contractors or other representations of either, shall be binding upon LESSOR or LESSEE. This Lease Agreement may be executed in several counterparts, each of which shall constitute an original and all of which shall constitute the same agreement.

19. Survival. The provisions hereof, which by their nature are continuing, shall continue to bind the parties beyond any termination hereof.

20. Disclaimer of Warranties/Assumption of Risk. LESSEE acknowledges that it is entirely responsible for determining the suitability of the property for its purposes, has had sufficient opportunity to do so, relies only on its own observations and conclusions as to the suitability of the property, assumes all risks related to the property's current and future suitability, and disclaims any duty on the part of LESSOR, or LESSOR's agents or employees, to inform LESSEE of facts relevant to the suitability of the Land. In the event that the property is, or at any time becomes unsuitable for LESSEE's purposes, LESSEE's sole remedy is to discontinue habitation on the Property and cancel this Lease Agreement.

21. Severability. If any provision of this Lease Agreement is held unenforceable, then such provision will be modified to reflect the Parties' intention. All remaining provisions of this Lease Agreement shall remain in full force and effect.

22. Headings/Titles/Wording. Inclusion of titles of paragraphs or section headings, capitalization of certain words or phrases and/or bold face typestyle of certain words or phrases in this Lease Agreement are for convenience purposes only and shall not be used to interpret or construe the provisions of this Lease Agreement. The terms "Contract" and "Lease Agreement" have the same meaning and may be used interchangeably throughout this document. The terms "Attachment," and "Exhibit," have the same meaning and may be used interchangeably throughout this document.

23. Entire Agreement. This Lease Agreement, including the Exhibits and/or Attachments, if any, sets forth the entire Lease Agreement between the Parties. All prior conversations or writings between the Parties hereto or their representatives are merged within and extinguished. This Lease Agreement shall not be modified except by a writing subscribed to by all the Parties.

WITNESS the following signatures and seals all pursuant to authority duly granted, effective as of the day and year first above written.

GUILFORD COUNTY

ATTEST:

Michael Halford Date
Guilford County Manager

Robin B. Keller Date
Guilford County Clerk to Board

(COUNTY SEAL)

TOWN OF JAMESTOWN

ATTEST:

Matthew Johnson Date
Town Manager, Jamestown

Katie Weiner Date
Assistant Town Manager/ Town Clerk

(TOWN SEAL)

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

Guilford County Finance Director Date

PINECROFT-SEDGEFIELD FIRE DISTRICT, INC.

CONSENT:

Derek Carson, Fire Chief Date

(CORPORATE SEAL)

Corporate Secretary Date

Printed Name: _____

EXHIBIT A

Description of Property



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 #: VII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: July 18, 2023

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Manager's Report is attached.

ATTACHMENTS: Manager's Report

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

- 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 July or early August 2023.
 - B. Town Hall renovations – Renovations are currently about 80% complete. Significant headway has been made as flooring and paint have been nearly completed. Estimated completion is August 2023 due to supply chain issues/delivery dates of some items. (Goal 5.5)
 - C. Golf Course bathrooms – Significant progress has been made and inspections for trades are underway. Inspections timing has delayed interior work, but that should begin in the next week. Roofing is complete and siding should be installed before the time of the Council meeting. (Goal 5.10)
- II. The Town had a fantastic turnout for Music in the Park summer concert series on Friday, July 7th. Our next event will be TUESDAY, AUGUST 1st and will feature “AM Rodeo”. This will be a TUESDAY evening event from 6-9pm as we celebrate National Night Out. 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>
- III. The Town recently learned that mattresses can no longer be disposed of in the regular solid waste stream and yard waste will no longer be allowed to be picked up in plastic bags. Anna and Jason have worked on a flyer that was mailed to each solid waste customer with information on these changes. Be on the lookout for ~~that~~ *that flyer!* A copy will be made available at Town Hall and on our “Jamestown Can-Do” webpage. <https://www.jamestown-nc.gov/pages/view/SolidWaste>

Key Dates:

August 22, 2023 – Regularly Scheduled Town Council meeting – 6 PM – Civic Center. This meeting has been moved to the 8.22.23 date.