

REGULAR MEETING OF TOWN COUNCIL

AGENDA

June 20, 2013

RULES FOR PERSONS ADDRESSING COUNCIL

1. Each speaker will identify himself or herself by giving his or her **name and place of residence**.
2. Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
3. Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of ten (10) total minutes**. Each group is encouraged to designate a single spokesperson for their group.
3. Each speaker will confine himself or herself to the general question before the Council and avoid irrelevant comments.

REGULAR COUNCIL MEETING

(6:00 PM)

1. Invocation
2. Pledge of Allegiance
3. Public Comments
4. Agenda Adoption
5. **Approve Consent Agenda** (*All matters listed are considered to be routine and non-controversial by Town Council and will be enacted by one motion. There will be no separate discussion unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.*)
 - a. Approve May 16, 2013 Regular Council Minutes (5a)
 - b. Approve May 30, 2013 Budget Workshop Meeting Minutes (5b)
6. Public Hearing regarding FY 13-14 Annual Budget Proposal (6)
7. Consideration of Fiscal Year 2013-2014 Budget and Fee Schedule (7)
8. Consideration of Fiscal Year 2012-2013 Budget Amendments (8)
9. Consideration of Agreement Renewal for Solid Waste Services with All-Bright Sanitation (9)
10. Reports
 - a. Council Members Report
 - b. Managers Report (10b)
 - c. Public Works Report (10c)
 - d. Police, ABC, and Fire Department reports (10d)
11. Adjourn

Town of Columbus
Minutes of Columbus Town Council
May 16, 2013

Mayor McIntyre called the Work Session of the Regular Town Council Meeting to order at 6:00 p.m. In attendance were Mayor McIntyre, Councilmen McCallister and Hall, Councilwomen Kan and Metcalf, Town Manager Jonathan Kanipe, Police Chief Chris Beddingfield, Assistant Finance Director Kathy Gregory and Town Clerk Devon LaFromboise.

Regular Meeting 6:00 p.m.

Mayor McIntyre called the Regular Meeting to order at 6:00 p.m.

Public Comments:

Mayor McIntyre opened the floor for agenda item three, public comments. There were no general public comments.

Approve Regular Agenda:

Mayor McIntyre asked for any changes to the agenda. Mayor McIntyre and Manager Kanipe agreed to add item 11a "High Speed Chase". Manager Kanipe reminded Council that Attorney Nager will not be present and asked to remove item 14 "closed session". Councilwoman Kan moved to approve the agenda with those changes, Councilman McCallister seconded, motion carried.

Approve Consent Agenda:

Mayor McIntyre asked for further discussion on the consent agenda. Councilwoman Metcalf made a motion to approve the consent agenda, Councilman Hall seconded, motion carried.

The consent agenda and following items were unanimously approved.

1. Minutes of April 18, 2013 Regular Meeting

This concludes the items approved in the consent agenda.

Public Hearing for the Zoning Designation for 2.66 acres at Foster Creek:

Mayor McIntyre opened the floor for the public hearing for the zoning designation for 2.66 acres at Foster Creek. There were no public comments. Mayor McIntyre closed the public hearing.

Consideration of Zoning Designation for 2.66 acres at Foster Creek:

Mayor McIntyre confirmed the property owner was notified. Lawrence Thompson was the only adjacent property owner. The Town sent Mr. Thompson a notification letter and did not receive any communication from him. A copy of the letter is incorporated into these minutes.

Councilwoman Metcalf made a motion to have the zoning designation for the 2.66 acres as R2 (Medium Density), Councilman Hall seconded, motion carried.

48 **Partnership with St. Luke's Hospital / Columbus Police Department:**

49 Mayor McIntyre discussed with Manager Kanipe the wording in the agreement regarding the
50 officer's work station. Mayor McIntyre asked to make it a secured workstation.

51
52 Mayor McIntyre and Chief Beddingfield discussed cross training with all officers. Councilman
53 McCallister asked for clarification of the drop in fees from year one to year two. Manager
54 Kanipe confirmed the drop for the initial costs in year one. Manager Kanipe also informed
55 Council that budget numbers could change according to insurance rate changes and the effective
56 date of the agreement. Councilwoman Metcalf asked for clarification of safety protocols.

57
58 **Consideration of Sale of Recycling Containers to Town of Topsail Beach, N.C.:**

59 Manager Kanipe briefly reviewed the request to purchase by the Town of Topsail Beach and the
60 considerations that were reviewed for keeping the containers in Polk County. Councilman
61 McCallister felt the bins should be used for recycling and the Town should find a municipality
62 that could utilize the bins. Councilwoman Metcalf felt the bins should stay in Polk County
63 because they were given to the Town as part of a grant. Mayor McIntyre would like to keep the
64 bins in the county but put to use, and if the bins could not be used then they should be sold.
65 Mayor McIntyre directed Manager Kanipe to contact organizations that might be interested in
66 utilizing the bins within Polk County.

67
68 Manager Kanipe further discussed with Council the options for using and donating the bins
69 within the county. Council would like to exhaust all available avenues before making a final
70 decision. Mayor McIntyre asked Council to allow further investigation and return with an update
71 during the July 2013 regular meeting. Council further discussed shipping issues that would occur
72 with the sale of the bins, the need to move them to allow the Police Department expansion, and
73 the obsolescence of the model and size of the bins.

74
75 Council directed Manager Kanipe to contact the organizations discussed and report back during
76 the July 2013 meeting.

77
78 **Consideration of Speed Bump Installation on Walker Street:**

79 Councilman McCallister led the discussion regarding the installation of the speed bumps.
80 Councilman McCallister and Manager Kanipe discussed the issues and options with available
81 speed bumps from the Town of Tryon and the options available for purchasing the speed bumps.
82 Councilman McCallister would like to conduct a survey of the citizens. If the citizens are
83 favorable to the idea of speed bump installation, Councilman McCallister would like to install
84 them as a project.

85
86 Chief Beddingfield discussed with Council the idea of contacting DOT to obtain vehicle traffic
87 measurement tools. The DOT traffic counter would measure average speed, top speed and low
88 speed, and the number of vehicles driving down the street where the counter is stationed.

89
90 **Cost / Benefit Analysis of Keybox Installation**

91 Mr. Alley began his discussion with an overview of the economic issues regarding the keybox
92 installation. He discussed the potential manpower cost, a possible increase in enforcement costs,
93 and general installation costs. Mr. Alley discussed a few possibilities: do not require keyboxes,

94 require keyboxes and enforce use, approve an ordinance for new construction only, or finally an
95 ordinance for a certain building size.

96
97 Mayor McIntyre asked after the requirements for business that store chemicals. Mr Alley
98 believed it could trigger the keybox requirement. The only negative feedback received was from
99 small business owners. Mayor McIntyre asked for clarification between new business and new
100 construction. Manager Kanipe clarified new structure construction.

101
102 Mayor McIntyre felt an ordinance that requires keyboxes should consider frequency of false
103 alarms. Councilwoman Metcalf inquired if the Fire Chief had the authority to give a citation for
104 owners who do not respond to an alarm. Manger Kanipe confirmed that Fire Chief Arledge did
105 have the authority to cite violations. Manager Kanipe discussed with Council how an ordinance
106 and enforcement would relate to the Fire Department.

107
108 Council further discussed the pros and cons of requiring keyboxes, ordinances regarding key
109 boxes, and the necessity of enforcement with emphasis on requiring the keybox on new
110 structures.

111
112 Manager Kanipe asked Council if they would like to send the issue to the Planning Board. Mayor
113 McIntyre confirmed sending the discussion to the Planning Board. Council thanked Mr. Alley
114 for his hard work on this project.

115
116 **High Speed Chase:**

117 Mayor McIntyre told Council the request to add this agenda item stemmed from an article in the
118 Tryon Daily Bulletin. Manager Kanipe gave the Council a brief review of the high speed pursuit
119 that was reported in the newspaper. After the article ran, there was a letter printed from a citizen
120 that misstated the information in the article and misstated the facts surrounding the incident.
121 Manager Kanipe felt these issues should be addressed. Manager Kanipe watched the video and
122 confirmed proper procedures were adhered to during the pursuit.

123
124 Manager Kanipe wanted Council to have an opportunity to discuss the topic with staff.
125 Councilman McCallister was a witness to a portion of the pursuit. Councilman McCallister also
126 reviewed the video tape of the pursuit and felt the information in the letter was misstated.
127 Councilman McCallister was upset over the letter singling out the Columbus Police Department
128 and at the Tryon Daily Bulletin for not checking their facts. Councilman McCallister then read a
129 draft letter to Council that he has considered sending to the Tryon Daily Bulletin.

130
131 Councilwoman Kan was also a witness. When Councilwoman Kan witnessed the pursuit, the
132 Columbus Police Department vehicles were not yet involved, so Councilwoman Kan felt the
133 Columbus Police Department did not initiate the pursuit.

134
135 Mayor McIntyre spoke to Manager Kanipe extensively regarding this issue and informed
136 Council that the idea of speaking to the Editor for the Tryon Daily Bulletin has been considered.
137 Manager Kanipe will set up the meeting.

138
139 Councilwoman Metcalf expressed her concerns about the public perception of the roles and
140 responsibilities of the Columbus Police Department. Councilwoman Metcalf concluded her

141 discussion with a request to the citizens to appreciate the service of the Columbus Police
142 Department and to seek out the truth of these situations.

143
144 Chief Beddingfield spoke of the statutory and policy requirements of the Columbus Police
145 Department. Councilwoman Metcalf asked Chief Beddingfield to comment on officers hiding
146 out on patrol. Chief Beddingfield explained that there is a method of criminal enforcement when
147 an officer is concealed and there are also methods for low and high visibility.

148
149 Lieutenant Nicholas Stott discussed reasons officers may be outside town limits. He went into
150 detail about a wreck that recently happened on I-26. He was unable to stop the fleeing vehicle
151 within the city limits. Because many vehicles in similar situations do not stop in the city limits,
152 the officer is forced to travel outside the city limits for enforcement and the citizens that see
153 these traffic stops and perceive them to be inappropriate. Lieutenant Stott would also like for the
154 citizens to seek out the facts when they witness these situations.

155
156 Councilwoman Metcalf suggested that citizens with complaints contact Manager Kanipe, Chief
157 Beddingfield, or to present the complaint to the Columbus Town Council at a regularly
158 scheduled meeting. Mayor McIntyre supported such a protocol to present complaints and
159 clarified the chain of command as follows: complaints need to be taken to Chief Beddingfield
160 first, then to Manager Kanipe, and finally brought before the Town Council.

161
162 Councilman Hall addressed the perceptions of many citizens within the Town. Councilman Hall
163 went into detail about citizens discussing issues with him that he felt needed following up with
164 the Columbus Police Department. Councilman Hall was adamant that every time he has followed
165 up with the Police Department proper rules, procedures, and statutory laws were followed.
166 Councilman Hall concluded with praise to the Columbus Police Department for their
167 professionalism.

168
169 **FY 13-14 Budget Proposal Discussion**

170 Manager Kanipe noted the work session is scheduled for Thursday May 30, 2013.

171
172 The proposed budget includes increases for unemployment reserves to meet new statutory
173 requirements and proposed changes in legislation in regards to sales tax. Conservative revenue
174 estimates were used due the uncertainty of the new tax reform legislation in North Carolina. The
175 overall budget in both the General Fund and Enterprise fund were higher due to the St. Luke's
176 agreement and the sewer project, respectively. There are no tax or water / sewer rate increases
177 proposed.

178
179 **Council Reports:**

180 Councilwoman Kan relayed a discussion with Sheriff Hill about the Polk County Sheriff's
181 Department cleaning up the shrubs around Veterans Park.

182
183 Councilwoman Kan opened the discussion about the Handmade in America kick off meeting.
184 Councilwoman Kan was very excited about the possibilities and opportunities in Columbus.
185 Councilman McCallister was impressed with the group and the presentation. Councilman
186 McCallister thanked Councilwoman Kan and Manager Kanipe for their efforts.

187 **Managers Report:**

188 Manager Kanipe began his report with an update on the Handmade in America project. Manager
189 Kanipe expounded on the inter-department group effort that helped make the kick off meeting
190 successful.

191
192 The WWTP project construction is going very well and the weather has not been too much of a
193 deterrent; the solid waste renewal agreement does not include a cost increase to the citizens.
194 There is a small cost increase to the Town projected for years two and three of the new
195 agreement; the civil citation system is being developed for review for the June meeting. Mayor
196 McIntyre asked about certain violations. Lieutenant Stott clarified the civil citation is based on
197 town ordinances. State law cannot be included in a civil system. Many details are still being
198 addressed before a formal presentation is brought before Council; the 2-1-1 system is moving
199 along. This will help citizens get information on assistance programs.

200
201 **Public Works Report:**

202 Manager Kanipe briefly discussed the Public Works Report with Council.

203
204 **Police Report:**

205 Chief Beddingfield wanted to point out the speeding citations have decreased during the past
206 month.

207
208 Chief Beddingfield also discussed the Explorers Post program that has been initiated by Officer
209 Diaz. Officer Diaz had a meeting with 10 high school attendees. During the course of the
210 program the participants will work with law enforcement officers in very limited law
211 enforcement activities. These activities accumulate points that can transfer to schools for credits.

212
213 Bike Safe Classes will begin this month.

214
215 **ABC Board Report**

216 Mayor McIntyre asked if Pat Feagan has mentioned the effects of the Tryon ABC store
217 reopening. Manager Kanipe has no information as of yet, but will follow up and report back to
218 Council.

219
220 **Fire Department Report**

221 Fire Department Report was noted.

222
223 There being no further business, Councilman McCallister made a motion to adjourn,
224 Councilwoman Metcalf seconded. The meeting was adjourned at 8:13 p.m.

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228 _____
229 Mayor

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231 _____
232 Town Clerk

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Town of Columbus
Minutes of Columbus Town Council
Special Meeting / Budget Work Session
May 30, 2013

Mayor McIntyre called the Budget Work Session of the Special Meeting to order at 6:07 p.m. In attendance were Mayor McIntyre, Councilmen McCallister and Hall, Councilwomen Kan and Metcalf, Town Manager Jonathan Kanipe, Assistant Finance Director Kathy Gregory and Town Clerk Devon LaFromboise.

Budget Work Session 6:00 p.m.

Assistant Finance Director Kathy Gregory went over the change for the Federal Drug Seizure monies. Mrs. Gregory explained how she adjusted the process for account 10-3841-894. The fund shows a year to date balance of \$48,154.29, which is the amount that has been used during the 2013 fiscal year. The difference of \$ 60,531.00 has been moved to a dummy fund. As it is moved into the general fund it becomes revenue and an expense to the dummy fund.

Mayor McIntyre opened with a request to Manager Kanipe to highlight the letter that was included with the budget. Manager Kanipe went over budget goals, legislature changes, and budget estimates. In the general fund there is an increase of \$100,000.00 due to the St. Luke's Hospital agreement. The enterprise fund budget has increased by \$3 million due to the Waste Water Treatment Plant loan. No fees were budgeted for tax, water, or sewer increases as of now; the budgeted amounts are fairly straight forward.

Manager Kanipe went into further detail on some of the items and how the estimates for the budget were considered.

Councilwoman Kan asked about the salary for the Planner position. Manager Kanipe explained the hours were removed and the budget reflected the elimination of this position. The planner is funded in Enterprise and General Funds. The current volume of work does not meet the need for an employee in that position.

Councilwoman Metcalf asked if there are payments made to the County Tourism Authority. Manager Kanipe explained the tourism funds are allocated to festivals. If a new lodging business is built, then the total dollars would increase. Manager Kanipe explained that 50% of that fund is required to be budgeted.

Mayor McIntyre and Manager Kanipe discussed the needs for administrative development and if the budgeted amount of \$3,684.00 was adequate. Manager Kanipe assured Council the amount will cover all the costs of current and possible future development needs.

Mayor McIntyre asked about the generator at the St. Luke's Lift Station. Manager Kanipe discussed the length of time the generator has been in that location and that the generator is portable and used for electric outages. One additional well and one lift station can adapt to that

47 generator and the generator can be moved. Councilman McCallister asked about maintenance on
48 generator. Maybins Emergency Power is contracted for maintenance on the generator.

49
50 Mayor McIntyre informed Council that the debt service for Town Hall Refinance #11 for
51 \$28,000.00. Mrs. Gregory confirmed the last payment for this debt is due August 15, 2013.

52
53 Manager Kanipe reminded Council the numbers can change in June due to the St. Luke's
54 Hospital agreement and the Waste Water Treatment Plant project.

55
56 Councilman McCallister inquired when the agreement will go into effect with St. Luke's.
57 Manager Kanipe is optimistic to see it by September 2013. Councilman McCallister stated the
58 Town is getting compliments on the agreement. Manager Kanipe told Council that other towns
59 are requesting copies of our agreement. Mayor McIntyre asked for the timeframe to get two
60 people hired on and release to St. Luke's. Manager Kanipe believes it will be approximately two
61 months, possibly before.

62
63 Manager Kanipe discussed changing the Budget Ordinance. During the budget retreat the idea
64 was presented to focus on a departmental budget. The amendments would be for departments
65 and not line items. Councilwoman Kan asked for confirmation on receiving the monthly reports.
66 Manager Kanipe assured Council that the reports will still be presented. Mrs. Gregory explained
67 the budget is still itemized and the detail report would not change. The departmental budget
68 would allow for movement within a department, for individual line items. The budget
69 amendments would be handled administratively. Mayor McIntyre would like to see the
70 percentage if a department is overdrawn. The report will still be detailed; the only change is how
71 the budget amendments are handled. They would be considered reallocations as opposed to
72 amendments; the reallocations would be put in the agenda packets each month. Council was in
73 agreement to proceed with the departmental budget.

74
75 Councilwoman Metcalf complimented the Staff on their work. She feels confident with the staff
76 and their hard work.

77
78 Mayor McIntyre asked about the Year to Date variance on total income in water / sewer in the
79 current financial report. Mrs. Gregory explained that the total income, up to May 30, 2013, is
80 \$1,090, 438.80, the budget for the year was \$1,097,000.00. The \$7,000.00 shortage is for the
81 month of June income. The numbers change each day as payments are recorded.

82
83 Manager Kanipe discussed the treatment plant. The \$112,000.00 is cost that has been paid this
84 year that was not budgeted. The \$60,000.00 is a part of the fund balance appropriation that was
85 done and will be in a budget amendment. The remainder of \$52,471.00 will be received from the
86 State by the end of the year.

87
88 Mrs. Gregory informed Council that WK Dickson will have two bills due for payment on the
89 Waste Water Treatment Plant project. May services and June services will need to be paid and
90 will require a budget amendment.

91

92 Mayor McIntyre reminded Council that the budget is going to be dynamic for the next few
93 months.

94
95 Mrs. Gregory received a letter from Blue Cross/ Blue Shield regarding renewing the health care
96 policy; a quick enrollment is being encouraged. Staff is unsure what to expect with health
97 insurance costs during the 2013/2014 fiscal year. Mayor McIntyre inquired after any worker's
98 compensation claims. Mrs. Gregory assured Council that all claims have been settled.

99
100 The public hearing to approve the budget for the fiscal year 2013/2014 will be on June 20, 2013
101 at 6:00 pm. Manager Kanipe reminded Council of the possible changes to the budget that will
102 arise from the St. Luke's agreement and the WWTP project, prior to the June 20, 2013 meeting.

103
104 There being no further business, Councilman McCallister made a motion to adjourn,
105 Councilwoman Kan seconded. The meeting was adjourned at 6:39 p.m.

106
107
108 _____
109 Mayor

110
111 _____
112 Town Clerk
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MEMORANDUM FOR TOWN COUNCIL MEETING
JUNE 20, 2013

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: Public Hearing for FY13-14 Budget Proposal
Date: June 11, 2013

Background

By state law, the Council must receive public comment on the proposed FY13-14 budget prior to consideration. Council set this meeting date and time during the budget work session held on Thursday, May 30, 2013.

Staff properly advertised this public hearing via the attached notice.

TO: Tryon Daily Bulletin
FROM: Jonathan B. Kanipe, Town Manager
DATE: May 31, 2013
SUBJ: Special Meeting Notice

Please publish below the line in legal ads on:

Monday June 10, 2013

Send bill and affidavit to:

Town of Columbus

PO Box 146

Columbus, NC 28722

NOTICE OF PUBLIC HEARING

The proposed fiscal year 2013/2014 budget for the Town of Columbus has been presented to the Columbus Town Council and is available for public inspection in the office of the Clerk at the Columbus Town Hall from 8:00 a.m. to 5:00 p.m. weekdays.

The Columbus Town Council will hold a public hearing on the proposed budget on June 20, 2013 at 6:00 p.m. in the Town Council Chambers located at 95 Walker Street, for the purpose of receiving comments on the proposed budget.

Persons wishing to be heard are invited to make written or oral comments.



MEMORANDUM FOR TOWN COUNCIL MEETING
JUNE 20, 2013

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: Consideration of Adoption for FY13-14 Budget and Fee Schedule
Date: June 13, 2013

Background

During a special budget work session on May 30th, Town Council requested that staff prepare and present a budget for adoption at the regular June meeting. The budget ordinance presented reflects Council's request from that evening and is largely unchanged from the budget proposal presented to Council on May 16th.

There are no tax increases or water/sewer fee increases proposed in this year's proposal, though Council is aware that the sewer plant rehabilitation will require fee increases in the coming years.

The numbers remain unchanged from the budget proposal approved by Council at the May 30th special meeting. The only significant change from previous years is the style of the budget ordinance itself. Staff has presented the budget ordinance in departmental form which allows us to better handle budget amendments at the end of the year. This does not change any reporting available to Council or the general public, and all reports are still available for your review. This is simply a more efficient way for the Town's budget ordinance to function.

The proposed fee schedule for FY13-14 is also attached for your review along with the budget. Staff does not propose any fee increases at this time, but please know these may need to be amended during the year as the Legislature finalizes any changes in the state tax code or additional legislation that may impact these fees.

Please let me know if you have any questions regarding these changes or any further issues with the budget.

**ORDINANCE ESTABLISHING REVENUES AND EXPENDITURES
FOR THE TOWN OF COLUMBUS
FISCAL YEAR 2013-2014**

BE IT ORDAINED BY THE TOWN OF COLUMBUS, NORTH CAROLINA:

SECTION 1: It is estimated that the following revenues will be available during the Fiscal Year beginning July 1, 2013 and ending June 20, 2014, according to the following schedule.

SCHEDULE A - GENERAL FUND REVENUES

<u>Line Item</u>	<u>Account Name</u>	<u>Revenue</u>
10-3100-120	Motor Vehicle Tax	18,820.00
10-3200-104	Ad Valorem (Prior Year)	9,000.00
10-3200-105	Real Property Tax	456,830.00
10-3231-000	1% Local Option Sales Tax	45,000.00
10-3232-000	1/2% Local Option Sales Tax	51,000.00
10-3233-000	1/2% Local Option Sales Tax	51,000.00
10-3234-000	1/2% Local Option Sales Tax Article 44	29,000.00
10-3235-000	Solid Waste Disposal Tax	600.00
10-3260-000	Privilege Licenses	4,500.00
10-3261-000	Cable Franchise	1,700.00
10-3270-000	Local Occupancy Tax	20,000.00
10-3316-330	Powell Bill Allocation	31,500.00
10-3322-310	Beer and Wine Tax	4,800.00
10-3324-310	Utilities Franchise Tax	91,000.00
10-3343-000	Zoning/Sign Permits	1,500.00
10-3347-000	Court Fees	4,000.00
10-3347-575	GHSP Traffic Grant	20,000.00
10-3347-585	St Luke's Police Reimbursement	100,895.00
10-3351-000	Sanitation Fees	62,000.00
10-3831-800	Investment Earnings	1,200.00
10-3832-800	Investment Earnings Powell Bill	195.00
10-3837-800	ABC Board Distributions	7,000.00
10-3839-890	Miscellaneous Revenue	850.00
10-3839-892	4th of July Celebration (2014)	7,200.00
10-3839-896	July 4th Donations (2013)	1,000.00
10-3841-893	Forfeiture/Controlled substance	1,500.00
TOTAL REVENUES		1,022,090.00

SECTION 2: The following amounts are hereby proposed for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2013 and ending June 20, 2014, according to the following schedule.

SCHEDULE A - GENERAL FUND EXPENDITURES

<u>DEPARTMENT</u>	<u>TOTAL DEPARTMENTAL EXPENDITURE</u>
Town Council	15,005.00
Administrative	148,859.00
Planning	3,250.00
Fire Department	59,456.00
Streets	91,682.00
Police	604,853.00
Solid Waste	62,000.00
Debt Service and Miscellaneous Items	36,985.00
GENERAL FUND EXPENDITURES	1,022,090.00

SECTION 3: It is estimated that the following revenues will be available for the Town's enterprise fund during the Fiscal Year beginning July 1, 2013 and ending June 20, 2014, according to the following schedule.

SCHEDULE B - ENTERPRISE FUND REVENUES

<u>Line Item</u>	<u>Account Name</u>	<u>Revenue</u>
60-3710-510	Water Sales	507,900.00
60-3710-511	Sewer Sales	481,385.00
60-3710-512	Municipal Flat Monthly Fee	37,000.00
60-3710-521	Water Tap Fees	3,450.00
60-3710-522	Sewer Tap Fees	2,045.00
60-3710-524	Dumping Fees-Sewer	20,000.00
60-3710-580	Interest & Penalty Charges	23,000.00
60-3710-581	Investment Earnings	1,000.00
60-3839-807	T/S/C Line Revenues	20.00
60-3839-810	WWTP Construction Loan	3,000,000.00
60-3839-850	Fund Balance Appropriation	53,238.00
	ENTERPRISE FUND REVENUES	4,129,038.00

SECTION 4: The following amounts are hereby proposed for the operation of the Town's enterprise fund and its activities for the Fiscal Year beginning July 1, 2013 and ending June 20, 2014, according to the following schedule.

SCHEDULE B - ENTERPRISE FUND EXPENDITURES

<u>DEPARTMENT</u>	<u>TOTAL DEPARTMENTAL EXPENDITURE</u>
Water	365,545.00
Sewer	3,510,907.00
Debt Service and Miscellaneous Items	252,586.00
ENTERPRISE FUND EXPENDITURES	4,129,038.00

SECTION 5: There is hereby levied the following rates of tax on each one hundred (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2013 for the purpose of the foregoing estimates of revenue and in order to finance the following appropriations:

General Fund:

For general expenses incidental to the proper government of the Town including sanitation fees.

Total rate per \$100.00 on valuation of taxable property is forty cents (\$0.40); of this five cents (\$0.05) is dedicated fire tax.

Such rates are based on the total assessed valuation of property for the purpose of taxation of \$122,539,853 as provided by the Polk County Tax Assessor.

SECTION 6: The attached Schedule of Fees is hereby adopted for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014.

Adopted and approved this _____ day of June, 2013.

Eric McIntyre, Mayor

ATTEST:

Devon LaFromboise, Town Clerk

<u>Line Item</u>	<u>Account Name</u>	<u>Estimated Expenditure</u>
	Council Expenses	
10-4110-141	Elected Officials Travel	100.00
10-4110-171	Per Diem Elected Officials	9,000.00
10-4110-181	FICA	690.00
10-4110-198	County Elections Expense	2,600.00
10-4110-260	Elected Officials Departmental Supplies	250.00
10-4110-420	Dues and Subscriptions	1,865.00
10-4110-490	Elected Officials Conferences/Meetings	500.00
	Total Council Expenses	15,005.00
	Administrative Expenses	
10-4120-121	Salaries & Wages	59,535.00
10-4120-123	Overtime/PT Wages	400.00
10-4120-134	Administration/401-k	3,000.00
10-4120-181	FICA Taxes	4,555.00
10-4120-182	Retirement	4,240.00
10-4120-183	Group Insurance	15,675.00
10-4120-186	Worker's Compensation	370.00
10-4120-191	Accounting Fees	6,275.00
10-4120-192	Professional Services	16,000.00
10-4120-193	Community Alert Notification	1,260.00
10-4120-210	Janitorial Supplies	100.00
10-4120-251	Gas, Oil, Grease	500.00
10-4120-255	Manager Auto Allowance (\$250/month)	3,000.00
10-4120-260	Office Supplies	3,000.00
10-4120-261	Office Equipment rentals	2,800.00
10-4120-310	Maintenance of Equipment	500.00
10-4120-321	Telephone	4,140.00
10-4120-322	Postage	2,200.00
10-4120-331	Electricity/Gas Town Hall	5,000.00
10-4120-370	Advertising	600.00
10-4120-420	Dues and Subscriptions	1,000.00
10-4120-450	Insurance & Bonds	6,755.00
10-4510-451	Unemployment Reserve	1,270.00
10-4120-460	Staff Development	3,684.00
10-4120-520	Data Processing	1,000.00
10-4120-580	Buildings Maint. & Repairs	2,000.00
	Total Administrative Expenses	148,859.00

	Planning	
10-4210-123	P/T Salaries and Wages	-
10-4210-181	FICA Taxes	-
10-4210-186	Worker's Compensation	-
10-4210-191	Professional Services	2,000.00
10-4210-251	Office Supplies	100.00
10-4210-291	Data Processing Supplies	-
10-4210-321	Postage	350.00
10-4210-331	Advertising	800.00
10-4210-451	Unemployment Reserve	-
10-4210-460	Staff Development	-
	Total Planning Expenses	3,250.00
	Fire Department	
10-4340-699	Contract Protection at .05	59,456.00
	Total Fire Department Expenses	59,456.00
	Streets	
10-4510-121	Streets Salaries	11,092.00
10-4510-134	Streets-401k	555.00
10-4510-181	FICA taxes	850.00
10-4510-182	Streets Retirement	785.00
10-4510-183	Streets Group Insurance	1,640.00
10-4510-186	Workers Compensation	5,560.00
10-4510-212	Uniforms	-
10-4510-251	Auto Fuel	4,300.00
10-4510-290	Other Supplies & Materials	4,000.00
10-4510-320	Maintenance of Vehicles	3,500.00
10-4510-339	Street Lighting	25,000.00
10-4510-351	Building Repairs & Maintenance	750.00
10-4510-352	Equipment Repairs & Maintenance	2,000.00
10-4510-390	Mulching/Other Services	-
10-4510-430	Equipmental Rental	150.00
10-4510-591	Street Maintenance (Powell Bill)	31,500.00
	Total Streets Expense	91,682.00
	Solid Waste	
10-4710-691	Sanitation Contract with All-Bright	62,000.00
	Total Solid Waste Expense	62,000.00
	Miscellaneous Expenditures	
10-6110-492	Christmas	1,500.00
10-6110-493	4th July Celebration	10,000.00

10-6110-495	Travel and Tourism	1,000.00
10-6110-498	4th July Salaries	2,000.00
10-6110-499	Veteran's Park Maintenance	2,700.00
10-6110-501	Columbus Farm Fair	1,000.00
10-6110-502	D/S Town Hall Refin #11	14,227.00
10-6110-503	D/S Town Hall Renov. #12	4,558.00
10-7100-000	Contingency	-
	Total Other Expenses	36,985.00
	Police Department	
10-4310-121	Salaries & Wages	306,055.00
10-4310-123	Salaries PT/OT	42,000.00
10-4310-134	401-k Law Enforcement	16,435.00
10-4310-181	FICA Taxes	27,085.00
10-4310-182	Retirement	25,125.00
10-4310-183	Group Insurance	58,940.00
10-4310-186	Workers Compensation	15,025.00
10-4310-199	Professional Services	3,000.00
10-4310-210	Janitorial Supplies	100.00
10-4310-212	Uniforms	11,000.00
10-4310-251	Auto Fuel	25,000.00
10-4310-252	Office Supplies	600.00
10-4310-260	Expendible Equip/Supplies	1,000.00
10-4310-262	Maintenance of Equipment	1,000.00
10-4310-321	Telephone/Air Cards	7,600.00
10-4310-322	Postage	150.00
10-4310-329	Other Communications	7,600.00
10-4310-331	Electricity/Natural Gas	2,000.00
10-4310-353	Maintenance of Vehicles	9,000.00
10-4310-450	Police Insurance (Liability)	8,095.00
10-4310-451	Unemployment Reserve	4,650.00
10-4310-460	Staff Development	6,500.00
10-4310-520	Data Processing Equipment	300.00
10-4310-580	Buildings Repair and Maintenance	500.00
10-4310-599	2011 Charger Loan	18,231.00
10-4310-600	2012 Charger Loan	7,862.00
	Total Police Expenses	604,853.00
	GENERAL FUND TOTAL REVENUES	1,022,090.00
	GENERAL FUND TOTAL EXPENSES	1,022,090.00
	DIFFERENCE	-

Schedule B -- Enterprise Fund Revenues FY 13-14		
<u>Line Item</u>	<u>Account Name</u>	<u>Estimated Revenue</u>
60-3710-510	Water Sales	507,900.00
60-3710-511	Sewer Sales	481,385.00
60-3710-512	Municipal Flat Monthly Fee	37,000.00
60-3710-521	Water Tap Fees	3,450.00
60-3710-522	Sewer Tap Fees	2,045.00
60-3710-524	Dumping Fees-Sewer	20,000.00
60-3710-580	Interest & Penalty Charges	23,000.00
60-3710-581	Investment Earnings	1,000.00
60-3839-890	Miscellaneous Revenue	
60-3839-809	Grant for Hydraulic Study	-
60-3839-807	T/S/C Line Revenues	20.00
	WWTP Construction Loan	3,000,000.00
	Fund Balance Appropriation	53,238.00
	Total Revenues	4,129,038.00

Schedule B -- Enterprise Fund Expenditures FY 13-14

<u>Line Item</u>	<u>Account Name</u>	<u>Estimated Revenue</u>
	Water Department	
60-7110-121	Salaries & Wages	141,900.00
60-7110-123	Salaries OT/PT	27,055.00
60-7110-124	Council Salaries	4,500.00
60-7110-134	Administration/401-k	8,040.00
60-7110-181	FICA Taxes	13,270.00
60-7110-182	Retirement	11,370.00
60-7110-183	Group Insurance	29,415.00
60-7110-186	Workers Compensation	3,645.00
60-7110-191	Accounting	2,940.00
60-7110-193	Community Alert Notification	630.00
60-7110-199	Professional Services	8,000.00
60-7110-212	Uniforms	1,125.00
60-7110-230	Safety	1,000.00
60-7110-251	Auto Fuel	6,800.00
60-7110-252	Office Supplies	400.00
60-7110-260	Expend. Equipment and Supplies	3,500.00
60-7110-261	Chemicals	3,000.00
60-7110-262	Maintenance of Equipment	2,500.00
60-7110-290	Other Supplies/Materials	-
60-7110-291	Data Processing Supplies	400.00
60-7110-310	Maintenance of Vehicle	2,000.00
60-7110-321	Telephone	1,700.00
60-7110-322	Postage	2,600.00
60-7110-331	Electricity	45,000.00
60-7110-335	T/S/C Joint Line Utilities	3,000.00
60-7110-370	Advertising	250.00
60-7110-390	Lab Services and Testing	5,500.00
60-7110-430	Equipment Rental	200.00
60-7110-450	Insurance	5,415.00
60-7110-451	Unemployment Reserve	1,690.00
60-7110-460	Staff Development	1,200.00
60-7110-580	Building Maintenance	1,500.00
60-7110-594	Hydraulic study	-
60-7110-595	Water Line/Well Maintenance	26,000.00
	Total Water Expenses	365,545.00

	Sewer Department	
60-7130-121	Salaries	112,500.00
60-7130-123	Salaries OT/PT	17,765.00
60-7130-124	Council Salaries	4,500.00
60-7130-134	Group 401 K	6,105.00
60-7130-181	FICA Taxes	10,310.00
60-7130-182	Retirement	8,635.00
60-7130-183	Health Insurance	24,240.00
60-7130-186	Workmann's Comp	3,645.00
60-7130-191	Accounting	2,940.00
60-7110-193	Community Alert Notification	630.00
60-7130-199	Professional Services	15,000.00
60-7130-212	Uniforms	1,125.00
60-7130-230	Safety	800.00
60-7130-251	Auto Fuel	5,400.00
60-7130-260	Expend. Equipment and Supplies	1,000.00
60-7130-261	Chemicals	9,000.00
60-7130-262	Maintenance of Equipment	4,000.00
60-7130-270	Lift Stations	3,000.00
60-7130-291	Data Processing Supplies	300.00
60-7130-310	Maintenance of Vehicle	1,500.00
60-7130-321	Telephone	1,800.00
60-7130-322	Postage	1,400.00
60-7130-331	Electricity	44,000.00
60-7130-370	Advertising	400.00
60-7130-390	Lab Services and Testing	10,000.00
60-7130-391	Sludge Hauling	30,000.00
60-7130-430	Equipment Rental	-
60-7130-450	Insurance and Bonds	6,855.00
60-7130-451	Unemployment Reserve	1,270.00
60-7130-460	Staff Development	800.00
60-7130-580	Building Maintenance	1,500.00
60-7130-594	Sewer Line Maintenance	15,000.00
	WWTP Construction	3,165,487.00
	Total Sewer Expenses	3,510,907.00
	Water & Sewer Debt/Contingency	
60-7130-709	D/S Gen. Loan #9	23,375.00
60-7130-710	D/S FPS/Backhoe/BiLo Sew #10	52,353.00
60-9100-710	Sewer Revolving Loan CWMTF	113,419.00
60-9210-007	D/S Saluda Tryon Water Line	34,070.00
60-9210-497	D/S Town Hall Refin #11	14,227.00
60-9210-498	D/S Town Hall and Barn # 12	11,401.00

60-9210-499	D/S ARRA Loan Manhole Covers	3,741.00
60-9210-500	D/S WWTP Upgrade	-
60-9400-000	Contingency	-
60-9400-010	WWTP Debt Reserve	-
	Total Debt/Contingency Expenses	252,586.00
	Total Enterprise Revenues	4,129,038.00
	Total Enterprise Expenses	4,129,038.00
	Difference	-

2013/2014 Fee Schedule

PLANNING & ZONING FEES

Ordinance Copies

Zoning Ordinance	\$10.00
Sign Ordinance	\$6.00

Administrative Approval Application

Zoning Compliance Permits

Residential Single-Family Residential	\$25.00
Accessory/Addition	\$25.00
Sign	\$50.00
Interior Up-fit	\$25.00
Temporary Use	\$20.00
Home Occupation	\$20.00
Non-Residential Zoning Permit	\$100.00
Zoning Verification Letter	\$30.00
Two-Lot, Family, & Special Subdivisions	\$50.00

Board Reviewed Applications

Master Plans (Phased Development)	\$500.00
Minor Subdivisions (Preliminary & Final)	\$100.00 (plus \$25.00 / lot)
Major Subdivisions (Preliminary & Final)	\$500.00 (plus \$25.00 / lot)

Zoning Map Amendments

Application & Processing*	\$300.00
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**Includes Public Hearing Advertisements*

Notification to affected Property Owners

1-20 Property Owners	\$25.00
21-50 Property Owners	\$75.00
51-100 Property Owners	\$150.00
Over 100 Property Owners	\$300.00

Other Board Reviewed Applications

Conditional Use Permit	\$250.00
Text Amendments	\$500.00
Board of Adjustment	
Appeal Request	\$200.00
Special Use Permit - Wireless Comm*	\$2,500.00
Special Use Permit - All Others	(Plus Notification Fees as Seen for Zoning Map Amendments) \$400.00
Variance Request	(Plus Notification Fees as Seen for Zoning Map Amendments) \$300.00

* \$500.00 of this fee is NON-REFUNDABLE, and due at the time of application submission;

SEDIMENTATION AND EROSION CONTROL FEES

Grading, Less than 10,000 square feet

Residential Permit	\$200.00
Commercial Permit	\$350.00

Grading, 10,000 square feet or more

Property size: more than 10,000 sf, but less than 1 acre	\$500.00
Property size: each additional acre (or portion of an acre) above 1 acre	\$500.00

MOUNTAIN AND HILLSIDE DEVELOPMENT REVIEW

Applications for Mountain & Hillside Review shall be submitted prior to regular zoning permit reviews

Residential Zoning Compliance Permit	\$28.00
Residential Accessory/Addition Zoning Compliance Permit	\$28.00
Non-Residential Zoning Compliance Permit	\$140.00
Master Plan Submittal	\$700.00
Preliminary & Final Plats (Minor Subdivisions)	\$140.00
Preliminary & Final Plats (Major Subdivisions)	\$700.00
Conditional Use Permit	\$210.00
Special Use Permit	\$560.00

Water and Sewer

Water and Sewer Rates as of July 1, 2012

Residential Water (inside town limits)	(3,000 min)	\$16.65	\$2.43 per 1000 gallons thereafter
Residential Water (outside)	(3,000 min)	\$32.17	\$4.84 per 1000 gallons thereafter
Residential Sewer (inside town)	(3,000 min)	\$24.10	\$3.62 per 1000 gallons thereafter
Residential Sewer (outside town)	(3,000 min)	\$46.82	\$7.08 per 1000 gallons thereafter
Commercial Water (inside town)	(5,000 min)	\$26.99	\$2.43 per 1000 gallons thereafter
Commercial Water (outside town)	(5,000 min)	\$52.86	\$4.84 per 1000 gallons thereafter
Commercial Sewer (inside town)	(5,000 min)	\$39.20	\$3.62 per 1000 gallons thereafter
Commercial Sewer (outside town)	(5,000 min)	\$75.68	\$7.08 per 1000 gallons thereafter

Availability Fee	Water	\$16.65
Availability Fee	Sewer	\$24.10

Non-Customer Rate \$16.65 per 1,000 gal for first 5,000 gallons
\$6.70 per 1,000 gal after first 5,000 minimum

Dump Fees \$75.00 per 1000 gallon load

Saluda/Tryon/Columbus Line Fee \$3.40 a month for all customers

Water Taps -- Inside Town Limits

3/4"		Impact Fee	Back Flow
\$942.48		\$600.00	\$112.46
1"		Impact Fee	Back Flow
\$1,068.32		\$600.00	\$112.46
2"		Impact Fee	Back Flow
\$2,731.05		\$600.00	\$112.46

Owner Responsibility to Install Taps & Backflow Preventers on Meters Greater than 6-Inches

6"		Impact Fee	Back Flow
\$2,621.81	Owner Installs	\$600.00	Owners Responsibility
8"		Impact Fee	Back Flow
\$3,058.78	Owner Installs	\$600.00	Owners Responsibility
10"		Impact Fee	Back Flow
\$4,369.68	Owner Installs	\$600.00	Owners Responsibility

Water Taps - Outside Town Limits

3/4"		Impact Fee	Back Flow
\$1,237.01		\$600.00	\$112.46
1"		Impact Fee	Back Flow
\$1,405.59		\$600.00	\$112.46
2"		Impact Fee	Back Flow
\$3,823.47		\$600.00	\$112.46

Water Taps -- Outside Town Limits (Continued)

Owner Responsibility to Install Taps & Backflow Preventers on Meters Greater than 6-Inches

6"		Impact Fee	Back Flow
\$3,495.74	Owner Installs	\$600.00	Owners Responsibility
8"		Impact Fee	Back Flow
\$3,932.71	Owner Installs	\$600.00	Owners Responsibility
10"		Impact Fee	Back Flow
\$5,680.58	Owner Installs	\$600.00	Owners Responsibility

Sewer Taps - Inside Town Limits

4"		Impact Fee
\$1,113.96		\$600.00

Owner Responsibility to Install Taps on Anything over 6-Inches

6"	Owner Installs	Impact Fee
\$1,442.26		\$600.00
8"	Owner Installs	Impact Fee
\$1,923.02		\$600.00

Sewer Taps - Outside Town Limits

4"		Impact Fee
\$1,422.82		\$600.00

Owner Responsibility to Install Taps on Anything over 6-Inches

6"	Owner Installs	Impact Fee
\$1,923.02		\$600.00
8"	Owner Installs	Impact Fee
\$2,403.78		\$600.00

Additional Water/Sewer Fees & Penalties

Reconnection/Penalty Fee	\$75.00
Returned Checks	\$25.00
Renter Water Deposit	\$150.00
Owner Water Deposit	\$75.00
Commercial Water Deposit	\$150.00
After Hours Connection Fee	\$100.00
Meter Tampering Fee	\$375.00

Sanitation Fees

Residential Customers Once per Week	\$12.00/mth
2 pick ups per week	\$24.00/mth
3 pick ups per week	\$35.00/mth
4 pick ups per week	\$50.00/mth
5 pick ups per week	\$55.00/mth
5 pick ups twice a day	\$150.00/mth

Fabulous 4th Festival Fees

Commercial Vendor Space	\$250.00
Craft/Nonprofit Vendor Space	\$30.00

**Please note -- Columbus Farm Festival is handled through Polk County Cooperative Extension & Agricultural Economic Development Offices*

Miscellaneous

Electronic Gaming Fees* \$3,000.00 per location & \$2,500.00 per machine each fiscal year

**Must meet zoning requirements regarding location of electronic gaming machines*

Administrative Fees

Certified Copy Fee	1st Page	\$5.00
Certified Copy Fee	Additional Pages	\$2.00
Copier Fees		\$.15 page
Notary Fee		\$5.00 per Signature
Minutes		\$5.00 per CD
Precious Metals Permit		\$180.00
Precious Metals	Fingerprint	\$38.00
Video DVD copy	per camera per incident	\$50.00
Video CD copy	per camera per incident	\$25.00
Criminal History Report		\$15.00
Incident/Wreck Report		\$7.00

Town Code Violations

Parking Citation	First Offense	\$5.00
Parking Citation	If not paid after 60 days	\$25.00
Yard Sale Sign Violation		\$10.00



MEMORANDUM FOR TOWN COUNCIL MEETING
JUNE 20, 2013

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: Consideration of Budget Amendments for FY12-13
Date: June 11, 2013

Background

Budget amendments for close out and reconciliation of FY2012/2013 are attached for your review and approval. Assistant Finance Director Kathy Gregory will be present to answer any questions you may have.

The largest amendments are related to the WWTP engineering and construction project, police department purchases made with drug seizure funds or through approved grant projects, and the Polk County Community Foundation grants for the Handmade in America program.

Please let Kathy or I know if you have any questions regarding these amendments to the current year budget.

General Fund
Budget Amendments for
Fiscal Year 2012/2013

<u>Account Number</u>	<u>Account Description</u>	<u>Original Budget</u>	<u>Amended Budget</u>
10-3200-104	Taxes-Prior Levy	\$ 3,000	\$ 10,000
10-3200-105	Taxes-Current Levy	446,100	451,110
10-3347-000	Court Fees	1,700	4,300
10-3347-550	GHSP Grant Motorcycle	-0-	3,100
10-3347-580	GHSP Checkpoint Equipment	-0-	12,000
10-3841-894	Seizure Funds	-0-	49,000
10-3845-896	Hand Made in America Grant	-0-	2,305
10-4120-121	Admin Salaries	62,665	63,565
10-4120-123	Admin Overtime	400	-0-
10-4120-183	Admin Group Insurance	15,675	15,175
10-4120-192	Admin Professional Svcs	22,389	16,112
10-4120-251	Admin Fuel	500	700
10-4120-260	Admin Office Supplies	3,000	2,800
10-4120-321	Admin Telephone	4,140	4,440
10-4120-450	Admin Insurance	9,340	9,015
10-4120-420	Admin Dues	1,025	1,050
10-4120-460	Admin Staff Development	5,500	6,300
10-4120-580	Admin Building Maint.	2,000	3,500
10-4210-123	Planning Salaries	4,500	3,410
10-4210-191	Planning Professional Svcs	2,000	790
10-4210-331	Planning Advertising	800	1,400
10-4210-321	Planning Postage	350	-0-
10-4210-460	Planning Staff Development	500	250
10-4310-121	Police Salaries	255,330	252,330
10-4310-123	Police PT/OT Salaries	23,000	31,500
10-4310-181	Police FICA taxes	21,295	21,600
10-4310-183	Police Group Insurance	45,900	44,525
10-4310-186	Police Work Comp Insurance	11,448	10,200
10-4310-199	Police Professional Svcs	2,000	3,300
10-4310-212	Police Uniforms	3,000	3,500
10-4310-251	Police Vehicle Fuel	24,000	28,000
10-4310-252	Police Office Supplies	600	1,400
10-4310-260	Police Expendable Supplies	900	1,200
10-4310-262	Police Equipment Maint.	1,000	1,300
10-4310-353	Police Vehicle Maint.	5,000	7,200
10-4310-450	Police Insurance	11,190	9,800

10-4310-460	Police Staff Development	6,500	15,000
10-4310-500	Police Auto	-0-	33,825
10-4310-520	Police Data Processing	300	2,000
10-4310-522	Police MDT's	-0-	1,000
10-4310-550	Police Service Weapons	-0-	14,000
10-4310-580	Police Building Maint.	1,000	3,500
10-4310-584	Police Motorcycle	-0-	1,200
10-4310-585	Police Traffic Project	-0-	1,600
10-4310-586	Police Checkpoint Equipment	-0-	16,000
10-4510-183	Street Group Insurance	1,640	1,675
10-4510-339	Street Lighting	22,500	23,500
10-4510-352	Street Equipment Repairs	2,000	5,000
10-4510-390	Mulching	1,600	-0-
10-4510-591	Street Maintenance	31,500	27,340
10-4710-691	Sanitation	60,750	61,030
10-6110-490	Hand Made in America	-0-	2,305
10-6110-492	Christmas	1,500	2,940
10-6110-493	July 4 th	10,000	13,000
10-6110-495	Travel/Tourism	1,000	-0-
10-6110-498	July 4 th Salaries	2,000	1,385
10-6110-499	Veterans Park Maintenance	2,700	2,900
10-6110-501	Columbus Farm Fair	1,000	1,220
10-7100-000	Contingency	8,340	-0-

Water/Sewer Fund
Budget Amendments for
Fiscal Year 2012/2013

<u>Account Number</u>	<u>Account Description</u>	<u>Original Budget</u>	<u>Amended Budget</u>
60-3710-510	Water Sales	\$ 507,900	\$ 511,556
60-3710-580	Penalty Fees	23,000	26,800
60-3839-801	T/S/C Joint Water Line Rural	-0-	62,900
60-3839-805	WWTP State Loan	-0-	244,475
60-7110-121	Water Salaries	163,605	161,700
60-7110-123	Water PT/OT Salaries	16,000	20,500
60-7110-134	Water 401K	8,868	10,000
60-7110-181	Water FICA	14,084	15,084
60-7110-182	Water Retirement	11,954	12,954
60-7110-199	Water Professional Svcs	8,000	10,500
60-7110-230	Water Safety	1,000	1,200
60-7110-260	Water Expendable Supplies	6,000	5,000
60-7110-290	Water Other Supplies	500	1,800
60-7110-450	Water Insurance	7,490	6,280
60-7110-594	Water Hydraulic Study	44,000	39,965
60-7110-595	Water Line Maintenance	36,400	41,645
60-7110-596	T/S/C Joint Line Construction	-0-	62,900
60-7130-121	Sewer Salaries	113,197	111,000
60-7130-262	Sewer Equipment Maintenance	4,000	7,000
60-7130-270	Sewer Lift Stations	3,000	7,000
60-7130-331	Sewer Electricity	42,000	45,000
60-7130-391	Sewer Sludge Hauling	16,000	13,540
60-7130-450	Sewer Insurance	9,480	7,945
60-7130-594	Sewer Line Maintenance	20,000	15,000
60-7130-605	WWTP Design WK Dickson	-0-	94,475
60-7130-607	WWTP Construction	-0-	150,000
60-7130-606	WWTP Loan Closing Costs	-0-	60,000
60-9400-000	Contingency	26,494	-0-
60-9400-010	WWTP Debt Reserve	33,585	-0-



MEMORANDUM FOR TOWN COUNCIL MEETING
JUNE 20, 2013

To: Mayor & Town Council
From: Jonathan Kanipe, Town Manager
Re: Consideration of Agreement Renewal for
Solid Waste Services with All-Bright Sanitation
Date: June 11, 2013

Background

The Town Council directed staff to work with the Town's current solid waste and recycling provider, All-Bright Sanitation, on a renewal of the Town's existing solid waste agreement. Town staff and All-Bright met and discussed general parameters of a renewal, and came to a consensus regarding this renewal. Council was made aware of these broad parameters but had not reviewed the overall agreement until this time.

Agreement Discussion

The renewal agreement itself is very similar in scope to the agreement the Town signed three years ago. All-Bright agreed to keep their solid waste and recycling fees the same for FY13-14, with the provision that they could increase fees the next two fiscal years. This increase would be tied to the growth in the Consumer Price Index (CPI) for the southeastern United States as of March 2014 and March 2015. This allows ample time for Town staff to work revised numbers into budget preparations.

Staff did request that All-Bright consider capping this percentage at five (5) percent, and they have agreed. It is unlikely that the CPI will change that dramatically in one year, but this needed to be included in the event it did. Currently, the CPI from March 2012 to March 2013 increased by nine-tenths (0.9) percent. These are increases the Town can absorb without increasing fees to customers.

Recommendation

Staff feels strongly that All-Bright Sanitation is the correct contractor for this service. They have provided very good service to the Town over the past three years and allowed us to keep our rates at a modest level for Town citizens, while providing both weekly solid waste and recycling pick-up. The Town's fees to customers are below that of the other Towns in the County and represent a good value to the citizens for the service provided. Staff recommends renewal of this agreement for three years.

**Town of Columbus
Bid Proposal Document
For
Renewal of Solid Waste Collection Services**

I. SUMMARY

The Town of Columbus seeks to renew its current solid waste and recycling collection agreement with All-Bright Sanitation.

The proposal includes four proposed rate schedules: three for solid waste collection and one for recycling collection.

Schedule I includes residential garbage and trash pickup once per week at curbside for three-hundred and forty-seven (347) households. Schedule 1 also includes emptying nineteen waste containers located on Main Street and Stearns Park twice per week.

Schedule II includes commercial hand pick up service twice per week for forty-six (46) small businesses located within the Town limits, also one eight-yard dumpster located at Town Hall emptied weekly, and one eight-yard dumpster located at Waste Water Treatment Plant emptied weekly.

Schedule III includes one (1) business with pick up four days a week, three (3) businesses with pick up three days a week, and one (1) business with pick up five days a week.

Schedule IV includes curbside recycling pickup for Town residents as specified in the remainder of the document.

II. MEETING FOR RENEWAL OF EXISTING AGREEMENT

A pre-proposal conference regarding renewal of the existing agreement was held at **3:00 p.m. on Wednesday, March 13, 2013** at the Columbus Town Hall located at 95 Walker Street, Columbus, N.C.

III. RENEWAL OF EXISTING AGREEMENT

Per Section IV, Part A of the Town's agreement with All-Bright Sanitation dated April 13, 2010, the Town and Contractor have mutually agreed to extend this agreement for a period of three (3) years. This renewal is to take effect July 1, 2013 and expire June 30, 2016. The Town and Contractor may renew this agreement upon mutual agreement to do so.

IV. DETAILED SPECIFICATIONS

A. General Specifications

Scope of Work- The work awarded under contract shall consist of the items in the bid proposal, including all supervisions, equipment and labor. Refuse collection will occur on required days of the week to be determined by the Town in consultation with the Contractor.

Hours of Operation- Collection of solid waste shall not begin before 7:00 am or continue after 6:00 pm of the same day. Exceptions to this policy will require approval of both parties to the agreement.

Collection Routes- Routes shall be determined by the Contractor subject to the approval of the Town. Contractor shall submit a map designating routes in the Town for its approval; the Town's approval shall not be unreasonably withheld.

Holidays- In the event of a normally scheduled service day falling on a holiday, the Contractor must provide the pick-up either the day of or the day following the normal pick up day. Contractor must notify the Town of this change at least one (1) week prior to the change in schedule.

Complaints- All complaints shall be resolved within 24 hours of the contractor being notified of the complaint. Complaints shall be received by the Town and forwarded to the Contractor. The Contractor shall have a local phone number and qualified attendants to process complaints between the hours of 8:00 am and 5:00 pm. The Town may require the Contractor to make personal supervisory contact to resolve a service complaint. All Contractors will also provide a monthly report on resolutions of complaints including a list of complaints and how resolved.

New Customers- The Town will advise the Contractor when to add new service locations to the route.

Hauling Standards- All solid waste hauled by the Contractor shall be contained, tied, or enclosed to prevent leaking or spillage. The Contractor shall immediately clean up leakage or spillage.

Notification- The Town will notify its citizens of complaint procedures, regulations and days for scheduled collection.

Compliance with Laws- The Contractor shall conduct operations under the contract in compliance with all applicable laws.

Licenses and Taxes- The Contractor shall obtain all licenses and permits and pay all applicable taxes.

Indemnification- The Contractor shall indemnify and hold harmless the Town, its officers, agents, servants, and employees from and against all court actions, legal proceeding, claims, demands, damages, costs, expenses, and attorney fees to the extent resulting from a willful or negligent act or omission of the Contractor, its officers, agents, servants, and employees in the performance of this contract: provided, however, that the Contractor shall not be liable for any suits, actions, legal proceeding, claims, demands, damages, costs, expenses, attorney fees arising out of award of this contract for a willful or negligent act or omission of the Town, its officers, agents, servants, and employees.

Grant or Right- The Contractor shall be the only person or company authorized by the Town to provide residential solid waste collection within the Town. It is the understanding and intention of both parties that this agreement shall not constitute a franchise, but a contract.

Insurance- The Contractor shall at all times during the contract maintain in full force and effect general liability, workers' compensation, and vehicle insurance. Limits for general liability and vehicle shall be \$1,000,000/ \$2,000,000 minimum. Worker's Compensation shall meet the statutory minimums established by the state of North Carolina. The Contractor shall provide the Town with current certificates of insurance, which name the Town as Additional Insured.

Contract Duration- The contract shall be three years and shall initially run from July 1, 2013 through June 30, 2016. The contract will be terminated at the end of the contract unless the Town and the Contractor have mutually agreed upon a written extension.

The contract may be terminated within seven (7) days written notice to the Contractor if the Contractor fails to perform the work with adequate performance or equipment. The contract may also be terminated at any time by written mutual agreement between the Contractor and the Town.

Additions or Deletions- The number of locations served by the contractor will be updated as the changes occur, on no less than a monthly basis.

Town Payment for Services- The Town will pay the Contractor for services rendered within thirty (30) days following the receipt of the invoice. Invoices shall be submitted monthly. The Town will pay the Contractor based on the number of locations receiving service in the Town.

Cost Increases for FY14-15 and FY15-16 - The Town and Contractor agree that the Rate Schedule below represents the cost for the services listed in FY13-14. By approval of this contract, the contractor is allowed to increase costs for the remaining two years of the agreement based on the Bureau of Labor Statistics Southeast Consumer Price Index (CPI) percent change for one year as of March 2014 and

March 2015. This information can be found yearly at the following URL: http://www.bls.gov/xg_shells/ro4xg01a.htm or by contacting the United States Bureau of Labor Statistics.

The percent change per year is not to exceed five (5) percent.

Transferability of Contract- This contract may not be assigned, either in whole or in part, without written consent of the Town.

B. Schedule I Specifications: Residential Garbage and Trash

The Contractor will provide collection of residential garbage and trash once per week on regularly scheduled days. There are approximately three-hundred and forty-seven (347) households receiving service in the Town. The Town will provide a map indicating service areas to the Contractor. The Town, in consultation with the Contractor, shall determine the days of collection. The point of collection shall be the curbside.

Aged, feeble or handicapped residents for whom it would be impractical or difficult to transport the container to the curbside shall receive service at the house. The Town will provide a written list of such residents to the Contractor.

Additionally, the Contractor will empty ten to twenty waste containers located on Mills Street twice per week.

The Contractor shall have the responsibility for all costs associated with collection and disposal.

C. Schedule II Specifications: Commercial Pickups

The Town seeks a price for commercial hand pickup of forty-six (46) businesses. The commercial hand pickup shall occur twice per week. The Town, in conjunction with the Contractor shall determine the days of service. The point of collection shall be curbside.

The Contractor shall have the responsibility for all costs associated with collection and disposal.

D. Schedule III Specifications: Special Pickups

The Contractor will provide one (1) business with pick up four days a week, three (3) businesses with pick up three days a week, and one (1) business with pick up five days a week.

The Contractor shall have the responsibility for all costs associated with collection and disposal.

E. Schedule IV. Specifications:

The Contractor shall provide collection of recyclables including newspaper, magazines, clear, green or brown glass, aluminum cans, steel food cans, and #1 & #2 plastic bottles. The items to be recycled may be changed by the Town. The point of collection shall be the curbside. Residents will provide their own containers.

Aged, feeble or handicapped residents for whom it would be impractical or difficult to transport the container to the curbside shall receive service at the house. The Town will provide a written list of such residents to the Contractor.

Town residents will be instructed to prepare the material based on the requirements of the location where the material will be taken.

The Contractor may elect to deliver the materials to the Polk County Transfer Station and dispose of the material as directed by transfer station personnel. Alternatively, the Contractor may select a recycling material destination in conjunction with the Town's approval. In either instance, the Contractor will make its best effort to insure the material collected is routed into a recycling stream instead of a waste stream destined for a landfill.

SOLID WASTE PROFESSIONAL SERVICES AGREEMENT

To: Town of Columbus
Jonathan Kanipe
P.O. Box 146
Columbus, NC 28722

From: _____

Check One:
Sole Proprietorship _____
Corporation _____
LLC _____

This agreement made and entered into this 20th day of June, 2013.

WITNESSETH

The undersigned, having carefully read and considered the terms and conditions of the Bid Document for Solid Waste and Recycling Collection, does hereby offer to perform such services on behalf of the Town of Columbus in accordance with the terms and conditions and at the rates set forth in the attached Rate Schedule.

It is further understood that the terms and conditions of the Bid Document for Solid Waste, the attached rate schedule, the performance bond, along with this document, shall constitute the contract between parties as though fully written.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be legally executed, all as of the day and year first written, the corporate seal of each affixed hereto by its proper officers, all as provided by law.

Town of Columbus

All-Bright Sanitation, LLC

Mayor

Date

Date

Attest:

Attest:

RATE SCHEDULE

Schedule I-

Once weekly residential garbage pickup, per customer, per month, with number of customers revised monthly, and nineteen Mills Street trash receptacles emptied two times per week.

Unit Cost per Month	\$ <u>9.25</u>
Total Cost (347 Houses, 19 Main Street receptacles)	\$ <u>3,209.75</u>

Schedule II-

Twice weekly commercial garbage pickup, per customer, per month, with number of customers revised monthly. Also, one business three times a week, and one business four times a week. Also, one dumpster located at Town Hall emptied weekly, and one dumpster located at Waste Water Treatment Plant emptied weekly

Unit Cost per month	\$ <u>15.00</u>
Total Cost (46 commercial customers)	\$ <u>690.00</u>

Dumpster Fee per month (2 picked up weekly)	\$ <u>100.00</u>
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Schedule III-

One (1) business with pick up five days a week.

Unit Cost per month	\$ <u>60.00</u>
Total Cost	\$ <u>60.00</u>

One (1) business with pick up four days per week

Unit Cost per month	\$ <u>45.00</u>
Total Cost	\$ <u>45.00</u>

Three (3) businesses with pick up three days per week

Unit Cost per month	\$ <u>30.00</u>
Total Cost	\$ <u>90.00</u>

Schedule IV-

Weekly recyclable curbside residential pickup:

Unit Cost per month (347 units)	\$ <u>2.00</u>
Total Cost	\$ <u>694.00</u>

Weekly recyclable curbside commercial pickup:

Unit Cost per month (52 units)	\$ <u>4.00</u>
Total Cost	\$ <u>208.00</u>

Total Cost Per Month Based on Above Schedule \$ 5,096.75

(Note: Numbers represent current customer base. New Customers shall be charged based on above schedule and classification/frequency of pick-up)

2013 Town Manager's Report
Prepared for Columbus Town Council
Thursday, June 20, 2013

- 1) **Columbus WWTP Project:** The construction project at the WWTP continues to progress. The contractor has done a terrific job thus far, and most of the work completed has involved earthwork (moving, excavating, etc), demolition of existing structures and apparatuses, and well drilling.

The new well for the plant was dug two weeks ago, with the contractor having to dig an extra 100 feet down to get adequate pressure. The final drilling was 450 feet resulting in 75 gallons per minute pressure -- this is more than adequate for the needs at the plant. During drilling, an artesian well was uncovered so the final well installation will also have to be vented to allow for this pressure to dissipate around the well. The well driller will certify the final installation and provide all documents to the Town, contractor, and engineer. The old well was filled with grout and will be capped. The contractor will provide a certification of this as well.

The contractor's next focus is the demolition of the existing laboratory/office and construction of the new building. They also plan to begin construction of the new sludge tank within the next ninety days. We had our monthly progress meeting with the contractors, engineer, and state inspector on Monday and everyone was pleased with the progress reported thus far. The contractor and engineer seem to work well together, and the state inspector indicated that this project was on the right foot moving forward.

We also received documentation from the State this week that the debt service for this project will not start until May 2014. This was expected, but is good to see a proposed schedule for debt service payments.

- 2) **Close-Out of NC Rural Center Grant:** The Town closed out the water modeling study grant with the N.C. Rural Center within the past month and received our matching funds of \$22,000.00. These funds were used to perform a detailed water modeling study, a capital improvement plan for the water system, and an asset management plan. The Town is very appreciative of the generous support of the Rural Center.
- 3) **Foster Creek Master Plan Amendment:** The Master Plan for the Foster Creek Development was amended at the last Planning Board meeting on Thursday, June 13. This amendment was specifically to incorporate the newly annexed 2.66+/- acres into the development's overall master plan. All earlier portions of the Master Plan remain in full effect.

- 4) **Agreement with St. Luke's Hospital:** The agreement with St. Luke's is still in review by their attorneys in Charlotte. There is no reason to think this agreement will not come to fruition, but it is taking a bit longer than anticipated. The budget numbers presented tonight reflect the full year of services, but this number will be revised next June when staff prepares budget amendments. Due to the difficulties associated with determining a specific start date, staff elected to keep these budget numbers representative of one full year. We will keep Council apprised of any progress with this agreement.

- 5) **Veterans Day Parade Update:** The committee organizing the Veterans Day parade has made tremendous strides and is doing their best to coordinate with all local agencies on this inaugural event. The coordinator for the day's events recently met with me to review any outstanding issues, and has also met with Chief Beddingfield and Chief Arledge to receive their feedback regarding their proposed plans. The event should bring many people into downtown Columbus and provide a terrific opportunity for the Town and County to recognize our veterans.

TOWN OF COLUMBUS

PUBLIC WORKS REPORT

MAY 2013

STORMWATER PROJECT:

AFTER MUCH RAINFALL THIS MONTH, WE OBSERVED RAINFALL RUNOFF FROM PENIEL RD, THE METHODIST CHURCH PARKING LOT, WALKER ST. AND SOME FROM DENTON ST, CONVERGING TO A CULVERT PIPE AT THE CORNER OF THE CHURCH PARKING LOT AND THE MELTON PROPERTY ON WALKER ST. WHERE WATER BACKS UP ONTO THE MELTON PROPERTY TO WHERE IT THREATENS THE CRAWLSPACE UNDER THE HOUSE.

ACCORDING TO MR. MELTON, THIS HAPPENS OFTEN. THE CULVERT PIPE DRAINING WATER AWAY FROM THE PROPERTY IS 15 INCH. IT HAS BEEN DETERMINED THE PIPE DIAMETER IS NOT SUFFICIENT TO HANDLE THE VOLUME OF WATER REACHING THAT AREA.

A DECISION WAS MADE TO REMOVE THE EXISTING 15 INCH PIPE AND REPLACE WITH A 2 FOOT DIAMETER PIPE ACROSS WALKER ST.

PUBLIC WORKS WILL ADDRESS THIS LATE JUNE/ EARLY JULY.

CONSTRUCTION AT THE WASTEWATER TREATMENT PLANT HAS BEGUN.

DRILLING FOR THE NEW WELL WAS STARTED. THE WELL IS 8INCH IN DIAMETER AND 450 FEET DEEP. THE WELL PRODUCES 70 GALLONS A MINUTE, AND HAS A NATURAL PRESSURE (FLOW AS IN ARTISIAN) OF 3.5 LBS, WHICH IS UNUSUAL.

THE OLD SLUDGE STORAGE POND WAS ELIMINATED AND AREA LEVELED.

ONE OF THE 3 BLOCK BUILDINGS NEXT TO THE SLUDGE POND WAS KNOCKED DOWN AND REMOVED.

GRADING AROUND THE BASIN CONTINUES.

THE OLD SLUDGE DRYING BEDS WERE REMOVED. THIS IS THE AREA WHERE THE SECOND CLARIFIER IS GOING AS WELL AS THE SLUDGE STORAGE TANK.

THE OLD CONCRETE LOADING DOCK WAS REMOVED.

COLUMBUS POLICE DEPARTMENT

Department Head Report

June 20th 2013 Council Meeting

Chris Beddingfield, Police Chief

- Statistical Data
 - Will be distributed at a later date
- High speed accident with injuries, impaired driver
 - Vehicle accident at east traffic circle
 - Driver impaired on prescription medication
 - Slid down ramp, completely through concrete circle and landscaping crashing into guardrail on opposite side
 - Passenger seriously injured, taken to Spartanburg Regional Hospital
 - Speed a factor
 - Re-enforces the need for traffic enforcement
 - Had other traffic been in roadway most certainly would have been a fatality
 - Multiple criminal charges
- Attended invitation only 20th Anniversary “Click it or ticket” celebration in Raleigh, N.C.
 - Program originated in North Carolina
 - Operating for twenty years, statistics given showing safety impact of seatbelt usage.
 - Governor Pat McCrory was keynote speaker, several other state dignitaries spoke as well.
 - New media campaigns for click it or ticket were released
 - Large networking opportunity
 - Catered meal
 - Honor to be invited and attend
- Have participated with three bike safe classes since last council meeting
 - Training public motorcycle riders in accident avoidance and safety

TOWN OF COLUMBUS

ABC BOARD

Monday May 13, 2013

The ABC Board met at the Columbus Hardware store. Present were Pat Feagan chair, Marshall Watkins board member, Devin Williams secretary and store manager George Miller.

Chair Pat Feagan called the meeting to order (5:10 pm). Marshall makes a motion to approve minutes, Chair seconds. Chair makes a motion to approve the agenda, Marshall seconds. Secretary Devin Williams reads the Ethics and Conflict of Interest statement.

In accordance with GS 18B-201, it is the duty of every board member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the board today?

No says all.

OLD BUSINESS

No Old Business

NEW BUSINESS

1) ABC Board was able to make a profit distribution of \$500.00 to the Town.

NCAC 02R.1706(b) states "If a local board has a price discrepancy between the price on the shelf or bottle is lower, the local board shall sell the item at the shelf or bottle price and correct the shelf or bottle price to match the Commissions published uniform price."

THIS IS OFFICIAL BOARD POLICY

With no further business Chair motions to adjourn at 5:58 pm, Devin seconds.

The next meeting will be held Monday June 10, 2013 at Columbus Hardware Store.

Town of Columbus Fire Department

Incident Summary Report

May 2013



Type of Incident	Number	Firefighter Hours Utilized
Emergency Medical Calls	62	64:07:00
D & C Fire Alarm Activation "AA"	2	0:29:00
Structure Fire "AA"	1	8:52:00
Motor Vehicle Accidents	9	61:57:00
Public Service	10	24:36:00
Powerline Down	1	0:51:00
D&C Medical	4	0:35:00
Assist Other Agency	4	3:31:00
Fire Alarm	3	2:06:00
Lockout	14	6:06:00
Smoke Investigation	1	0:40:00
D&C MVA	2	0:14:00
Assist Law Enforcement	3	3:26:00
Smoke Complaint "AA"	1	1:50:00
Arcing Electrical Equipment	1	1:25:00
CO Detector Activation "MA"	1	1:09:00
D&C Structure Fire "AA"	2	1:14:00
Vehicle Fire "AA"	1	3:51:00
Cover Station	1	2:15:00
Total	123	189:14:00
Training Hours for April		150:00:00
Total Firefighter Hour Calls and Training		339:14:00