

**REGULAR MEETING OF TOWN COUNCIL**

**AGENDA**  
**March 22, 2012**

**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.
4. Each speaker will confine himself or herself to the general question before the Council and avoid irrelevant comments and personalities.

**WORK SESSION**

**(6:00 p.m.)**

The work session is in order to allow Council members time to ask questions to staff regarding specific agenda items or reports. An effort will be made to address each agenda item in full during the work session, but no official Council votes or decisions will be made during this time.

**BUSINESS MEETING**

**(7:00 p.m.)**

1. Invocation
2. Pledge of Allegiance (Led by Girl Scout Troop #124)
3. Public Comments
4. Approve Regular Agenda
5. **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 will be considered separately.*):
  - 5a. Approve February 16, 2012 Regular Meeting Minutes (5a)
  - 5b. Approve March 3, 2012 Council Planning Retreat Minutes (5b)
6. Columbus Fire Department Tax Rate Presentation – Chief Bobby Arledge (6)
7. GFOA Award Announcement (7)
8. Consideration of Auditing Services Agreement with Carland & Anderson (8)
9. Consideration of Financing Agreement with BB&T (9)
10. Reports
  - 10a. Council Reports
  - 10b. Managers Report (10b)
  - 10c. Police, Public works, ABC and Fire Dept. reports (10c)
11. Adjourn

Town of Columbus  
Minutes of Regular Meeting  
February 16, 2012

Councilwoman Metcalf called the work session to order at 6:00 pm. In attendance were Councilmen McCallister and Hall, Councilwoman Kan, Attorney Bailey Nager, Town Manager Jonathan Kanipe, Public Works Director Robert Rosseter, Chief of Police Chris Beddingfield, Assistant Clerk Devon LaFramboise, and Town Clerk Donna Butler.

Mayor McIntyre was absent.

**Work Session-6:00 p.m.**

Council discussed all agenda items. There were several concerns about the waterline connection with Polk County. The agreement included the specific billing price of Columbus inside commercial rate, and language insuring that if the line is damaged it is the responsibility of the offending party to pay for the damage. Also a pass-through agreement identical to the Tryon/Saluda/Columbus agreement will be added. Construction of this line has been awarded to Steppe Construction.

There was also discussion about the Tryon/Saluda/Columbus waterline. Manager Kanipe said the Managers had agreed to have the pass-through in place before the structure of the line. He said the SCADA system is in place. Saluda had their meeting and is fine with the agreement. Tryon will have their meeting on Tuesday night. We will try to meet with the other towns in March. The agreement was intended for all towns to have water in a drought situation.

**Regular Meeting 7:00 p.m.**

Councilman Hall led the Invocation.

**Public Comments**

There were no public comments.

**Approve Regular Agenda**

Councilwoman Kan made a motion to approve regular agenda, Councilman McCallister seconded, motion carried.

**Approve Consent Agenda**

Councilwoman Kan made a motion to approve consent agenda, Councilman Hall seconded, motion carried.

**WWTP Improvements & Woods Well Update – Brian Tripp**

Mr. Tripp discussed revisions to the engineering contract. He worked with town staff and revised his cost estimate to include a second chlorine contact chamber, a lab and also a new well. The engineering contract will increase by \$25,000, but the overall estimate will be lowered by

\$2,750.00. The total price of the project is \$2,747,250. Councilman McCallister made a motion to accept the contract amendment, Councilwoman Kan seconded, motion carried.

**Consideration of Agreement with Polk County regarding NC-108 Waterline connection**

Councilman McCallister made a motion to approve interconnection agreement with Polk County subject to the county also agreeing to a pass-through agreement identical to the pass-through agreement made for Columbus/Saluda and Tryon agreeing to a mark-up of 1% over the price which the pass-through party pays the seller to acquire water, Councilman Hall seconded, motion approved unanimously.

**Columbus/Saluda/Tryon Joint Water Line Operating Agreement and Pass through agreement**

Council discussed the operating and the pass-through agreement. Manager Kanipe informed Council that the 1% mark-up would be just for one year until we see what the actual cost would be. Council was also informed that if Tryon sells their water system, the new owners would have to abide by the existing agreement. A joint meeting will be scheduled in March to discuss and approve the agreement.

**ABC Board Discussion – Update**

Mayor McIntyre and Manager Kanipe met with Mr. Feagan and Mr. Watkins. The meeting went well. All questions were answered, policies have been revised, and employees have been trained.

**Consideration of ABC Board Member Reappointments**

Councilman Hall made a motion to reappoint Marshall (Buddy) Watkins and Devin Williams to a two-year term ending in February 2014, Councilman McCallister seconded, motion carried.

**Consideration of Planning Board Member Reappointments**

Councilman McCallister made a motion to reappoint Chris Rome for a two-year term ending March 2014, and to reappoint Joan Scoggins and Mary Shambaugh to one-year terms ending March 2013, Councilwoman Kan seconded, motion carried.

**Council Reports**

Ms. Kan said she had been attending Appearance Committee meetings, and learned that there will be a beautification presentation in May. She would like Columbus citizens to be informed of this. Staff will post on the website and advertise.

She also toured the Asheville Recycling Plant, and found it to be very interesting.

She said the July 4<sup>th</sup> committee received their first donation from Mountain 1<sup>st</sup> Bank, and commended Devon on making the July 4<sup>th</sup> logo.

## **Managers Report**

Manager Kanipe said people still have issues with the parking situation downtown. The Town has only received three questionnaires back from business owners, but several owners have phoned or stopped by his office. We are continuing to encourage people to park in front of Stearns Park.

The STEP application has been completed and sent. The town will find out if the grant has been received by the middle of April.

Bids opened on Tuesday for the tree planting project. The trees should be in the ground in a few months.

The Woods well project is on track.

Manager Kanipe commended the Public Works Department in fixing a sewer problem for a customer who lives on Houston Road. The gentleman was very happy with their fast response and courteous attitude.

## **Police, public works, and Fire Dept. Reports**

Public Works Director, Robert Rosseter, is very happy with the code red system. He said it has cut down on customer complaints

Chief Beddingfield awarded Nick Stott with a certificate for completing the Traffic Enforcement and Investigation Certification Program at the North Carolina Justice Academy.

Chief Beddingfield also announced that Sergeant Stott will be awarded a National Award for his Criminal Interdictions efforts during 2011. He was selected by his fellow members of the NCEA. The National conference will be held in Tulsa Oklahoma in March. The guest speaker will be the officer who stopped Tim McVey after the Oklahoma bombing.

Council applauded Stott for his efforts and supported the trip to Oklahoma in March to receive his award...

The March 2012 Governors Highway Safety Calendar features a picture of Jason Case and Nick Stott on the standing in front of the Veterans Park.

Sergeant Stott helped Immigration and Customs in an operation around Fayetteville. They seized \$116,000 on their first stop. Columbus will get about \$9,000 out of that seizure.

Chief Beddingfield took the new motorcycle to Columbia, and the cycle was used as a demo by Richland County EMS, Charleston County and the SC highway patrol. The motorcycle is ready and available for the Council to look at.

All the grants they have been working on are paying off and the Police Department is starting to get money back in.

Council thanked Chief Beddingfield and his officers for going way beyond what is required of them.

There being no further business, Councilman McCallister made a motion to adjourn, Councilwoman Kan seconded, meeting adjourned at 7:50 p.m.

Attest:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

Columbus Town Council Retreat  
March 3, 2012  
8:30 a.m., Council Chambers

In attendance were Mayor Eric McIntyre, Councilman McCallister, Councilwoman Kan and Councilwoman Metcalf. Staff in attendance was Manager Jonathan Kanipe, Assistant Finance Director Kathy Gregory, Chief of Police Chris Beddingfield, Public Works Director Robert Rosseter, Assistant Town Clerk Devon LaFromboise, and Town Clerk Donna Butler. Jim Edwards of IPDC was facilitator.

Councilman Hall was absent.

**Department Head Reports:**

**Fire Department:**

Fire Chief Bobby Arledge asked for a tax increase of one percent to hire a full-time staff. Chief Arledge is currently the only person who works full-time. When calls come in at night volunteers must drive in from their homes. A cardiac arrest call took 10 minutes to respond to. If someone had been in the department, the response time would have been two to three minutes. He said response time is extremely important especially in the case of a fire since a fire doubles in size every 18 seconds.

Chief Arledge would like to hire three trained volunteers at a salary of \$25,000 a year. Both the County and Town must agree to the tax increase, and he is asking for support to show to the County. He plans to hold a series of public meetings to have representatives from insurance agencies explain how individual insurance premiums would drop as the ISO rating goes down.

**Administration:**

Town Clerk Donna Butler said she was very pleased with the Code Red system and the new Website. She asked that the penalty fee for water/sewer cutoffs be lowered from \$75.00 to \$35.00. After discussion, Council decided to leave the penalty fee at \$75.00. There was a short discussion about requiring landlords to put utility bills in their name instead of their renters name to cut down on delinquency and non-payment of bills. It was decided to draft a policy to determine criteria mandating which property owners are required to have the bill put in their name.

Ms. Butler also asked that money be budgeted for the Assistant Clerk to attend clerk's school to obtain her CMC.

### Public Works:

Public Works Director Robert Rosseter said the Department keeps about \$25,000 worth of equipment in stock. He demonstrated to Council how water meters leak detectors work. He said the Town started putting in meters in 2001 and still have one-fourth of the town to go. Meters must be replaced after fifteen years of use.

He also showed Council repair bands to repair leaks, couplers, and schedule 40 white PVC pipe. When plastic comes in contact with water PVC tends to leak. Schedule 40 PVC was used on Mallard Drive, and there have been several repairs on that Drive with a cost of about \$1,000 to fix a leak.

Blue pipe or C900 is \$3.50 to \$4.00 a foot and stands up better. Also flexible line is now used rather than copper piping.

Beechwood subdivision is still lacking fire hydrants. A six-inch line will have to replace the existing line before hydrants can be installed. In 2007 it cost \$180,000 to run a six- inch line and install five hydrants. The Town has 167 fire hydrants. It costs about \$5,000 to replace one hydrant.

### Police Department:

Chief Chris Beddingfield said the department had answered 3000 calls this year. He said there were 127 wrecks, 206 arrests, and 42 mental commitments. The commitment process is much smoother now that the Mental Health Task Force has been established. The vehicle fleet has been updated, cameras have been installed, but computers in the cars have not been installed.

The Department received several national, state, and local awards. They generated \$298,091 in grants, not including court fees, controlled substance tax or ABC money. They should get over \$100,000 in a drug seizure case.

He asked that funds be budgeted for computers to be installed in three vehicles at a price of \$8,627, for eight portable radios to be replaced at \$5,611, training/staff development at \$7,500 and tasers at \$1,679.00.

### Finance Department:

Assistant Finance Director Kathy Gregory informed Council that the five-year contract with the auditing firm Gabler Molis is up. She said RFP's went out for auditing firms, and that Carland and Anderson is the best proposal. They audited Hendersonville for 20 years and they are also the lowest bidder. This will be placed on the agenda for the March 22<sup>nd</sup> meeting for Council approval. There have been some problems with ABC store this year. The new auditors will bill the town separately from the ABC store.

Manager's Report:

Manager Kanipe said he was very pleased with the progress on the WWTP plant upgrades. We are in the middle to final design stage and bids will be put out in the fall to start construction in January.

Manager Kanipe asked Council to consider running a waterline from the intersection of Fox Mountain Road and NC-108, or from the intersection of Blanton Street Extension and Walker Road. This would allow for a possible loop around the other side of Columbus in the future.

Street repairs and drainage issues should be addressed on Gibson Street. Manager Kanipe will approach the County about repairs since County employees use that street to park during working hours.

Planner Larry Talbert suggested that the width of Ward Street from the post office to Peak Street would allow for 24 parking spaces on the Veterans Park side and 11 spaces on the South side.

The Planning Board will do a walking tour to look at signage and design elements of downtown. Input from Council, the Planning board and the community will help improve the appearance of the Town.

A new dump truck is needed to be used also as a snow plow. Mr. Rosseter is gathering prices for a one-ton dump truck. He will also look at a smaller truck, which could pull a trailer.

Walker Street, Beechwood, Hampton and Overlook Drive need to be filled with riprap to improve drainage issues.

Mark Thomas of DOT may be able to help the town with funds for the construction of a sidewalk from Holly Hill to the corner of Peniel and Simms Street. Manager Kanipe will give Council an update at the March meeting.

The Police Department needs a secure waiting area for the general public and privacy when interviewing. This small project could easily and inexpensively be done in a short time.

Manager Kanipe would like to attend the Public Executive Leadership Academy this year. He said it was an excellent school focusing on leadership and executive management. The cost of the school is about \$5,000, but he may be able to get a scholarship to lower the cost to \$2,000.

Mr. Kanipe also needs a new computer this year. None of the ports are working on his computer.



Council then had a brief discussion and prioritized projects programs and activities for the coming fiscal year. Council then listed their priorities in order of importance. They are:

Projects Prioritized:

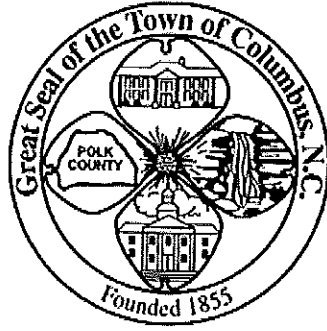
1. Police Dept. Mobile Data Unit & Portable radios
2. Public Executive Leadership Academy
3. Salary adjustments
- 4a. Clerk school
- 4b. Downtown economic development
- 4c. Police Dept. security improvements
5. Hydrants
6. Portable radios for Police Dept.
7. Fire District 1% tax increase
8. Police staff development

There being no further business, the meeting was adjourned at 3:05 p.m.

Attest:

\_\_\_\_\_  
Donna Butler, Town Clerk

\_\_\_\_\_  
Eric McIntyre, Mayor



MEMORANDUM FOR TOWN COUNCIL MEETING  
MARCH 22, 2012

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Fire Department Tax Discussion  
Date: March 13, 2012

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Background

The Town Council heard discussion from Columbus Fire Chief Bobby Arledge at our Budget Planning Retreat earlier in March, and asked Chief Arledge to return to the regular Council meeting to discuss this issue further. Chief Arledge has prepared more information for Council which is included in your packet.

Fiscal Year 2013 Proposed Budget Town of Columbus Fire Department With 1 cent Increase

Revenue Projections

County of Polk Total Value of Real and Personal Property		\$595,283,480.00
$\$595,283,480.00/100=$	\$5,952,835.00	
$\$5,952,835.00 \times .05=$	\$297,642.00	
$\$297,642.00 \times .9678=$	\$288,058.00	
$\$288,058.00 \times 0.015=$	\$(4,321.00)	
Projected Revenue from Real and Personal Property Taxes		\$283,737.00
County of Polk Value for Vehicle Taxes		\$38,465,381.00
$\$38,465,381.00/100=$	\$384,654.00	
$\$384,654.00 \times .05=$	\$19,233.00	
$\$19,233.00 \times .8929=$	\$17,173.00	
$\$17,173.00 \times 0.015=$	\$(258.00)	
Projected Revenue from Vehicle Taxes		\$16,915.00
Total Projected Revenue from Polk County		\$300,652.00
Town of Columbus Real and Personal Property		\$116,784,233.00
$\$116,784,233.00/100=$	\$1,167,842.00	
$\$1,167,842.00 \times .05=$	\$58,392.00	
$\$58,392.00 \times .9678=$	\$56,512.00	
$\$56,512.00 \times 0.015=$	\$(848.00)	
Total Projected Revenue from Real and Personal Property		
And Public Service Companies		\$55,664.00
Town of Columbus Value for Vehicle Taxes		\$5,287,775.00
$\$5,287,775.00/100=$	\$52878.00	
$\$52878.00 \times .05$	\$2,644.00	

\$2,644.00 x .8929=	\$2,361.00	
\$2,361.00 x 0.015=	\$(39.00)	
Total Projected Revenue from Vehicle Taxes		\$2,322.00
Total Projected Revenue from the Town of Columbus		\$57,986.00
Total Projected Revenue from the County of Polk and The Town of Columbus		\$358,638.00

Fiscal Year 2013 Proposed Expenditures for the Town of Columbus Fire Department

Audit Fees		\$10,000.00
Accounting Fees		\$3000.00
Apparatus and Equipment Testing		\$13,500.00
1. Pump Testing	\$3,200.00	
2. Ladder Testing	\$1,800.00	
3. SCBA Testing	\$3,000.00	
4. Air Trailer Testing	\$2,500.00	
5. Hose Testing	\$3,000.00	
Fire Fighting Equipment		\$14,000.00
1. Foam	\$3,000.00	
2. Turn Out Gear	\$4,000.00	
3. Helmets, Gloves, etc.	\$3,000.00	
4. <i>Uniforms</i>	<i>\$4,000.00</i>	
Computer Expense and Office Supplies		\$4,950.00
1. Printer, Fax Machine Lease	\$1,200.00	
2. Paper	\$1,000.00	
3. Software License	\$2,000.00	
4. Misc. Supplies	\$750.00	
Professional Association Dues		\$1,040.00

1. NCSFA	\$820.00	
2. NCAFC	\$200.00	
3. WNCAF	\$20.00	
<b>Station Expense</b>		<b>\$5,300.00</b>
1. Grounds Maintenance	\$500.00	
2. Generator Maintenance	\$700.00	
3. Floor Maintenance	\$150.00	
4. Garage Door Maintenance	\$1,200.00	
5. Purchase Equipment	\$750.00	
6. Supplies	\$2,000.00	
<b>Utilities</b>		<b>\$12,300.00</b>
1. Water, Sewer, Garbage	\$1,300.00	
2. Natural Gas	\$4,000.00	
3. Telephone	\$2,000.00	
4. Electricity	\$5,000.00	
<b>Communications</b>		<b>\$6,050.00</b>
1. Purchase Pagers	\$2,500.00	
2. Purchase Radios	\$2,500.00	
3. Radio and Pager Repairs	\$750.00	
4. Batteries	\$300.00	
<b>Automotive Expense</b>		<b>\$32,600.00</b>
1. Fuel	\$14,400.00	
2. Semi-Annual Maintenance	\$9,200.00	
3. Tires	\$3,000.00	
4. Parts	\$3,000.00	
5. Misc. Service	\$3,000.00	
<b>Insurance Premiums</b>		<b>\$25,500.00</b>
1. VFIS Package	\$22,500.00	
2. Workers Compensation	\$3,000.00	
<b>Salary and Employee Benefits for Chief Arledge</b>		<b>\$41,021.50</b>
1. Salary	\$33,000.00	
2. FICA	\$2,046.00	
3. Medicare	\$480.50	

4. State Unemployment Tax	\$495.00
5. Federal Unemployment Tax	\$Exempt by being a 501-C-3
6. Health Insurance	\$5,000.00

**Salary and Benefits for full time staff 3 Employee's** **\$93,862.50**

1. Salary	\$75,000.00
2. FICA	\$4,650.00
3. Medicare	\$1,087.50
4. State Unemployment Tax	\$1,125.00
5. Federal Unemployment Tax	\$Exempt by being a 501-C-3
6. Insurance.	\$12,000.00

**Part time coverage** **\$5,500.00**

Pension Fund Contributions \$2,000.00

Contingency Fund \$9,507.00

Total of Current Expense \$282,624.00

**Proposed Capital Outlay Expenditures**

Debt Service \$71,000.00

Matching Grant Funds \$7,507.00

Total Capital Outlay \$81,000.00

Total Proposed Expenditures \$358,638.00

## Town of Columbus Fire Department Budget Proposal

- The Town of Columbus Fire Department is wishing to raise our fire tax rate from .04 to .05
- The purpose of this is to hire a full time staff.
- By raising the tax rate to .05 this will allow us to hire three full time employees and our department will be staffed 24 hours a day.
- By having a full time staff we will be able to cut response times by at least 5 minutes.
- Most of our members live at least 5 minutes from the fire department, so by having the station manned we will be able to save valuable time responding to emergency calls.
- In 2011 we had an ISO inspection inside the city limits and we were able to lower our fire tax rate from a 7 to a 6.
- Going from an ISO rating of 7 to a 6 will save taxpayers approximately \$90.00 or 15% depending on the value of their home on their insurance premiums.
- Raising our fire tax from .04 to .05 will raise the rate \$10.00 on a \$100,000 home. This is a total savings of \$80.00.
- FY 2012 Town budget numbers= \$46,392.00
- With Increase FY 2013 Town budget numbers= \$55,664.00
- Difference of \$9,272.00

# ISO PROTECTION CLASS SURVEY RESULTS

2010

Insurance Company	Phone #	Class 1 - Class 6	Class 7	Class 8	Class 9	Class 10
Allstate		\$397.00	\$487.00	\$542.00	\$575.00	\$721.00
Erie		\$402.00	\$493.00	\$547.00	\$583.00	\$736.00
Farm Bureau		\$334.00	\$412.00	\$457.00	\$489.00	\$711.00
Joe Davis *		\$334.50	\$416.00	\$476.50	\$494.00	\$703.00
Royal Insurance		\$369.00	\$460.00	\$515.00	\$552.00	xxxxxx
Nationwide		\$360.00	\$448.00	\$502.00	\$538.00	\$683.00
North Carolina Base Insurance Rates		\$423.00	\$519.00	\$576.00	\$614.00	xxxxxx
Professional Insurance Consultants**		\$330.00	\$426.00	\$477.00	\$510.00	\$668.00
Prudential		\$336.00	\$418.00	\$469.00	\$504.00	\$637.00
Kemper		\$406.00	\$493.00	\$544.00	\$578.00	xxxxxx
Ohio Casualty		\$352.00	\$426.00	\$471.00	\$583.00	xxxxxx
<b>AVERAGE</b>		<b>\$367.59</b>	<b>\$454.36</b>	<b>\$506.95</b>	<b>\$547.27</b>	<b>\$694.14</b>

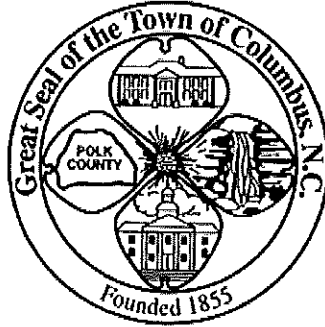
Variables are based on a Standard HO-3 Policy for a 1978 frame construction home. House is valued at \$90,000.00 with replacement cost insurance (70% of home value) and a deductible of \$250. The house will have smoke detectors, dead-bolt locks, and fire extinguishers. This home is intended to represent an average for the City of

xxxxxx = These insurance agencies reported that they would not insure a home located in a Class 10 area. The average is then based on the insurance agencies that will.

\* Average rates based on 10 companies they insure property with.

\*\* Average based on companies they insure property with





MEMORANDUM FOR TOWN COUNCIL MEETING  
MARCH 22, 2012

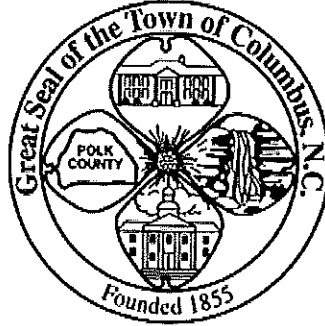
To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: GFOA Award Announcement  
Date: March 13, 2012

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Background

Once again, the Town is the proud recipient of the Governmental Finance Officers of America (GFOA) Certificate of Excellence in Financial Reporting. This is the third year in a row that the Town has received this distinction. The Town is fortunate to have Kathy Gregory as our Assistant Finance Director and proud that the accuracy with which she handles the Town's finances has been recognized by this national organization. The Certificate is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The attached letter and press release details GFOA's role in governmental accounting and provides more information in regards to the award. Mayor McIntyre will present the plaque to Ms. Gregory at a subsequent Council meeting.



MEMORANDUM FOR TOWN COUNCIL MEETING  
MARCH 22, 2012

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Consideration of Audit Contract with Carland & Andersen  
Date: March 13, 2012

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Background

Assistant Finance Director Kathy Gregory and I discussed the results of our audit RFP with the Council at our recent budget planning retreat. The Town's current contract with GablerMolis Accountants expired at the conclusion of our last audit. The Town submitted requests to nineteen audit firms doing business in the western part of the state who were approved by the Local Government Commission (LGC). The LGC must approve all agreements between local government entities and audit firms.

Carland & Andersen not only submitted the lowest overall bid (\$75,150 for five years) they also meet our requirements the best of any firms from whom we received bids. All bids that were received are attached to your agenda packet. Their total fee is also \$13,010 below our just expired contract with GablerMolis. We were very impressed with their bid package, and since then, have met with their partner who will work with the Town, Mr. Terry Andersen. Town Staff was very impressed with his experience and skills, and have verified their credentials and checked all references. Staff recommends approval of this audit agreement.

Town of Columbus  
Auditor Quotes  
For 2012-2016

Carland & Anderson Hendersonville, NC	Gabler Molis Asheville, NC	Lowdermilk Church & Co Morganton, NC	
<u>Year</u> <u>Town</u> <u>ABC</u> <u>Total</u>	<u>Year</u> <u>Town</u> <u>ABC</u> <u>Total</u>	<u>Year</u> <u>Town</u> <u>ABC</u> <u>Total</u>	<u>Year</u> <u>Town</u> <u>ABC</u> <u>Total</u>
2012 11,750 2,750 14,500	2012 17,000 5,750 22,750	2012 11,500 3,850 15,350	2012 12,750 4,500 17,250
2013 11,750 2,850 14,600	2013 17,500 6,000 23,500	2013 11,800 3,950 15,750	2013 13,000 4,600 17,600
2014 12,050 2,925 14,975	2014 18,000 6,250 24,250	2014 12,150 4,065 16,215	2014 13,250 4,700 17,950
2015 12,350 3,000 15,350	2015 18,500 6,500 25,000	2015 12,500 4,190 16,690	2015 13,500 4,800 18,300
2016 12,650 3,075 15,725	2016 19,000 6,750 25,750	2016 12,875 4,300 17,175	2016 13,750 4,900 18,650
<b>Total 60,550 14,600 75,150</b>	<b>Total 90,000 31,250 121,250</b>	<b>Total 60,825 20,355 81,180</b>	<b>Total 66,250 23,500 89,750</b>
Currently Hendersonville and ABC Board. Certificate since 1975. Prior did Transylvania County 1993- 2009 with Certificate. Long term Municipal/ABC/Gov't. history.	Columbus only town client. Columbus only with Certificate. Main focus are ABC stores.	City of Lincolnton with Certificate.	Anderson Smith & Wike Rockingham/Gastonia, NC Former Polk County Schools with Certificate. Did not even mention GFOA
S. Preston Douglas Whiteville, NC		Crawley, Lee & Co., PA Asheville, NC	
<u>Year</u> <u>Town</u> <u>ABC</u> <u>Total</u>		<u>Year</u> <u>Town</u> <u>ABC</u> <u>Total</u>	<u>Year</u> <u>Town</u> <u>ABC</u> <u>Total</u>
2012 12,400 4,500 16,900		2012 15,000 3,675 18,675	2012 12,750 4,500 17,250
2013 12,400 4,500 16,900		2013 15,250 3,775 19,025	2013 13,000 4,600 17,600
2014 12,750 4,600 17,350		2014 15,500 3,875 19,375	2014 13,250 4,700 17,950
2015 13,000 4,600 17,600		2015 15,750 3,975 19,725	2015 13,500 4,800 18,300
2016 13,500 4,600 18,100		2016 16,000 4,075 20,075	2016 13,750 4,900 18,650
<b>Total 64,050 22,800 86,850</b>		<b>Total 77,500 19,375 96,875</b>	<b>Total 66,250 23,500 89,750</b>
25 towns, none with Certificate Did not even mention GFOA with proposal.		Currently City of Saluda Prior Buncombe County with Certificate	Former Polk County Schools with Certificate. Did not even mention GFOA

Carter, PC  
Asheville, NC

<u>Year</u>	<u>Town</u>	<u>ABC</u>	<u>Total</u>
2012	17,050	5,175	22,225
2013	17,900	5,435	23,335
2014	18,800	5,700	24,500
2015	19,740	5,985	25,725
2016	20,725	6,285	27,010
<b>Total</b>	<b>94,215</b>	<b>28,580</b>	<b>122,795</b>

No clients with Certificate.  
Did not mention GFOA  
Certificate

Martin Starnes  
Hickory, NC

<u>Year</u>	<u>Town</u>	<u>ABC</u>	<u>Total</u>
2012	20,000	4,500	24,500
2013	20,000	4,500	24,500
2014	20,600	5,000	25,600
2015	20,600	5,000	25,600
2016	21,200	5,150	26,350
<b>Total</b>	<b>102,400</b>	<b>24,150</b>	<b>126,550</b>

Currently 20 GFOA certificate  
holders. Long term municipal  
history.

Smith, Miller & Buff  
Morganton, NC

<u>Year</u>	<u>Town</u>	<u>ABC</u>	<u>Total</u>
2012	13,000	4,200	17,200
2013	13,300	4,350	17,650
2014	13,700	4,500	18,200
2015	14,100	4,650	18,750
2016	14,500	4,800	19,300
<b>Total</b>	<b>68,600</b>	<b>22,500</b>	<b>91,100</b>

Currently does 1 Town and 1 ABC  
store. No mention of GFOA at all.  
Very poor proposal.

Gould Killian  
Asheville, NC

<u>Year</u>	<u>Town</u>	<u>ABC</u>	<u>Total</u>
2012	17,800	4,450	22,250
2013	17,800	4,450	22,250
2014	17,800	4,450	22,250
2015	17,800	4,450	22,250
2016	17,800	4,450	22,250
<b>Total</b>	<b>89,000</b>	<b>22,250</b>	<b>111,250</b>

Currently 3 Certificate holders  
(Buncombe County, Rutherford County, Polk County.)  
Long term governmental experience.

**CONTRACT TO AUDIT ACCOUNTS**  
 of Town of Columbus, North Carolina  
 Governmental Unit

On this Fourteenth day of March, 2012, Carland & Andersen, Inc.  
 Auditor

307 North Church Street, Hendersonville, NC 28792

Mailing Address

hereinafter referred to as

the Auditor, and the Town Council of Town of Columbus, North Carolina, hereinafter referred  
 Governing Board Governmental Unit  
 to as the Governmental Unit, agree as follows:

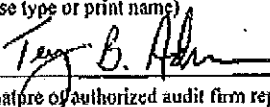
1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2011, and ending June 30, 2012. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the LGC. If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners.
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with generally accepted accounting principles (GAAP), or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, July 2007 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the Local Government Commission prior to the execution of the audit contract. (See Item 21) If the audit firm received a peer review rating other than pass, the auditor shall not contract with any Local Government Units without first contacting the Secretary of the Local Government Commission for a peer review analysis that may result in additional contractual requirements.  
  
If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLOFD within four months of fiscal year end. audit report is due on: October 31, 2012. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the Local Government Commission for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as the systems relate to accountability of funds, adherence to budget requirements, and adherence to law requirements. In addition, the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU 325 of the *AICPA Professional Standards*. The Auditor shall file a copy of that report with the Secretary of the Local Government Commission.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the Local Government Commission. This includes annual or special audits, agreed upon procedures related to Internal Control, bookkeeping or other assistance necessary to prepare the Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts

**Contract to Audit Accounts (cont.)** TOWN OF COLUMBUS, North Carolina  
 (Name of unit)

may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the Local Government Commission for approval. The portal address to upload your amended contract and Letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the Local Government Commission, the Governing Board, and the Auditor.
17. Whenever the Auditor uses an engagement letter with the client, Item 18 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 23 of this contract. Engagement letters containing indemnification clauses will not be approved by the Local Government Commission.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
20. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including unit and auditor signatures to the Secretary of the Local Government Commission. The portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time.
21. The contract is not valid until it is approved by the Local Government Commission. The staff of the Local Government Commission shall notify the unit and auditor of contract approval by email. The audit should not be started before the contract is approved.
22. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the Local Government Commission.
23. All of the above paragraphs are understood and shall apply to this agreement, except the following numbered paragraphs shall be deleted: (See Item 17.)

**Audit Firm Signatures:**

Firm Carland & Andersen, Inc.  
 By Terry B. Andersen, CPA  
 (Please type or print name)  
  
 (Signature of authorized audit firm representative)  
 Email Address: terry@carlandcpa.com  
 Date March 14, 2012

**Unit Signatures:**

By Eric McIntyre, Mayor  
 (Please type or print name and title)  
 \_\_\_\_\_  
 (Signature of Mayor/Chairperson of governing board)  
 Date \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Date Governing Body Approved Audit Contract \_\_\_\_\_

**Unit Signatures (continued):**

By Not Applicable  
 (Chair of Audit Committee- please type or print name)  
Not Applicable  
 (Signature of Audit Committee Chairperson)  
 Date Not Applicable  
 (If unit has no audit committee, this section should be marked "N/A.")  
 Email address Not Applicable

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

\_\_\_\_\_ Governmental Unit Finance Officer (Please type or print name)  
 \_\_\_\_\_ (Signature)  
 Date \_\_\_\_\_  
 (Preaudit Certificate must be dated.)  
 Email address \_\_\_\_\_

## CONTRACT TO AUDIT ACCOUNTS

of the TOWN OF COLUMBUS ABC Board

This agreement, made this 14TH day of MARCH, 20 12, by and between

CARLAND & ANDERSEN, INC. (Auditor)

307 NORTH CHURCH STREET, HENDERSONVILLE, NC 28792 (Address), hereinafter

referred to as the Auditor, and THE TOWN OF COLUMBUS (ABC Board) as follows:

1. The Auditor shall examine the balance sheets, statements of revenue, expenses and changes in net assets and the statement of cash flows of the ABC board for the period beginning JULY 1, 2011 and ending JUNE 30, 2012 except:

The Auditor shall conduct his examination and render his report in accordance with generally accepted auditing standards. The examination shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances, except as follows:

- a. It is agreed that generally accepted auditing standards include a review of the ABC board's system of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the ABC board setting forth his findings, together with his recommendations for improvement. All matters defined as "reportable conditions" in AU 325 of the AICPA Professional Standards will be communicated to the ABC Board in writing. The Auditor shall file one copy of all reports with the ABC Commission.
  - b. The Auditor shall, after completing his examination, submit to the ABC board a written report of audit. This report shall include, at least, the basic financial statements and notes thereto prepared in accordance with generally accepted accounting principles, supplementary information requested by the client or required for full disclosure under the law and the auditor's opinion on the material presented. As a minimum, a schedule of the distribution of revenues in accordance with GS 18B-805(e) will be included and additionally a listing of recipients of the profits from the ABC board, and if applicable, the purpose of the payment will be presented as supplementary information. The Auditor shall furnish 10 copies of the report to the ABC board as soon as practical after the close of the accounting period.
  - c. It is agreed that time is of the essence in this contract. If all audits are not performed and the report of audit submitted by September 30, 2012, then this contract shall be void and of no effect, but if said condition is complied with, this contract shall be in full force and effect. An interruption in delivery of product to the local ABC board may occur if the audit is not completed and submitted to the ABC Commission by the above date.
  - d. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the ABC board and the ABC Commission in writing of the need for such additional investigation and the additional compensation required therefore. This agreement may be varied or changed to include the increased time and compensation as may be agreed upon by the ABC board and the Auditor.
2. There are no special provisions, except:
    - a. In consideration of the satisfactory performance of the provisions of this agreement, the ABC board shall pay to the Auditor a fee of: \$ 2,750.

- b. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable unless entered into in accordance with the procedure set out herein.
3. The audited financial statements are prepared in accordance with GASB Statement No. 34. The references in Item 1 to the statements shall mean the basic financial statements, management's discussion and analysis, and required supplementary statements as defined in GASB Statement No. 34. Auditing procedures applicable to other supplementary schedules are not changed by the implementation of GASB Statement No. 34.

CARLAND & ANDERSEN, INC.  
Auditor

TOWN OF COLUMBUS  
ABC Board

By Troy B. Adams, CPA

By \_\_\_\_\_

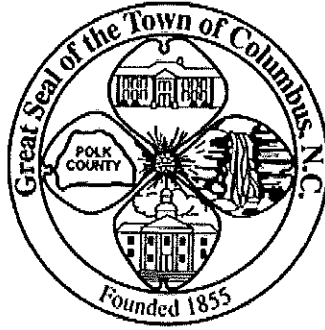
\_\_\_\_\_  
Finance Officer

By \_\_\_\_\_

#### INSTRUCTIONS

1. ABC Commission approval is not required for the following types of contracts:
  - a. Auditing and preparation of financial statements between an Auditor and the ABC Board;
  - b. System improvements and similar services of a non-auditing nature.
2. The contract contemplates an unqualified opinion being rendered, Any limitations or restrictions in scope that would lead to a qualification should be fully explained in an attachment to their contract.
3. If, after being approved, the contract is varied or changed by either of the parties, the change must be reduced to writing.
4. A separate contract should not be made for each division to be audited or report to be submitted. The scope of the audit should be clearly stated and the fee stated so that the amount of fee for each report can be determined. The fee may be stated on a per diem or hourly basis. If the fee is for a fixed amount, the amount for each report should be stated separately.
5. One copy of the report of audit and any other written report by the Auditor shall be filed with the Commission. The report of audit, as filed with the Commission, becomes a matter of public record for inspection and review in the offices of the Commission. The Auditor's analysis of the system of accounting and his recommendations for improvements are intended for the Commission staff having direct responsibilities in the area of accounting and fiscal controls.
6. Multi-Year Audit Agreement. Local ABC boards may have a multi-year audit agreement with a certified public accounting firm on the basis of annual negotiation after the completion of the first year contract. Each year after negotiation has taken place, an annual contract documenting the terms of the audit will be signed. No governing board may cause or may obligate future governing boards. The remaining years of any agreement are subject to annual governing board approval.





MEMORANDUM FOR TOWN COUNCIL MEETING  
MARCH 22, 2012

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Consideration of Financing Resolution with BB&T  
for Police Department Vehicle  
Date: March 13, 2012

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Background

The Town received a significant insurance settlement when our Crown Victoria police vehicle was totaled by a tractor-trailer last year. The Town has not replaced this vehicle as of yet, and looked for some time for a used replacement vehicle. During our budget retreat, staff received guidance from Council to begin looking at a new Dodge Charger purchase and to use the insurance proceeds to pay off one vehicle and use the remaining proceeds to outfit the new car. Staff began this process, and is prepared to make the payoff of \$8,439.41 to HomeTrust Bank for the 2010 Dodge Charger we currently possess. The Town will then use the remaining proceeds (approximately \$7,241.16) to outfit the new 2012 Charger.

The Town submitted request from several financing institutions, and received bids from three of them regarding the financing for a new 2012 Dodge Charger Police Vehicle. The lowest financing rate was 2.39 percent from BB&T Governmental Finance. They also allow the Town to begin these payments in arrears, so this payment will not be effective until the 2013-2014 fiscal year. If you recall, we did a similar purchase last year and deferred the cost of the first payment. This would leave the Town with two payments next fiscal year (instead of three), and then three payments for FY2013-2014 and FY2014-2015. The Town would then have one payment in FY2015-2016 unless there were new purchases in that time period.

The attached resolution is required before we can begin working with BB&T and Ilderton Dodge (the state contract dealer for Dodge Chargers). Staff recommends approval.

March 12, 2012

Jonathan Kanipe  
 Town Manager  
 Town of Columbus  
 95 Walker Street  
 Columbus, North Carolina 28722

Governmental Finance  
 5130 Parkway Plaza Blvd.  
 Charlotte, NC 28217  
 (704) 954-1700  
 Fax (704) 954-1799

Dear Mr. Kanipe:

Branch Banking and Trust Company ("BB&T") is pleased to offer this proposal for the financing requested by the Town of Columbus, North Carolina ("Town").

- (1) **Project:** One (1) New Police Vehicle
- (2) **Amount To Be Financed:** \$22,338.00
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

<u>Term</u>	<u>Rate</u>
3 years	2.39%

Payments shall be annually in arrears, as requested. See the attached amortization schedule(s) for information on payments.

The financing proceeds shall be deposited on behalf of the City in a project fund account as needed with Branch Banking & Trust. Earnings on the project fund shall accrue to the benefit of the City for use on Project costs or interest payments.

The interest rate stated above is valid for a closing not later than 45 days after today. A convenient date and time shall be mutually agreed upon for closing. Closing is contingent upon completing documentation acceptable to BB&T and upon the condition of the equipment acceptable to BB&T. BB&T shall provide a list of required documentation for closing should we be the successful proposer. Additionally, we shall review your most recent financial statements before funding this transaction.

All applicable taxes, permits, costs of counsel for the Town and any other costs shall be the Town's responsibility and separately payable by the Town. The financing documents shall allow prepayment of the principal balance in whole on a scheduled payment date with a 1% prepayment premium.

The stated interest rate assumes that the Town expects to borrow less than \$10,000,000 in calendar year 2012 and that the Town shall comply with IRS Code Sections 141, 148, 149(e) and Section 265(b)(3). BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not a qualified tax-exempt financing.

(4) **Financing Documents:**

BB&T and its counsel shall prepare all documentation for the Town. We shall provide a sample of those documents to you should BB&T be the successful proposer. This financing shall be secured by a first lien security interest in all personal property acquired with proceeds.

\* \* \* \* \*

BB&T appreciates the opportunity to provide this financing proposal and requests to be notified within ten days of this proposal should BB&T be the successful proposer.

BB&T shall have the right to cancel this offer by notifying the Town of its election to do so (whether or not this offer has previously been accepted by the Town) if at any time prior to the closing there is a material adverse change in the Town's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Town or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to BB&T. If your board adopts this resolution, then BB&T shall not require any further board action prior to closing the transaction.

Please call me at (704) 954-1700 with your questions and comments. We look forward to hearing from you.

Sincerely,

BRANCH BANKING AND TRUST COMPANY



F. Louis Loyd III/BAS  
Senior Vice President

Enclosure

Resolution Approving Financing Terms

*WHEREAS:* The Town of Columbus ("Town") has previously determined to undertake a project for one (1) police vehicle (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated March 12, 2012. The amount financed shall not exceed \$22,338.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.39%, and the financing term shall not exceed three (3) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

By: \_\_\_\_\_  
(Clerk)

By: \_\_\_\_\_  
(Mayor)

SEAL

Town of Columbus, NC  
 One (1) New Police Vehicle - 3 years

Compound Period ..... : Annual

Nominal Annual Rate .... : 2.390 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	03/12/2012	22,338.00	1		
2 Payment	07/01/2013	7,844.56	2	Annual	07/01/2014
3 Payment	03/12/2015	7,844.56	1		

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 03/12/2012				22,338.00
2012 Totals	0.00	0.00	0.00	
1 07/01/2013	7,844.56	702.42	7,142.14	15,195.86
2014 Totals	7,844.56	702.42	7,142.14	
2 07/01/2014	7,844.56	363.18	7,481.38	7,714.48
3 03/12/2015	7,844.56	130.08	7,714.48	0.00
2015 Totals	15,689.12	493.26	15,195.86	
Grand Totals	23,533.68	1,195.68	22,338.00	

2012 Town Manager's Report  
*Prepared for Columbus Town Council*  
*Thursday, March 22, 2012*

- 1) **NC-108 Beautification Project:** The Town's beautification project on NC-108 should be completed within the very near future. The Town met with NCDOT, the landscape architect, and contractor for the project two weeks ago to walk the project once more and ensure that all trees would be placed to avoid direct conflict with signs and/or sight distances. The Town has sent letters to all property owners to once again notify them about this project, even though the entire project is located within the NC DOT right of way. The trees planted will be hearty and distinctive, and will provide a beautiful entryway into Columbus. The Town is having root barriers installed to ensure that no tree roots will interfere with water, sewer, or other utility lines as the trees grow. Staff has worked with the Columbus Fire Department to ensure proper watering of the trees during the formative first year to help ensure their proper growth and development. In addition to the NC DOT, the Town is very appreciative of the Polk County Community Foundation and their support of this project through the Unrestricted Grants Fund.
- 2) **N.C. Rural Center Grant:** The N.C. Rural Center awarded a \$22,000 grant to the Town on March 5 for the Town's project focused on a water system master plan, asset assessment, and capital improvement plan. This grant will allow the Town to address current deficiencies such as the low water pressure at Morgan Chapel Village, the future viability of the Woods Well, and other unseen issues. In addition, this grant will allow the Town to adequately plan for future development and retain the viability and effectiveness of the Town's water system.
- 3) **Peniel Road Curb & Gutter and Sidewalk Project:** As discussed briefly at our planning retreat, the Town met with NC DOT officials to discuss the possibility of adding a sidewalk to their current re-surfacing plans along this roadway. There is a demonstrated need for sidewalk along this road, as it would connect the Holly Hills development and other areas from that intersection to the downtown area. In addition to the health and accessibility benefits for these citizens, it should help downtown businesses and other areas in the Columbus downtown area to garner more walk-in customers. NC DOT plans to discuss the addition of curb and gutter and grading for the sidewalk with their contractor on this project. The officials hope to have the curb and gutter and drainage improvements completed during this construction project, and then hope to work with the Town to have sidewalk constructed within in the next year. Staff will keep Council apprised of this situation as it develops, but it is very encouraging that DOT is working with us so well on this idea.
- 4) **Hydrant at Searcy Mill:** Another issue that arose at our planning retreat was that there is no working hydrant in front of the old Searcy Mill along Mills Street. The Town is placing a priority on hydrant replacement in the coming year, but this is a specific hydrant that we should be able to replace within the next two to three months. I have

asked staff to begin developing a price for this project and will update Council as we move forward to get this important hydrant installed. I have worked with Columbus Fire Chief Bobby Arledge to ensure the proper placement of the hydrant, which should result in a good solution to this problem.

- 5) **PELA Application:** During our planning retreat, Council prioritized the Public Executive Leadership Academy as a training opportunity for me. I am putting the final touches on this application and scholarship application and should know something within the next two months. If accepted, and if Council elects to send me to this Academy, I would attend the course for two full weeks – July 9-13, 2012 and August 6-10, 2012. I will keep Council informed as more is gleaned from this application process.
- 6) **Steeplechase Banners on Mills Street:** During the month of April, citizens and visitors to Columbus will notice new banners along Mills Street. The Polk County Economic Development Commission and Foothills Chamber of Commerce have worked to create a cohesive marketing campaign for the Block House Steeplechase in Columbus, Landrum, and Tryon. Each Town will have dedicated banners publicizing the Steeplechase, and each banner is sponsored by a local business. There was no cost to Polk County citizens for these banners. This effort should celebrate the Steeplechase, but also provide a link between the three Towns and our tourism and economic development efforts during this event. Any tax money received in Polk County results in gains to Columbus's sales tax base – so encouraging events and visitors to our area lead to direct sales tax revenue to the Town.
- 7) **Reminder – Joint Municipality Meeting:** As a reminder, the three municipalities will meet on Tuesday, March 27<sup>th</sup>, to consider a joint waterline agreement and pass-through agreement. These agreements are in relation to the Columbus/Saluda/Tryon joint waterline that is nearing final completion and was funded in part by the N.C. Rural Center, Appalachian Regional Commission, and United States Department of Agriculture. If you have any questions or concerns about the agreements as presented at last month's meeting, please let me know.

TOWN OF COLUMBUS

PUBLIC WORKS REPORT

FEBRUARY 2012

- THE TOWN IS ON THE 'CALL 811' BEFORE YOU DIG' SYSTEM. THE TOWN IS THEREFORE OBLIGATED TO LOCATE ANY WATER AND SEWER LINES IN THE AREA LISTED ON THE 811 REQUEST. THERE WERE SEVERAL OF THESE THIS MONTH. NOT ALL, BUT SOMETIMES THIS MEANS DIGGING BY HAND TO LOCATE LINES. OFTEN THSE LINES WERE INSTALLED BY CONTRACTORS.
- THE FIRST ONSITE REHAB. ITEM AT THE WWTP WAS SOIL SAMPLING FOR CONSTRUCTION PURPOSES. A DRILLING RIG WAS USED TO SAMPLE SOIL CONDITIONS AND COMPOSITION, 25 FEET DOWN.
- FEBRUARY IS THE FIRST WATER DEPT. MONTHLY MEETING. THIS WAS PUT INTO PLACE BECAUSE OF THE NEED FOR BETTER COMMUNICATION BETWEEN THE FRONT OFFICE AND METER READING IN THE FIELD. THIS LEADS TO A BETTER UNDERSTANDING OF HOW READINGS ARE TAKEN, IDENTIFIES PROBLEMS AND CORRECTIVE ACTIONS TAKEN.

2/1- 2/3 ROUNDS. LOCATED WATER LINES AT THE SANCTUARY DEV. FOR A CABLE BURY. BRUSH PICK UP AND LEAF PICK UP. CLEANED ILLEGAL BRUSH FROM TOWN BRUSH YARD. REMOVED TREES FROM SEWER LINE OFF WHITE DRIVE. CLEANED GREASE ACCUMULATION AT HOSPITAL LIFT STATION.

2/6- 2/10 ROUNDS. LOCATED SEWER LINE BEHIND MUSIC SHED. NEW TENANTS MOVING IN. JETTED 500 FEET OF SEWER LINE AS PART OF REGULAR MAINTENANCE. REPAIRED/CLEANED LEAF VACUUM AND PUT AWAY FOR SEASON. PATCHED POT HOLES AROUND TOWN. REPAIRED WATER LEAK ON NORTH PEAK ST. WORK TRUCK IN TO PROFESSIONAL AUTO FOR REPAIR. REPAIRED 2 WATER LEAKS ON MTN VIEW IN MORGAN CHAPEL VILLAGE AND INSTALLED BLOW OFF HYDRANT. BRUSH P/U.

2/13- 2/17 ROUNDS. SEWER BACK UP ON BLANTON ST.; THERE IS 500 FEET OF 4 INCH SEWER LINE THAT IS FED BY 12 HOUSES. THIS WILL BACK UP. WATER METER READING. LOCATE WATER/ SEWER FOR DUKE POWER. LOCATE WATER LINES AT WWTP FOR SOIL BORE. LOCATED WATER AND SEWER FOR 'PANGEA' FIBER OPTIC CO. AT ISOTHERMAL AND RT 108 AND NORTH PEAK ST.

2/20-2/24 ROUNDS. FORMED SIDEWALK SECTION ON NORTH PEAK ST. RE-POURED CONCRETE AND RE FIGURED SIDEWALK SO THAT RAIN WATER RUN -OFF IS DIVERTED AWAY FROM THE BACK OF CALVERTS KITCHEN AND THE BY-WAY STORE. MR. HILL ASKED IF WE COULD REPLACE THE RAINWATER LINE WHILE



WE WERE DOING THIS. WE USED AN OLD SECTION OF SEWER PIPE TO REPLACE THE OLD PIPE. IT TOOK 5 MINUTES TO DO. RE-POURED A SECTION IN FRONT OF THE METHODIST CHURCH ALSO. BRUSH P/U.\*

2/26-2/29; ROUNDS. REMOVED BRUSH AND DEBRIS FROM BEHIND MUSIC SHED. THIS AREA IS OVER OUR SEWERLINE ROW. CALLED IN 2/28 AT 0900 FOR WATER LEAK AT LAUNDREMAT. OUR 'WELDER' MADE REPAIRS TO THE BRUSH MOWER. STAYED ONSITE FOR FIBER OPTIC BORE UNDER RT 108 TO MAKE SURE WATER/ SEWER LINES WERE NOT HIT. CLEANED UP OLD PUMP PARTS AT HOSPITAL LIFT STATION. MET WITH STAFF ABOUT TOWN WATER ISSUES. \*

\*PUBLIC WORKS HAS BEEN SHORT ONE EMPLOYEE WHO IS OUT WITH A BROKEN RIB.

## **TOWN OF COLUMBUS**

### **ABC BOARD**

Monday February 13, 2012

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

Chair Pat Feagan called the meeting to order (5:15 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**

- 1) Appointment to position of Financial Advisor, Kim Hall. Marshall moves to approve. Chair seconds.
- 2) The audit should now be at 100% complete per the Town's request.
- 3) Hiring of a new clerk is complete. Training is underway.
- 4) All accounts have been made aware that delivery is available on request but demand is not so high to set up a delivery schedule.
- 5) Board members Devin Williams and Kim Hall will attend the next available state required training which will be in June-July.

### **NEW BUSINESS**

- 1) A new mailbox will take place of the broken box for suggestions.
- 2) ABC Board tabled the \$500 distribution to the town due to bloated payroll and liquor inflation.

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 Pat motions to adjourn at 5:40 pm, Marshall seconds.

The next meeting will be held Monday March 12, 2012 at Columbus Hardware Store.

## February 2012 Town of Columbus Fire Department Incident Summary Report

Type of Incident	Number	Firefighter Hours Utilized
Emergency Medical Calls	60	38:07
Motor Vehicle Accidents	6	34:25
Dispatched and Canceled Fire Alarm Activation "AA"	3	0:34
Woods Fire	2	21:48
Power Line Down	1	0:35
Assist Law Enforcement	3	3:57
Smoke Investigations	1	0:13
Public Service	5	1:29
Aircraft Standby	1	2:28
Fire Alarm Activation "AA"	1	1:52
Fire Alarm Activation	6	9:18
Dispatched and Canceled Medical	1	0:04
Cover Station	1	14:33
No Incident Located	1	2:48
Gas Leak	1	1:10
Woods Fire "MA"	1	21:48
Sprinkler Activation "AA"	1	2:02
Total	95	154:28
Training Hours for February		148:00