

REGULAR MEETING OF TOWN COUNCIL

AGENDA

February 15, 2024

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.

REGULAR COUNCIL MEETING

(5:00 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. January 18, 2024 Regular Meeting Minutes (5)
6. Presentation About the Municipal Accounting Services Program (6)
7. Declaring a Designated Official for ABC Permits (7)
8. Consideration of Staggered Terms for the Planning Board (8)
9. Reports
 - a) Council Members Report (9)
 - b) Planning Board Minutes (10)
 - c) Managers Report (11)
 - d) Public Works Report (12)
 - e) Police, ABC, and Fire Department Reports (13)
 - f) Discover Columbus (14)
 - g) Fourth of July (14)
10. Adjourn

Town of Columbus



Minutes of Columbus Town Council
January 18, 2024

Mayor McCool called the Regular Meeting to order at 5:00 PM.

In attendance were Mayor, Patrick McCool, Councilmen Richard Hall, Mark Phillips, Brent Jackson, and Councilwoman Becky Kennedy, Town Manager Timothy Barth, Town Attorney Jill Camp, Police Chief Scott Hamby, Public Works Director James Smith and Town Clerk Daisy Trejo.

Regular Meeting 5:00 PM.

Item #1. Invocation

Councilwoman Kennedy gave the invocation- Mary Stewart Collect.

Item#2. Pledge of Allegiance

Item #3. Public Comment

Megan Smith from 500 Fox Mountain Road was present at the meeting. Ms. Smith added that a town of Columbus public works truck backed into her father's ditch, and when the truck was removed, it pulled the culvert out. Ms. Smith stated Public Works attended to fix the culvert but could not get it fixed. Ms. Smith added it has been over ten months that nothing has been done, and she feels it is disrespectful to her late father, who had worked for the town and volunteered his time to help find water lines. Ms. Smith said the culvert needs to be done. Councilman Jackson stated the culvert will get fixed as soon as possible.

Item #4. Agenda Adoption

Councilman Jackson added he would like to move line item 8: Discussion Regarding Issues with GFL Regarding Waste Collection Services to item 7 and move item 7: Discussion Regarding some issues with the July 4th Celebration to item 8.

Councilman Jackson made a motion to approve the consent agenda with the changes requested. Councilman Phillips seconded, and the motion carried unanimously.

Item #5. Approval of Consent Agenda

5a. December 21, 2023, Regular Meetings

42 Councilman Phillips made a motion to approve the consent agenda with the changes requested.
43 Councilwoman Kennedy seconded, and the motion carried unanimously.

44
45 **Item # 6. Consideration of a Contract for a Town Attorney**

46 Councilman Phillips stated he had looked over the contract and had no questions.

47
48 Councilman Phillips made a motion to adopt the proposed contract with Jillian Camp with King
49 Law Offices. Councilwoman Kennedy seconded, and the motion carried unanimously.

50
51 **Item #7. Regarding Issues with GFL Regarding Waste Collection Services**

52 Green For Life representatives Kimberly Carson, Bryan Byrd, and Walter Cantrell were present
53 at the meeting.

54 Councilman Jackson asked GFL representatives what issues the town needs to address that are
55 not happening and need the council's attention. Mr. Cantrell added issues arise around 2022; the
56 contract states that every customer must provide their own can at the beginning of the contract.
57 Councilman Jackson asked why there had been many missed pick-ups for trash services. Mr.
58 Cantrell stated he has new drivers who look for green cans and sometimes can overlook them.
59 Mr. Byrd stated it is also important to leave trash out the night before, or if it's a holiday day,
60 customers might not be aware. Councilman Phillips added that when he had his trash service, the
61 lid of his trash can got broken. Mr. Cantrell added he would replace the can. Councilman Phillips
62 asked how much the cans were. Mr. Cantrell added it is \$57.79 per container. Mr. Barth added if
63 the town decided to buy everyone one 96-gallon can from GFL, including commercial business,
64 the total would be \$21,803.59. Councilman Phillis asked if there was a grant to buy the cans. Mr.
65 Byrd added that GFL will replace any can that is broken at no cost. Mr. Cantrell added if a
66 customer wants a second, it can be a rent-out for \$7 more a month. Councilman Phillips stated he
67 has a family of 5 and believes a 96-gallon can be sufficient for them, but around the holidays, the
68 trash usage gets to be more than usual. Councilman Phillips added that GFL would pick up the
69 extra trash as a courtesy. Mr. Byrd added that during the holidays, they do understand residents
70 might have more trash than usual. Mr. Cantrell added that the company that makes the trash cans
71 can add the town's logo on it, but in the future, if that needs replacement, it will not come with
72 the logo. Councilwoman Kennedy asked how many houses would get the trash cans. Mr. Barth
73 stated around 421 customers. Mr. Cantrell added some businesses already have new GFL trash
74 cans. Mr. Cantrell stated that GFL would deliver the cans to the residents at no cost.

75
76 Councilman Phillips made a motion for the Town of Columbus to buy trash cans from Green for
77 Life for any town residents and businesses that need them. Councilman Jackson seconded, and
78 the motion carried unanimously.

79
80 **Item #8. Discussion Regarding some issues with the July 4**

81 Mr. Barth stated Ms. Trejo had received a contract for the amusement rides. Mr. Barth added the
82 committee is still looking for a ride company for the July 4th Celebration. Mr. Barth stated the
83 festival might need to change to July 6 instead of July 4. Councilwoman Kennedy stated July 6 is
84 coon dog day in Saluda, and many people expect to have the Celebration on July 4. Councilman
85 Phillips added he understands the conflict of dates, but the financial part of the festival keeps on
86 going with no rides. Councilwoman Kennedy added she believes the county needs to help the
87 town with the festival. Councilman Phillips stated the vendors might not come to the festival if
88 the amusement rides stop coming. Mayor McCool added he does not want the 4th of July for

89 another day. Councilman Phillips added that we should think about changing the date in order for
90 the festival to be profitable. Ms. Trejo added it is hard to find an amusement ride company for
91 the 4th of July because everyone already has an annual contract. Ms. Trejo stated she has not
92 reached out to any vendors because she is not sure of the event's set date or the rain date.
93 Councilman Phillips asked how much the bouncy houses were from last year. Ms. Trejo added
94 around \$3,000 and paid for people to watch over the bouncy houses. Councilman Phillips added
95 that we should wait and see what Councilman Jackson finds out from the county and then maybe
96 set a Special Town Council meeting if necessary.

97
98

99 **Item #9. Consideration of Adopting a Town Council meeting schedule 2024**

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101 Councilwoman Kennedy made a motion to adopt the proposed Town Council Meeting Schedule
102 for 2024. Councilman Phillips seconded, and the motion carried unanimously.

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105 **Item #10. Reports**

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107 **A) Council Members Reports**

108 Councilman Hall asked how the town would fix the 500 Fox Mountain issue. Mr. Smith added
109 the person who will fix the issue will be there next week.

110 Councilwoman Kennedy added that the fire chief was present at the last meeting and stated he
111 would help out with the painting of the fire hydrant. Mr. Smith added they have not been in
112 contact regarding the hydrants.

113 Councilman Jackson asked for an update on Peak Street. Mr. Barth added the water and sewer
114 lines will be checked. Mr. Smith added the paving company should be in town next week.

115 Councilman Jackson asked about the sidewalk beside the dentist's office. Mr. Smith added the
116 sidewalk will be taken care of in-house.

117

118 Councilman Phillips exited the meeting at 6:00 pm.

119

120

121 **B) Planning Board Minutes**

122 noted

123

124 **C.) Managers**

125 Mr. Barth added Councilman Hall and Public Works Director James Smith had reached their 20-
126 year anniversary and wanted to congratulate them.

127 Mr. Barth added that he had been contacted by a developer regarding the property on Peniel
128 Road owned by the Feagan Family. Mr. Barth stated they are interested in building a residential
129 house and will probably present it around April; they will give it to the Planning Board first and
130 then to the Town Council. Councilwoman Kennedy asked if they had Southey caught the land.

131 Mr. Barth added he is not aware. The only thing he was told was that it might be an 18,000-
132 square-foot house that would sell for around \$315,000.

133 Councilman Jackson asked if Mr. Barth had the chance to walk to the CBD place. Mr. Barth
134 added that he has yet to reach out.

135 Councilman Jackson added he would like to send each political party a letter regarding the signs
136 in town to understand and follow the rules.

137
138

139 **D.) Public Works Reports**

140 Mr. Smith added he had received the new truck.

141

142 **E.) Police**

143 Chief Hamby added the flock cameras are in the process of ordering new ones.

144 Councilwoman Kennedy asked about a charging station. Mr. Barth added the town is waiting on
145 the state to see the guidelines on how they will take applications, and as soon as the state releases
146 the guidelines, the Foothills Foundation will begin writing the grant.

147

148 **F.) Discover Columbus**

149

150

151 **G.) 4th of July**

152

153

154 There being no further business, Councilman Jackson made a motion to adjourn. Councilwoman
155 Kennedy seconded the motion, and the meeting was unanimously adjourned at 6:18 PM.

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Patrick McCool, Mayor

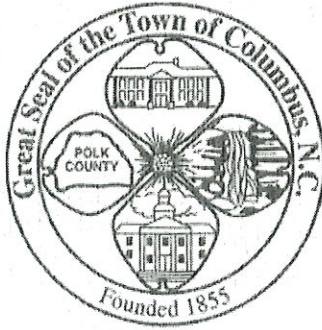
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161

162

Daisy Trejo, Town Clerk

163



MEMORANDUM FOR TOWN COUNCIL MEETING

To: Mayor & Town Council
From: Timothy J. Barth, Town Manager
Re: Presentation About the Municipal Accounting Services Program
Date: February 15, 2024

I have mentioned a new accounting software that the NCLM (North Carolina League of Municipalities) has developed that is tailored to small towns in North Carolina.

Julie Scherer is an Accounting Specialist and is working with the NCLM. She is going to give a power point presentation about the software. The staff has seen this presentation and also seen a demonstration of the software. A copy of the presentation is attached.

If you have any questions or concerns, please do not hesitate to contact me.



**WORKING AS ONE.
ADVANCING ALL.**

Town of Columbus Municipal Accounting Services Program (MAS)

February 15, 2024

By: Julie Scherer – Accounting Specialist – West Region

SPENCER
FINCH
MAY 1934

Municipal Accounting Services (MAS) Program Overview



- Funded through an ARPA Grant to the League
 - Obligations required by 12/31/2024
 - Program completion 12/31/2026



- Designed for Smaller Towns – Primarily **under 2500** in population
- Goal to Provide Software and Assistance to between 40 and 60 Towns
- 4 Components:
 1. Catch Up Bookkeeping Services to get Conversion Ready
 2. Implementation of Black Mountain Financial Software
 3. Accounting Assistance
 4. IT Assessment and Assistance

Implementation of Financial Software



Black Mountain Software selected through RFP process that emphasized ease of use by small towns and strong customer service.

Steps to Conversion:

1. Financial Assessment
2. IT Assessment
3. "Catch-up" Financial Assistance Provided - if needed.
4. Potential IT Needs (Hardware and Software)
5. MAS Conversion Team Assigned and Implementation Begins
6. Standard Chart of Accounts Introduced
7. Conversion Process Completed Over the Following 3 to 4 months
8. Town Staff is Trained by Black Mountain Team
9. Town Moves to Best Practice Phase of Program

PRE -

POST -



ACCOUNTING | UTILITY BILLING

Making your work day easier
and more productive.

Software Highlights



- **At no cost to Town - 3 Year Package** of initial implementation and annual costs – Accounting, Payroll, and Utility Modules with many additional add-ons.
- **Town does not pay any software costs until Year 4!**
- Uniform, **Standard Chart of Accounts** will be used for all towns participating in the program.
- Some **Hardware Upgrades**, if necessary (based on the results of the IT assessment – some computers, printers, Windows application, and firewalls may be provided)
- Initial and Ongoing Software **Support and Training** from Black Mountain Staff for **3 Years** – continues in year 4 with annual maintenance paid by the town.

Software Functionality



- Three Core Financial Management Suites:



- **Fund Accounting Suite** – accounting; procurement; cash receipting; budget preparation; reporting
 - **Payroll Suite** – payroll processes and reporting; ACH deposits; employee portal
 - **Utility Billing Suite** – Water/Sewer and Electric systems; billing; ACH payments; Automated Meter Reading (AMR) interface; email bills; service orders
- Miscellaneous add-on items if needed

Accounting Assistance Highlights



“Catch-up” services from an outside firm for those that are behind on State required reporting and/or operational best practices.



MAS Staff will be assigned to assist before and after software conversion. Assistance includes, but not limited to:

1. Implementation of **Best Practices**
2. Year End **Audit Readiness** Assistance
3. **Monthly Oversight**
4. Available to Answer General **Accounting Questions**
5. **Major Benefits:** Town staff receives accounting training which may allow some outsourced services to come In-house.

Columbus MAS Team



Diane Seaford
Deputy Director
Municipal Accounting
Services



Autumn Lyvers
Accounting Supervisor



Julie Scherer
Accounting Specialist



Kyra Doster
Accounting Specialist



Columbus Software Proposal

Package Description	License Purchase Fees	Annual Fees			Conversion Fees	Annual Fee Prepayment			Total
		Year 1	Year 2	Year 3		Year 2	Year 3		
Base Packages: Fund Accounting, Payroll & Utility Billing									
Fund Accounting	\$27,820	\$5,100	\$1,500	\$5,250	\$5,410	\$45,080			
Payroll	\$6,590	\$1,800	\$900	\$1,860	\$1,910	\$13,060			
Utility Billing	\$12,470	\$3,500	\$3,700	\$3,600	\$3,710	\$26,980			
Base Package Subtotals:	\$46,880	\$10,400	\$6,100	\$10,710	\$11,030				
Add-On Applications:									
Outsource Bill Print Interface	\$1,840	\$315	\$0	\$325	\$335	\$2,815			
UB-Rate Analysis	\$1,855	\$30	\$0	\$30	\$30	\$1,945			
Credit Card Manager	\$1,500	\$275	\$0	\$285	\$295	\$2,355			
Department Security	\$2,930	\$110	\$0	\$115	\$120	\$3,275			
(3) CR Cash Drawer	\$720	\$0	\$0	\$0	\$0	\$720			
(3) CR Receipt Printer	\$3,165	\$0	\$0	\$0	\$0	\$3,165			
(3) CR Wireless Barcode Scanner	\$1,515	\$0	\$0	\$0	\$0	\$1,515			
Daily Time Cards	\$710	\$275	\$0	\$285	\$295	\$1,565			
All Subtotals:	\$61,115	\$11,405	\$6,100	\$11,750	\$12,105	\$102,475			
Grand Total:									

Year 4 Columbus Cost Estimate - \$12,710
 (based on 5% increase over previous year)



Process and Next Steps



Completed to date:

- ✓ Preliminary Financial Assessment
- ✓ Software Demo and Quote

Next steps:

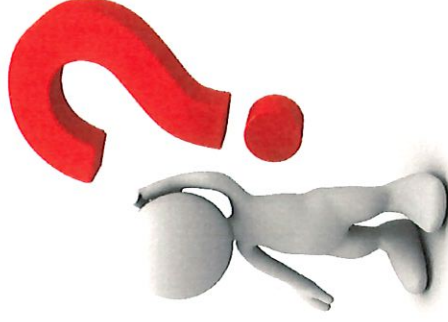
- Board Presentation
- Board Considerations:
 - Resolution (handout) which includes:
 - MOA
 - Software License Agreement
- Accounting Assistance Engagement Letter – **after** Resolution is executed
- Catch-Up Bookkeeping Assessment and Assistance
- Implementation date will be scheduled – **after** financials are current & in satisfactory state, financials can be pulled
- IT assessment will be done – when a date of implementation has been set

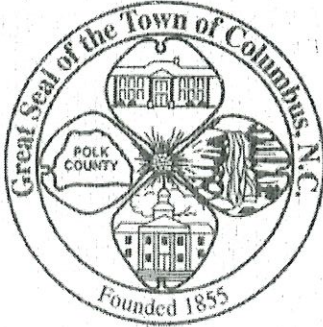
Columbus – MAS Opportunity



Thank you!

Any Questions?





MEMORANDUM FOR TOWN COUNCIL MEETING

To: Mayor & Town Council
From: Timothy J. Barth, Town Manager
Re: Declaring a Designated Official for ABC Permits
Date: February 15, 2024

Each year, restaurants that serve alcoholic beverages must Apply or reapply for a new permit. This permit requires a signature from the Town. As town Manager, I have done this in the past and I also consult with the Police Chief before I sign any permit.

Recently we found that the State ABC system still had Glenn Rhodes, (former Town Manager), as the Town's designated official. Since we have to change the designated official, my recommendation is to make the Police Chief the designated official. By designating a position and not a person, there will be greater continuity in future permit requests. Also, the Police Chief will have a better understanding of whether certain persons should be able to get a permit.

The recommendation is to make a motion to adopt the NC ABC Commission Designated Official Resolution, which is attached.

If you have any questions or concerns, please do not hesitate to contact me.

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION
(919) 779-0700**

DESIGNATED OFFICIAL RESOLUTION

RESOLUTION OF THE TOWN OF Columbus, COUNTY OF Polk, REGARDING THE DESIGNATION OF AN OFFICIAL TO MAKE RECOMMENDATIONS TO THE NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION ON ABC PERMIT APPLICATIONS.

WHEREAS G.S.18B-904(f) authorizes a governing body to designate an official, by name or by position, to make recommendations concerning the suitability of persons or locations for ABC permits; and

WHEREAS the Town of Columbus, County of Polk, wishes to notify the NC ABC Commission of its designation as required by G.S.18B-904(f);

BE IT THEREFORE RESOLVED that Chief of Police,
(Title or Position)

is hereby designated to notify the North Carolina Alcoholic Beverage Control Commission of the recommendations of the Town of Columbus, County of Polk, regarding the suitability of persons and locations for ABC permits within its jurisdiction.

BE IT FURTHER RESOLVED THAT notices to the Town of Columbus, County of Polk, should be mailed or delivered to the official designated above at the following address:

Mailing address: P.O. BOX 146, Columbus, NC 28722
Office location: 117 Walker Street

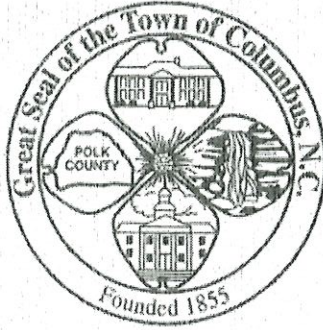
City: Columbus, NC
Zip Code: 28722 Phone #: 828-894-5464

This the _____ day of _____, 20____.

(Mayor)

Sworn to and subscribed before me this the _____ day of _____, 20____.

(Town Clerk)



MEMORANDUM FOR TOWN COUNCIL MEETING

To: Mayor & Town Council
From: Timothy J. Barth, Town Manager
Re: Consideration of Staggered Terms for the Planning Board
Date: February 15, 2024

In December the current members of the Planning Board were all appointed to three-year terms. At the February 6 Planning Board meeting the members stated that they would like their terms to be staggered so that not all members would be appointed or reappointed at the same time in the future.

Since there are 6 members (5 members + 1 alternate) it would make sense for 2 to have 3-year terms, 2 to have 2-year terms, and 2 to have 1-year terms. I will poll the members to see if I can determine which members want which terms. I will present that at the meeting.

If you have any questions or concerns, please do not hesitate to contact me.

1 COLUMBUS PLANNING BOARD & BOARD OF ADJUSTMENTS
2 Minutes of Regular Meeting
3 Tuesday, February 6, 2024
4

5 The Town of Columbus Planning Board and Board of Adjustments met on
6 Tuesday, February 6, 2024, at 6:01 p.m. in the Columbus Town Hall Council Chambers.
7

8 **Roll Call**

9
10 Cathy Elliott, Chairwoman
11 Mark Blanton, Chairman
12 Ernie Kan, Voting Alternate Member

13
14 **Staff Present:**

15 Timothy J. Barth, Town Manager
16 Stephanie Serrano, Administrative Assistant

17 The meeting was called to order at 6:01 p.m. A roll call was taken, and the Chairwoman
18 acknowledged all present with the exception of Marshall Watkins, Virginia Green, and Jimmie
19 Buell.
20

21 **Approval of the minutes of the January 2, 2024, Regular Planning Board Meeting**

22 Mrs. Kan recommended changing line item #15 to *Non-Voting Alternate Member*.

23 Mrs. Kan recommended changing line item #43 to *Code of Ordinance*.

24 Mrs. Kan recommended changing line item #50 to *Mrs. Kan stated that the term would also fall
25 within the same category at the state level, as licensing is granted in that jurisdiction as well.*

26 Mrs. Elliott recommended changing line item #76 to *Mr. Watkins asked about the status of
27 finding the original proposal for the Blue Waters Pool & Spas.*

28
29 Mrs. Elliott made a motion to accept the minutes of the January 2, 2024, Regular Planning Board
30 Meeting as presented. Mr. Blanton seconded the motion was unanimously.
31

32 **Board Comments**

33 Mrs. Elliott recommended tabling the discussion on the initial proposal for Blue Waters Pool &
34 Spas and the porch removal located at 155-U 101 West Mills Street, Columbus, NC, in order to
35 address it later with the Town Manager, Tim Barth. Mrs. Elliott also added that she noticed the
36 recent relocation of Abby Ealy, the owner of 202 Salon and Spa, to their new address at 191 East
37 Mills Street, Columbus, NC. Mrs. Kan stated that based on her observation of papers being
38 placed at the new building, she believes that the Salon has officially relocated. Mrs. Kan stated
39 that Mr. Barth has requested approval from the Town Council but emphasized the importance of
40 staggered approvals and individual consent. Mrs. Elliott stated that the Planning Board is
41 inquiring about the membership details, and this matter is scheduled for the next meeting on
42 February 6, 2024. Mr. Blanton asked for clarification on the meaning of staggering approval
43 when in the context of appointing board members. Mrs. Kan stated that the meaning of
44 staggering approval means ensuring each member has a distinct term of service on the board,
45 rather than being elected for the same duration of years.

46 There being no further business to discuss, Mrs. Elliott made a motion to adjourn. Mr. Blanton
47 seconded, and the meeting was adjourned at 6:25 PM.
48
49
50

51 _____
52 Cathy Elliott, Chairwoman

53
54
55 _____
56 Stephanie Serrano, Administrative Assistant
57

February 15, 2024 Town Manager's Report
Prepared for Columbus Town Council
Friday February 9, 2024

- 1) **March Council Meeting:** The February Town Council meeting is scheduled for March 16. Please check your calendars to make sure there are no conflicts.

- 2) **Date for a Budget Workshop:** A date needs to be chosen for mid to late March for a budget workshop which we can probably do in one evening.

Public Works Weekly Report

January 15-19, 2024

- Public works repaired a water leak at Highwood Apartments.
- Public works ran the sewer camera in the line on S Peak Street where the road is sinking and found no damaged to the pipe.
- Monthly meters and reread list were completed.
- Public works helped county maintenance with a water leak that they could not get cutoff to repair.
- Public works replaced a stop sign at the corner of Ward Street and Gibson Street.
- I met with Foothills Drilling on Locust Street and determined that they have a septic tank and have been charged for town sewer. They are wanting to get on town sewer since their septic is failing. My recommendation to Tim was to waive the tap fee and he agreed since they have been paying for a service they do not have. The town will still come out ahead if they agree to my recommendation.
- Monthly well report was completed and sent to the state.
- Monthly water samples were collected and sent to the lab.
- Weekly bills were coded to be paid.

- Daily well and sewer pump stations were checked.
- Weekly wastewater samples were collected and sent to the lab.
- Daily work orders were completed.

Public Works Weekly Report

January 22-26, 2024

- Public works discovered an electrical issue at the Case Street lift station. I contacted Laddy Edwards and he had to replace the main service breaker.
- Public works noticed a clogged manhole near the lift station that is behind the Shell gas station. We contacted the City of Hendersonville to see if they could bring their vac truck to suck the manhole out and remove grease buildup. After they vacuumed the manhole, we were able to jet the sewer line to make sure the line was cleared of any other debris.
- Public works cleaned debris out of all culverts during the two-day rain event.
- Public works added gravel to the cut on Hayes Road.
- Public works performed the monthly cut-off list.
- Weekly bills were coded to be paid.
- Daily well and sewer pump stations were checked.
- Weekly wastewater samples were collected and sent to the lab.
- Daily work orders were completed.

Public Works Weekly Report

January 29- February 2, 2024

- Prince Paving repaired the section of S Peak Street that was sinking due to settling from when the sewer line was installed.
- The broken culvert pipe located at Bert Gibb's house, was finally repaired by Jason Phillips.
- Public works installed a new sewer tap at 111 Locust Street. This is at Foothills Drilling that was mentioned in my report a couple of weeks ago.
- Public works picked up leaf piles along Ward Street with the backhoe.
- Public works mowed and cleaned up the roads in Chocolate Drop per a citizen request.
- Weekly bills were coded to be paid.
- Daily well and sewer pump stations were checked.
- Weekly wastewater samples were collected and sent to the lab.
- Daily work orders were completed.

Public Works Weekly Report

February 5-9, 2024

- Public works repaired three separate water leaks on Monday, Tuesday, and Wednesday. They were located at 1320 Blanton Street, 1090 Blanton Street and Highwood apartments.
- Public works picked up hand piles of brush.
- Public works unclogged a sewer service line at 510 Blanton Street.
- Public works cleared off all storm drains and culvert pipes for the forecasted rain this weekend.
- The pump for the brush truck will be here this week and we will have it back next week. Also, I have contacted ODB about the hose for the leaf machine for the fifth time and they are saying it will be here next week also.
- Weekly bills were coded to be paid.
- Daily well and sewer pump stations were checked.
- Weekly wastewater samples were collected and sent to the lab.
- Daily work orders were completed.

Columbus Police Department

Monthly Activity Report

January 2024

Calls Answered

Wrecks	9
Alarm Calls	9
Domestic	0
Suspicious Vehicles	7
Suspicious Person	4
Assist Fire/EMS	4
Larceny	3
Stranded Motorists	2
Disturbance	5
Involuntary Commitments	3
Breaking & Entering	0
Suicide Threat	0
Hit and Run	0
Stolen Vehicle	0
Total Calls Answered:	779

Premise Checks

Residence Checks	195
Business Checks	12,825
Church Checks	669
Total Checks	13,689

Charges

Speeding Citations	96
No Operators License	6
Driving While License Revoked	12
Drug Charges	4
Uninsured Motorists	9
Careless & Reckless Driving	29
Registration Violations	60
Open Container	5
Total Charges	298
(Traffic & Criminal)	

Arrests

Felony Arrests	0
Misdemeanor Arrests	14
DWI	3
Fugitives Arrested	4
Total Arrests	21

Requested to Assist Sheriff's Office, City Police Departments & Other Agencies

Calls	16
Hours	23.0

Community Patrols – 905

Training Topics

Firearms Training
Mandatory In-service

Total Training Hours: 56

COLUMBUS POLICE DEPARTMENT

Department Head Report

February 15th, 2024 Council Meeting

Scott Hamby, Chief

- Statistical Data
- Officer Brandon Bumgarner is completing the third of four classes to be classified as an Accident Reconstructionist. Currently, there is not an Accident Reconstructionist in the county.
- The property agreements for the Flock Camera installation have been signed. We are now waiting for Flock Safety to move to the next phase of the project.

Town of Columbus
Minutes of the ABC Board
January 4, 2024

Chair Hamby called the meeting to order at 4:00pm. In attendance were Board Chair Kelly Hamby, Board Member David Thompson, and Board Member Cindy Gibson.

Regular Meeting

1. Agenda Adoption:

Chair Hamby made a motion to approve the agenda, seconded by Board Member Gibson. Motion carried.

2. Public Comments

There were no public comments.

3. Ethical Statement & Minutes

Chair Hamby read the following ethical statement:

"In accordance with GS 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearance 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?"

Board Members Hamby, Gibson and Thompson responded no.

4. Consent Agenda

- a) Approve minutes for December 21, 2023

Chair Hamby made a motion to approve the consent agenda, seconded by Board Member Gibson.

5. Approve Invoices/Sign Checks

Board Members approved invoices and signed checks.

6. Announcements

The next meeting is scheduled for January 18th.

7. Adjourn

The meeting is adjourned at 4:55pm.

Town of Columbus
Minutes of the ABC Board
January 18, 2024

Chair Hamby called the meeting to order at 4:00pm. In attendance were Board Chair Kelly Hamby, Board Member David Thompson, Board Member Cindy Gibson, ABC Store Manager Diane Fields, and Columbus ABC Store Finance Officer Charlotte Sullivan.

Regular Meeting

1. Agenda Adoption:

Chair Hamby made a motion to approve the agenda, seconded by Board Member Gibson. Motion carried.

2. Public Comments

There were no public comments.

3. Ethical Statement & Minutes

Chair Hamby read the following ethical statement:

"In accordance with GS 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearance 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?"

All Board Members responded no.

4. Consent Agenda

- a) Approve minutes for January 4, 2024

Chair Hamby made a motion to approve the consent agenda, seconded by Board Member Thompson. Motion carried.

5. Financial/Accounting Update

Financials are complete pending final review.

6. Manager's Report

STAFF

- Did one employees' annual review. It was above average.
- Did one on ones with the rest of the clerks and with assistant manager.

FINANCE

- Sales
 - Sales for December 2023 are down 12% under December 2022. However, November was 16% over last year. We think one reason is because we held allocated items in August and September in case we didn't make the audit due date so we would have them in November for Christmas. We released most of them in November which likely contribute to the high sales that month. In addition, we did not get the annual allocated items in December. We were open last year on Christmas Eve and NY Eve which may have been a factor as well.

<u>Fiscal year</u> <u>to date</u>	<u>July 1 – Dec</u> <u>31</u>	<u>Calendar</u> <u>year</u>	<u>Jan 1 – Dec 31</u>
22-23	\$550,069.04	2022	\$1,010,761.73
23-24	\$578,612.54	2023	\$1,106,886.28

<u>Month/Year</u>	<u>Retail Liquor</u>	<u>Mix Bev (LBD)</u>	<u>Total Receipts</u>
DEC 2022	108,547.75	8,549.60	125,171.34
DEC 2023	99,552.05	5,536.30	112,104.42

- **Budget**
 - I have begun working on the FY 24-25 budget.
 - Met with Charlotte on 1/15/24 to review our numbers in QuickBooks in preparation for creating the FY 24-25 Budget
 - Worked with Charlotte and Sharon to start the budget amendment.
- **First Citizens**
 - 1/11/2024 Our account is moving from Commercial Advantage to Digital Banking. The town is officially off our account as of Monday, 2/15/24. Shana asked if we will have access to the town information. Catina stated that the account will be specifically tied to our tax ID as will the town's account. We will be completely separated. Diane Fields will be the admin. She will grant those permissions to Charlotte. Diane will be getting any messages regarding the ach debits that are over the limit and she will need to approve them beginning Tuesday 1/16/24. These will be alerts to her personal cell phone and the store email account, and can come between 6 am and 5 pm from Monday – Friday. ACH alerts need to be approved by 3:30 pm the same day or they will be rejected.
 - Catina gave us a list of the current ach authorizations on our account.
 - Diane and Charlotte reviewed the ACH limits and need to adjust them slightly higher than what we expect in order to avoid unnecessary alerts and approvals. We will provide the new limits to the board for their approval. We can adjust them back if the board wishes us to do that.
 - Catina will send videos to Diane regarding how to grant others authority and how to set ACH Limits.
 - We have a balance of \$861.88 in rewards on our credit card account. I would like to have them deposit it in our checking account with the board's approval. My tax advisor told me that this type of money is considered a "discount" by the IRS so it shouldn't count as income for any type of tax purposes. It probably should be miscellaneous income.
- **QUICKBOOKS Migration from QS1**
 - We are now doing all of our own entry of sales and ACH drafts.
 - We started creating our own checks the first week of January 2024.
 - Springbrook – QS1 software: I received a Cancellation and Credit Request document from QS1. I signed and returned it. This cancels our bill from them for January – March 2024. We did not pay this so no check or refund is necessary.
- **Charlotte**
 - I notified the state ABC Commission that Charlotte is our new finance officer on January 2, 2024. I have set her up to take the ethics training. She is planning to do it on Friday 1/19/24. Sharon has completed the ethics training.
 - Gave Charlotte copies of check registers from QS1 system.
 - Gave Charlotte copy of the Dec. bank statement along with sales reports from my database to help her with reconciling bank statements.
- **AUDITOR**

- Received board approval to contract with Lowdermilk Church & Co to do our audits for FY 23/24. I contacted them and requested a letter of engagement. They will send it to me in March along with a list of everything they need for the audit. They will also send me a letter for our previous auditor to release them from this audit.
- **Miscellaneous Finance:**
 - Linked Eric to our bank account so he can get change there. This did not make him an authorized user/signer on the account.

OTHER:

- **NC Association of ABC Boards**
 - Attended a virtual meeting on 1-18-24 in the morning. Hank Bauer announced today the meeting that the funding for the warehouse did not get in the budget in spite of his lobbying attempts. They are still working on it.
 - I registered for the General Manager's meeting in Greenville, NC on March 25 – March 28, 2024. I am submitting a check request today for the registration.
 - The association is creating a "Job Description" for general managers that shows everything they need to do in their jobs.
 - The HPB Insurance Group, Inc. has entered into a Royalty Agreement with the Association. It has been determined that their products are useful and desirable in connection with the operation of the members (stores). A royalty fee will be paid to the association. Chairman Bauer, Greg Stallings and the ethics committee were in attendance and didn't have any issue with this. Sharon and I wonder – especially since she recently took the ethics training.
- **NC ABC Commission**
 - Sharon Marks has completed her ethics training and the state sent her a certificate of completion. A copy is in her personnel file.
 - We won the state lottery to get (1 case) Pappy 12 Year 25405 and (1 case) Weller Larue 20592.
 - I decided to do a lottery on these two annual items and two additional hard to get items. This will be a one-time lottery as it is time consuming and doesn't do anything to help the bottom line. We put out a box for tickets. We are handing out tickets which will require the entrant's name, address and phone number. If the ticket does not include all 3 items, it will be disqualified. Also, duplicate entries will be discarded. We will take what we learn from this Lottery to decide if we want to do it for the next time that we get annual bourbons. We will close entries at COB on January 23rd.
- **LB&B**
 - Our first liquor truck in January was moved from the 1st to the 4th due to everyone being closed on the 1st. This is the board meeting date. I was able to get the liquor invoices, but the Bailment and surcharge came late.
- **MIX BEVERAGE ACCOUNTS**
 - The Green River Tavern will be opening back up as "Sully's Place". Owners are Shannon and Dan Sullivan. One of their employees was in the store on 12/29/23 and met Eric.
 - 1-10-24 Went to Sully's Place and met the manager and Shannon. They are very nice and plan to open an upscale place. We helped them with their liquor menu and had a good meeting in general. They originally thought they would open in late January, but now think it will probably be later. They are in process of getting their liquor permit.
- **LIQUOR EXCHANGE**

- We spoke with a representative of the Southern Grace Distillers (we get moonshine from them) at the last conference we attended. We have 4 bottles of their Cherry Bounce Moonshine that is over \$100 retail that has been in the store for at least 3 years. We discussed this with them and they said they would swap out these for some less expensive but popular moonshines they have. They called me on 1-10-24 and came in to make the exchange. We got a Java flavor and a chocolate/cherry one. These should move better in our market.
- **Tastings**
 - We did a tasting with the Sunshine Punch distillery of NC on January 5th from 3 - 6. Not a lot of traffic but the sales rep was very nice.
 - South Mountain Distillery (moonshine) will be doing a tasting in the store on Friday, 1/26/24 from 3pm – 6 pm.

7. Approve Invoices/Sign Checks

Board Members approved invoices and signed checks.

8. Announcements

February meetings are scheduled for February 1st and 15th.

9. Adjourn

The meeting is adjourned at 5:38pm.

Columbus Fire Department

Columbus, NC

This report was generated on 2/1/2024 10:54:37 AM



Incident Type Count per Municipality per Station for Date Range

Start Date: 01/01/2024 | End Date: 01/31/2024

INCIDENT TYPE	# INCIDENTS
MUNICIPALITY: COLLINSVILLE	
Station 1 - Town of Columbus Fire Department:	
611 - Dispatched & cancelled en route	1
# Incidents for 1 - Town of Columbus Fire Department:	1
# INCIDENTS FOR COLLINSVILLE:	1

MUNICIPALITY: COLUMBUS	
Station 1 - Town of Columbus Fire Department:	
111 - Building fire	1
118 - Trash or rubbish fire, contained	1
142 - Brush or brush-and-grass mixture fire	1
150 - Outside rubbish fire, other	1
300 - Rescue, EMS incident, other	25
311 - Medical assist, assist EMS crew	7
320 - Emergency medical service, other	1
322 - Motor vehicle accident with injuries	6
324 - Motor vehicle accident with no injuries.	4
444 - Power line down	2
462 - Aircraft standby	1
500 - Service Call, other	10
611 - Dispatched & cancelled en route	2
700 - False alarm or false call, other	4
# Incidents for 1 - Town of Columbus Fire Department:	66
# INCIDENTS FOR COLUMBUS:	66

MUNICIPALITY: COLUMBUS (TOWNSHIP OF)	
Station 1 - Town of Columbus Fire Department:	
300 - Rescue, EMS incident, other	13
311 - Medical assist, assist EMS crew	2
324 - Motor vehicle accident with no injuries.	1
444 - Power line down	1
462 - Aircraft standby	2
500 - Service Call, other	4

Only REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
700 - False alarm or false call, other	3
# Incidents for 1 - Town of Columbus Fire Department:	26
# INCIDENTS FOR COLUMBUS (TOWNSHIP OF):	26

MUNICIPALITY: LANDRUM	
Station 1 - Town of Columbus Fire Department:	
411 - Gasoline or other flammable liquid spill	1
# Incidents for 1 - Town of Columbus Fire Department:	1
# INCIDENTS FOR LANDRUM:	1

MUNICIPALITY: MILL SPRING	
Station 1 - Town of Columbus Fire Department:	
142 - Brush or brush-and-grass mixture fire	1
500 - Service Call, other	1
611 - Dispatched & cancelled en route	1
651 - Smoke scare, odor of smoke	1
# Incidents for 1 - Town of Columbus Fire Department:	4
# INCIDENTS FOR MILL SPRING:	4

MUNICIPALITY: SALUDA (TOWNSHIP OF)	
Station 1 - Town of Columbus Fire Department:	
500 - Service Call, other	1
# Incidents for 1 - Town of Columbus Fire Department:	1
# INCIDENTS FOR SALUDA (TOWNSHIP OF):	1

MUNICIPALITY: TRYON	
Station 1 - Town of Columbus Fire Department:	
111 - Building fire	1
462 - Aircraft standby	1
611 - Dispatched & cancelled en route	1
# Incidents for 1 - Town of Columbus Fire Department:	3
# INCIDENTS FOR TRYON:	3

Only REVIEWED incidents included.

