

**Regular Meeting of the Town Council
October 19, 2021
6:00 pm in the Civic Center
Minutes & General Account**

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

Staff Members Present: Dave Treme, Matthew Johnson, Katie Weiner, Paul Blanchard, Anna Hawryluk, Judy Gallman, Ross Sanderlin, Jamey Claybrook, Kenneth Clouser (Audio & Video Technician), & Beth Koonce, Town Attorney

Visitors Present: Rick Clapp, Sherrie Richmond, Jane Walker Payne, Pam Burgess, Cory Rayborn, Katherine Rayborn, Phillip Weiner, Ed Stafford, Wid Painter, Derek Carson, Brandon Emory, Krisdena Reeser, Robert Frederick, & Carol Brooks

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

- Roll Call- Weiner took roll call as follows:

Council Member Wolfe- Present
Council Member Capes- Present
Mayor Montgomery- Present
Council Member Straughn- Present
Council Member Rayborn- Present

Weiner stated that a quorum was present.

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda.

Mayor Montgomery requested that Council add the appointment of Marlane Conway as the new High School Representative to the consent agenda.

Council Member Wolfe requested to remove the item for the introduction of Captain Brian Hall because he was not able to be present at the meeting. She also requested to move the items "Status Report on Code Enforcement Violations" and the "Consideration of approval of Budget Amendment #10 and Amendment to the Contract with Alliance Code Enforcement" to be discussed right after the first public comment period. Council Member Wolfe requested to add the "Consideration of approval of addition of Deputy Finance Officer to pay grade #19" to be discussed as the last item under "New Business."

Council Member Wolfe made a motion to approve the agenda for the October 19th Town Council meeting with the requested changes. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the September 21st Regular Town Council Meeting
- Proclamation National Breast Cancer Awareness Month 2021
- Proclamation Veterans Day 2021
- Analysis of the financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park and Golf Course
- Notification of Advances
- Budget Amendment #8
- Appointment of Marlane Conway as the new High School Representative

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

(Proclamation National Breast Cancer Awareness Month 2021, Proclamation Veterans Day 2021, & Budget Amendment #8)

Public Comment-

- Krisdena Reeser, 2621 Glasshouse Road- Reeser said that she felt called out during the previous meeting because of her numerous public record requests. She added that she did not live in the Town of Jamestown, but she did have a Jamestown zip code. She noted that she did not pay taxes to the Town, but she was a Guilford County resident. Reeser stated that she was concerned about the potential annexation of the Johnson property. She said that she had submitted over thirty public record requests to the Town of Jamestown. She listed the various subjects of her requests.

Status Report on Code Enforcement Violations- Treme stated that Council had approved a contract with Alliance Code Enforcement (A.C.E.) for a trial period. He added that Council had requested that Emory provide an overview of current code enforcement violations in the Town. He noted that Council had determined that it would be best to revisit the option of extending the contract with A.C.E. after Emory had worked for the Town for a temporary period. Treme said that Emory was in attendance and would present a quarterly status report to Council.

Emory stated that the report that was included in the Council packet provided a summary of the work that had been conducted by A.C.E. in the last three months. He noted that thirty-two of fifty-one cases had been abated. He added that there had been significant progress made on the code violations throughout Town. Emory highlighted that it was of the utmost importance to the A.C.E. team that they provide good customer service to residents and that they respond to complaints in a timely manner. He said that they always attempted to work with property owners to resolve any issues that exist. He also noted that he had been in communication with the owner and property manager of the Oakdale Mill area. Emory had stressed the importance of ensuring that the homes on the property were safe and that the nuisance issues that exist be addressed. He provided an overview of the types of code enforcement violations that had been resolved and were ongoing.

Council Member Capes asked Emory about the living conditions at the Oakdale Cotton Mill. Emory stated that he believed the living conditions were poor. He added that the majority of the homes did not have central air/heat and had a lot of structural damage. Council Members discussed potential next steps to address the ongoing issues on the property with Emory.

Consideration of approval of Budget Amendment #10 and amendment to the contract with Alliance Code Enforcement- Treme stated that he had noticed an improvement around Town since A.C.E. had begun

addressing code enforcement violations. He added that one of the goals in the strategic plan was to enforce the Town's ordinances. He also noted that A.C.E. embodied the excellent customer service that Council valued. Treme recommended that Council approve Budget Amendment #10 and the contract amendment which would allow A.C.E. to continue to provide services for the Town through June 30, 2022.

Council Member Wolfe made a motion to approve Budget Amendment #10 and the amendment to the contract with Alliance Code Enforcement. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #10)

Proclamation for Fire Prevention Month- Mayor Montgomery presented the proclamation for fire prevention month to Derek Carson, Pineroft Sedgefield Fire Chief, and Sparky the Fire Dog. She thanked them for everything they do to keep the Town safe.

(Proclamation for Fire Prevention Month)

Old Business-

- Consideration of adoption of Certificate of Sufficiency- Johnson stated that the Town had received a petition for the property commonly known as the "Johnson Farm." He added that Council had instructed the Town Clerk and Town Attorney to investigate the petition at their September 21st meeting as the first step of the annexation process. He stated that the Town Clerk and the Town Attorney had investigated the petition and had found it to be sufficient. He requested that Council adopt the certificate of sufficiency.

Council Member Wolfe made a motion to adopt the certificate of sufficiency as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Certificate of Sufficiency)

- Consideration of adoption of Resolution Fixing Date of Public Hearing on Question of Annexation Pursuant to G.S. 160A-31- Johnson said that the next step of the process required that Council set a public hearing date for the consideration of the annexation of the property. He requested that Council adopt the resolution fixing the date of the public hearing for the November 16th Town Council meeting at 6:00 pm in the Civic Center. He added that the public hearing could be continued at that time if necessary.

Council Member Straughn asked Koonce if she was comfortable with the timeline of the annexation process. She stated that she was very comfortable with it.

Council Member Capes made a motion to adopt the resolution setting the public hearing date for the consideration of the annexation petition for the November 16th Town Council meeting at 6:00 pm in the Civic Center. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Resolution Fixing Date of Public Hearing on Question of Annexation Pursuant to G.S. 160A-31)

- Public Hearing for the consideration of adoption of the 2021 Comprehensive Plan- Johnson stated that Comprehensive Plans were used to help guide future community planning decisions. He added that local governments use Comp Plans to wisely invest public dollars and guide development decisions. He noted that they also allow for municipalities to qualify for certain grants and government funding. Johnson stated that the Town had begun the process of updating the Comp Plan in 2020. He added that Benchmark Planning had been hired to assist the Town with the update. Johnson said that they had done an excellent job gathering public input even though the Coronavirus pandemic had created some unique challenges. He stated that Vagn Hansen with Benchmark would present an overview of the update process.

Hansen stated that the Comp Plan would serve as a policy guide for the next five to ten years. He added that it would establish a blueprint for the future of the community. He said that the planning area included the corporate limits and the extraterritorial jurisdiction. Hansen provided a timeline of the process used to update the plan. He highlighted that a Steering Committee had been appointed in February 2020 to assist with the update and that a website had been created for the project. He noted that the public engagement strategy included listening sessions, community conversations, downtown walking tours, and growth management workshops. Hansen spoke about the background information that was compiled in order to develop some of the goals and strategies for the plan. Hansen read the vision statement for the record. The vision statement for the plan was as follows:

“Jamestown is a community whose history and character are the foundations of its future. We strive to maintain our small town charm while growing in a manner that respects our traditional development patterns and our valuable cultural and natural resources. As a community of neighbors, we embrace diversity and inclusiveness as we seek to strengthen the social and physical connections that unite our Town. Moving forward, we will continue to seek excellence in all we do as we build a community that everyone is proud to call home.”

Hansen stated that there were thirteen guiding principles included in the plan. He added that they focused on having high-quality growth in Jamestown, maintaining strong neighborhoods, preserving history, increasing walkability, supporting downtown areas, and increasing accessibility of parks and recreation areas. He noted that there were a set of objectives that applied to each principle. He stated that the Comp Plan was a living document that needed to be updated when appropriate.

Ed Stafford, Vice Chair of the Planning Board, came forward to present the Planning Board’s recommendation to the Town Council. Stafford stated that he served on the Steering Committee to update the Comp Plan. He noted that he was impressed with Benchmark Planning and the process that they implemented for the update. He added that it was a large-scale effort and he was very proud of the final Plan. He encouraged the Council to give the Comp Plan thoughtful consideration and recommended that they approve it on behalf of the Planning Board.

Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the adoption of the updated Comp Plan.

- Robert Frederick, 500 Wyndwood Drive- Frederick said that he believed that the Comp Plan was still incomplete. He urged Council and Benchmark Planning to revise the Plan. He did not think that

the update accurately reflected the needs of the Town of Jamestown. He was not satisfied with the peer cities that were included in the Comp Plan.

Mayor Montgomery asked if there was anyone else that would like to speak. Nobody came forward. Mayor Montgomery closed the public hearing and opened the floor to Council for discussion.

Council Member Rayborn stated that the Steering Committee did a fantastic job on the update. She said that she did have one suggested change for "Guiding Principle #10." She noted that it stated that ETJ community members should be encouraged to participate in all matters. She said that ETJ members only serve on the Planning Board and she did not want that section to be misleading. Council Member Wolfe agreed that it should state that ETJ Members should be encouraged to participate in all matters related to the ETJ. Hansen agreed to make that change.

Stafford came forward. He stated that there was no peer or equal to the Town of Jamestown. Therefore, it would be difficult to find a comparable community because there was no comparison.

Council Member Wolfe made a motion to adopt the 2021 Comprehensive Plan with the requested change. Council Member Straughn made a second to the motion.

Weiner took a roll call vote as follows:

Council Member Wolfe- Aye
Council Member Capes- Aye
Council Member Straughn- Aye
Council Member Rayborn- Aye

The motion passed by unanimous vote.

New Business-

- Jamestown Park and Golf Course Quarterly Report- Sanderlin presented his quarterly report to the Town Council. He noted that the paid rounds were down slightly in the first quarter. However, he added that the revenues for the green fees had remained the same. He stated that the total food and beverage revenue had increased by 14%. Sanderlin highlighted that the Ladies Golf Association would conclude their season on October 22nd and the Men's Golf Association had their last tournament on November 6th.

Council Member Wolfe spoke with Sanderlin briefly about upcoming tournaments that would be hosted at the Jamestown Park.

Council Members thanked Sanderlin for his report.

- Jamestown Park & Golf Course Maintenance Report- Claybrook presented his golf course maintenance report to Council. He highlighted that his staff had been preparing the greens for the first frost. He added that they had also been working to repair the ongoing irrigation leaks on the course. He stated that staff had also mulched several areas and planned to remove some dead trees which would improve the aesthetics around the course.

Council Member Wolfe and Council Member Straughn briefly spoke with Claybrook about the fence at the golf course which needed to be repaired.

- Overview of Bicycle and Pedestrian Planning Initiative Grant Award- Hawryluk said that staff had submitted an application for grant funding for a Comprehensive Bicycle and Pedestrian Plan in June. She added that she had been notified that the Town had been awarded the \$50,000 grant. She stated that a steering committee would work with staff and an assigned contractor from NCDOT to create a plan to show bicycle and pedestrian network maps, program recommendations, bike rodeos, safety trainings, and facility recommendations. Hawryluk added that the plan would be unique to Jamestown. She said that there was a 10% local match of \$5,000 required.

Council Members congratulated Hawryluk on receiving the grant for the Town. They thanked her for all her hard work.

- Budget Amendment #9- Gallman stated that Budget Amendment #9 would cover the cost of the required match for the Bicycle and Pedestrian Planning Initiative Grant Award. She requested that Council approve the budget amendment as presented.

Council Member Straughn made a motion to approve Budget Amendment #9. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #9)

- Update on ongoing NCDOT projects in the Town of Jamestown- Blanchard updated Council on ongoing NCDOT projects in the Town of Jamestown. He stated that NCDOT had not evaluated the Gannaway pedestrian crossing yet. He said that NCDOT had placed some additional signage at the Guilford Road and East Fork Road pedestrian crossing. He added that staff was going to submit information to NCDOT for the East Main Street water line replacement from Dillon Road to Teague Drive. Blanchard highlighted that The East Main Street Sidewalk Project should be substantially completed in November.

Council Members spoke about the details of the ongoing projects with Blanchard.

- Consideration of approval of addition of new job classification to pay grade #19- Treme stated that one of the goals included in the strategic plan pertained to having a business continuity plan in place. He noted that he believed it would be beneficial for the Town to add a new job classification for a Deputy Finance Officer to pay grade #19 in order to responsibly plan for the future. He said that the position would also provide some additional support for the Finance Department. Treme recommended that Council approve the addition of "Deputy Finance Officer" to pay grade #19 in the Town's classification compensation plan.

Council Member Rayborn made a motion to approve the addition of "Deputy Finance Officer" to pay grade #19. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Treme presented his monthly manager's report to Council. He stated that the Town's vintage fire truck would be ready to drive in the Rotary Christmas parade. He noted that the

Town Manager position had been advertised and that staff should begin to receive applications in November. Treme said that the final changes for the Recreation Maintenance Building had been completed and submitted to Guilford County for building inspection. He stated that staff would meet with the leaders of Pinecroft Sedgefield Fire Department the next day to review the findings of the fire department location study.

- Council Member Committee Reports-

- Council Member Capes said that there had not been a Parks and Recreation meeting. However, he said that Johnson and Coakley had compiled a list of updates to the Town's parks and rec projects. Council Member Capes presented an overview of that summary. He stated that staff had been working towards the installation of the bathrooms at Wrenn Miller Park. He also said that Coakley had been working with North State Communications to provide wifi at Wrenn Miller and the shelter area at Jamestown Park and Golf Course.

Public Comment- Nobody signed up.

Other Business- Johnson addressed the comments made by Charles Hinsley about the Johnson property at the previous Town Council meeting. He clarified that the Guilford County tax department had classified the parcels as residential although this was completely unrelated to the zoning of the property. He noted that the parcels were all currently zoned as agricultural.

Johnson also stated that there would be a surprise reception held for Katie Weiner, the Town Clerk, and her husband, Phil Weiner, after the Council meeting concluded. He said that they were expecting their first child and that everyone was invited to attend.

Council Member Wolfe also recognized Ragsdale High School's Key Club for organizing a litter sweep the previous weekend.

Closed Session per G.S. 143-318 to discuss matters related to Personnel- Council Member Capes made a motion to go into closed session per G.S. 143-318 to discuss matters related to personnel. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

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

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

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

The meeting ended at 8:45 pm.

Mayor

Town Clerk