

**Regular Meeting of the Town Council  
November 17, 2020  
6:00 pm in the Civic Center  
Minutes & General Account**

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

**Staff Present:** Kenny Cole, Matthew Johnson, Paul Blanchard, Judy Gallman, & Beth Koonce, Town Attorney

**Visitors Present:** Steve Allred & Derek Carson

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

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda. There were no changes requested.

Council Member Straughn made a motion to approve the agenda for the November 17<sup>th</sup> Regular Town Council meeting as presented. Council Member Capes 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 October 20, 2020 Regular Meeting
- Approval & Sealing of Closed Session minutes from October 20, 2020
- Resolution honoring the service of Robert Lichauer as an ETJ Member on the Planning Board
- Proclamation National Native American Heritage Month
- Proclamation Veterans Day
- Analysis of the financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #10

Council Member Wolfe made a motion to approve the consent agenda for the November 17<sup>th</sup> Regular meeting as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Resolution honoring the service of Robert Lichauer, Proclamation National Native American Heritage Month, Proclamation Veterans Day, & Budget Amendment #10)

**Public Comment-** Nobody signed up.

**Resolution honoring the retirement of Steve Allred as Fire Chief of the Pinecroft Sedgefield Fire Department-** Mayor Montgomery presented the resolution to Allred. She thanked him for his many years of service to the Town of Jamestown.

(Resolution honoring the retirement of Steve Allred as Fire Chief of the Pinecroft Sedgefield Fire Department)

**Old Business-**

- Consideration of the creation of the AARP Communities Committee- Cole stated that the Town would need to establish a committee in order to move forward with the AARP Communities initiative. He added that the members would guide the livability project. Cole requested that Council create the AARP Communities Committee.

Council Member Wolfe requested a description of the scope of the committee. Cole said that he would send a description to Council.

Council Member Capes made a motion to create the AARP Communities Committee. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Update on the Rezoning Request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road from Agricultural (AG) to Planned Unit Development (PUD) - Johnson said that the Planning Board had met six times since August 10<sup>th</sup> to discuss the proposed rezoning. He noted that Jason Epley, Benchmark Consulting Representative, had helped facilitate the conversation amongst Planning Board Members at several of the meetings. Johnson added that the applicant's attorney had presented an updated version of the Castleton Village Plan to the Board on November 9<sup>th</sup>. He stated that Vagn Hansen with Benchmark Consulting had provided some feedback to staff regarding the updated plan. Johnson noted that Hansen's comments were included in the packet. He added that the Planning Board would meet again to discuss the rezoning on November 23<sup>rd</sup>.
- Budget Amendment #11- Gallman stated that Council had discussed hiring someone to operate the audio and recording equipment for streaming meetings in October. She said that staff had found someone that was interested in providing that service. She noted that the budget amendment would cover the cost for streaming services for approximately five months.

Council Member Straughn briefly discussed the hourly rate for the service with Gallman.

Council Member Straughn made a motion to approve Budget Amendment #11. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #11)

**New Business**

- Request to set date for Town Council Retreat- Cole requested that Council set a date for their annual retreat.

Council Member Straughn made a motion to schedule the Town Council retreat for January 22<sup>nd</sup> at 9:00 am in the Clubhouse at the Jamestown Park & Golf Course. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of appointment of High School Representative- Cole stated that Win Scott had submitted an application to become the new High School Representative. He said that Dr.

Lonnie Smith, school counselor at Ragsdale High School, had submitted a recommendation letter on his behalf. Cole requested that Council appoint Scott to become the new representative.

Council Member Capes made a motion to appoint Win Scott to be the new High School Representative. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Engineering Technician Job Description- Cole said that Council had included the position within the budget for the current fiscal year. He requested that Council approve the job description.

Council Member Wolfe said that she recalled that the position was being funded from the Planning Department. She noted that she was surprised that the position would be considered a part of the Public Services Department.

Cole stated that he was open to any changes that Council had for the job description.

Council Member Wolfe requested that the job description state that the position would be supervised by the Planning Director. Cole said that he would make that change.

Council Members continued to discuss the details of the job description with staff.

Johnson stated that Council had originally discussed that the position would be within the Planning Department. He added that the entire description would need to be rewritten if the position would actually be within the Planning Department instead of Public Services.

Council Member Rayborn suggested that it may be best to continue the consideration of the approval of the description until it had been revised by staff.

Council Member Wolfe made a motion to continue the consideration of the approval of the job description until it had been revised by staff. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

#### **Manager/Committee Reports-**

- Manager Report- Cole presented his monthly Manager's report to Council. He stated that he had sent his weekly report to Council on Friday and that not much had changed since then.

Council Member Wolfe asked if Cole had any updates from Preservation North Carolina about the Oakdale Cotton Mill. He said that he had not received an update. He stated that he had completed the inventory of improvements that needed to be made at the Oakdale Mill.

Mayor Montgomery asked Koonce about the status of 301 Lee Street. Koonce said that she and Johnson had been working on scheduling the demolition.

- Council Member Committee Reports-
  - Council Member Rayborn stated that the Planning Board would meet on November 23<sup>rd</sup>. She added that a vote on the proposed rezoning for the Johnson property was expected.

She said that the developer and his attorney had presented the final draft of the Castleton Village Plan. She noted that the new plan did have lower density. However, she stated that the Planning Board Members were still not satisfied with the small lot sizes and the number of proposed townhomes.

- Council Member Wolfe said that she had a virtual TAC meeting that morning. She noted that the completion date for the Jamestown Bypass project was projected to be December 2021. She added that the completion date for the Lydia Sidewalk Project had been changed to February 2021. She stated that the fuel tax revenue had increased and that NCDOT was in a slightly better financial position.

**Public Comment-** Nobody signed up.

**Other Business-** No other business was discussed.

**Closed Session Per General Statutes 143-318.11(a)(6) to discuss the performance evaluation of the Town Manager-** Council Member Capes made a motion to go into closed session per General Statutes 143-318.11(a)(6) to discuss the performance evaluation of the Town Manager. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

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

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

Council Member Capes made a motion to terminate Kenny Cole’s employment as Town Manager effective immediately and further that Cole be paid the severance amount set forth in section 7.1 of the first amendment of his employment agreement with the Town including his accrued vacation payout except withholdings, deductions, and taxes. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Gallman stated that Budget Amendment #12 would cover the expenses of six months of severance pay per the employment contract. She added that it would also include the accrued vacation payout, FICA, and retirement on vacation payout. Gallman requested that Council approve Budget Amendment #12.

Council Member Straughn made a motion to approve Budget Amendment #12. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 7:20 pm.

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Mayor

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Town Clerk