

**Regular Meeting of the Town Council
November 19, 2019
6:30 pm in the Council Chambers
Minutes & General Account**

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

Staff Present: Kenny Cole, Matthew Johnson, Katie McBride, Judy Gallman, Paul Blanchard, Scott Coakley, & Beth Koonce, Town Attorney

Visitors Present: Dave Douglas, Seth Douglas, Richard Volz, Douglas Wentz, & Carol Brooks

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 requests made.

Council Member Capes made a motion to approve the agenda. Council Member Rayborn 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 15, 2019 Regular meeting
- Approval & Sealing of the October 15, 2019 Closed Session minutes
- Proclamation National Native American Heritage Month
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course

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

(Proclamation National Native American Heritage Month)

Public Comment-

- Richard Volz, 100 Chimney Court- Volz stated that he appreciated the opportunity to speak. He said that he voted in the election at the beginning of the month and that he found it very difficult to find the results. He suggested that staff post the results of the election on the Town's website.
- Doug Wentz, 6311 Hickory Hollow Road- Wentz said that he built his house on Hickory Hollow Road in 1974. He stated that he had been experiencing sewer problems over the last ten years on his property. He said that he had spoken with Town Hall staff about the issue. Wentz noted that he regularly pumped his septic tank, but he did not want to continue to do that any longer. He said that his septic tank was extremely close to one of the Town's sewer lines. He requested that Council allow him to connect the sewer on his property to the Town's sewer line at the end of the street.

Old Business-

- Update on Sidewalk Projects- Blanchard updated Council on the ongoing sidewalk projects. He noted that the contractor for the East Main Street Project had begun clearing brush to prepare for the underground work required to construct the sidewalk. He added that the underground work should be completed by March.

Blanchard stated that he had met with the contractor for the East Fork Pedestrian Bridge. He said that the contractor was supposed to submit drawings and corresponding analysis in regard to the retaining walls to NCDOT by the end of the week. He added that the bridge was being fabricated and would be delivered in January.

Council Member Wolfe spoke about the potential of beginning the sidewalk portion of the East Fork Pedestrian Bridge Project with Blanchard.

New Business-

- Presentation of Comprehensive Annual Financial Report (CAFR) for fiscal year end June 30, 2019- Gallman stated that the CAFR for the fiscal year end June 2019 was complete. She introduced John Frank from Dixon Hughes Goodman to Council. Frank gave an overview of the audit report that Dixon Hughes Goodman had completed. He noted that the Town of Jamestown had received an unmodified report and a Certificate of Achievement for Excellence of Financial Reporting for the 2019 fiscal year. He highlighted specific changes in the financial summary between fiscal year 2018 and 2019.

(Financial Summary Years ended June 30, 2019 and 2018)

- Presentation on Parks & Recreation Master Plan- Johnson introduced Nick Lowe from McAdams Company to Council. Lowe gave Council an update on the Parks & Recreation Master Plan. Lowe stated that one of the largest benefits of having a Parks & Rec Master Plan is that it helps municipalities get grants. He said that it also gives guidance on projects to invest in and highlights community needs.

Lowe stated that McAdams analyzed what the Town of Jamestown currently provided citizens in regard to parks and recreation. He noted that they focused on current structures, the maintenance of the areas, accessibility, and connectivity throughout Town. He also spoke about the importance of public input and gave an overview of how McAdams had been engaging the Jamestown community. He stated that they had sent out a survey to people throughout Town to determine the priorities of citizens. Lowe noted that residents really seemed to value the music/movies in the park events. He added that the respondents stated that they used Wrenn Miller Park and the greenways most frequently.

Lowe stated that McAdams Company planned to approve and finalize the inventory analysis and would complete a draft of the Master Plan by January. He said that they would then focus on a park specific plan for Jamestown Park & Golf Course. Lowe noted that they were also going to host a public design workshop. He stated that McAdams Company would review recommendations from citizens and Council and submit both plans for final approval. He estimated that everything would be finished by March.

- Discussion of the 2020 Town Council Retreat- Cole stated that the 2020 Town Council retreat was coming up. He requested that Council set a date and a location for the retreat. He also asked that Council Members submit topics that they would like to add to the agenda to Mayor Montgomery.

Council Members discussed locations and dates for the upcoming retreat. Cole suggested that Council schedule the retreat for January 10th at 9:00 am. Everyone agreed with that time and date. However, the location for the retreat was not determined. Council Member Wolfe proposed that Council set the final time, date, and location for the retreat at the December 17th Town Council meeting. Council agreed to discuss the matter in December.

- Request to set a public hearing date to consider a text amendment to the Land Development Ordinance (LDO) that would add Planned Unit Development (PUD) as a new zoning district- Johnson requested that Council set a public hearing date to consider a text amendment to the LDO that would add Planned Unit Development (PUD) as a zoning district for the January 21st Regular Town Council meeting.

Council Member Wolfe made a motion to set a public hearing date to consider the PUD text amendment for the January 21st Town Council meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Request for sewer service at property located at 6311 Hickory Hollow Road- Blanchard stated that the resident at 6311 Hickory Hollow Road had requested sewer service to their property. He added that the property was in the Town's ETJ and that it adjoined the Jordan Creek Townhomes. He said that there was public sanitary sewer installed when the Townhomes were built and that a stub was located at the end of Hickory Hollow Road. He noted that the water line that was installed for the development was private.

Blanchard said that it was possible to provide sewer services at the property, but there was not a feasible option that the Town had to provide water service. He stated that there were no other property owners that had requested sewer service in the area. Blanchard added that the Town's Water and Sewer Use Policy required the Town to provide water services to citizens that utilized the sewer system.

Cole stated that the policy required the Town to provide water service in order to determine the sewer fees.

Council Member Wolfe said that there had been one instance in which the Town had installed a meter onto a citizen's well in order to determine their sewer fees.

Council Members discussed the possibility of placing a meter on the property owner's well with Cole. Council Member Wolfe was in favor of considering the potential solution, but Cole was hesitant to set a precedent that the Town would meter private wells.

Council Member Nixon said that her father had experienced similar issues with his home. She added that he eventually had to replace the septic system, and it resolved the problem.

Cole stated that Council would need to amend the Town's policy in order to provide sewer service to the property without also providing water.

Council agreed that they all wanted to assist the property owner with the issue, but they did not believe that the Town could provide a solution at that time.

The property owner, Doug Wentz, thanked Council for their consideration.

Council Member Capes made a motion to deny the sewer service request. Council Member Rayborn 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 highlighted that the Council Christmas Dinner was coming up. He also said that he was making progress on the sign at Flowers Bakery. He noted that the Christmas Parade would be held by the Jamestown Rotary Club on December 1st.
- Council Member Committee Reports-
 - Council Member Wolfe said that she had attended the TAC meeting that morning. She stated that the Jamestown Bypass was still on schedule. She added that Governor Cooper had signed a bill to allocate funds to NCDOT which would hopefully expedite some of NCDOT’s ongoing projects. She also said that the Comp Plan Steering Committee met in October and had selected Benchmark to work on the Comp Plan update.
 - Council Member Rayborn stated that the Planning Board met the previous night. She said that they had discussed the text amendment for the Planned Unit Development (PUD) rezoning district. She noted that no one spoke in favor or against the amendment and that the Planning Board unanimously recommended its approval.

Public Comment- Nobody signed up.

Other Business- Council Member Capes briefly spoke about the upcoming Christmas on Main events.

Mayor Montgomery thanked Coakley for his hard work on the Music and Movies in the Park events.

Closed Session Per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege- Council Member Nixon made a motion to go into closed session per General Statutes 143-318.11(a)(3) to discuss matters relating to attorney client privilege. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

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

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

The meeting ended at 8:05 pm.

Mayor

Town Clerk