

**Regular Meeting of the Town Council  
November 20, 2018  
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, Judy Gallman, Paul Blanchard, Katie McBride, Ross Sanderlin, Sharen Apple, Philip Pantano, Tyler Humble, Phillip Cooper, & Beth Koonce, Town Attorney.

**High School Representative:** Micah Marston

**Visitors Present:** Art Wise & Carol Brooks

**Call to Order-** Mayor Montgomery called the meeting to order. Mayor Montgomery requested that the Jamestown Veteran Committee members lead everyone in the Pledge of Allegiance.

- Pledge of Allegiance- The Jamestown Veteran Committee members led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of the Agenda- Cole requested that his Manager's Report be moved to follow the public comment section. He also asked that items V-E, Budget Amendment #8 Cancellation, and V-F, Amendment to Contract to Audit Accounts, be added to the agenda under the 'New Business' section.

Council Member Wolfe made a motion to approve the agenda for the November 20<sup>th</sup> meeting with the amendments as requested. 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 16, 2018 meeting
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course
- Budget Amendment #9

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

**Public Comment-** Nobody signed up.

**Old Business-**

- Introduction of new High School Representative- Mayor Montgomery introduced Micah Marston, the new High School Representative. She noted that he was a senior at Ragsdale and a member of the ROTC. She stated that he also played on the varsity soccer team and was recommended by Major Cobb.

**Manager Report-**Cole presented his Manager's Report to Council. He stated that the Christmas Parade would be held on December 2<sup>nd</sup>. He also introduced the following new employees to Council: Tyler Humble, Philip Pantano, and Phillip Cooper.

He said he also wanted to recognize Katie McBride for successfully completing the Clerk Certification program through the UNC School of Government. Mayor Montgomery presented McBride with the certificate from the 2018 Clerks Certification Course.

He gave Council an update on some of the projects that staff had been working on.

Council Member Capes arrived at the Council meeting at 6:38 pm.

#### **Old Business Continued-**

- Update on new Town of Jamestown website- Apple gave Council an update on the new Town of Jamestown website. She showed them a preview of the home page and noted several changes that had been made. She noted that the new design would be more streamlined and would be user friendly on multiple devices. Apple also gave an overview of the changes to the Council contact and biographical information.

There was a brief discussion between Council Members and Apple about the details of the website.

- Update on East Fork Pedestrian Bridge- Blanchard gave Council an update on the Pedestrian Bridge. He stated that he had been working with NCDOT on the temporary closure plan for East Fork Road. He said that since the project was going to be rebid that the notice requirement was seven days. Blanchard noted that he was working on placing the advertisement in the newspaper and that staff planned to hold the bid on December 11<sup>th</sup>.

There was discussion between Blanchard and Council Members about the comments received from NCDOT.

- Update on Delivery of Recycling Bins- Apple stated that Town staff had sent out a mailer to residents in townhomes in order to determine if they wanted to select a cart or a bin for their recycling pickup. She said that she and Johnson had gone door-to-door to speak to citizens that had not sent in a response. Apple estimated that about 75 people in the townhomes had selected bins and the rest would receive a cart. Apple also noted that there would be a mailer sent out to all the citizens of Jamestown that would list instructions about how to put the cart out and what could go in the recycling bin.

Blanchard said that staff had ordered 1,300 carts from North Davidson for the Town's immediate needs and 98 carts for future needs. He noted that the goal was to deliver the carts and bins by December 4<sup>th</sup>.

Apple stated that every cart would have a serial number that would be assigned to each specific address.

There was discussion between Council and staff about the possibility of giving citizens that live in the townhomes on Gannaway Street the option of getting a bin instead of a cart.

- Request to set date for Council Retreat- Cole stated that there had been discussion about rescheduling the Council Retreat at the last meeting. He said that the Retreat could be held on its own or could be combined with the Budget Work Session in March. Cole stated that a tentative date for the Retreat would be January 12<sup>th</sup> from 9:00 am until 2:00 pm. He noted that if Council preferred a combined session that the meeting could be held on March 2<sup>nd</sup> from 9:00 am until 5:00 pm.

Council Member Rayborn stated that she would prefer to keep the meetings separate. Several Council Members agreed with her.

Council Member Wolfe made a motion to set the date for the Council Retreat for January 12<sup>th</sup> at 9:00 am. There was discussion about the location of the Retreat. Council Member Wolfe withdrew her motion.

There was discussion between Council Members and staff about where the Retreat would be held.

Council Member Nixon made a motion to set the date for the Council Retreat for January 12<sup>th</sup> at 9:00 am. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Council Member Nixon made a motion to set the date for the Budget Work Session for March 2<sup>nd</sup> at 8:00 am at the Jamestown Park & Golf Course. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report on the Golf Course to Council. He noted that the rounds of golf played were about the same as the previous year. He said that there were about 512 less weekend rounds of golf played as a result of bad weather. He stated that golf shop merchandise revenue had increased and that revenue from the grill had decreased slightly. Sanderlin also noted the increase in rentals of the Clubhouse for special events.
- Consideration of approval of Resolution to adopt 2017 Local Water Supply Plan- Blanchard stated that staff was requesting that Council consider adopting the 2017 Local Water Supply Plan. He said that the document was updated annually and that it must be adopted by resolution every five years. He noted that it had been submitted in March 2018 and had been determined to be complete by the North Carolina Department of Environmental Quality.

Council Member Wolfe made a motion to adopt the 2017 Local Water Supply Plan. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

- Request to set a public hearing date for the consideration of approval of Resolution for Water Shortage Response Plan- Blanchard said that he was requesting that Council consider adopting the revised Water Shortage Response Plan. He noted that the document had been updated and included changes reflecting the usage of the Piedmont Triad Regional Water Authority (PTRWA) facilities as the primary source of water. He stated that he was requesting that a public hearing be set for the December 18<sup>th</sup> Regular Town Council meeting.

Council Member Nixon made a motion to set the public hearing date for the December 18<sup>th</sup> Regular Town Council meeting at 6:00 pm. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Space Lease Agreement with Guilford County Emergency Services- Cole stated that the Town's contract with Guilford County for the space lease of the EMS vehicle at the fire department had expired on July 1<sup>st</sup>. He noted that he had spoken with Koonce, the Town Attorney, and they had made some changes to the former contract. He said that the previous agreement had required the Town and Guilford County to notify each other every year in order for the contract to be renewed. The new contract had four automatic extensions and the Guilford County Board of Commissioners had approved the agreement.

Koonce noted that the Town still had the right to terminate the agreement, but they had to give Guilford County six months' notice. Guilford County would have to give the Town three months' notice in order to terminate the contract.

Council Member Nixon stated that she did not agree with the fact that Guilford County could terminate the agreement on shorter notice than the Town.

There was discussion between Council Member Wolfe, Cole, and Koonce about the details of the space lease agreement and other potential contracts that may apply to the issue.

Council Member Capes made a motion to approve the Space Lease Agreement as presented. Council Member Rayborn made a second to the motion. The motion passed by a three to one vote with Council Member Nixon voting in opposition.

- Consideration of the Cancellation of Budget Amendment #8- Gallman stated that Council had approved Budget Amendment #8 at the October meeting. The amendment allowed for the appropriation of funds for the minimum bid on the Robbins Ave. lot. However, someone had bid on the lot and the Town was no longer required to put in a bid. Gallman said that she was requesting that Council approve the cancellation of the amendment.

Council Member Nixon made a motion to approve the cancellation of Budget Amendment #8. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Amendment to Contract to Audit Accounts- Gallman stated that the Governmental Accounting Standards Board (GASB) had placed a new requirement on municipalities. The Town was supposed to incorporate an actuarial report issued by an actuarial firm with the financial statements. However, the actuarial firms were overwhelmed with the amount of information being submitted by government entities and did not issue their report to the Town until October 11<sup>th</sup>. Gallman said that staff did not have time to finish the preparation of financial statements by the October 31<sup>st</sup> deadline. She noted that the Department of State Treasurer was requiring all units of government to sign an amendment to the original audit contract. The amendment would allow the due date to be moved to December 31, 2018. Gallman requested that Council approve the amendment to contract audit accounts.

Council Member Wolfe made a motion to approve the amendment to contract to audit accounts. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

**Manager/Committee Reports-**

- Council Member Committee Reports-
  - Council Member Wolfe stated that she had attended the October TAC meeting. They had discussed that the East Fork project was going to be rebid.
  - Mayor Montgomery noted that she and Johnson had attended the PTRC meeting
  - Council Member Rayborn said that there had not been a Planning Board meeting in November. However, she had been working with Cole and Johnson on creating a Citizens Academy.
  - Council Member Capes stated that there had not been a Parks and Rec meeting
  - Micah Marston, High School Representative, said that there was a Fun Run coming up at Ragsdale High School. He noted that cadets would be asking for pledges and donations for the number of laps ran and that there would be a cookout afterwards.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Nixon stated that it might be a good idea to invite the newly elected Sheriff to an upcoming meeting. Cole agreed that it would be a good idea to have a meeting with him.

Council Members Nixon, Wolfe, and Capes expressed concern about the state of the Oakdale Cotton Mill. Council Member Nixon said that a timeline needed to be created of actions that needed to be taken in order to address the situation. Council Members discussed potential options that the Town had to solve the issue with Koonce.

Mayor Montgomery gave an overview of several events and projects going on in Jamestown. She highlighted that 2020 would be the 100<sup>th</sup> anniversary of Lydia's death. She said that the Town had received a lot of notoriety as a result of the legend and she would like to hold a special event in honor of the anniversary.

Council Member Nixon asked about the progress of the new Town of Jamestown sign at Flowers Bakery. Johnson stated that he and Blanchard were working on the design for the sign.

**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 7:58 pm.

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Mayor

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Town Clerk