



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
January 16, 2024
6:00 pm in the Civic Center
Agenda

I. Call to Order-

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Moment of Silence**
- D. Approval of Agenda**

II. Consent Agenda-

- A. Approval of minutes December 19th Regular Town Council Meeting**
- B. Analysis of the December 2023 Financial Position of the Town of Jamestown**
- C. Budget Amendment # 12**

III. Public Comment

IV. Old Business-

- A. Public Hearing for consideration of a text amendment to the solid waste ordinance**

V. New Business-

- A. Consideration of project proposal from Eagle Scout Mack Williams, Troop 68**
- B. Consideration of adoption of Town Council 2024 Meeting Schedule**
- C. Consideration of adoption of Retreat and Budget/CIP calendar for FY 2024-2025**
- D. Consideration of appointments to vacancies on Planning Board**
- E. Resolution of appreciation Sarah Glanville**
- F. Resolution of appreciation Mike Tester**
- G. Resolution of appreciation Carol Anderson**

VI. Manager/Committee Reports-

- A. Manager Report**
- B. Council Member Committee Reports**

VII. Public Comment

VIII. Adjournment

Working Agenda for the January 16, 2024 Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	N. Avery	Clerk Avery to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the December 19, 2023, Regular Town Council Meeting B. Analysis of the December 2023 Financial Position of the Town of Jamestown C. Budget Amendment # 12		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:10 pm	IV. Old Business		
6:10 pm	A. Public Hearing for consideration of a text amendment to the solid waste ordinance	Call on P. Blanchard	Manager Johnson to present an overview of the proposed text amendment to the solid waste ordinance. Mayor Montgomery to open the public hearing to anyone that would like to speak regarding the proposed text amendment to the solid waste ordinance. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to approve the proposed text amendment to Article XIV (Administration, Enforcement and Civil Penalties) of the Solid Waste Ordinance, subsection (a) as presented or amended. Council Member makes a second to the motion. Roll call vote.
	V. NEW BUSINESS		
6:15 pm	A. Consideration of Eagle Scout Project proposal from Mack Williams	Call on S. Coakley	Coakley to introduce Eagle Scout Mack Williams from Troop 68. Williams to present his proposal. Council Member makes a motion to approve/deny the proposal. Council Member makes a second to the motion. Then vote.
6:25 pm	B. Consideration of adoption of Town Council 2024 Meeting Schedule	Mayor Montgomery	Council Member makes a motion to approve/amend the Town council 2024 Meeting Schedule. Council Member makes a second to the motion. Then vote.
6:30 pm	C. Consideration of adoption of Retreat and Budget/CIP calendar for FY 2024-2025	Mayor Montgomery	Council Member makes a motion to appoint a member to approve/amend the Retreat and Budget/CIP calendar for FY 2023-2025. Council Member makes a second to the motion. Then vote.
6:35 pm	D. Consideration of appointments to vacancies on Planning Board	Call on A. Hawryluk	Hawryluk presents vacancies to be filled on the Planning Board of one regular position; two in-town alternate positions and one ETJ alternate position. Council Member makes a motion to appoint (name) for the regular position. Council Member makes a second to the motion. Then vote. Council Member makes a motion to appoint (name) for one in-town alternate position. Council Member makes a second to the motion. Then vote. Council Member makes a motion to appoint (name) for one in-town alternate position. Council Member makes a second to the motion. Then vote. Council Member makes a motion to appoint (name) for ETJ alternate position. Council Member makes a second to the motion. Then vote. OR Council Member makes one motion to appoint for all four positions at one time. Council Member makes a second to the motion. Then vote.
6:40 pm	E. Resolution of appreciation Sarah Glanville	Mayor Montgomery	Mayor Montgomery presents the resolution of appreciation to outgoing Planning Board chairperson Glanville.
6:45 pm	F. Resolution of appreciation Mike Tester	Mayor Montgomery	Mayor Montgomery presents the resolution of appreciation to Mike Tester.
6:50 pm	G. Resolution of appreciation Carol Anderson	Mayor Montgomery	Mayor Montgomery presents the resolution of appreciation to Carol Anderson.
6:55 pm	VI. Manager/Committee Reports		
6:55 pm	A. Manager Report	Call on M. Johnson	Manager Johnson to present his monthly Manager's Report to Town Council.
7:00 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:05 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:15 pm	VIII. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: December 19, 2023, minutes

AGENDA ITEM #: IIA



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: January 16, 2024

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery

SUMMARY:

Draft minutes from December 19, 2023, regular meeting.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Approve as part of Consent Agenda

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Regular Meeting of the Town Council
December 19, 2023
6:00 pm in the Civic Center
DRAFT Minutes & General Account

Council Members Present – Mayor Montgomery, Council Members Wolfe, Straughn, Capes and Rayborn

Council Members Absent – none

Staff Members Present – Town Manager Matthew Johnson, Director of Public Services Paul Blanchard, Finance Officer Faith Wilson, Deputy Finance Officer Heather Lunsford, Planning Director Anna Hawryluk, Interim Town Clerk Nancy Avery.

Visitors Present - Ed Stafford, Charles Hinsley, Olivia Hinsley, Sherrie Richmond, Lee Richmond, Richard Clapp, Georgia Nixon, Eric Kimball, Meg Roberts, Dora Jawmal, Robert Frederick, Jenny Graznak, Karen Lisenby, Tanneshia Dukes.

Town Attorney Beth Koonce was in attendance.

Call to Order - Mayor Montgomery called the meeting to order at 6:00 pm

Roll Call - Interim Clerk Avery called the roll as follows:

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

Interim Clerk Avery stated that a quorum was present.

Pledge of Allegiance – Mayor Montgomery asked Council Members Capes and Straughn to lead the Pledge of Allegiance.

Moment of silence – Mayor Montgomery called for a moment of silence.

Approval of Agenda- Mayor Montgomery asked if anyone had any changes to make to the agenda.

Council Member Wolfe made a motion to approve the agenda with one amendment to move item II E (Schedule special meeting for Personnel) under the Consent Agenda to the regular agenda right after the Public Comment section which should be item III A. Council Member Straughn made a second to the motion. The motion passed by a unanimous vote.

Consent Agenda – The consent agenda included the following items:

- Approval of minutes from November 21, 2023, meeting
- Budget Amendment # 11
- Amended contract with auditor for extension request

Council Member Capes made a motion to adopt the Consent Agenda as amended during the adoption of the regular agenda. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

(Budget Amendment # 11)

Public Comment

Robert Frederick, 500 Wyndwood Drive, stated:

Tonight Jamestown thanks its Council Members for their service and swears in two new Council Members. It is a historic occasion. For although we have among our founding documents the phrase all men are created equal, it was not a self-evident truth to our founders, that women were considered equal to men. So tonight, we have for the first time in Jamestown history an all-woman Council. But because we still separate our elected officials into categories of male or female, because we still note the color of our elected officials' skin, because we pay attention to the neighborhoods that our elected officials come from, we cannot be too congratulatory of our little town in this historic moment. That is because being an elected official in Jamestown is still a volunteer activity. So I urge our new Council to institute payments to elected officials. So that it is not an unstated requirement that to be in office, you need to be wealthy enough to volunteer your time, including volunteering your time during the work day. Indeed, at last month's Council meeting, Council Member Capes said that the conversations about the budget began in January, February, and March. And so if members of the public do not attend those meetings, then they are not talking with all the facts at the Public Hearing about the budget, which happens in April, May and June. But this year, those budget meetings were held at 9 am on January 24th, March 23rd, and April 14th. That is 9 am on a Tuesday, Thursday, and a Friday. It is pretty hard for most working people to give up a workday morning to come to a budget meeting. And I should note that at each of these three meetings, one Council Member was absent. Compensating Council Members for their hours of service is a common practice around our state. But here in Jamestown, volunteering for Council is the surviving legacy of our towns' patriarchy. Now, in this moment, anyway, we assume that patriarchy is in our past. So I hope that our historic Council will do historic things that benefit our little democracy, so that our future Councils are more representative of Jamestown's population. Thank you for your consideration.

Schedule special meeting for January 9, 2024 for Closed Session on Personnel to administer Town Manager review

Council Member Wolfe made a motion to schedule a special meeting for January 9, 2024 for a Closed Session on Personnel to administer Town Manager review. Council Member Straughn made a second to the motion. The motion passed by a unanimous vote.

Old business -

Continuation of Public hearing on adoption of Chapter 55: Storm Water Utility Fee in Title Public Works of the Town's Code of Ordinance - Town Manager Johnson stated this is a continuation of the Public Hearing held last month to consider the storm water utility fee ordinance.

Council Member Straughn asked the total amount this fee will bring into the Town. Manager Johnson responded the rough estimate is \$100,000 a year.

Mayor Montgomery opened the Public Hearing at 6:06 pm to anyone that did not speak at the hearing last month.

Nobody came forward.

Mayor Montgomery closed the Public Hearing at 6:07 pm.

Council Member Wolfe said we have discussed this for a while. This is a state unfunded mandated program that we have to comply with. To date, the Town has absorbed storm water expenses in the General Fund. We established a line item for storm water and fees in the budget. Our fees will be used to pay the expenses of the storm water permit and all elements of the storm water management plan that we are required to do. I hope to see actual storm water projects completed. We have had one storm water project on the CIP list for several years. I do see the necessity for implementing the fee.

Council Member Capes stated he agrees with Council Member Wolfe.

Council Member Wolfe made a motion to approve Chapter 55: Storm Water Utility Fee in Title Public Works of the Town's Code of Ordinances as presented. Council Member Capes made a second to the motion.

Roll Call Vote – Interim Clerk Avery called the roll for voting:

- Council Member Wolfe – aye
- Council Member Capes – aye
- Council Member Straughn – nay
- Council Member Rayborn – aye

Interim Clerk Avery stated the motion passed by a 3 to 1 vote.

Schedule a Public Hearing for consideration of a text amendment to the solid waste ordinance at the January 16th meeting - Director of Public Services Paul Blanchard requested Council schedule a Public Hearing for consideration of a minor text amendment for the Solid Waste Ordinance at the January 16, 2024, Town Council meeting.

Council Member Wolfe made a motion to schedule a Public Hearing on the proposed text amendment to the Solid Waste Ordinance at the January 16, 2024, meeting. Council Member Capes made a second to the motion. The motion passed by a unanimous vote.

Recommendation on unsealing 2023 Closed Session minutes

Town Attorney Koonce said she reviewed the minutes from the Closed Sessions held in 2023 and she recommends those minutes stay sealed for the present time.

Resolution of Appreciation Lawrence Straughn and John Capes

Mayor Montgomery read and presented the resolutions to both outgoing Council Members Lawrence Straughn and John Capes.

(Resolutions Lawrence Straughn and John Capes)

Mayor Montgomery called for a recess at 6:12 pm for the Clerk to reset the Council table for the new Council. Mayor Montgomery ended the recess at 6:17 pm.

New business –

Oaths of office for newly elected town Council Members

N.C Supreme Court Chief Justice Paul Newby gave a little history of his time growing up in the Town of Jamestown. He stressed the importance of a Town Council stating there is nothing closer to ‘we the people’ than a town council. In court, cases may be argued for months before a decision is made and people may forget, but Council Members will have their phones ringing by the time they get home when they make a decision. He expressed his admiration to the elected officials for being involved. Per the Mayor, this is the first time there is a staggered term on the Council; however all Council Members will renew their oath with the newly elected members.

Chief Justice Newby administered the Oaths of Office at one time to all five Council Members as follows:

- Council Member Pam Burgess – newly elected
- Council Member Sarah Glanville – newly elected
- Council Member Rebecca Rayborn
- Council Member Martha Wolfe
- Mayor Lynn Montgomery

Election of Mayor pro Tem

Council Member Wolfe made a motion to appoint Council Member Rayborn as Mayor Pro Tem. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

Mayor Montgomery stated she has already asked each person if they will serve for the following positions and asked the Council to appoint them.

Appointment of Council Representative to Planning Board

Council Member Rayborn made a motion to appoint Council Member Burgess to serve as representative to the Planning Board. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Appointment of Council Representative to the Parks & Recreation Advisory Committee

Council Member Glanville made a motion to appoint Council Member Rayborn to serve as the representative to the Parks and Recreation Advisory Committee. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Appointment of Council Representative to the Transportation Advisory Committee

Council Member Glanville made a motion to appoint Council Member Wolfe to continue to serve as representative to the Transportation Advisory Committee. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

Appointment of Council Representative to the Piedmont Triad Regional Council

Council Member Glanville made a motion for Mayor Montgomery to continue as the representative to the Piedmont Triad Regional Council. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

Consideration of appointment of Council Liaison to the Guilford County School Board

Council Member Rayborn made a motion to appoint Council Member Glanville as representative to the Guilford County School Board. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

Appointment of Council Liaison to the Livable Communities Committee

Council Member Glanville made a motion to appoint Council Member Rayborn to continue to serve as liaison to the Livable Communities Committee. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Manager report/Committee Reports -

Manager Report - Manager Johnson provided the following report:

Several major projects are currently underway or completed.

A. Recreation Maintenance Building – Finalizing punch list items and awaiting final certificate of occupancy by Guilford County. (Council Strategic Plan Goal 5.6). .

B. Golf Course bathrooms – 99% complete. Awaiting a final building inspection from Guilford County. (Goal 5.10)

Loose leaf collection began on Monday, October 23rd. Crews will make continuous rounds throughout the season which will run until February 23, 2024. Please keep piles clear of sticks and other debris. Be sure to place leaves in areas which are away from cars, trash cans, mailboxes, or other obstructions.

The Jamestown Business Association will be sponsoring the “Christmas on Main” event again this year. On December 6th, 13th, and 20th, businesses will remain open until 8pm to allow shoppers to come visit local shops and experience food, music, and the spirit of Christmas. More information can be found on the JBA Facebook site at:

<https://www.facebook.com/Jamestownbusinessassociation>.

The Town will be closed on Monday, December 25th through Wednesday, December 27th in observance of the Christmas Holiday, and on January 1, 2024, in observance of the New Year's

holiday. Garbage and recycling schedules WILL BE IMPACTED on December. 26th and 27th. Tuesday's normal pickup will be collected on Thursday, December 28th and Wednesday's normal pickup will be collected on Friday, Dec. 29th. That is a two-day delay from your normal pickup. There will not be any impact for the New Year's holiday week and all collections will be on their normal schedule. As a reminder, all waste MUST be placed within the can and the lid must close to allow our crews to service your container.

We are pleased to announce that our Finance team has received the Excellence in Financial Reporting award from the Government Finance Officers Association. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management. Congratulations to our entire Finance team, particularly Faith, Heather, and Judy (retired) for their continued efforts to provide accurate and transparent financial reporting to our citizens. This marks the 17th consecutive year the

Council Member reports

Council Member Rayborn stated she has no report.

Council Member Wolfe stated the white traffic lines at Oakdale Road and Main Street have been painted by DOT and they look great. The bad thing is it now makes the crosswalks look really bad. This project has been on the CIP but was moved out. As we discuss budget in the upcoming year, I hope we can get this project in fiscal year 2024-2025. Thank you to the Jamestown Business Association for the hard work on Christmas on Main. I worked the first Wednesday and there was a great and steady turnout. The storm water display was good and thank you to the ladies for that.

Public Comment - None

Adjournment

Council Member Glanville made a motion to adjourn. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

The meeting ended at 6:35 pm.

Lynn Montgomery, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for December 2023

AGENDA ITEM #: II.B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 16, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Summary schedule of cash & deposits, debt balances, total revenues collected to date and expenditures to date is provided as of 12-31-2023.

During the month of December, the quarterly Sheriff contract payment was made, Golf Maintenance received three of the mowers on order, the Oakdale Road waterline repairs were completed, and the final debt payments were made on the leaf truck and garbage truck. The stormwater repairs on the dam at the golf course were also completed. The repair work did impact golf play resulting in a slight decrease in golf revenue during December.

ATTACHMENTS: Summary of financial analysis

RECOMMENDATION/ACTION NEEDED: none

BUDGETARY IMPACT: none

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: none



**Town of Jamestown
FINANCIAL SUMMARY REPORT
FOR PERIOD OF 07/01/2023 - 12/31/2023**

GENERAL FUND

REVENUES (FUND 10)					FYE 06/30/23
	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	PRIOR YEAR ACTUAL TO DATE
PROPERTY TAXES	\$ 3,494,930	\$ 2,649,857	\$ 845,073	75.82%	\$ 3,050,224
MOTOR VEHICLE FEES	114,000	13,263	100,737	11.63%	\$ -
SALES TAXES/HOLD HARMLESS	1,050,000	266,046	783,954	25.34%	1,055,284
UTILITIES SALES TAXES	295,290	85,127	210,163	28.83%	311,875
GRANTS FROM GUILFORD COUNTY	55,500	-	55,500	0.00%	55,500
GARBAGE & RECYCLING FEES	245,000	125,839	119,161	51.36%	206,071
POWELL BILL	115,000	119,978	(4,978)	104.33%	107,489
STORMWATER FEES	50,000	13,930	36,070	27.86%	-
GOLF COURSE FEES	1,064,300	644,681	419,619	60.57%	1,210,484
RECREATION FEES	22,000	14,059	7,941	63.91%	24,475
INVESTMENT EARNINGS	210,000	100,395	109,605	47.81%	155,215
ISSURANCE OF INSTALLMENT PURCHASE FINANCING	344,000	183,402	160,598	53.31%	-
OTHER REVENUES	191,800	102,721	89,078	53.56%	1,693,641
TRANSFER FROM GENERAL CAPITAL RESERVE FUND	75,000	18,481	56,519	-	74,931
BALANCING APPROPRIATION	727,944	-	727,944	0.00%	-
	\$ 8,054,764	\$ 4,337,781	\$ 3,716,983	53.85%	\$ 7,945,189

CAPITAL RESERVE FUND (FUND 11) REVENUE					
INTEREST	\$ 100	\$ 169	\$ (69)	168.80%	\$ 67
TRANSFER FROM GENERAL FUND	125,000	109,291	15,709	87.43%	124,921
	\$ 125,100	\$ 109,460	\$ 15,640	87.50%	\$ 124,987

EXPENDITURES & ENCUMBRANCES (FUND 10)					FYE 06/30/23	
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	PRIOR YEAR ACTUAL TO DATE	
GOVERNING BODY	\$ 138,393	\$ 28,645	\$ 49,635	\$ 60,113	56.56%	\$ 124,716
ADMINISTRATION	1,115,635	492,330	30,418	592,887	46.86%	831,980
PLANNING	257,085	110,795	21,001	125,289	51.27%	224,233
BUILDINGS & GROUNDS	386,003	232,567	31,071	122,365	68.30%	383,952
PUBLIC SAFETY	524,100	110,282	15,192	398,626	23.94%	439,450
FIRE	873,000	428,607	14,000	430,393	50.70%	873,896
STREET	419,894	118,793	34,871	266,229	36.60%	274,381
POWELL BILL	-	-	-	-	0.00%	290,051
STORMWATER	58,400	19,318	37,988	1,095	98.13%	-
SANITATION	540,650	227,828	75,952	236,870	56.19%	1,486,759
RECREATION	600,581	245,824	44,100	310,556	48.27%	488,375
GOLF COURSE MAINTENANCE	1,880,043	664,700	315,476	899,867	52.14%	1,094,468
GOLF SHOP	742,225	317,308	101,355	323,562	56.41%	774,312
DEBT SERVICE	319,086	149,413	-	169,673	46.83%	350,224
OTHER FINANCE USES	199,670	164,791	-	34,879	82.53%	176,839
	\$ 8,054,765	\$ 3,311,202	\$ 771,058	\$ 3,972,504	50.68%	\$ 7,813,635

EXPENDITURES & ENCUMBRANCES (FUND 11)						
TRANSFERS TO OTHER FUNDS	\$ 75,000	\$ 18,481	\$ -	\$ 56,519	24.64%	\$ 74,931
RESERVE FOR FUTURE EXPENDITURES	50,100	-	-	50,100	0.00%	-
	\$ 125,100	\$ 18,481	\$ -	\$ 106,619	14.77%	\$ 74,931

WATER & SEWER FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 30)					
WATER CHARGES	\$ 990,000	\$ 517,473	\$ 472,527	52.27%	\$ 955,863
SEWER CHARGES	3,000,000	1,525,633	1,474,367	50.85%	2,876,362
INVESTMENT EARNINGS	300,000	209,498	90,503	69.83%	294,448
OTHER REVENUES	56,100	39,074	17,026	69.65%	207,648
TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	118,400	118,376	24	99.98%	118,376
TRANSFER FROM WATER SEWER CAPITAL RESERVE	-	-	-	0.00%	-
BALANCING APPROPRIATION	2,689,830	-	2,689,830	0.00%	-
	\$ 7,154,330	\$ 2,410,053	\$ 4,744,277	33.69%	\$ 4,334,322

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)					
REVENUE					
INVESTMENT EARNINGS	\$ 8,000	\$ 12,460	\$ (4,460)	155.76%	\$ 18,954
TRANSFER FROM ENTERPRISE FUNDS	17,000	17,000	-	100.00%	32,100
APPROPRIATED NET ASSETS	93,400	-	93,400	0.00%	-
	\$ 118,400	\$ 29,460	\$ 88,940	24.88%	\$ 51,054

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)					
REVENUE					
TRANSFER FROM W/S-SYSTEM DEVELOPMENT FEES	\$ -	\$ -	\$ -	0.00%	\$ 18,500
INVESTMENT EARNINGS	1,000	2,074	(1,074)	207.42%	1,248
TRANSFER FROM ENTERPRISE FUNDS	500,000	-	500,000	0.00%	430,516
	\$ 501,000	\$ 2,074	\$ 498,926	0.41%	\$ 450,264

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
EXPENDITURES & ENCUMBRANCES (FUND 30)						
PERSONNEL	\$ 1,272,200	\$ 619,292	\$ 78	\$ 652,830	48.68%	\$ 1,074,930
WATER PURCHASES	420,000	129,794	274,150	16,056	96.18%	336,936
SEWER TREATMENT	779,500	232,178	-	547,322	29.79%	614,910
DEBT SERVICE	249,808	145,378	2,000	102,430	59.00%	244,322
CONTRACT SERVICES & MAINTENANCE	392,080	213,701	145,520	32,859	91.62%	512,755
CAPITAL	2,950,300	147,815	67,113	2,735,372	7.28%	1,534,142
TRANSFER TO OTHER FUNDS	517,000	17,000	-	500,000	3.29%	481,116
OTHER OPERATING EXPENDITURES	573,442	160,971	107,361	305,110	46.79%	313,971
	\$ 7,154,330	\$ 1,666,129	\$ 596,222	\$ 4,891,979	31.62%	\$ 5,113,082

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)						
TRANSFER TO OTHER FUNDS	\$ 118,400	\$ 118,376	\$ -	\$ 24	99.98%	\$ 118,376
	\$ 118,400	\$ 118,376	\$ -	\$ 24	99.98%	\$ 118,376

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)						
RESERVE FOR FUTURE EXPENDITURES	\$ 501,000	\$ -	\$ -	\$ 501,000	0.00%	\$ -
	\$ 501,000	\$ -	\$ -	\$ 501,000	0.00%	\$ -



**Town of Jamestown
FINANCIAL SUMMARY REPORT
As of December 31, 2023**

CAPITAL PROJECTS

	<u>Fund (#18)</u>	<u>Fund (#20)</u>	<u>Fund (#21)</u>	<u>Fund (#23)</u>	<u>Fund (#24)</u>
	Oakdale Sidewalk Ph 3 Capital Project	Recreational Maint Facility Capital Project	Oakdale Sidewalk Ph 2 Capital Project	Penny Road Sidewalk Capital Project	Sidewalk Project Guilford County ARPA Capital Project
Life to Date Revenues & Other Financing Sources	218,953	1,079,310	79,589	51,000	2,294,795
% of budget received	32%	100%	40%	4%	100%
Life to Date Expenditures	103,987	871,710	49,486	-	4,000
% of budget expended	15%	81%	25%	0%	0%
	<u>Fund (#25)</u>	<u>Fund (#26)</u>	<u>Fund (#27)</u>		
	Stormwater Project Guilford County ARPA Capital Project	Parks and Rec PARTF Guilford County ARPA Capital Project	Parks and Rec AFP Guilford County ARPA Capital Project		
Life to Date Revenues & Other Financing Sources	265,500	430,410	600,000		
% of budget received	100%	100%	100%		
Life to Date Expenditures	235,895	-	-		
% of budget expended	89%	0%	0%		



**Town of Jamestown
FINANCIAL SUMMARY REPORT
As of December 31, 2023**

DEBT SERVICE

Installment Purchase Debt:	Balance at 12/31/2023	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 1	12/1/2023	2023/2024
Leaf truck, financed in 2017	(1)	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	52,830	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>266,689</u>	11/3/2027	2027/2028
	<u>\$ 319,520</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 199,970</u>	11/3/2027	2027/2028



Town of Jamestown Financial Summary Report as of December 31, 2023

CASH BALANCES

Petty Cash	\$	1,350
Operating Cash		3,142,096
Certificates of Deposit		3,029,939
Money Market Accounts - First Bank		984,439
North Carolina Capital Management Trust		10,313,805
	\$	17,471,629

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	388,622
Cash reserved by Powell Bill for street Improvements		342,260
General Capital Reserve Fund		143,262
Oakdale Sidewalk Phase 3		114,306
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		136,140
Water Sewer Capital Reserve Fund		1,319,816
	\$	2,525,509

Cash by Fund:

General	\$	5,504,044
General Capital Reserve Fund		143,262
Oakdale Sidewalk Phase 3		114,306
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		136,140
Water/Sewer		9,784,336
Randleman Reservoir		388,622
Water/Sewer Capital Reserve Fund		1,319,816
	\$	17,471,629

Cash by Bank:

NCCMT	\$	10,313,805
Pinnacle Bank		5,169,532
First Bank		1,986,942
	\$	17,470,279

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT:

Budget Amendment #12

AGENDA ITEM #: II.C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: January 16, 2024

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Budget amendment is necessary to comply with GASB 87, Leases and GASB96, Subscriptions. This budget amendment also includes budget adjustment for website design and upgrades, and insurance claim on roof at Wrenn Miller amphitheater from storm damage.

ATTACHMENTS: Budget Amendment #12

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #12

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #12

FOLLOW UP ACTION NEEDED: N/A

**FYE 6/30/24
BUDGET AMENDMENT #12**

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a.	Lease Principal Payments	9,146.00	
	Lease Interest	166.00	
	Copier leases		423.00
	Recreation equipment leased		1,851.00
	Golf Equipment leased		1,552.00
	Golf Equipment		158.00
	Golf Equipment		5,328.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Principal	1,650.00	
	Subscription Interest	31.00	
	Data Processing Services		838.00
	Data Processing Services		403.00
	Data Processing Services		13.00
	Data Processing Services		34.00
	Data Processing Services		392.00
	Data Processing Services		1.00
	To adjust budgets for GASB96 subscriptions/principal & interest		
c.	Capital Outlay-Building	10,040.00	
	Insurance Recoveries		10,040.00
	To adjust budget for insurance claim on Wrenn Miller ampitheatre due to storm damage		
d.	Other Contracted Services	4,250.00	
	Other Contracted Services	4,250.00	
	Reserve for Future Expenditures		8,500.00
	To adjust budget for website design and updates		

Fund 30:

a.	Lease Principal Payments	403.00	
	Lease Interest	21.00	
	Copier leases		424.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Interest	15.00	
	Data Processing Services		15.00
	To adjust budgets for GASB96 subscriptions/principal & interest		
c.	Other Contracted Services	4,250.00	
	Net Position Appropriated		4,250.00

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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Public Hearing Proposed amendment to Solid Waste Ordinance

AGENDA ITEM #: IV-A



CONSENT AGENDA ITEM



ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 16, 2024

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

Proposed amendment to Article XIV (Administration, Enforcement and Civil Penalties) of the Solid Waste Ordinance by adding the following language to subsection (a):

"If, in the sole discretion of the Public Services Director or their designee, there is a violation which endangers the public safety, health, or welfare, the Town may elect to remedy a violation without prior notification to the property owner. Every attempt should be made to first contact the property owners to arrange for a suitable remedy. However, if efforts to contact the owner are unsuccessful, the Town may elect to enter the property without prior notification to the property owner, perform the work necessary to correct the condition, and bill the owner for costs incurred. If the property owner fails to pay the bill for such work within thirty (30) days of such notice the amount of the bill and any collection costs incurred shall become a lien against the subject property and shall be collected in the same manner provided for the collection of delinquent taxes."

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Approve proposed text amendment as presented

BUDGETARY IMPACT: None

SUGGESTED MOTION: Motion to approve the proposed text amendment to Article XIV (Administration, Enforcement and Civil Penalties) of the Solid Waste Ordinance, subsection (a) as presented.

FOLLOW UP ACTION NEEDED:

Ordinance for Solid Waste Collection for the Town of Jamestown PROPOSED January 19, 2024

WHEREAS, the Town of Jamestown, North Carolina pursuant to the authority conferred by the North Carolina General Statute §160A-303.1, wishes to regulate the placing of trash, refuse, and garbage within its municipal limits;

NOW, THEREFORE, IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN, NORTH CAROLINA:

Purpose: The purpose of this article is determined and declared to be a health, sanitary, and safety measure necessary for the promotion, protection, and preservation of the health, safety, and general welfare of the people of the Town of Jamestown. Whenever this article conflicts with any other portion of the Town Code, Laws, or Ordinances, this article will prevail with respect to any matters relating to recycling, garbage, trash, and waste collection services. Furthermore, the following definitions, terms, phrases, words and their derivatives shall have the meaning given herein and shall apply in the interpretation and the enforcement of this chapter:

Article I. - Definitions.

- (1) *Ashes* means refuse from the burning of wood, coal, paper, and/or other combustible material which has been wetted and cooled to the touch prior to collection.
- (2) *Building materials*, includes but is not limited to, any material such as lumber, brick, stone, plumbing materials (i.e., sinks, tubs, toilets), concrete, floor coverings (i.e., linoleum, carpet), plaster, drywall, gutters, roofing, or other substances accumulated as a result of repairs, renovations or additions to existing buildings, construction of new buildings, or demolition of existing structures.
- (3) *Bulky materials* means material which cannot fit within a Town-approved collection container.
- (4) *Business* means a corporation, industry, company, retail, landlord, and/or other entity engaged in a for-profit endeavor.
- (5) *Commercial tree service*, a contractor hired to trim or cut trees from private property.
- (6) *Contractor*, includes but is not limited to, the individual, firm, partnership, corporation, association, third party or joint venture that is designated as the "contractor" in the agreement.
- (7) *Construction*, or demolition when used in connection with "waste" or "debris", waste resulting solely from construction, remodeling, repair, or demolition operations on pavement, buildings, or other structures, but does not include inert debris, land-clearing debris, or yard debris.
- (8) *Collection* means the act of removing solid waste from a point of generation to an approved disposal site. Collection shall be at the curb for garbage, yard waste, recyclables, and bulky items.
- (9) *Container* means a Town-approved container used for collection of materials. All solid waste and recycling containers shall remain the property of the Town and will remain at the property location when occupancy changes. If a container is removed from the property, it shall be the responsibility of the property owner to purchase another container from the Town. Yard waste containers are optional and are available for purchase by the resident. All containers shall be maintained in good condition and shall be in serviceable condition at all times.
- (1) *Garbage* means all putrescible waste that is solid waste capable of being decomposed by microorganisms with sufficient rapidity to cause nuisances from odors and gasses, such as kitchen wastes, offal and carcasses, including animal offal and carcasses and recognizable industria

by products, but excluding sewage and human waste. Offal, carcasses, and pet feces shall be securely bagged for collection.

- (10) *Hazardous waste* means a solid waste, or combinations of solid wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may:
 - (a) Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness: or
 - (b) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.
- (11) *Lead acid battery* means any battery containing lead, acid, or both.
- (12) *Litter* includes, but is not limited to, waste, refuse, waste materials or any other discarded, used or unconsumed substance which is not handled as specified herein.
- (13) *Loose leaves* means tree/plant foliage that has fallen from tree/plants and has been placed along the street in rows or pile, not in bags for collection.
- (14) *Medical waste* means any solid waste which is generated in the diagnosis, treatment, or immunization of human beings or animals, in research or pertaining thereto, or in the production or testing of biologicals, but does not include any hazardous waste identified or listed pursuant to this article, radioactive waste, household waste as defined in 40 Code of Federal Regulations, section 261.4(b)(1) in effect July 1, 1989, or those substances excluded from the definition of solid waste in this section.
- (15) *Oil* means any oil new or used which has been refined from crude oil or synthetic oil and, as a result of use, storage, or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties, but which may be suitable for further use and is economically recyclable.
- (16) *Recyclable material* means those materials which are capable of being recycled, can be marketed at a value greater than the costs associated with processing and shipping that material to a buyer, and which would otherwise be processed or disposed of as solid waste. Examples of recyclable materials are as follows: newspaper and accompanying inserts, magazines, corrugated cardboard, mixed and office paper (excluding sanitary products), telephone books, plastic bottles (#1 PETE), plastic containers (#2 HDPE), steel cans, aluminum cans, glass containers, and other material determined to be recyclable by the Public Services Director.
- (17) *Refuse* means all non-putrescible waste.
- (19) *Resident* means owner or occupant of a dwelling.
- (20) *Sharps* means and includes needles and syringes with attached needles.
- (21) *Sharps container* means a container manufactured and approved for the disposal of sharps. The container must be rigid, leak-proof when in the upright position, puncture-resistant, and shall be labeled with a water resistant universal biohazard symbol.
- (22) *Solid waste* means hazardous or nonhazardous garbage, refuse or sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility, domestic sewage and sludges generated by the treatment thereof in sanitary sewage collection, treatment, and disposal systems;

and other material that is either discarded or is being accumulated, stored or treated prior to being discarded, or has served its original intended use and is generally discarded, including solid, liquid, semisolid, or contained gaseous material resulting from industrial, institutional, commercial, and agricultural operations, and from community activities. The term does not include:

(a) Fecal waste from fowls and animals other than humans.

(b) Solid or dissolved material in:

- Domestic sewage and sludges generated by treatment thereof in sanitary sewage collection, treatment, and disposal systems which are designed to discharge effluents to surface waters:
- Irrigation return flows; and
- Wastewater discharges and the sludges incidental to and generated by treatment which are point sources subject to permits and granted under section 402 of the Water Pollution Control Act, as amended (P.L. 92-500), and permits granted under G.S. 143-215.1 by the Environmental Management Commission. However, any sludges that meet the criteria for hazardous waste under RCRA shall also be a solid waste for the purposes of this article.

(c) Oils and other liquid hydrocarbons controlled under article 21A of chapter 143 of the General Statutes. However, any oils or other liquid hydrocarbons that meet the criteria for hazardous waste under RCRA shall also be a solid waste for the purposes of this article.

(d) Any source, special nuclear or byproduct material as defined the Atomic Energy Act of 1954, as amended (42 U.S.C. Par. 2011).

(e) Mining rules covered by the North Carolina Mining Act, G.S. 74-46 through 74-68 and regulated by the North Carolina Mining Commission (as defined under G.S. 143B-290). However, any specific mining waste that meets the criteria for hazardous waste under RCRA shall also be a solid waste for the purposes of this article.

(23) *Town* means the Town of Jamestown.

(24) *White goods* include inoperative and discarded refrigerators, ranges, water heaters, freezers, and other similar domestic and commercial large appliances.

(25) *Yard Waste* means solid waste consisting solely of vegetative matter which includes, but is not limited to, tree limbs, grass clippings, weeds, bush clippings, leaves, brush, etc. resulting from regular maintenance of yards, gardens, and landscaping maintenance activities. Yard waste does not include entire trees, large tree trunks, stumps, or clearing activities. It also does not include any material generated by any commercial lawn maintenance, landscaping, and/or tree companies.

Article II. - Rules and regulations authorized.

The administration and enforcement of the provisions of this Ordinance shall be the duty of the Public Services Department under the direction of the Town Manager, the Public Services Director, and their designees.

The Town Manager, the Public Services Director, or their designees may make such rules and regulations consistent with this Ordinance, as they deem advisable to safeguard the health and welfare of the citizens of the Town in the disposal of garbage, ashes and other refuse. These rules, regulations, interpretations and policies shall be consistent with applicable state, federal, and local laws, and shall be consistent with generally accepted principles of effective management, oversight and control, and efficient operation.

Article III. - Ownership of materials.

Wet and dry garbage, recyclable materials, yard waste, bulk trash, large appliances and other authorized materials that are properly placed by an owner or occupant of a property at curbside for collection, are deemed to be abandoned by such person(s) and become the property of the Town or its authorized agent. Unauthorized materials may be denied pickup by Town staff and shall be considered litter after a period of forty-eight (48) hours.

Article IV. - Dumping solid waste, etc., on open lots prohibited; exception for landfilling.

No solid waste, yard waste, special waste, or other offensive material shall be dumped, thrown, or allowed to remain on any lot or space within the town limits. However, the owner of any lot or parcel of land desiring to conduct a fill operation shall apply for the appropriate permits, and any fill operation shall be conducted in accordance with all local, state, and federal rules, laws, and conditions contained in the permit.

Article V. - Littering.

It shall be unlawful to throw, place or deposit any refuse in any street, public place or on any private property within the Town limits, except in Town issued or approved containers as provided in this ordinance, or as approved by the Town Manager or their designee.

It shall be unlawful to place stumps or any other organic materials on any property, public or private, except in those specific areas designated for such use by the Town Manager or their designee.

No solid waste or any other waste or offensive or disease-producing material shall be dumped in any lot or space within the Town limits for the purpose of filling, or for any other purpose, without the consent of the Town Manager or their designee and the approval of the county environmental health division.

It shall be unlawful for any person to throw any garbage, peelings, or miscellaneous litter upon any of the sidewalks in the Town or upon the floors of any public buildings or other public places. It shall be unlawful for any person to place, drop or throw any litter, garbage, refuse, grass, shrubbery, tree clippings, bottles, cans, or containers of any kind upon any median strip, alleyway, street or street right-of-way, park or grass strip, or upon the private premises of another without permission of the owner or

person in control of such premises, or upon any public property; provided, however, that, the provisions of this section do not apply to those materials required to be placed for collection on the grass or park strip by this ordinance.

State law reference— Littering, G.S. § 14-399 et seq.; authority to regulate, collect, etc., solid wastes, G.S. §160A-303.1.

Article VI. - Refuse to be promptly removed.

No refuse that has become decayed or that shall otherwise be a menace to health or cleanliness shall be allowed to remain in any dwelling house, hotel, boardinghouse, cafe, restaurant, lunch stand, fruit stand, meat market, store or other building or on any premises for longer than forty-eight (48) hours.

Article VII. - Transportation of refuse by private persons.

It shall be unlawful to commercially collect, handle, haul or transport on any of the streets, public ways (alleys) or places of the Town, any refuse without obtaining the necessary licenses to do work in the Town.

Article VIII. - Refuse not collected by the Town.

- (a) Waste from the cleaning and dressing of any fish, flesh or fowl conducted by a commercial operation, such as fish markets, meat processing plants or other businesses of this nature will not be collected by the Town.
- (b) No building materials or refuse from building operations, construction materials or remodeling projects generated/performed by a professional contractor will be collected by Town staff. The contractor is responsible for disposal.

(Solid waste staff will collect building materials from small remodeling projects done by the homeowner; up to the equivalent of a 95-gallon container capacity per project)

Town staff will not collect yard waste and yard debris from landscape and maintenance projects performed by landscaping companies unless prior arrangements and payment of required fees with the Town have been made.

(Solid waste staff will collect landscaping materials from small landscaping projects; up to the equivalent of two 95-gallon containers capacity per project. Excessive amounts of debris will be evaluated on a case-by-case basis and fees charged accordingly.)

Owners of dead animals shall be responsible for their removal and disposal.

- (c) Animal or human excreta will not be collected by Town staff. Exceptions may include diapers or other garments specifically designed to collect such waste or pet waste which is properly bagged and secured. All items must be properly bagged and secured for collection.
- (d) Neither infectious waste nor hazardous waste will be collected by Town staff.
- (e) Items banned from landfills and compost sites, such as, but not limited to: tires; mattresses; lead acid batteries; paints; lubricants; oil filters; anti-freeze; wooden pallets; plastic yard waste bags and cardboard yard waste boxes; computer equipment; electronics; and televisions shall not be collected

by Town staff. Items not approved for placement in landfills and compost sites may be taken to the county's household hazardous waste recycling facility or other approved sites.

- (f) Oxygen tanks and other medical equipment; propane tanks, all oil tanks used for household purposes; parts of campers, boats, camper shells, trailers; automotive parts, including but not limited to engines, motors, doors, fenders, car seats, or batteries from a residentially used premises, etc. shall not be collected by the Town staff.
- (g) Town staff reserve the right not to service any authorized container that is contaminated and/or does not meet code requirements.

Article IX. - Refuse from outside corporate limits.

No refuse, collected outside the corporate limits of the Town, shall be disposed of at any location within the Town.

Article X. - Collection routes and schedules.

The Public Services Director or their designee shall establish collection routes and schedules and may alter these routes and schedules from time to time. The Public Services Director or their designee may establish and revise from time to time a policy relating to the number of times per week the Town will collect solid wastes from various classifications of premises and the maximum number of solid waste containers that the Town will service on any one (1) premises. No owner or occupant of any premises shall prohibit or prevent weekly solid waste collection services at the premises.

Article XI. - Service for persons who are physically disabled.

Special collection services for the physically disabled may be considered by the Public Services Director or their designee.

As a courtesy, special collection service is available for garbage and recycling on a once per week basis, provided that prior approval has been granted by the Public Services Director, upon verification of a valid medical reason by a medical doctor for those persons who are physically unable to place their refuse and recyclable items at the street. The Town also reserves the right to periodically verify the need to provide special collection service to residents who have been approved to receive the service. The Town reserves the right to continue or discontinue the special collection service. The Public Services Director or their designee shall have the authority to determine the proper location for collected items for disabled residents.

Article XII. - Curbside collection service.

Curbside refuse collection shall be by rollout container only and shall be serviced once per week. No customer shall place refuse outside of the container. The Town shall provide each service location with one (1) Town-approved container for refuse collection. If a customer requests additional containers, the Town may provide additional containers and the customer will incur additional fees at the rate of an additional service charge. For example – for each additional container, the customer will be charged an additional monthly service fee. If, in the discretion of the Public Services Director or their designee, it becomes necessary due to normal wear and tear to replace a container, the Town shall replace the container at no additional cost to the customer. The Public Services Director reserves the right, at their

sole discretion, to limit the number of containers permitted at one service location to ensure operational safety measures.

Yard waste and recyclable items shall be collected once per week. Yard waste must be placed in a Town-approved container. Plastic yard waste bags and cardboard boxes are not allowed at the compost site and yard waste placed in these containers will not be collected. Recyclable materials shall be placed in a Town-approved container. Recyclable materials shall be placed 'loose' in the container and shall not be placed in plastic bags. Plastic bags are considered contamination and Town staff shall not collect materials that are deemed contaminated. Mixing non-recyclable materials in the recycling container will result in a notice of violation and no collection.

Bulky Waste – The Town will provide bulk waste pickup a minimum of once monthly. The Public Services Director or their designee shall set a schedule and advertise it accordingly. Items for bulk pickup are items which cannot fit within the Town-approved container. This service is intended for the occasional disposal of furniture items, or other like items from a single residential property owner or tenant. The bulky items service is not intended as a cleanout/disposal for removing all items from a property. Bulky item service does not apply to any non-residential unit and is available to single-family homes only. There is a maximum amount of five (5) cubic yards (equating to eight (8) feet in length, four (4) feet wide, and four (4) feet high). All materials exceeding this amount shall be the responsibility of the property owner or occupant. If an owner or occupant requests removal of materials exceeding this amount, a collection fee as determined by the Public Services Director or their designee, shall be charged to the customer. Said fee shall be paid prior to Town staff removing the waste. It shall be a violation of this ordinance to place bulk items at the curb more than 48 hours prior to the scheduled collection day. Items placed at the curb outside the collection window shall be considered litter and shall be considered a violation of this ordinance.

Commercial Solid Waste – The decision to service a location with commercial dumpster service shall be determined by the Public Services Director or their designee. Approved containers shall be provided by the Town. If the Town desires to begin providing such service, fees shall be established by the Town Council.

The Town recognizes that certain communities were constructed in a manner which will unduly place pressures on the citizens who live there to have the standard Town-approved collection container. Those communities are identified as: Quarterpath Trace, Riverwalk West, Riverwalk I, The Crossings at Riverwalk, The Townes at Jamestown, and Olde Jamestown. Those communities shall have the right to choose between a smaller collection container for refuse collection, if available. Those customers who are currently using a small green bin for recycling collection shall be grandfathered and may continue to use those bins until such time that the customer requests a change to a rollout container, the bin becomes damaged beyond repair or lost, or the Public Services Director or their designee finds that there is an operational necessity to switch those customers to a rollout container.

The Town reserves the right to suspend, delay, or alter the time of collection of one or all services temporarily should snow, ice, storms, flooding, extreme heat/cold or other conditions make it unsafe for the public or employees during collection operations.

Town-served curbside collection services will be provided under the following conditions:

- (a) *Curbside collections scheduling.* Town-served curbside collection services will be provided on a day designated for collection by the Public Services Director or their designee. Solid waste should not be placed at the curbside prior to the day preceding the scheduled collection day. Containers shall be removed from the right-of-way within one day following the collection day.

- (b) *Eligibility for service under this section.* Eligibility for solid waste services will be evaluated on a case-by-case basis by the Public Services Director or their designee. Solid waste services may be denied to any location by the Public Services Director or their designee. Failure to pay solid waste fees may lead to a discontinuation of collection services, at the discretion of the Public Services Director.
- (c) *Approved solid waste containers.* Eligible customers shall use only Town-approved containers for all solid waste removal by the Town.
- (d) *Placement of containers.* In order to collect solid waste, the owner or occupant of each business, or household shall place all solid waste in approved containers and place such solid waste containers between the curb or traveled portion of the street and the property line closest to the curb of the premises from which the same is placed at or before 7:00 a.m., on the day fixed for collection. Solid waste will be collected and removed on the day fixed therefore by the Public Services Director or their designee. Public notice shall be given of any change of collection day. Town collection personnel shall not provide service if denied reasonable access by parked vehicles, equipment, fixed objects, low hanging wires or other obstructions.
- (1) The following rules shall apply for the removal of solid waste:
- a. No wooden boxes, barrels, or any other wooden receptacle, or any other receptacles except approved containers shall be used for collection of wet or dry garbage or recyclables. Solid waste collectors may remove all such wooden boxes and other receptacles, if so used. The customer will be notified of the nonconforming container and its use as a means of collection by Town staff will be terminated. Any exceptions shall be evaluated on a case-by-case basis by the Public Services Director or their designee.
 - b. For the purpose of collection, placement of containers will be at ground level, and the use of underground containers will not be permitted.
- (e) *Spilled materials.* Spilled materials or overflow not caused by Town collection crews shall be cleaned up immediately after such spillage or overflow by the property owner or occupant. Spilled solid waste materials caused by Town collection crews shall be cleaned up immediately after such spillage occurs by said crew.
- (f) *Recycling collection service.* Only recyclable materials should be placed in the containers. Mixing garbage, yard waste or other materials with recyclables will result in a notice of violation and no collection. Containers shall comply with items (c), (d), and (e) above.
- (g) *Yard waste collection service.*
- (1) Yard waste collection shall be provided to residential units and small businesses as approved by the Public Services Director or their designee.
 - (2) Yard waste shall be separated from all other refuse prior to collection. Collection staff shall collect yard waste as stated in (g)(1) above so long as it is properly prepared or placed in an approved container and in compliance with these regulations.
 - a. Grass clippings, small shrubbery clippings, leaves, and other small lawn debris shall be collected at the curbside provided that they are placed in paper yard waste bags or approved containers for collection. Such bags shall be specifically designed for yard waste, made of paper, in good condition and of such size and weight that when full,

do not weigh more than fifty (50) pounds each and are such that one (1) individual can easily pick up each bag, one (1) at a time, for disposal. Paper bags shall be secured at the top when placed at the curbside for collection.

- b. Limbs and large shrubbery to be collected by Town collection staff shall be no longer than six (6) feet in length and not to exceed fifty (50) pounds in weight and placed in an orderly manner at the curb.
 - c. Town staff will not collect yard waste and yard debris from landscape and maintenance projects performed by landscaping companies.
 - d. Tree trunks or tree stumps in excess of fifty (50) pounds will not be collected by Town collection staff.
 - e. Loose leaves shall be collected at the curblines by Town staff during a set period established by the Public Services Director or their designee. Public notice of this period shall be given. All other times during the year, leaves shall be bagged or placed in approved containers.
 - f. Loose leaves may be placed at the edge of the road (not in the road, ditchline or curblines) for loose leaf collection during the late fall and early winter each year (typically October through February). Collection schedules will be advertised and published. No other yard waste shall be included or mixed with loose leaves (no sticks, brush, or bagged leaves/grass).
- (h) *Large appliance (white goods) and mattress collection.* Collection of large appliances (white goods) and mattresses shall be provided as follows:
- (1) White goods and mattress collection will be provided to residential units and small businesses as approved by the Public Services Director or designee.
 - (2) White goods and mattress collection will not be provided to commercial establishments or industries.
 - (3) Residents must call the Town in order to schedule an appointment for appliance and mattress collection. Fees are required.
 - (4) Items not approved for placement in landfills may be taken to the county's household hazardous waste recycling facility or other approved sites.
- (i) *Fees for solid waste services.*
- (1) Fees for collection shall be instituted and approved by the Town Council.

Article XIII. - Medical waste and Sharps.

No medical waste shall be deposited or permitted to be deposited in the waste stream. The Director of Public Services shall terminate solid waste collection services to any establishment at which a violation of this section occurs. Such termination is not a penalty, but shall nevertheless be in addition to and not in lieu of the imposition of civil or criminal penalties for violation of this ordinance.

Article XIV. – Administration, Enforcement and Civil Penalties.

The administration and enforcement of the provisions of this chapter shall be the responsibility of the Public Services Department.

- (a) *Duty to comply and notice.* When an official of the Town finds a violation of any provision(s) of this ordinance, he shall notify the owner or occupant of the premises of the violation by posting a notice at the subject property, via certified mail, or by hand delivery to such person. Such person shall be required to remedy the violation within fourteen (14) days or else be subject to civil penalty as set out below. In addition, upon failure to remedy the violation, the official of the Town may proceed to correct the violation and impose the civil penalty against the owner or occupant as hereinafter set out. The Town of Jamestown also reserves the right to refuse service to a customer found to be in violation of this Ordinance. If, in the sole discretion of the Public Services Director or their designee, there is a violation which endangers the public safety, health, or welfare, the Town may elect to remedy a violation without prior notification to the property owner. Every attempt should be made to first contact the property owner to arrange for a suitable remedy. However, if efforts to contact the owner are unsuccessful, the Town may elect to enter the property without prior notification to the property owner, perform the work necessary to correct the condition, and bill the owner for costs incurred. If the property owner fails to pay the bill for such work within thirty (30) days of such notice, the amount of the bill and any collection costs incurred shall become a lien against the subject property and shall be collected in the same manner provided for the collection of delinquent taxes.
- (b) *Civil penalty assessment.* Any person who violates any provision of this chapter shall be subject to an assessment of a civil penalty in the amount of fifty dollars (\$50.00) for each violation. If the violation is not remedied within stated time period, the Town may remedy the violation at the expense of the violator.
- (c) *Service of citation.* After being notified as set forth under subsection (a) above and upon failure to remedy the violation within the prescribed time, a civil penalty shall be invoked in the form of a citation stating the nature of the violation, the amount of the civil penalty, and directing the violator to pay the civil penalty within fifteen (15) days from the date of the citation. Such citation shall be served by either first class mail, personal service or posted at the subject property. Any of these methods of service shall be conclusively presumed to be valid, and no owner or occupant shall refuse service of the citation.
- (d) *Nonpayment.* If payment is not received within fifteen (15) days, in addition to other remedies for violation of this chapter, a civil action may be instituted in the nature of a debt to collect the civil penalties and court costs as may be assessed.
- (e) *Payment.* The civil penalties imposed herein and the proceeds therefrom, as collected by payment, civil action or otherwise, shall belong to the Town of Jamestown and shall be paid into the general fund of the Town of Jamestown under such conditions if any, as prescribed in the annual budget of the Town of Jamestown.

Fines should be mailed to the Town of Jamestown, PO Box 848, Jamestown, NC 27282 or fines may be paid at the Town of Jamestown Town Hall, 301 E. Main Street, Jamestown, NC. Payment should be made payable to the Town of Jamestown.

Adopted this the _____ day of _____, 2024

Lynn Montgomery, Mayor

Attest:

Nancy Avery, Interim Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Life sized checker board at Wrenn-Miller Park/ Eagle Scout Project **AGENDA ITEM #:** V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 16, 2024

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Scott Coakley

SUMMARY:

Sammuel Williams would like to present a project to the Mayor and Council. He would like to build a like size checker board in the back of Wrenn-Miller Park for the entire community to enjoy.

ATTACHMENTS: Eagle Scout Service Proposal

RECOMMENDATION/ACTION NEEDED: Discuss and approve or deny the project.

BUDGETARY IMPACT: None

SUGGESTED MOTION: Approve the project

FOLLOW UP ACTION NEEDED:



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Samuel Williams

Please give a name to your project Life-Size Checkers Set at Wrenn Miller Park

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

- 1. It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
- 2. It appears to be feasible.** You must show the project is realistic for you to carry out.
- 3. Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
- 4. Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
- 5. You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Samuel Williams		Birth date: 07/05/2010	
Email Address: mackwms10@icloud.com		BSA PID number: 133915801	
Address: 4711 Chesterfield Place	City: Jamestown	State: NC	Zip: 27282
Preferred telephone(s): 336-708-6673		Life Board of Review date: 03/28/2023	

Current Unit Information

Check One: <input checked="" type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship	Unit Number: 68
Name of District: Akela	Name of Council: Old North State

Unit Leader Check One: Scoutmaster Crew Advisor Skipper

Name: Matthew Williams	Preferred telephone(s): 336-491-0295		
Address: 4711 Chesterfield Place	City: Jamestown	State: NC	Zip: 27282
Email Address: matthewwms@aol.com			

Unit Committee Chair

Name: Heather Tipton	Preferred telephone(s): 336-420-6059		
Address: 2802 Hackney Way	City: Jamestown	State: NC	Zip: 27282
Email Address: hhtipton@yahoo.com			

Unit Advancement Coordinator

(If your unit has one)

Name: John Tipton	Preferred telephone(s):		
Address: 2802 Hackney Way	City: Jamestown	State: NC	Zip: 27282
Email Address: jt nobles@hotmail.com			

Project Beneficiary

(Name of religious institution, school or community)

Name: Town of Jamestown	Preferred telephone(s): 336-454-1138		
Address: 301 E. Main Street	City: Jamestown	State: NC	Zip: 27282
Email Address: dbenson@jamestown-nc.gov			

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name: Scott Coakley	Preferred telephone(s): 336-669-7215		
Address: 301 E. Main Street (PO BOX 848)	City: Jamestown	State: NC	Zip: 27282
Email Address: scoakley@jamestown-nc.gov			

Your Council Service Center

Contact Name: Angela Wilson	Preferred telephone(s): 336-601-4151		
Address: 1405 Westover Terrace	City: Greensboro	State: NC	Zip: 27408
Email Address: angela.wilson@scouting.org			

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Bradley Gibson - Akela Eagle Chair	Preferred telephone(s): 336-889-8282		
Address: 1812 Eastchester Drive	City: High Point	State: NC	Zip: 27965
Email Address: bradley@jonesandpeacock.com			

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name: Matthew Williams	Preferred telephone(s): 336-491-0295		
Address: 4711 Chesterfield Place	City: Jamestown	State: NC	Zip: 27282
Email Address: matthewwms@aol.com			

Project Description and Benefit

Briefly describe your project

My Eagle Scout project aims to enhance the recreational offerings in Jamestown by constructing a life-size checkers set in Wrenn Miller Park. The project involves installing permanent checkers pieces and utilizing tiling materials to construct the playing board. This interactive installation will provide a unique and enjoyable outdoor activity, community engagement, and promoting the use of this space for recreational purposes.

See attached page P for photos of existing examples of the materials and ideas.

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

The construction of my life-size checkers set in Wrenn Milker Park will enhance the recreational options for Jamestown residents, promoting community activity and allowing for an active lifestyle. This project's recreational value is important, because recreation is needed for fostering overall welfare, healthy habits, and engaging in enriching opportunities that add variety to life. Wrenn Milker Park's important location near town hall ensures increased utilization, contributing to the overall appeal of the park and strengthening community bonds. The life-size checkers set is not only a recreational addition but also a tool for social connections in Jamestown.

When do you plan to begin carrying out your project?

Late Winter- Early Spring of 2024

When do you think your project will be completed?

Late Spring-Early Summer of 2024

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

I will recruit most of the people who will assist me from my boy scout troop.
I will also use the Town of Jamestown's (beneficiary) subcontractor for sidewalk paving. (per their request)

What do you think will be most difficult about leading them?

The most challenging part of leading the people who will assist me in this project will be watching over others while performing my own. I will need to multitask to perform this part of my duty correctly. I believe I may also have trouble reaching out to the subcontractor the beneficiary requested.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

16 black 12x12 pavers (homemade or purchased)
16 White 12x12 pavers (homemade or purchased)
Sand
24 10 inch Giant Checkers (black and white)
Handtruck (customized for pieces)

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Drinking water, Snacks, Garbage Bags, Work Gloves, and Safety Glasses.

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list , but you must show you have a reasonable idea of what is required.

Mallet, Tamper, Rake, Level, Plumb Line, Stakes, Caution Tape, Wheel Barrow, Circular Saw, Drill, Shovels, Pickaxe, Tape Measure, and Buckets

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

Possible need for an info plack about piece storage.
Possible need for benches surrounding the board.
Possible need to pay the subcontractor.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Town will provide required permits and permissions.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below
(include sales tax if applicable)

Materials:	\$480.40
Supplies:	\$50.00
Tools:	\$0.00
Other:	\$1,500.00
Total Costs:	\$2,030.40

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

My primary source of funding will be asking for donations of time and money from my friends and family. My secondary source of funding will be asking local businesses to donate to the project. For tools, I will borrow tools from my family and friends. For the "other" category I have estimated \$1,500.00 which I am hoping will be discounted or donated by the subcontractor.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1	Design and Study - Look at existing examples of this type of checkers set, and review my materials.
2	Planning - Plan and schedule the meeting with my beneficiary, site location, and work times.
3	Preperation - Gather or purchase the needed items and recruit assistance from friends and family.
4	Execution - Assemble and install the materials into a cohesive board.
5	Documentation - Create a scrapbook or log of what was installed and how it was done.
6	
7	
8	
9	
10	

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

I am planning to request that leaders in my troop and parents of my helpers will drive the people and supplies to and from the location.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "Age Guidelines for Tool Usage" at Scouting.org

The tools that we will be using could injure someone so we will properly train all participants on how to safely use tools under adult supervision.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

I will probably need to create a drawing or diagram, confirm the correct site is chosen, further inspect the location, pick which version of the design the town would prefer, decide on the final storage method for the pieces, find out if the subcontractor is going to be payed by me or the town, see if the town has any problems I need to fix for the final design, account for any additional funding required by previous steps, and make sure I have a shedule that works for my helpers and my beneficiary.

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise*		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed		Date	

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.*

Unit Leader Approval*		Unit Committee Approval*	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed		Signed	
Date		Date	
Name (Printed)		Name (Printed)	

Beneficiary Approval*		Council or District Approval	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
<p><i>Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i></p> <p>Yes _____ No _____</p>			
Signed		Signed	
Date		Date	
Name (Printed)		Name (Printed)	

** While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*



Fig. 1 & 2 – Checkerboard Alternating Turf Texture





Fig. 3 – Example of layout and installation of checkerboard

Fig. 4 – Proposed Checker Pieces – Extreme Weatherproof





12 x 12 Charcoal Smooth Patio Block
 Model Number: 1791312 | Menards® SKU: 1791312

EVERYDAY LOW PRICE \$1.68
 MAIL-IN REBATE Good Through 12/25/23 \$0.20
PRICE AFTER REBATE **\$1.48** each

\$1.55 /sq-ft
 You Save \$0.20 with Mail-in Rebate



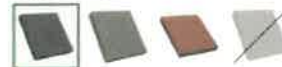
Additional Packaging/Handling Charges May Apply.

VOLUME PRICING Get FINAL Volume Pricing of \$1.33 each with mail-in rebate when you buy 120 units or more today!

- Ideal for patios and walkways
- Made from strong, durable concrete
- Easy to install and long lasting

[View More Information](#)

Variation: Charcoal



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[Lawn & Garden](#) / [Pavers & Retaining Walls](#) / [Stones & Pavers](#) / [Pavers & Stepping Stones](#)

12-in L x 12-in W x 2-in H Square White Concrete Patio Stone

Item #65203 | Model #104601296

★★★★★ 2814



\$1.68

Bulk Savings
 \$1.51/ Each (10.0% Off) when you buy 168+

THIS ITEM IS OUT OF STOCK
 We'll notify you once this item is back in stock.



- Ideal to overlay or create a new patio or walkway
- Whitewashed look
- Classic square shape with smooth surface

Manufacturer Color/Finish: White



Easy & Free Returns
 Return your new, unused item in-store or ship it back to us free of charge. [Learn More](#)

Overview

Fig. 5 - Available 12" Pavers – Black & White (above)



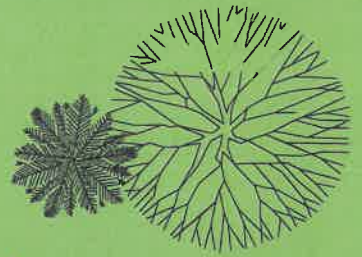
Fig. 6



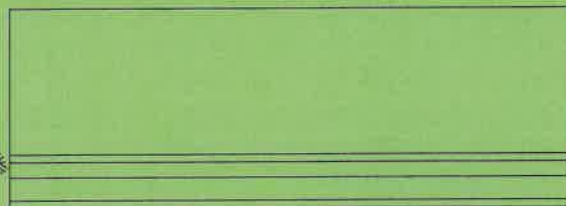
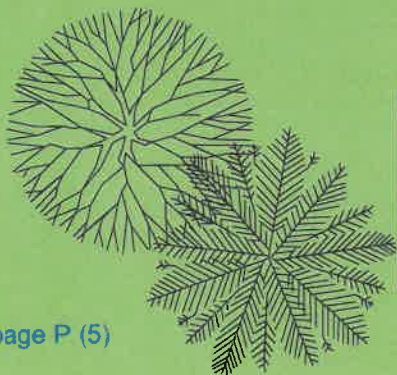
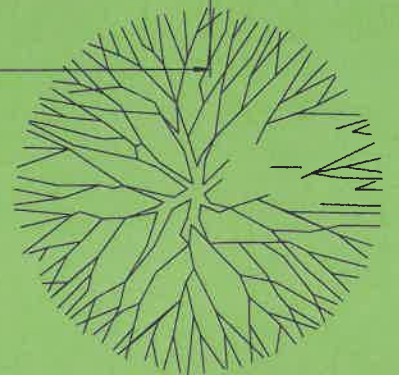
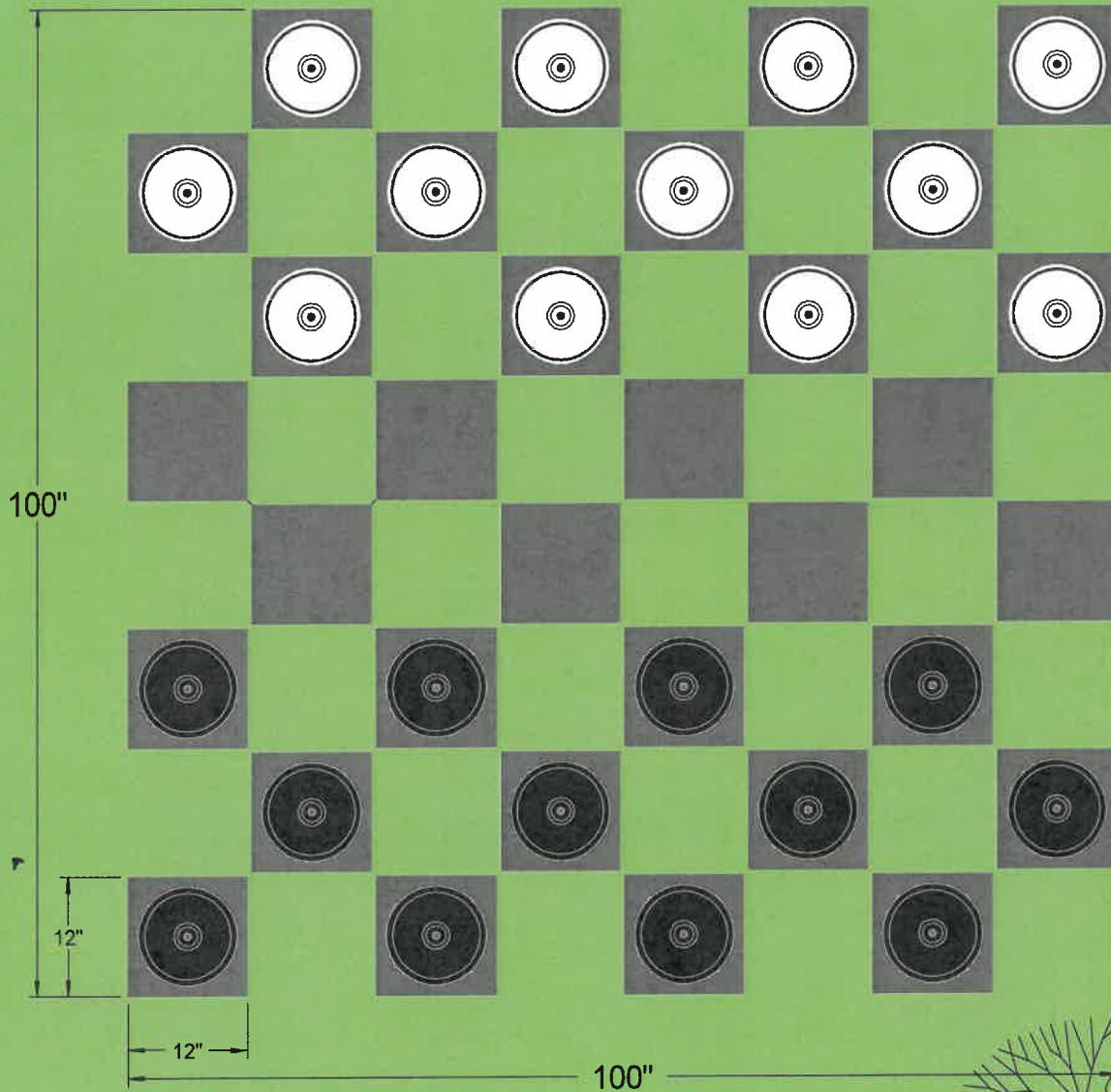
Fig. 7



Fig. 8



Wrenn-Miller Park Outdoor Checker Set



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: 2024 Town Council Meeting Schedule

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 16, 2024

ESTIMATED TIME FOR DISCUSSION: 5

DEPARTMENT: Administration

CONTACT PERSON: Matt Johnson

SUMMARY:

Adoption of 2024 Town Council Meeting Schedule as required.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Adopt 2024 Town Council Meeting Schedule

BUDGETARY IMPACT:

SUGGESTED MOTION: Adopt 2024 Town Council Meeting Schedule

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

TOWN OF JAMESTOWN
TOWN COUNCIL 2024 MEETING SCHEDULE

All meetings are held at 6:00 pm in the Civic Center located at 301 E. Main Street in Jamestown.

- January 16, 2024
- February 13, 2024 *(Rescheduled to 2nd Tuesday)
- March 19, 2024
- April 16, 2024
- May 21, 2024
- June 25, 2024 *(Rescheduled to 4th Tuesday)
- July 16, 2024
- August 20, 2024
- September 17, 2024
- October 15, 2024
- November 19, 2024
- December 17, 2024

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT:

Retreat and Budget/CIP calendar for FY 2024-2025

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 16, 2024

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Administration

CONTACT PERSON: Mathew Johnson

SUMMARY:

The Retreat and Budget/CIP calendar for FY 2024-2025 sets out all meeting dates for the budget season.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Approve as presented

BUDGETARY IMPACT: None

SUGGESTED MOTION: Motion to approve or amend

FOLLOW UP ACTION NEEDED:

Town of Jamestown
Retreat and Budget/Capital Improvement Projects (CIP) Calendar
Fiscal Year 2024-2025

<u>Meeting</u>	<u>Date</u>
CIP Budget Retreat I (Council/staff in Civic Center)	January 23, 2024 from 9 am – noon
Department Budget Meeting I (staff only)	February 27 and 28, 2024
Budget Retreat II (Council/staff in Civic Center)	March 22, 2024 from 9:00 am to noon
Department Budget Meeting II (staff only)	April 4 and 5, 2024
Budget Retreat III (Council/staff in Civic Center)	April 19, 2024 from 9:00 am to noon
Department Meeting III (staff only)	May 2 and 3, 2024
Budget Presentation (in Civic Center)	May Council Meeting
Final Budget Presentation & Adoption (in Civic Center)	June Council Meeting

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of appointments to vacancies on Planning Board

AGENDA ITEM #: V-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 16, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Planning

CONTACT PERSON: Anna Hawryluk, Planning Director

SUMMARY:

There are currently four vacancies on the Planning Board. One regular position, two alternate positions, and one ETJ alternate position. There are six applicants for In-Town positions and three for ETJ. Council have received copies of all applications.

Staff recommend the appointment of representatives for all four vacancies to have all seats filled on the Planning Board.

In-Town applicants include: John Capes, Josie Cothran, Susan Dickenson, Hope Inge, Denise Johnson, and Eddie Oakley.
ETJ Applicants include: Brent Lawrence, William Minor Jr, and Susan Stringer

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Staff recommend the appointment of 4 members to the planning board.

BUDGETARY IMPACT: NA

SUGGESTED MOTION: Council member makes motion to appoint an applicant as a regular member, two applicants as alternate members, and one applicant as an ETJ alternate.

FOLLOW UP ACTION NEEDED: None

- I. Several major projects are currently underway or completed.
 - A. Golf/Recreation Maintenance Building – Finalizing punch list items and awaiting final certificate of occupancy by Guilford County. (Council Strategic Plan Goal 5.6). .
 - B. Golf Course bathrooms – 99% complete. Awaiting a final building inspection from Guilford County. (Goal 5.10)
- II. Loose leaf collection began on Monday, Oct. 23rd. Crews will make continuous rounds throughout the season which will run until Feb. 23, 2024. Please keep piles clear of sticks and other debris. Be sure to place leaves in areas which are away from cars, trash cans, mailboxes, or other obstructions.
- III. The Town will be closed on Monday, Jan. 15th in observance of the MLK Holiday. Garbage and recycling schedules will not be impacted and all collections will be on their normal schedule. As a reminder, all waste MUST be placed within the can and the lid must close to allow our crews to service your container.

Key Dates:

January 15th – Town offices closed MLK holiday.

January 16th – Town Council meeting – 6 PM – Civic Center Chambers

January 23rd – Town Council Budget Retreat – 9 AM – Civic Center Chambers

February 1st – Bulky Item pickup

February 13th – Town Council meeting – 6 PM – Civic Center Chambers **this is one week early due to early voting for the March Primary)**