

**Regular Meeting of the Town Council
January 21, 2020
6:30 pm in the Council Chambers
Minutes & General Account**

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

Council Member Absent: Council Member Capes

Staff Present: Kenny Cole, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Ross Sanderlin, John Crowe, & Beth Koonce, Town Attorney

Visitors Present: Steve Allred, Sarah Glanville, Dee Fink, Robert Frederick, Amanda Hodiern, Derek Carson, Matt Holder, Jason Spangler, & Carol Brooks.

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

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

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

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the December 17, 2019 Regular meeting
- Approval & Sealing of the December 17, 2019 Closed Session minutes
- Approval of Annual Regular Town Council meeting schedule
- Resolution Adopting the Code of Ethics recommended by the Government Finance Officers Association (GFOA)
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course

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

(Annual Regular Town Council meeting schedule & Resolution Adopting the Code of Ethics recommended by the GFOA)

Public Comment- Nobody signed up.

Old Business-

- Consideration of approval of Rules and Procedures for the Town Council- Cole stated that Council had considered amending the Rules and Procedures in the past. He noted that the version that had been included in their packets was suggested for small municipalities by the

UNC School of Government. He added that he had made a few minor changes since the packet had been sent out, and he gave a brief overview of the edits that had been made.

Council Member Straughn made a motion to approve the Rules and Procedures for the Town Council. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Update on Sidewalk Projects- Blanchard said that the road closure signs for the East Fork project had gone up prematurely. He noted that staff had increased their meetings with the contractor in order to improve communication. He added that North State Environmental had begun clearing some of the area for the project.

Blanchard gave Council an update on the East Main Street Sidewalk Project. He noted that staff had verified that the North Carolina Railroad (NCRR) underground infrastructure was in very poor shape. He added that the North Carolina Department of Transportation (NDOT) and NCRR had committed to helping the Town find a solution to that problem. He also spoke about the lane closure that had been required to construct the project.

- Public Hearing-
 - **Public Hearing to consider a text amendment to the Land Development Ordinance (LDO) to add a new zoning district, “Planned Unit Development” (PUD) to Article 8 “Zoning Districts”**- Johnson stated that there was a proposed amendment to add PUD as a base zoning district to the LDO. He noted that the Town had included similar zoning districts in the LDO in the past. He gave examples of areas that were developed according to similar guidelines in the past.

Council Members discussed the details of the amendment and potential impacts that it may have on development if it were approved.

Mayor Montgomery called Glanville forward to present the Planning Board’s recommendation to Town Council.

Glanville stated that the Planning Board had met on November 18th to hold a public hearing on the issue. She said that nobody spoke for or against adding PUD as a zoning district. Glanville stated that the Planning Board unanimously voted to recommend the adoption of the text amendment.

Mayor Montgomery opened the public hearing to anyone that would like to speak in favor of the text amendment. There was no one.

Mayor Montgomery opened the public hearing to anyone that like to speak in opposition of the text amendment.

- Robert Frederick, 706 Ragsdale Road- Frederick stated that there were currently sixteen zoning districts included in the LDO. Frederick said that it was not clear why the current zoning districts were not sufficient. He requested that Council table any consideration of an additional district until after the Comprehensive Plan update.

- Dee Fink, 315 Guilford College Road- Fink stated that the Town was already growing too fast in her opinion. She said that she did not think that Jamestown needed a PUD district.

Mayor Montgomery asked if there was anyone else that would like to speak about the text amendment. There was no one. She closed the public hearing and opened the floor to Council for discussion.

Council Member Rayborn stated that she was not very comfortable voting on the text amendment at that time without the entire Council present. She added that the Town Manager had noted that there was development interest in certain areas of Jamestown and she would want the public to know more about that before the text amendment was approved.

Council Member Wolfe agreed that it would be nice to have Council Member Capes present so that he could give his opinion on the issue. She noted that she was not opposed to continuing the public hearing until February.

Council Member Straughn made a motion to continue the public hearing until the February 18th Town Council meeting at 6:30 pm in the Council Chambers without further advertisement. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

New Business-

- Annual Fire Department Report- Derek Carson, Division Chief, presented the annual fire department report on behalf of Pinecroft Sedgefield Fire Department (PSFD). He noted that PSFD had been serving the Town of Jamestown since 2003. He gave an overview of the organizational chart and the personnel breakdown of each of the station's locations. He noted that the insurance rating in Jamestown was a Class 2 which was very beneficial to citizens in regard to their insurance premiums. He spoke about the importance of fire prevention education. He said that Station 46 in Jamestown was their second busiest station last year. He added that most of the calls were related to medical incidents. Carson stated that the firefighters at Station 46 had been focused on bringing their response time down as low as possible and that they had been very successful. He asked Council if they had any questions.

Mayor Montgomery thanked the firefighters for their quick reaction time to the fire that occurred on Gannaway Street.

Council thanked him for his service to the Town.

- Annual Law Enforcement Report- Captain Holder presented the annual law enforcement report on behalf of the Guilford County Sheriff's Department. He gave a brief overview of the personnel that works for District III in Jamestown. He noted that there were 40 Part I crimes that occurred in Jamestown in 2019. Holder gave a few details about the crimes that had occurred. He stated that overall crime in Jamestown was down according to a multi-year trend analysis. He said that the Sheriff's Department was focusing on saturating areas that were known to have more issues. He noted that increased visibility may reduce crime. Holder also encouraged

citizens to keep their cars locked in order to prevent theft. He asked Council if they have any questions.

Council Members discussed ways that citizens could stay informed and the impacts of the opioid epidemic on Jamestown with Holder.

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report to Council. He noted that there had been an increase in the number of rounds of golf played over the past few months. He added that the revenues that resulted from the green fees and the cart rentals had also gone up.
- Jamestown Park & Golf Course Greens Report- Crowe gave Council an update on the greens at the Golf Course. He stated that the greens have been able to keep their color throughout the colder season. He noted that staff focuses on ensuring that the grass has enough moisture. He added that staff monitored the weather forecast and changes in soil temperatures frequently in order to determine when the greens need to be covered.

Council thanked him for coming to the meeting and for giving them an update.

- Request to set the date for the Town Council Budget Retreat- Cole requested that Council set a time, date, and place for the Town Council Budget Retreat. He noted that Council Member Capes was absent and he was unsure of which dates would work best for him. Cole stated that Council could set the date at the February Town Council meeting if they did not want to make a decision without Council Member Capes.

Council Members discussed potential dates for the upcoming Town Council Budget Retreat. They came to the consensus to tentatively set the date for March 20th at 8:30 am in the Clubhouse at the Jamestown Park and Golf Course. They decided to formally set the date at the February 18th Town Council meeting.

- Discussion of the possibility of receiving quarterly reports from contracted agencies- Cole spoke about the possibility of receiving reports from other agencies that the Town has contracts with such as animal control.

Council Member Wolfe stated that she did not know if it were necessary for someone to give a formal presentation, but she would like to see a report about the types of calls they receive. She also said that she would be interested in hearing from Guilford County Building Inspection.

The Mayor and other Council Members agreed that it would be nice to receive reports from those agencies.

- Appointment of Piedmont Triad Regional Council (PTRC) Delegate & Alternate- Cole requested that Council appoint someone to serve a two-year term as the PTRC Delegate and Alternate. He noted that the past Delegate was Mayor Montgomery and the previous Alternate was Georgia Nixon.

Mayor Montgomery volunteered to continue to serve as the Delegate, and Council Member Straughn volunteered to serve as the Alternate.

Council Member Wolfe made a motion to appoint Mayor Montgomery as the Delegate and Council Member Straughn as the Alternate to the PTRC. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Appointment of Transportation Advisory Committee (TAC) Representative and Alternate for the High Point Metropolitan Planning Organization (HPMPO) - Cole requested that Council appoint someone to serve a two-year term as the TAC Delegate and Alternate. He stated that Council Member Wolfe served as the previous Delegate and Georgia Nixon was the Alternate. He noted that Blanchard would continue to serve as the representative on the Technical Coordinating Committee (TCC).

Council Member Wolfe volunteered to continue to serve as the Delegate and Council Member Straughn volunteered to be the new Alternate.

Council Member Rayborn made a motion to appoint Council Member Wolfe as the TAC Delegate and Council Member Straughn as the TAC Alternate. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- Appointment of Council Representative to the Planning Board- Mayor Montgomery stated that a Council Member needed to be appointed to serve as the Council liaison to the Planning Board. She noted that Council Member Rayborn was the previous representative to the Board.

Council Member Rayborn volunteered to continue serving as the Planning Board liaison.

Council Member Wolfe made a motion to appoint Council Member Rayborn to be the Planning Board liaison. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Appointment of Council Representative to the Parks & Recreation Committee- Mayor Montgomery said that a Council Member needed to be appointed to serve as the Council liaison to the Parks and Rec Committee. She added that Council Member Capes had served in that role for the last two years. She noted that he was willing to continue to serve in that capacity.

Council Member Rayborn made a motion to appoint Council Member Capes to be the Parks and Rec Committee liaison. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Cole presented his monthly report to the Town Council. He thanked Blanchard and Johnson for all their hard work on the projects that were in progress throughout Town.
- Council Member Committee Reports-
 - Council Member Wolfe stated that the TAC had not met in December. She said that she would attend the Complete Count and the Comprehensive Plan Steering Committee meetings that were coming up.
 - Council Member Rayborn said that the Planning Board had not met in December. However, she had met with a representative from AARP about the Livable Communities

Initiative. She added that a representative would be attending the February meeting to give everyone more information about different ways to improve the community.

- Council Member Straughn spoke about the Guilford County Parks and Rec meeting that he had attended. He noted that the County uses GPS mapping to make citizens aware of park amenities in the area. He stated that it would be beneficial for the Town of Jamestown to be added to the app once the pedestrian bridge was completed.

Public Comment- Nobody signed up.

Other Business- Council Member Wolfe spoke with Blanchard briefly about the loose leaf pickup program.

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

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

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

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

The meeting ended at 8:43 pm.

Mayor

Town Clerk