

**Regular Meeting of the Town Council  
December 15, 2020  
6:00 pm in the Civic Center  
Minutes & General Account**

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

**Staff Present:** Matthew Johnson, Katie Weiner, Paul Blanchard, & Beth Koonce, Town Attorney

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

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda.

Council Member Wolfe requested to add item "C. Approval of Employment Contract for Interim Town Manager" under "New Business." She also requested to add item "D. Appointment of Matthew Johnson as Interim Town Manager until the newly hired Interim Town Manager begins employment" under "New Business."

Council Member Straughn made a motion to approve the agenda for the December 15<sup>th</sup> Regular Town Council meeting with the requested changes. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

**Consent Agenda-** The consent agenda included the following items:

- Approval of minutes from the November 10, 2020 Special Meeting
- Approval & Sealing of Closed Session minutes from the November 10<sup>th</sup> Special Meeting and the November 13<sup>th</sup> Recessed Meeting
- Approval of minutes from the November 17<sup>th</sup> Regular Meeting
- Approval & Sealing of Closed Session minutes from the November 17<sup>th</sup> meeting
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #13

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

(Budget Amendment #13)

**Public Comment-** Nobody signed up.

**Old Business-**

- Consideration of appointment of members to the AARP Communities Committee- Johnson stated that the Town Council had elected to participate in the AARP Livable Communities program. He said that the goal of the initiative was to provide feedback to the Council regarding

ways to make the community more accessible for aging adults. He added that team members would also be expected to be advocates for positive change with respect to improving livability for all citizens. He stated that there was a description included in their packet for the livability team member position. Johnson noted that there was also a list of applicants that would be interested in serving on the Committee. He stated that Council may wish to place a two-year term limit on the position and also limit the number of terms that a member could serve to three. He also recommended that Council appoint a Council Member to serve as a liaison to the Committee.

Johnson stated that the member description did include a requirement that members reside within the Town's corporate limits. He added that staff had received an application from an ETJ resident. He noted that the description would need to be amended if Council would like to appoint an ETJ resident.

Council Member Wolfe said that she believed that the members should reside within the corporate limits of Town. She also agreed that there should be a two-year term limit and a three term appointment limit for the members.

Mayor Montgomery asked Council if there were any volunteers to serve as the liaison to the Committee.

Council Member Rayborn stated that she would be honored to serve as the liaison to the AARP Livable Communities Committee.

Council Member Wolfe made a motion to appoint Dee Fink, Wid Painter, Susan Joyner, Laura Gullledge, and Pamaila Burgess to serve as Members on the AARP Livable Communities Committee, to add two-year term limits to the appointment with a three term maximum, and to appoint Council Member Rayborn to serve as the Council Member liaison. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Planner Job Description- Johnson stated that the Town Manager had presented an "Engineering Tech" job description to Council at their previous meeting. He added that Council had directed staff to revisit the description and to shift the focus of the work to be done within the Planning Department. Johnson said that there was a job description and advertisement for a "Planner" position included in the Council packet.

Johnson requested that Council approve a change in title in the pay classification system from "Engineering Tech" to "Planner." He also requested that Council approve the job description as written. He added that staff would advertise the position immediately upon approval.

Council Member Wolfe stated that the updated job description was more aligned with Council's initial intentions when the position was funded.

Council Member Straughn made a motion to approve a change in title in the pay classification system and to approve the job description as written. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

**New Business-**

- Request to set date for public hearing for rezoning request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, & 5303 Mackay Road from Agricultural (AG) to Planned Unit Development (PUD)- Johnson requested that Council set a date for a public hearing for the consideration of a rezoning request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road for the January 19<sup>th</sup> Regular Town Council meeting at 6:00 pm in the Civic Center.

Council Member Capes made a motion to set a public hearing date for the consideration of a rezoning request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road for the January 19<sup>th</sup> Regular Town Council meeting at 6:00 pm in the Civic Center. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of NCDOT Title VI Non-Discrimination Policy- Johnson stated that the federal government required that states be compliant with the Title VI Non-Discrimination Policy. He added that NCDOT has requested that the Town adopt a Title VI complaint form, implementation plan, and statement. NCDOT had also suggested that the Town appoint a Title VI liaison. Johnson said that noncompliance could result in the Town losing eligibility to receive state and federal funding. He gave a brief overview of changes made to the policy that had been included in the packet.

Mayor Montgomery asked Johnson if the liaison would need to be a Town employee. He stated that the liaison would be a Town employee and he was recommending that Sharen Apple be appointed to serve in that role.

Council Member Wolfe made a motion to approve the Title VI statement of compliance, the implementation plan, complaint form, and designation of Sharen Apple as the Title VI liaison. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Employment Contract for Interim Town Manager/Appointment of Matthew Johnson as Interim until newly hired Town Manager begins Employment- Koonce stated that she knew Council had been considering the hiring of an Interim Town Manager. She added that the prospective candidate could not begin work until January 11<sup>th</sup>. Therefore, she said that Council would need to appoint someone to serve in that position until the newly hired Interim Town Manager could begin working. She requested that Council appoint Matthew Johnson to serve as Interim Town Manager until the new Interim could begin employment.

She added that the second item for consideration was the offer of employment for David Treme for the appointment of Interim Town Manager. She stated that his salary would be \$60 an hour plus reimbursement for travel and any Town business related expenses. Koonce said that Treme suggested that the contract include a minimum of 33.5 hours of work per week for the position.

Council Member Wolfe briefly discussed the details of the motions with Koonce.

Council Member Capes made a motion to appoint Matthew Johnson to serve as Interim Town Manager with all powers and authority vested therein until such time as the Town Council hires another Interim Town Manager or a Permanent Town Manager. At the time that the Interim or

Permanent Town Manager assumes his/her duties, then Matthew Johnson shall resume his regular duties as Planning Director and Assistant Town Manager. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

Council Member Wolfe made a motion to make an offer of employment to Mr. David W. Treme for the position of Interim Town Manager upon the following terms: salary of \$60.00 per hour, plus reimbursement of mileage for his personal vehicle at the IRS allowable rate while on Town business, and reimbursement of Town business related expenses. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

**Manager/Committee Reports-**

- Manager Report- Johnson stated that Town Hall would be closed on Dec. 24<sup>th</sup>, Dec. 25<sup>th</sup>, Dec. 28<sup>th</sup>, and Jan. 1<sup>st</sup> in observance of the holidays. He added that Council would have their annual budget retreat on January 22<sup>nd</sup> at 9:00 am at the Jamestown Park and Golf Course. He said that Kenneth Clouser was present and was assisting staff with audio and visual recordings of the meetings on a part-time basis. Johnson also gave brief overviews on the ongoing 301 Lee Street demolition, the Oakdale Cotton Mill issues, the golf maintenance building, and the sidewalk projects. He noted that the closed session minutes would be reviewed by the Town Attorney for the consideration of unsealing at the January 19<sup>th</sup> meeting.

Council Member Wolfe thanked her fellow Council Members, the Rotary Club, and the Town Hall staff for their help with the Christmas on Main event. She said that everything was beautiful, and she was glad that the citizens could celebrate the holidays in a safe way.

- Council Member Committee Reports-
  - Council Member Rayborn said that the Planning Board met on November 23<sup>rd</sup>. She added that a vote had been held on the proposed Castleton Village Development. She stated that the Planning Board had all recommended the denial of the request with the exception of one Member, Steve Monroe.
- High School Representative Report- Mayor Montgomery stated that Win Scott could not be present because he was attending a meeting for the Eagle Scout Review Board. However, she said that he had submitted his report to her. She noted that his report stated that Ragsdale High School students were still not attending class in person. Scott also mentioned that students would return the third week of January on a hybrid schedule in which students would attend school in person on a staggered basis. Scott also briefly spoke about the sports that were taking place.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Wolfe stated that the City of High Point was conducting a Jamestown Bypass land use assessment. She said that participants could register to attend a zoom meeting or find more information about how to get involved on the City of High Point's website.

Council Member Wolfe also said that Kim McKone, Executive Director of the Mary Perry Ragsdale YMCA, passed away suddenly. She stated that the YMCA was going to establish an endowment fund through the YMCA of Greensboro. She added that the endowment fund would provide an annual scholarship to

a child or family in the Jamestown community. She said that their goal was to raise \$20,000. She encouraged anyone that was able to donate to the fund.

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

The meeting ended at 6:33 pm.

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Mayor

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Town Clerk