

**Regular Meeting of the Town Council
December 21, 2021
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 from the November 16th Regular Town Council Meeting
 - B. Approval & Sealing of the November 16th Closed Session Minutes
 - C. Approval of 2022 Town Council meeting dates
 - D. Financial Analysis of the Town of Jamestown
 - E. Financial Analysis of the Jamestown Park & Golf Course
 - F. Notification of Advances
 - G. Budget Amendment # 12
- III. **Public Comment**
- IV. Legislative briefing by Representative Jon Hardister, Chairman of the Guilford County Legislative Delegation and N.C. House Majority Whip – Dave Treme, Interim Town Manager
- V. Presentation of Annual Comprehensive Financial Report results by John Frank, partner in Dixon, Hughes, Goodman LLP –Judy Gallman, Finance Director
- VI. Consideration of rescheduling Tuesday, January 18, 2022 regular meeting to Tuesday, January 25, 2022 - Matthew Johnson, Assistant Town Manager/Director of Planning
- VII. **Old Business-**
 - A. **Public Hearings** – continued from November 16th meeting
 - 1. Public Hearing regarding several updates to the Land Development Ordinance – Matthew Johnson, Assistant Town Manager/Director of Planning
 - 2. Public Hearing on Question for Annexation pursuant to G. S. 160A-31 for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road – Matthew Johnson, Assistant Town Manager/Director of Planning
 - B. Consideration of scheduling Public Hearing for rezoning request from D. R. Horton for properties at 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road from AG (Agricultural) to PUD (Planned Unit Development) for the January 25, 2022 regular meeting - Matthew Johnson, Assistant Town Manager/Director of Planning
 - C. Recommendation on unsealing 2021 Closed Session minutes – Beth Koonce, Attorney
- VIII **New Business -**
 - A. Oaths of Office for newly elected Mayor and Town Council members – Justice Paul Newby
 - B. Consideration of election of Mayor Pro Tem
 - C. Consideration of adoption of Retreat and Budget/CIP calendar for FY 2022-2023 – Dave Treme, Interim Town Manager
 - D. Consideration of Resolution appointing Faith Wilson as Deputy Finance Officer for preaudit and disbursement signatory duties – Judy Gallman, Finance Director
- IX **Manager/Committee Reports-**
 - A. Manager Report – Dave Treme, Interim Town Manager
 - B. Council Member Committee Reports
 - C. High School Representative Report - Marlane Conway
- X **Public Comment**
- XI **Other Business**
- XII **Closed Session Per G. S. 143-318.11 (a) (6) to discuss matters related to personnel**
- XIII **Adjournment**

Working Agenda for the December 21st 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	Interim Town 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. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	II. Consent Agenda		
6:05 pm	<p>A. Approval of minutes from the November 16th Regular TC Meeting</p> <p>B. Approval and Sealing of the November 16th Closed Session Minutes</p> <p>C. Approval of 2022 Town Council meeting dates</p> <p>D. Financial Analysis of the Town of Jamestown</p> <p>E. Financial Analysis of the Jamestown Park and Golf Course</p> <p>F. Notification of Advances</p> <p>G. Budget Amendment #11</p>		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. Legislative briefing	Call on D. Treme	Treme to introduce Representative Jon Hardister, Chairman of Guilford County Legislative Delegation and N.C. House Majority Whip. No action required.
6:20 pm	V. Presentation of Annual Comprehensive Financial Report	Call on J. Gallman	Gallman to introduce John Frank, partner at Dixon Hughes Goodman LLP to discuss the results of the audit performed by this firm. No action required.
6:30 pm	VI. Consideration of rescheduling Tuesday, January 18, 2022 regular meeting to Tuesday, January 25, 2022	Call on M. Johnson	Johnson to request Council consider rescheduling its January 18 th meeting to Tuesday, January 25 th . Council member makes a motion to reschedule the regular January 18, 2022 meeting to January 25, 2022 at the same time. Council member makes a second to the motion. Then vote.
6:35 pm	VII. Old Business		
6:35 pm	<p>A. Public Hearings</p> <p>1. P.H. regarding updates to the Land Development Ordinance Continued from Nov. 16th meeting</p>	Call on M. Johnson	Johnson to speak on continuing Public Hearing on updates to LDO to the January 25, 2022 meeting without further advertisement. Council Member makes a motion to continue the Public Hearing on LDO updates to the January 25, 2022 Council meeting without further advertisement. Council Member makes a second to the motion. Then vote.
6:35 pm	<p>2. P.H. on Annexation of 2221 Guilford College Rd, 5300 Mackay Rd, 2207 Guilford College Rd, and 5303 Mackay Road Continued from Nov. 16th meeting</p>	Call on M. Johnson	Johnson to speak on continuing Public Hearing on Annexation to the January 25, 2022 meeting without further advertisement. Council Member makes a motion to continue the Public Hearing on Annexation to the January 25, 2022 Council meeting without further advertisement. Council member makes a second to the motion. Then vote.
6:40 pm	B. Consideration of scheduling Public Hearing for rezoning request form D.R. Horton	Call on M. Johnson	Johnson to request Council set a Public Hearing for the January 25, 2022 meeting to hear a rezoning request from D.R. Horton for properties at 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road and 5303 Mackay Road from AG (Agricultural) to PUD (Planned Unit Development). Council Member makes a motion to schedule a Public Hearing for the January 25, 2022 Council meeting for a rezoning request from applicant D.R. Horton. Council member makes a second to the motion. Then vote.
6 :45 pm	C. Recommendation on unsealing 2021 Closed Session minutes	Call on B. Koonce	Koonce to state her review of closed minutes for 2021 contained either Personnel or Attorney-Client privilege matters. She will recommend keeping these Closed Session minutes sealed. This does not require an action.
7:00 pm	VIII. New Business		
7:05 pm	A. Oaths of Office for newly elected Mayor and Town Council members	Call on D. Treme	Treme to introduce N.C. Supreme Court Chief Justice Paul Newby to administer the Oath of Office to newly elected Council Members as a group.
7:15 pm	B. Consideration of election of Mayor Pro Tem	Mayor Montgomery	Mayor Montgomery to ask Council for nominations for Mayor Pro Tem. Council Member makes a motion to appoint (member name) as Mayor Pro Tem. Council member makes a second to the motion. Then vote.

7:20 pm	C. Consideration of adoption of Retreat and Budget/CIP calendar for Fiscal Year 2022-2023	Call on D. Treme	Treme to request Council adoption of the Retreat and Budget/CIP calendar for Fiscal Year 2022-2023. Council member makes a motion to adopt the Retreat and Budget/CIP calendar for Fiscal Year 2022-2023. Council member makes a second to the motion. Then vote.
7:25 pm	D. Consideration of adoption of Resolution appointing Faith Wilson as Deputy Finance Officer for preauditing and authorizing and disbursement signatory	Call on J. Gallman	Gallman to request Council approve Resolution Appointing Faith Wilson as Deputy Finance Officer for Preauditing and Authorizing Faith Wilson as a signer on the disbursement of the Town. Council member makes a motion to adopt Resolution Appointing Faith Wilson as Deputy Finance Officer for Preauditing and Authorizing Faith Wilson as a signer on the disbursement of the Town. Council member makes a second to the motion. Then vote.
7:30 pm	IX. Manager/Committee Reports		
7:30 pm	A. Manager Report	Call on D. Treme	Treme to present his monthly Manager's Report to Town Council.
7:35 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:40 pm	C. High School Representative Report	Call on M. Conway	Conway to present report
7:45 pm	X. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:50 pm	XI. Other Business		
7:55 pm	XII. Closed Session per G.S. 143-318.11 (a) (6) to discuss matters related to Personnel		Council Member makes a motion to go into Closed Session per G.S. 143-318 to discuss matters related to Personnel. Council Member makes a second to the motion. Then vote. Council Member makes a motion to return to open session. Council Member makes a second to the motion. Then vote.
8:30 pm	XIII. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from November 16th Regular TC Meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

Approval of minutes from the November 16th Regular TC Meeting

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the Consent Agenda

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED: N/A

Regular Meeting of the Town Council
November 16, 2021
6:00 pm in the Civic Center
Minutes & General Account

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

Staff Members Present: Interim Town Manager Treme, Assistant Town Manager/Director of Planning Matthew Johnson, Town Clerk Katie Weiner, Director of Public Services Paul Blanchard, Town Planner Anna Hawryluk, Finance Director/CPA Judy Gallman, Director of Golf Ross Sanderlin, Town Attorney Beth Koonce, Interim Town Clerk Nancy Avery

Visitors Present: Mary Kate Pung, C.J. Perry, Gloria Vaughan, Dan Vaughan, Carol Brooks

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

- Roll Call- Weiner took roll call as follows:
Council Member Wolfe- Present
Council Member Capes- Present
Mayor Montgomery- Present
Council Member Straughn- Present
Council Member Rayborn- Present

Weiner stated that a quorum was present.

- 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 Straughn made a motion to approve the agenda for the November 16th Town Council meeting with no changes. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the October 19th Regular Town Council Meeting
- Approval & Sealing of the October 19th Closed Session Minutes
- Financial Analysis of the Town of Jamestown
- Financial Analysis of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #11 -\$13,500 increase in expenditures and appropriated fund balance for audio/visual services and purchase of new blower

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

(Budget Amendment #11)

Public comment - none

Introduction of Captain Brian Hall with the Guilford County Sheriff's Department

Treme stated Guilford County Sheriff's Department provides police services to the Town by contract. He introduced Captain Brian Hall. Hall stated he was a 24 year veteran of the Sheriff's office and was assigned once before to the Town in 2008. Captain Hall said two vehicles are in need of updating due to high mileage and the department will be replacing them.

Treme introduced other staff as follows:

- Interim Town Clerk Nancy Avery, a retired certified municipal clerk. Ms. Avery will fill-in while Town Clerk Weiner is on leave.
- New hire Faith Wilson for the Accounting Specialist position. Ms. Wilson has a degree from High Point University and has been assistant Finance Director for the Thomasville schools and the Town of Spencer, North Carolina. Her hire date is November 29, 2021.
- Recent new hires Wes Moore and Nick Brown in the Golf Maintenance area.
- New hire Josh Brown in Recreation.

Presentation of Certificate honoring the Town of Jamestown's acceptance into the AARP Network of Age-Friendly States and Communities

Bob Gerkin, AARP representative, presented liaison Council Member Rayborn with a framed certificate honoring the Town's acceptance as the 558th member in the AARP Network of Age-Friendly States and Communities. He said that the AARP network is a global community and welcomed the Town to the organization.

Old Business -

Consideration of approval of new public records request policy- Treme said he initially spoke at the September meeting about the need to update the public records policy. Samples from UNC School of Government and school boards were viewed to help with updates. The Town has received a lot more requests in the last 15 months (36 total) than at any other time. The nature of the requests, in degree and magnitude, have required extensive staff time to go through thousands of records to fulfill the requests. Research has been done by hand which has impacted other staff work. We are considering a software program at an estimated cost of \$750 to help process current requests so they may be timely and responsive.

In the new policy, when a request is received, staff will estimate the time it would take to fulfill the request and seventy-five (75%) of the estimated cost must be paid by the requestor before work begins.

Treme recommended Council approve the proposed updated policy.

Council Member Wolfe stated the main thing is to fill requests as quickly as possible. The current policy has more of the process on how to request documents than the proposed one does. She also stated the current policy says the Town Manager receives a copy of the request and the

proposed policy leaves that out. She wants to add the following language at the end of Section II, Coverage and Methodology:

“Written requests may be sent to the Town via Email to Town Clerk, Facsimile, In person at the Town Hall or by US Postal Service to 301 E. Main Street, PO Box 848, Jamestown, NC 27282. Telephone and in-person requests are also accepted at the Town Hall during normal business hours. Such requests shall be transcribed by the staff member receiving the request on a Request Form to ensure that the request is sufficiently specific for the custodian to know what records are being sought. All requests should be made to the Town Clerk and a copy forwarded to the Town Manager”.

Council Member Straughn asked the attorney if she has reviewed and approved the policy. Attorney Koonce said she had reviewed and approved it.

Council Member Rayborn said the last paragraph in Section II, Coverage and Methodology, states records will be made available at a time that is mutually agreeable between the Town Clerk and the requestor. She would like to clarify that by adding the language “within normal business hours.”

Council Member Straughn made a motion to approve the updated policy with the changes requested by Council Members Wolfe and Rayborn. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Updates on ongoing NCDOT projects in the Town of Jamestown

Blanchard explained that the Town continues to work with NCDOT on several projects:

- Pedestrian signal head from Town Hall to Black Powder Smokehouse - we have spoken briefly with the owner and are looking for possible solutions to DOT’s reasons for disapproval.
- Gannaway Pedestrian Crossing – DOT has not responded to our signage request.
- Mendenhall Homeplace Crosswalk – we are waiting on changes from the City of High Point consultant.
- Guilford Road/East Fork Road Pedestrian Crossing – completed.
- Oakdale Road closing – DOT’s contractor is building the on-site detour to keep the road open.
- Drainage inlet in front of the library – DOT to maintain the inlet.
- E. Main Street Water Line Replacement from Dillon Road to Teague Drive – plans and encroachment agreements were submitted to DOT on 10/22/21 to clarify pavement repair requirements.
- E. Main Street Sidewalk Project – substantially completed. Work is underway on the tunnel canopies, curbs, and grading. We have been waiting for weeks to schedule the walk-through with DOT to create a punch list. Fencing and lighting work are being coordinated.
- East Fork Road Pedestrian Bridge Project – we are waiting final closeout of the project.
- Oakdale Road Sidewalk – we need to submit a ‘Spend Plan’ to DOT.
- Penny Road Sidewalk – this is a future project.
- East Fork Road Soccer Complex Overflow Lot – the survey was completed which will be used to design a CIP request.

- Pedestrian Crossing on Millis Road – no response received to request to install a crosswalk on Millis Road to the elementary school.
- Pedestrian Crossing at Hayne-Inman School – No response received to a request for signage at the pedestrian crossing on Hayne Road.

Council Member Capes asked if the Town needs to put up ‘no parking’ signs at the East Fork pedestrian bridge to help with the parking issue.

Blanchard replied his preference would be to plant trees as a natural buffer instead.

Council Member Straughn asked if the Town should put up ‘no parking’ signs on this side of the East Fork pedestrian bridge so DOT can enforce.

Blanchard said he would look into it.

Public Hearing on Question for Annexation pursuant to G.S. 160A-31 for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, & 5303 Mackay Road - Johnson stated a petition was received for annexation for the following properties owned by D. R. Horton:

- 2221 Guilford College Road
- 5300 Mackay Road
- 2207 Guilford College Road
- 5303 Mackay Road

The Town Clerk investigated and found the petition sufficient. This matter is not ready for consideration at this point. He requested a continuation to the December 21, 2021 meeting of the Town Council, without further advertisement.

Mayor Montgomery opened the Public Hearing at 6:38 pm.

1. Gloria Vaughn, 721 Guilford Road, asked if the property had been sold to D. R. Horton. If so, this indicates a done deal. The Town Council decided there would be less traffic when it extended the ETJ, but we have more. She would like to hear if someone could explain how more development can be added and have less traffic. She stated that the Assistant Town Manager/Planning Director’s last name is Johnson and asked if he is an owner of the property.

Mayor Montgomery said the employee referenced is not an owner of the property.

2. Gwendolyn Flood asked how this will affect her.

Mayor Montgomery said the Council may only receive comments at the hearing, but that Ms. Flood may review this with town staff and ask questions.

3. Jeff Quinn said he had just purchased his property which backs up to this area. He asked if this a done deal, because he was not aware of it when he purchased his property.

Mayor Montgomery stated the property has been sold and no action has been taken by the Town Council. He can contact town staff with questions. This matter will come before the Council for consideration.

Mayor Montgomery closed the Public Hearing at 6:48 pm.

Council Member Capes made a motion to continue the Public Hearing on annexation until the December 21, 2021 Council meeting without further advertisement. Council Member Straughn made a second to the motion. The motion passed by a unanimous vote.

Public Hearing regarding several updates to the Land Development Ordinance (LDO) -
Hawryluk stated that staff prepared updates to Article 17 – Sign Regulations and Article 24 – Nuisance Abatement and Property Management Code of the Land Development Ordinance (LDO). These changes have been made to provide clarity, to correct conflicting size requirements, to update formatting and to provide the addition of Minimum Housing Code Regulations as well as a Non-Residential Building Code. Alliance Code Enforcement (ACE) provided suggested additions and updates to Article 24 of the LDO. The addition of Minimum Housing and Non-Residential Building Codes provide the Town the ability to enforce and abate Issues without relying on County inspectors. These additions have also been updated to comply with North Carolina General Statute 160D.

Council Member Straughn stated he has concerns about the amount of authority given to inspectors, such as being able to check for square footage requirements and number of people in a home. He thinks these are more county duties. The Town could become an extreme HOA (Homeowners Association). He thinks the Town Manager should approve before anyone goes inside a dwelling. He would prefer a workshop be scheduled with the Board to go through this in detail. He asked the attorney if she had reviewed the language.

Attorney Koonce replied she had reviewed the language. All of the minimum housing code is directly from state statute. Initially the inspector has authority but has to come before the Town Council first. She cited the example of a previous demolition process. There are quite a few safeguard steps in between the total process. Another example is collecting a lien on a property. She suggested Council could continue to give the Planning Director that authority but with more Council oversight on enforcement action dependent upon level of enforcement.

Johnson and Treme reinforced that the county would help with enforcement of these ordinances but only if the Town has them in its ordinances; otherwise the county would not enforce.

Council Member Wolfe said she spoke with Brandon (ACE Code Enforcement) about her concerns. He explained that the language is directly from statute and does not mean it will be enforced. She thinks it may be a good idea to take another look.

Planning Board Chairman Glanville stated the board met on November 8th and held a public hearing on the LDO updates. The board voted unanimously to recommend the updates to be approved by the Town Council as they are consistent with the Comprehensive Plan.

Johnson asked if it would be okay to move forward with a vote on the sign ordinance and continue the Public Hearing on the minimum housing code.

Mayor Montgomery opened the Public Hearing at 7:04 pm
As there were no comments, Mayor Montgomery closed the Public Hearing at 7:05 pm.

Council Member Wolfe stated that in the sign ordinance updates she would like a reference in the non -residential section on action taken by the Town Council on abandonment of signs. It does not state a time limit. She would like this clarified. Also, abandoned signs are referenced in the sign ordinance and then signs are talked about in the non-residential section, but it does not

say anything about abandoned signs. This needs to be added in the non-residential section to read as it does in the abandoned signs section or at least put a reference. There are some closed businesses in town that still have signage up.

Treme said we cannot go back and enforce an ordinance before it was adopted. The Town did not had a commercial code or the staff to address this. If it has been a violation for eight years, we cannot enforce it now just because an ordinance was adopted.

Council Member Capes made a motion to continue the Public Hearing to the Council's December 21st meeting without further advertisement. Council Member Rayborn made a second to the motion. The motion passed with a unanimous vote.

Manager report/Committee Reports -

Manager Report

Treme said one of Council's goals was to look at a future growth plan for water and sewer capacity along with garbage and recycling collection and police and fire protection. Another goal was to make sure Public Services staff had the proper training.

He announced the following certifications received in Public Services:

- Jamie Johnson – B Distribution Certification
- Jonathan Knight – B Distribution Certification
- Phillip Cooper – C Distribution Certification
- Tyler Humble – C Distribution Certification

He also announced that Public Services employee Phil Milkes is retiring January 1, 2022. Mr. Milkes has worked for the Town for 20 years and has made a major contribution to the community.

Treme introduced Fire Chief Derek Carson with the Public Service Fire Department.

Chief Carson informed Council that the Fire Department contracted with Beacon GIS, a third party unbiased firm, to conduct a fire station location and impact study. The study is necessary for current and projected growth in the Town. Station 23 on Mackay Road is the second new station in this district. Part of the reason for the study is to see if the Fire Department can fill its requirements. The study parameters did not include the recent rezoning request on the Johnson Farm property purchased by D. R. Horton. The main three items looked at were population, demand for service and land request. Impact on staff, ISO insurance rating and any possible relocation were also considered. Population estimate used was 4,500. Five years of data was used. The Fire Department serves 52 miles in this district. The study estimated an expected increase of 165 additional calls a year over the current 700 calls. Four minutes is the standard response time for the district. Forty-five percent of the Town meets that standard. The more rural areas brought the percentage down as it takes longer to respond. ISO rating is a two (2) in a range of one to ten (1- 10). The study results indicate that Station 46 and Station 23 current sites are the optimal sites for the future.

Council Member Committee report

Council Member Rayborn relayed that the AARP Livability Committee met November 4th to talk about next steps after the designation. Typically a community wide survey is conducted, particularly looking at seniors in the area. The committee is taking the next month to look over a standard survey AARP provided and will meet again in January to discuss further action. She said AARP has offered a free shred event and the committee will be working with staff on coordination.

Council Member Rayborn stated that the Planning Board met November 8th and recommended the Town Council consider approval of the rezoning request from D. R. Horton.

Council Member Wolfe reported that she attended the TAC (Technical Advisory Committee) meeting on October 26th. DOT projects are coming in over budget and the group is working on projects in the 2026 and 2035 plans. Federal funds for infrastructure improvements are given to the state and then to DOT (Department of Transportation) to be distributed over a five year period. Concerns being discussed are inflation, labor costs, federal grants, etc. She cannot say yet what Jamestown's benefits will be.

High School Representative report

Marlane Conway reported for Ragsdale High School that there was a meeting tonight of the Guilford Apprenticeship and a free holiday band concert is coming up. Wrestling, swimming and basketball games start this week and schedules are posted on the website. The National Honor Society held a trunk or treat for Halloween and is having a canned food drive this week.

Public comment

None

Other business

Council Member Capes said he wanted to speak to the 'done deal' comment made earlier in the Public Hearing. There is no done deal. Rezoning is a long process. The Council is in a waiting mode during this process before it comes before them.

Council Member Rayborn stated there has been coverage in the media with good information about this and contact information for the Council is on the website along with phone numbers. Please call us with questions.

Council Member Wolfe asked about the status of bathrooms to be built at Wrenn Miller Park. Johnson said it has been budgeted and they are getting quotes.

Council Member Wolfe said Town Hall foyer has been open in the past for Christmas on Main and asked for an update.

Council Member Capes said it is a work in progress and we are making good headway. It will be on each of the four Wednesdays in December and quite a few businesses will participate. We want it to be like it was before Covid, but we do want to do it safely and not create a super spreader event. We received confirmation on the trolley which was popular before. There will be choirs and music. There will be a drawing like we had two years ago.

Council Member Wolfe said there is food box available at Jamestown United Methodist Church. Anyone can go and get food. The church is maintaining it, but welcomes volunteers to help. This idea was started by an Eagle Scout.

Council Member Straughn congratulated everyone on the difficult election process and thanked Interim Town Manager Treme for the education process for the candidates. He was disappointed with some of the things opponents said in different phases. He thinks the voters of Jamestown spoke up. He thanked everyone for the opportunity to serve again.

Council Member Straughn made a motion to go into Closed Session at 7:43 pm as per N.C.G. S 143-318.11 (a) (6) for a personnel matter. Council Member Capes made a second to the motion. The motion was passed by a unanimous vote.

-----**Closed Session**-----

Council Member Capes made a motion to return to open session at 9:52 pm. Council Member Straughn made a second to the motion. The motion was passed by a unanimous vote.

Adjournment

Council Member Capes made a motion to adjourn at 9:52 pm. Council Member Straughn made a second to the motion. The motion passed with a unanimous vote.

The meeting ended at 9:52 pm.

Mayor Lynn Montgomery

Interim Town Clerk Nancy Avery

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval/sealing closed minutes 11-16-21 Regular TC Meeting

AGENDA ITEM #: II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

Approval and sealing of closed session minutes from the November 16th Regular TC Meeting

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the Consent Agenda

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Town Council Regular Meeting Schedule for 2022

AGENDA ITEM #: II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

As required by statute, Council must approve a regular meeting schedule each year.

ATTACHMENTS: Town Council regular meeting schedule for 2022

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the regular meeting schedule for 2022

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED: N/A



**Town of Jamestown
Town Council Regular Meeting Schedule for 2022**

All meetings are held on Tuesdays at 6:00 pm

- January 21, 2022 – rescheduled to January 25, 2022
- February 15, 2022
- March 15, 2022
- April 19, 2022
- May 17, 2022
- June 21, 2022
- July 19, 2022
- August 16, 2022
- September 20, 2022
- October 18, 2022
- November 15, 2022
- December 20, 2022

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for November 2021

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Summary schedule of cash & deposits, debt balances, and total revenues collected to date and expenditures to date is provided. A detailed budget to actual statement is also included as of 11-30-21.

Expenditures during November include tax collection fees to Guilford County and hydrant painting. Services during the month include code enforcement, Seth Harry, ADA plan, comp plan, stormwater inspection, sanitation study and sewer study.

All funds budgets look good at this point in the fiscal year. Total cash & investments amounts have increased somewhat. This is due to the fact that there are some large projects scheduled to be undertaken or completed by fiscal year end. A large amount of cash will be expended by then for these projects.

ATTACHMENTS: Financial Analysis for November 2021

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the Consent Agenda

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda

FOLLOW UP ACTION NEEDED:

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 11 / 21

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	40,308.48	1,653,987.27	2,225,000.00	571,012.73	74 %
3101 Interest on Ad Valorem Taxes	0.00	969.49	2,500.00	1,530.51	39 %
3102 Tax and Tag revenue	18,692.32	62,820.37	219,890.00	157,069.63	29 %
3103 Interest on Tax and Tag Revenues	123.26	362.09	1,000.00	637.91	36 %
3230 SALES AND USE TAX	77,207.52	153,864.32	841,000.00	687,135.68	18 %
3250 Solid Waste Disposal Tax	707.95	1,517.23	3,250.00	1,732.77	47 %
3256 ELECTRICITY SALES TAX	0.00	0.00	208,000.00	208,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	35,000.00	35,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	18,500.00	18,500.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	42,000.00	42,000.00	0 %
3316 POWELL BILL	0.00	45,456.83	100,000.00	54,543.17	45 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	19,500.00	19,500.00	0 %
3325 ABC DISTRIBUTION	0.00	12,500.00	50,000.00	37,500.00	25 %
3341 Telecommunications Planning Fees	0.00	3,500.00	7,500.00	4,000.00	47 %
3343 REVIEW FEES	400.00	8,321.00	7,500.00	-821.00	111 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	0.00	200.00	200.00	0 %
3346 CELL TOWER RENTAL FEES	5,777.46	21,058.65	85,000.00	63,941.35	25 %
3348 REFUSE COLLECTION FEES	13,660.00	68,666.00	163,200.00	94,534.00	42 %
3600 GREEN FEES	32,962.00	269,091.00	515,000.00	245,909.00	52 %
3610 MECHANICAL CART RENTALS	18,506.00	143,311.00	270,000.00	126,689.00	53 %
3620 PULL CART RENTALS	18.00	141.00	300.00	159.00	47 %
3650 DRIVING RANGE	3,568.00	28,056.00	54,000.00	25,944.00	52 %
3660 GOLF SHOP CONCESSIONS SALES	5,100.73	47,156.62	82,800.00	35,643.38	57 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	592.00	7,129.39	9,000.00	1,870.61	79 %
3675 Golf Clubhouse Rental Fees	160.00	560.00	11,500.00	10,940.00	5 %
3831 INVESTMENT EARNINGS	177.64	3,081.05	2,500.00	-581.05	123 %
3832 Sponsorships	0.00	4,552.00	4,075.00	-477.00	112 %
3834 CIVIC CENTER RENTAL FEES	0.00	125.00	0.00	-125.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	3,123.45	26,799.53	57,800.00	31,000.47	46 %
3837 SHELTER RENTALS	0.00	1,350.00	2,500.00	1,150.00	54 %
3838 Building lease revenue	0.00	0.00	3,611.00	3,611.00	0 %
3839 MISCELLANEOUS REVENUES	66.53	238.31	1,000.00	761.69	24 %
3840 Rental Golf Sets	125.00	1,210.00	1,900.00	690.00	64 %
3841 Ball Field Rentals	0.00	1,550.00	6,000.00	4,450.00	26 %
3920 Issuance of installment purchase financing	0.00	0.00	301,000.00	301,000.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	76,600.00	76,600.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,317,815.00	1,317,815.00	0 %
Account Group Total:	221,276.34	2,567,374.15	6,747,041.00	4,179,666.85	38 %
Fund Total:	221,276.34	2,567,374.15	6,747,041.00	4,179,666.85	38 %

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	6,466.75	27,450.05	12,549.95	40,000.00	50,000.00	10,000.00
2100	DEPARTMENT SUPPLIES	132.30	749.95	0.00	749.95	2,000.00	1,250.05
2200	FOOD AND PROVISIONS	0.00	731.65	0.00	731.65	2,500.00	1,768.35
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
2900	ASSETS NOT CAPITALIZED	0.00	6,982.74	0.00	6,982.74	7,000.00	17.26
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	500.00	0.00	500.00	2,500.00	2,000.00
3200	COMMUNICATIONS	116.00	116.00	0.00	116.00	1,500.00	1,384.00
3400	PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	600.00	600.00
3800	DATA PROCESSING SERVICES	53.15	265.25	734.75	1,000.00	1,000.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	2,008.00	0.00	2,008.00	2,500.00	492.00
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3970	ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4990	OTHER CONTRACTED SERVICES	375.00	1,150.00	3,675.00	4,825.00	5,100.00	275.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	7,143.20	39,953.64	16,959.70	56,913.34	82,200.00	25,286.66
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	22,472.00	110,346.00	0.00	110,346.00	345,000.00	234,654.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	4,350.00	4,350.00
1009	FICA EXPENSE	1,710.45	8,323.56	0.00	8,323.56	27,700.00	19,376.44
1010	RETIREMENT EXPENSE	1,508.44	8,263.36	0.00	8,263.36	37,500.00	29,236.64
1011	HEALTH INSURANCE EXPENSE	1,930.06	9,650.30	0.00	9,650.30	42,750.00	33,099.70
1012	FLEX ADMINISTRATION FEES	6.00	30.00	115.00	145.00	300.00	155.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	3,094.36	0.00	3,094.36	3,600.00	505.64
1014	WORKER'S COMPENSATION	0.00	657.40	0.00	657.40	800.00	142.60
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	595.50	3,262.16	0.00	3,262.16	14,575.00	11,312.84
1019	PROFESSIONAL SERVICES	0.00	9,400.00	0.00	9,400.00	18,150.00	8,750.00
2100	DEPARTMENT SUPPLIES	345.02	456.84	44.95	501.79	1,700.00	1,198.21
2200	FOOD AND PROVISIONS	0.00	440.32	0.00	440.32	750.00	309.68
2600	OFFICE SUPPLIES	90.32	572.51	0.00	572.51	2,000.00	1,427.49
2900	ASSETS NOT CAPITALIZED	489.00	4,344.00	0.00	4,344.00	6,500.00	2,156.00
3100	TRAVEL	824.32	4,538.20	2,060.80	6,599.00	14,800.00	8,201.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	585.00	0.00	585.00	3,000.00	2,415.00
3200	COMMUNICATIONS	429.61	2,463.21	2,780.81	5,244.02	9,700.00	4,455.98
3400	PRINTING	119.50	119.50	0.00	119.50	500.00	380.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	856.03	6,489.84	9,001.16	15,491.00	15,500.00	9.00
3950	DUES AND SUBSCRIPTIONS	221.55	6,683.95	0.00	6,683.95	9,500.00	2,816.05
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	200.00	200.00
3980	MISCELLANEOUS EXPENSE	0.00	224.60	0.00	224.60	750.00	525.40
4300	EQUIPMENT RENTAL	252.83	1,223.98	615.22	1,839.20	3,500.00	1,660.80
4400	SERVICE & MAINTENANCE CONTRACTS	33.60	276.63	453.37	730.00	11,000.00	10,270.00
4500	INSURANCE AND BONDING	0.00	459.59	0.00	459.59	1,000.00	540.41
4990	OTHER CONTRACTED SERVICES	13,912.28	18,681.09	11,810.66	30,491.75	41,000.00	10,508.25

Tax Collection Fees paid to Guilford County

12/06/21
14:41:44

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 11 / 21

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	3,000.00	1,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		45,796.51	200,586.40	28,881.97	229,468.37	620,125.00	390,656.63
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	12,300.00	67,245.15	0.00	67,245.15	160,000.00	92,754.85
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,550.00	2,550.00
1009	FICA EXPENSE	934.66	5,107.49	0.00	5,107.49	12,500.00	7,392.51
1010	RETIREMENT EXPENSE	1,402.20	7,665.95	0.00	7,665.95	19,000.00	11,334.05
1011	HEALTH INSURANCE EXPENSE	1,930.06	9,650.30	0.00	9,650.30	23,400.00	13,749.70
1012	FLEX ADMINISTRATION FEES	6.00	30.00	100.00	130.00	200.00	70.00
1014	WORKER'S COMPENSATION	0.00	410.87	0.00	410.87	500.00	89.13
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	553.44	3,125.66	0.00	3,125.66	7,200.00	4,074.34
2100	DEPARTMENT SUPPLIES	196.41	708.81	0.00	708.81	4,500.00	3,791.19
2200	FOOD AND PROVISIONS	51.69	624.34	0.00	624.34	1,500.00	875.66
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	106.07	0.00	106.07	750.00	643.93
2600	OFFICE SUPPLIES	0.00	6.57	0.00	6.57	5,000.00	4,993.43
2900	ASSETS NOT CAPITALIZED	0.00	4,332.76	66.24	4,399.00	4,500.00	101.00
3100	TRAVEL	0.00	1,125.52	0.00	1,125.52	3,500.00	2,374.48
3150	CONFERENCE FEES AND SCHOOLS	0.00	849.00	0.00	849.00	5,000.00	4,151.00
3200	COMMUNICATIONS	194.89	951.71	948.29	1,900.00	4,700.00	2,800.00
3400	PRINTING	670.00	739.50	0.00	739.50	1,000.00	260.50
3500	REPAIRS AND MAINTENANCE	0.00	359.85	0.00	359.85	500.00	140.15
3700	MARKETING / ADVERTISING	1,606.50	3,510.50	17,375.00	20,885.50	21,150.00	264.50
3800	DATA PROCESSING SERVICES	653.49	3,263.36	6,736.64	10,000.00	12,000.00	2,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	250.00	250.00	250.00	0.00
3950	DUES AND SUBSCRIPTIONS	479.49	3,316.99	2,640.34	5,957.33	9,500.00	3,542.67
3980	MISCELLANEOUS EXPENSE	0.00	173.80	0.00	173.80	1,000.00	826.20
4400	SERVICE & MAINTENANCE CONTRACTS	300.00	679.00	0.00	679.00	600.00	-79.00
4500	INSURANCE AND BONDING	0.00	137.87	0.00	137.87	300.00	162.13
4990	OTHER CONTRACTED SERVICES	30,850.00	131,452.39	60,676.01	192,128.40	209,700.00	17,571.60
4991	Telecommunications Contracted	0.00	1,000.00	0.00	1,000.00	7,500.00	6,500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		52,128.83	246,573.46	90,792.52	337,365.98	522,300.00	184,934.02
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	194.15	2,356.35	674.56	3,030.91	8,000.00	4,969.09
2140	SEED and SOD	0.00	600.00	0.00	600.00	600.00	0.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	161.00	0.00	161.00	600.00	439.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	77.57	0.00	77.57	2,500.00	2,422.43
2900	ASSETS NOT CAPITALIZED	0.00	9,378.42	0.00	9,378.42	10,000.00	621.58
3200	COMMUNICATIONS	150.07	712.34	1,097.66	1,810.00	2,000.00	190.00
3300	UTILITIES	1,554.79	6,161.79	3,505.43	9,667.22	28,000.00	18,332.78
3350	Water Utilities	0.00	0.00	0.00	0.00	400.00	400.00
3500	REPAIRS AND MAINTENANCE	112.00	112.00	0.00	112.00	50,000.00	49,888.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00

① Seth Harry (Urban design); Code enforcement, ADA transition plan, Comp plan

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00
4400	SERVICE & MAINTENANCE CONTRACTS	2,590.00	16,667.00	16,555.00	33,222.00	38,000.00	4,778.00
4500	INSURANCE AND BONDING	0.00	11,489.44	0.00	11,489.44	25,000.00	13,510.56
4990	OTHER CONTRACTED SERVICES	74.89	791.59	9,800.00	10,591.59	11,000.00	408.41
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	11,925.00	11,925.00	60,000.00	48,075.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Account Total:		4,675.90	48,507.50	43,557.65	92,065.15	243,300.00	151,234.85
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	0.00	71,564.37	0.00	71,564.37	515,000.00	443,435.63
4911	Sheriff Off Duty - Town events	0.00	3,349.20	1,628.40	4,977.60	5,000.00	22.40
4912	Sheriff off-duty for non-profit	0.00	0.00	0.00	0.00	3,000.00	3,000.00
4920	ANIMAL CONTROL CONTRACT	0.00	3,066.00	0.00	3,066.00	12,500.00	9,434.00
Account Total:		0.00	77,979.57	1,628.40	79,607.97	535,500.00	455,892.03
5300 FIRE EXPENSES							
3980	MISCELLANEOUS EXPENSE	177.43	177.43	0.00	177.43	200.00	22.57
4900	PINECROFT SEDGEMOUNT FIRE CONTRACT	0.00	174,091.48	0.00	174,091.48	696,366.00	522,274.52
4990	OTHER CONTRACTED SERVICES	0.00	2,897.50	0.00	2,897.50	2,900.00	2.50
5500	CAPITAL OUTLAY EQUIPMENT	0.00	870.82	0.00	870.82	5,800.00	4,929.18
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		177.43	178,037.23	0.00	178,037.23	706,266.00	528,228.77
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	6.07	6.07	2,278.36	2,284.43	6,000.00	3,715.57
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2500	VEHICLE SUPPLIES	614.46	4,739.33	0.00	4,739.33	7,000.00	2,260.67
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2900	ASSETS NOT CAPITALIZED	0.00	11,451.27	6,344.10	17,795.37	34,075.00	16,279.63
3300	UTILITIES	13,511.36	55,229.56	0.00	55,229.56	120,000.00	64,770.44
3500	REPAIRS AND MAINTENANCE	2,741.37	2,741.37	0.00	2,741.37	8,000.00	5,258.63
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3955	Permit Fees	0.00	0.00	0.00	0.00	1,100.00	1,100.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4400	SERVICE & MAINTENANCE CONTRACTS	160.00	800.00	1,120.00	1,920.00	2,000.00	80.00
4500	INSURANCE AND BONDING	0.00	551.49	0.00	551.49	1,200.00	648.51
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	6,000.00	395.00
4990	OTHER CONTRACTED SERVICES	20,774.50	39,984.00	27,263.00	67,247.00	105,174.00	37,927.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	32,506.00	32,506.00	32,506.00	0.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	12,000.00	12,000.00
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	1,000.00	0.00	1,000.00	206,000.00	205,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		37,807.76	122,108.09	69,511.46	191,619.55	552,155.00	360,535.45

Stormwater utility inspection

12/06/21
14:41:44

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 11 / 21

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	6,203.54	34,060.98	0.00	34,060.98	112,500.00	78,439.02
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,650.00	1,650.00
1009	FICA EXPENSE	463.82	2,548.39	0.00	2,548.39	9,000.00	6,451.61
1010	RETIREMENT EXPENSE	710.06	3,897.23	0.00	3,897.23	12,750.00	8,852.77
1011	HEALTH INSURANCE EXPENSE	1,930.06	9,650.30	0.00	9,650.30	34,100.00	24,449.70
1012	FLEX ADMINISTRATION FEES	13.00	65.00	151.00	216.00	400.00	184.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	1,534.56	0.00	1,534.56	1,800.00	265.44
1014	WORKER'S COMPENSATION	0.00	6,163.10	0.00	6,163.10	7,500.00	1,336.90
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	4,000.00	4,000.00
1017	401K EXPENSE	278.12	1,524.18	0.00	1,524.18	4,900.00	3,375.82
2100	DEPARTMENT SUPPLIES	302.06	793.00	0.00	793.00	2,000.00	1,207.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
2500	VEHICLE SUPPLIES	1,371.43	7,966.44	0.00	7,966.44	10,500.00	2,533.56
2520	FUELS - GAS & OIL	1,691.14	6,715.76	13,284.24	20,000.00	20,000.00	0.00
3200	COMMUNICATIONS	63.01	277.04	307.96	585.00	1,000.00	415.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	600.00	600.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	4,832.98	19,367.28	45,632.72	65,000.00	65,000.00	0.00
3945	Recycle Fees	8,209.18	41,045.90	58,794.10	99,840.00	105,000.00	5,160.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4500	INSURANCE AND BONDING	0.00	1,148.94	0.00	1,148.94	2,500.00	1,351.06
4990	OTHER CONTRACTED SERVICES	5,327.60	22,567.68	5,892.09	28,459.77	28,950.00	490.23
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	197,787.71	197,787.71	220,000.00	22,212.29
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	Account Total:	31,396.00	159,325.78	322,849.82	482,175.60	650,450.00	168,274.40
<i>Sanitation Study</i>							
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	6,376.80	42,628.54	0.00	42,628.54	121,000.00	78,371.46
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,850.00	2,850.00
1009	FICA EXPENSE	480.35	3,221.67	0.00	3,221.67	9,500.00	6,278.33
1010	RETIREMENT EXPENSE	729.81	4,830.33	0.00	4,830.33	11,500.00	6,669.67
1011	HEALTH INSURANCE EXPENSE	1,898.57	9,136.30	0.00	9,136.30	23,400.00	14,263.70
1012	FLEX ADMINISTRATION FEES	6.00	30.00	100.00	130.00	200.00	70.00
1014	WORKER'S COMPENSATION	0.00	2,465.24	0.00	2,465.24	3,000.00	534.76
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1017	401K EXPENSE	335.34	1,788.74	0.00	1,788.74	4,450.00	2,661.26
2100	DEPARTMENT SUPPLIES	532.56	2,589.62	0.00	2,589.62	10,000.00	7,410.38
2140	SEED and SOD	0.00	170.00	0.00	170.00	1,000.00	830.00
2141	CHEMICALS	435.00	551.75	0.00	551.75	4,000.00	3,448.25
2142	FERTILIZER AND LIME	0.00	705.00	0.00	705.00	2,000.00	1,295.00
2143	IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	1,200.00	1,200.00
2144	MULCH & PINE NEEDLES	0.00	14.62	0.00	14.62	4,500.00	4,485.38
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400	CONSTRUCTION & REPAIR SUPPLIES	512.05	1,255.01	0.00	1,255.01	3,000.00	1,744.99
2500	VEHICLE SUPPLIES	0.00	414.36	0.00	414.36	1,000.00	585.64
2520	FUELS - GAS & OIL	0.00	1,450.39	0.00	1,450.39	5,500.00	4,049.61
2550	EQUIPMENT SUPPLIES	107.94	345.25	0.00	345.25	3,500.00	3,154.75
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	0.00	5,094.06	0.00	5,094.06	6,900.00	1,805.94
3100	TRAVEL	36.00	36.00	0.00	36.00	1,000.00	964.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	305.91	1,455.25	2,104.75	3,560.00	4,000.00	440.00
3300	UTILITIES	1,133.86	3,013.75	0.00	3,013.75	13,500.00	10,486.25
3350	Water Utilities	22.73	144.47	0.00	144.47	650.00	505.53
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3800	DATA PROCESSING SERVICES	21.18	105.36	294.64	400.00	400.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	465.46	0.00	465.46	500.00	34.54
3950	DUES AND SUBSCRIPTIONS	0.00	410.00	0.00	410.00	370.00	-40.00
3980	MISCELLANEOUS EXPENSE	0.00	130.35	0.00	130.35	500.00	369.65
3981	Special Events	0.00	5,460.00	2,205.00	7,665.00	14,000.00	6,335.00
4101	Library Services	0.00	13,500.00	0.00	13,500.00	54,000.00	40,500.00
4102	Recreation Services	0.00	12,750.00	0.00	12,750.00	25,500.00	12,750.00
4103	Culture/Historical Services	0.00	10,500.00	0.00	10,500.00	10,500.00	0.00
4300	EQUIPMENT RENTAL	1,987.94	12,131.27	10,784.95	22,916.22	23,000.00	83.78
4400	SERVICE & MAINTENANCE CONTRACTS	140.00	1,600.00	980.00	2,580.00	3,000.00	420.00
4500	INSURANCE AND BONDING	0.00	919.15	0.00	919.15	2,000.00	1,080.85
4990	OTHER CONTRACTED SERVICES	500.00	500.00	0.00	500.00	5,000.00	4,500.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	10,730.00	10,730.00	10,500.00	-230.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	116,000.00	116,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		15,562.04	139,811.94	27,699.34	167,511.28	510,470.00	342,958.72
6300 GOLF COURSE MAINTENANCE							
1000	SALARIES AND WAGES	27,230.00	142,508.80	0.00	142,508.80	400,000.00	257,491.20
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	3,500.00	3,500.00
1009	FICA EXPENSE	1,997.61	10,463.75	0.00	10,463.75	31,000.00	20,536.25
1010	RETIREMENT EXPENSE	3,124.17	16,134.30	0.00	16,134.30	41,000.00	24,865.70
1011	HEALTH INSURANCE EXPENSE	6,755.20	31,363.43	0.00	31,363.43	82,000.00	50,636.57
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	500.00	500.00
1013	RETIREE HEALTH INSURANCE EXPENSE	220.32	1,101.60	0.00	1,101.60	10,800.00	9,698.40
1014	WORKER'S COMPENSATION	0.00	4,519.61	0.00	4,519.61	5,500.00	980.39
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	6,000.00	6,000.00
1017	401K EXPENSE	1,225.30	6,352.42	0.00	6,352.42	13,750.00	7,397.58
1018	457b EXPENSE	0.00	0.00	0.00	0.00	2,300.00	2,300.00
2100	DEPARTMENT SUPPLIES	1,482.44	5,185.82	780.00	5,965.82	8,500.00	2,534.18
2140	SEED and SOD	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2141	CHEMICALS	0.00	18,393.00	1,767.00	20,160.00	45,000.00	24,840.00
2142	FERTILIZER AND LIME	0.00	1,986.50	0.00	1,986.50	30,000.00	28,013.50
2143	IRRIGATION SUPPLIES	104.85	1,741.39	0.00	1,741.39	7,000.00	5,258.61
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2145	TOPSOIL (Sand)	0.00	1,835.92	0.00	1,835.92	10,000.00	8,164.08
2155	TEE AND GREEN SUPPLIES	1,559.66	1,634.66	171.19	1,805.85	3,000.00	1,194.15
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	90.26	833.22	0.00	833.22	5,000.00	4,166.78
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	1,767.34	7,007.57	13,435.97	20,443.54	22,000.00	1,556.46
2550	EQUIPMENT SUPPLIES	1,466.98	10,457.35	549.65	11,007.00	20,000.00	8,993.00
2600	OFFICE SUPPLIES	48.98	131.96	0.00	131.96	500.00	368.04

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	0.00	171.36	2,200.00	2,371.36	7,200.00	4,828.64
3100	TRAVEL	1,827.22	1,827.22	0.00	1,827.22	3,000.00	1,172.78
3150	CONFERENCE FEES AND SCHOOLS	0.00	750.00	0.00	750.00	1,500.00	750.00
3200	COMMUNICATIONS	524.08	2,473.10	4,026.90	6,500.00	5,500.00	-1,000.00
3300	UTILITIES	988.45	4,204.36	1,657.22	5,861.58	19,000.00	13,138.42
3350	Water Utilities	22.73	144.47	0.00	144.47	350.00	205.53
3500	REPAIRS AND MAINTENANCE	0.00	1,350.00	0.00	1,350.00	10,100.00	8,750.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	64.57	306.94	393.06	700.00	700.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	109.00	1,391.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	155.60	1,371.31	894.15	2,265.46	3,000.00	734.54
3950	DUES AND SUBSCRIPTIONS	0.00	2,684.99	0.00	2,684.99	4,000.00	1,315.01
3980	MISCELLANEOUS EXPENSE	0.00	103.92	0.00	103.92	500.00	396.08
4300	EQUIPMENT RENTAL	4,901.75	27,934.58	30,551.52	58,486.10	62,000.00	3,513.90
4400	SERVICE & MAINTENANCE CONTRACTS	40.00	200.00	280.00	480.00	4,000.00	3,520.00
4500	INSURANCE AND BONDING	0.00	5,992.29	2,781.13	8,773.42	12,000.00	3,226.58
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	0.00	260.01	0.00	260.01	7,000.00	6,739.99
5500	CAPITAL OUTLAY EQUIPMENT	0.00	33,378.25	81,063.60	114,441.85	114,500.00	58.15
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	25,000.00	25,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	120,000.00	120,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Account Total:		55,597.51	344,913.10	143,942.39	488,855.49	1,161,800.00	672,944.51
6301 GOLF SHOP EXPENDITURES							
1000	SALARIES AND WAGES	19,774.01	119,649.98	0.00	119,649.98	293,000.00	173,350.02
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	3,300.00	3,300.00
1009	FICA EXPENSE	1,523.50	9,195.83	0.00	9,195.83	23,000.00	13,804.17
1010	RETIREMENT EXPENSE	1,642.26	8,959.00	0.00	8,959.00	22,000.00	13,041.00
1011	HEALTH INSURANCE EXPENSE	3,858.23	19,291.15	0.00	19,291.15	46,500.00	27,208.85
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	100.00	100.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	2,701.20	0.00	2,701.20	10,800.00	8,098.80
1014	WORKER'S COMPENSATION	0.00	1,314.80	0.00	1,314.80	1,600.00	285.20
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	629.34	3,450.69	0.00	3,450.69	8,250.00	4,799.31
2100	DEPARTMENT SUPPLIES	1,988.11	3,893.45	1,235.88	5,129.33	9,500.00	4,370.67
2101	Grill Supplies	137.63	1,234.02	3,765.98	5,000.00	8,500.00	3,500.00
2156	RANGE SUPPLIES	0.00	3,228.37	24.99	3,253.36	6,000.00	2,746.64
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2600	OFFICE SUPPLIES	105.89	392.33	0.00	392.33	1,000.00	607.67
2700	GOLF INVENTORY FOR RESALE	786.09	16,536.20	9,806.49	26,342.69	49,000.00	22,657.31
2705	Golf Special Orders - Purchases	94.72	5,280.39	0.00	5,280.39	7,500.00	2,219.61
2710	CONCESSION INVENTORY RESALE	1,764.41	14,046.19	17,953.81	32,000.00	32,000.00	0.00
2715	Food purchased not in inventory	1,078.41	5,715.74	8,328.55	14,044.29	16,000.00	1,955.71
2900	ASSETS NOT CAPITALIZED	0.00	0.00	800.00	800.00	2,500.00	1,700.00
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	793.24	3,736.80	5,188.20	8,925.00	11,000.00	2,075.00
3300	UTILITIES	991.23	4,522.93	2,048.79	6,571.72	17,000.00	10,428.28

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3350	Water Utilities	22.74	144.46	0.00	144.46	300.00	155.54
3400	PRINTING	54.00	54.00	0.00	54.00	250.00	196.00
3500	REPAIRS AND MAINTENANCE	157.50	844.65	1,555.00	2,399.65	3,000.00	600.35
3700	MARKETING / ADVERTISING	60.40	397.00	503.00	900.00	10,000.00	9,100.00
3800	DATA PROCESSING SERVICES	816.46	3,999.68	4,400.32	8,400.00	8,400.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	342.00	1,658.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	146.60	878.84	921.16	1,800.00	2,500.00	700.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	800.00	800.00
3955	Permit Fees	120.00	120.00	0.00	120.00	200.00	80.00
3960	BANK AND MERCHANT FEES	2,108.44	11,413.80	10,735.74	22,149.54	22,500.00	350.46
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	293.62	880.86	1,164.85	2,045.71	2,500.00	454.29
4310	GOLF CART RENTALS	5,327.28	31,963.68	31,963.68	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	2,092.03	9,955.42	0.00	9,955.42	18,000.00	8,044.58
4400	SERVICE & MAINTENANCE CONTRACTS	1,007.68	6,258.08	6,734.08	12,992.16	16,000.00	3,007.84
4500	INSURANCE AND BONDING	0.00	7,696.95	0.00	7,696.95	15,000.00	7,303.05
4990	OTHER CONTRACTED SERVICES	0.00	2,220.01	0.00	2,220.01	5,000.00	2,779.99
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	25,000.00	25,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		47,373.82	300,318.50	108,788.52	409,107.02	769,900.00	360,792.98
8000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	23,769.24	62,411.28	0.00	62,411.28	223,500.00	161,088.72
7200	DEBT INTEREST PAYMENTS	3,133.83	7,378.06	0.00	7,378.06	24,000.00	16,621.94
Account Total:		26,903.07	69,789.34	0.00	69,789.34	247,500.00	177,710.66
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	145,075.00	145,075.00
Account Total:		0.00	0.00	0.00	0.00	145,075.00	145,075.00
Account Group Total:		324,562.07	1,927,904.55	854,611.77	2,782,516.32	6,747,041.00	3,964,524.68
Fund Total:		324,562.07	1,927,904.55	854,611.77	2,782,516.32	6,747,041.00	3,964,524.68

Knuckleboom truck + Golf clubhouse debt

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Statement of Revenue Budget vs Actuals
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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	0.00	0.02	10.00	9.98	0 %
3981 TRANSFER FROM GENERAL FUND	0.00	0.00	101,000.00	101,000.00	0 %
Account Group Total:	0.00	0.02	101,010.00	101,009.98	0 %
Fund Total:	0.00	0.02	101,010.00	101,009.98	0 %

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11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	76,600.00	76,600.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	24,410.00	24,410.00
	Account Total:	0.00	0.00	0.00	0.00	101,010.00	101,010.00
	Account Group Total:	0.00	0.00	0.00	0.00	101,010.00	101,010.00
	Fund Total:	0.00	0.00	0.00	0.00	101,010.00	101,010.00

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
3000						
3345 INSPECTION AND PERMIT FEES	0.00	392.62	3,200.00	2,807.38	12 %	
3710 UTILITY CHARGE - WATER	71,370.05	393,147.94	925,000.00	531,852.06	43 %	
3720 UTILITY CHARGE - SEWER	105,907.90	959,291.97	2,415,000.00	1,455,708.03	40 %	
3741 Meter Fee	0.00	300.00	500.00	200.00	60 %	
3742 System Development Fees to be transferred	184,200.00	187,275.00	* 0.00	-187,275.00	** %	
3743 System Admin / Installation fee	100.00	200.00	100.00	-100.00	200 %	
3745 Connection Fees - Water and Sewer	850.00	4,650.00	10,000.00	5,350.00	47 %	
3750 NONPAYMENT / RECONNECTION FEES	1,700.00	9,150.00	12,000.00	2,850.00	76 %	
3755 Return Check Fees	25.00	125.00	350.00	225.00	36 %	
3760 LATE FEES	1,520.00	9,440.00	18,000.00	8,560.00	52 %	
3765 CREDIT CARD ADMINISTRATION FEES	74.49	271.89	200.00	-71.89	136 %	
3831 INVESTMENT EARNINGS	0.00	283.31	5,000.00	4,716.69	6 %	
3839 MISCELLANEOUS REVENUES	289.60	289.60	100.00	-189.60	290 %	
3910 Insurance Recoveries	0.00	663.46	0.00	-663.46	** %	
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	61,118.73	61,118.73	123,000.00	61,881.27	50 %	
3992 NET POSITION APPROPRIATED	0.00	0.00	1,998,355.00	1,998,355.00	0 %	
Account Group Total:	427,155.77	1,626,599.52	5,510,805.00	3,884,205.48	30 %	
Fund Total:	427,155.77	1,626,599.52	5,510,805.00	3,884,205.48	30 %	

* Budget will be added for system dev. fees at the end of the fiscal year - when we know how much was received.

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	50,170.90	272,736.42	0.00	272,736.42	708,000.00	435,263.58
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	14,500.00	14,500.00
1009	FICA EXPENSE	3,823.14	20,814.92	0.00	20,814.92	55,500.00	34,685.08
1010	RETIREMENT EXPENSE	5,719.48	31,091.90	0.00	31,091.90	80,000.00	48,908.10
1011	HEALTH INSURANCE EXPENSE	11,580.36	55,971.73	0.00	55,971.73	140,100.00	84,128.27
1012	FLEX ADMINISTRATION FEES	19.00	95.00	284.00	379.00	600.00	221.00
1013	RETIREE HEALTH INSURANCE EXPENSE	773.18	3,865.90	0.00	3,865.90	10,800.00	6,934.10
1014	WORKER'S COMPENSATION	0.00	10,556.22	0.00	10,556.22	11,000.00	443.78
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1017	401K EXPENSE	2,232.32	12,112.47	0.00	12,112.47	31,500.00	19,387.53
1019	PROFESSIONAL SERVICES	0.00	7,775.00	0.00	7,775.00	11,450.00	3,675.00
2100	DEPARTMENT SUPPLIES	3,043.31	9,837.14	4,095.88	13,933.02	30,000.00	16,066.98
2105	WATER METERS	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2200	FOOD AND PROVISIONS	0.00	79.51	0.00	79.51	1,000.00	920.49
2400	CONSTRUCTION & REPAIR SUPPLIES	423.20	5,394.92	1,479.97	6,874.89	15,000.00	8,125.11
2500	VEHICLE SUPPLIES	588.50	1,305.60	0.00	1,305.60	7,500.00	6,194.40
2520	FUELS - GAS & OIL	884.52	9,412.66	12,587.34	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	0.00	398.38	0.00	398.38	5,000.00	4,601.62
2600	OFFICE SUPPLIES	90.33	691.76	0.00	691.76	2,000.00	1,308.24
2750	PURCHASE OF WATER	21,859.03	86,730.99	178,269.01	265,000.00	365,000.00	100,000.00
2755	Water Transmission Fees	1,692.30	6,769.20	0.00	6,769.20	26,000.00	19,230.80
2900	ASSETS NOT CAPITALIZED	27.50	4,383.50	1,179.50	5,563.00	25,000.00	19,437.00
3100	TRAVEL	0.00	191.00	0.00	191.00	4,500.00	4,309.00
3150	CONFERENCE FEES AND SCHOOLS	-1,875.00	2,855.00	0.00	2,855.00	7,500.00	4,645.00
3200	COMMUNICATIONS	2,195.84	9,739.24	15,979.79	25,719.03	33,500.00	7,780.97
3300	UTILITIES	719.49	3,341.85	1,827.51	5,169.36	15,000.00	9,830.64
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	483.30	1,639.41	3,049.59	4,689.00	7,000.00	2,311.00
3500	REPAIRS AND MAINTENANCE	0.00	11,905.73	11,000.00	22,905.73	30,000.00	7,094.27
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,441.34	7,154.51	13,595.49	20,750.00	20,750.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	341.00	1,659.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	124.97	124.97	0.00	124.97	4,000.00	3,875.03
3950	DUES AND SUBSCRIPTIONS	411.55	881.55	1,792.50	2,674.05	6,000.00	3,325.95
3955	Permit Fees	0.00	962.50	0.00	962.50	5,000.00	4,037.50
3960	BANK AND MERCHANT FEES	1,286.20	5,830.07	6,378.79	12,208.86	14,500.00	2,291.14
3980	MISCELLANEOUS EXPENSE	0.00	16.40	0.00	16.40	1,500.00	1,483.60
4300	EQUIPMENT RENTAL	252.81	1,236.92	615.28	1,852.20	14,000.00	12,147.80
4400	SERVICE & MAINTENANCE CONTRACTS	258.60	8,680.57	17,160.05	25,840.62	50,000.00	24,159.38
4401	NC811 Fees	141.00	606.00	1,894.00	2,500.00	2,500.00	0.00
4500	INSURANCE AND BONDING	77.39	26,288.59	0.00	26,288.59	50,000.00	23,711.41
4950	LAB TESTING	490.00	2,609.00	6,391.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	149,085.29	196,381.71	0.00	196,381.71	840,000.00	643,618.29
4990	OTHER CONTRACTED SERVICES	11,334.55	14,390.62	55,388.19	69,778.81	150,000.00	80,221.19
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	8,300.00	8,300.00	10,000.00	1,700.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	44,095.00	44,546.90	88,641.90	90,500.00	1,858.10
5500	CAPITAL OUTLAY EQUIPMENT	0.00	129,005.66	0.00	129,005.66	129,025.00	19.34
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	50,000.00	50,000.00
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,050,000.00	1,050,000.00

Scholarship

painting hydrants; sewer study

12/06/21
14:41:44

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 11 / 21

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	597,975.00	597,975.00
6800	OPERATING PAYMENTS TO REGIONAL	0.00	44,388.24	0.00	44,388.24	46,000.00	1,611.76
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	61,118.73	0.00	61,118.73	123,000.00	61,881.27
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.83	25,001.66	0.00	25,001.66	50,005.00	25,003.34
7200	DEBT INTEREST PAYMENTS	1,890.75	3,857.13	0.00	3,857.13	7,500.00	3,642.87
9600	TRANSFERS TO OTHER FUNDS	0.00	468,099.00	0.00	468,099.00	468,100.00	1.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,500.00	3,500.00
Account Total:		283,745.98	1,610,765.28	388,473.79	1,999,239.07	5,510,805.00	3,511,565.93
Account Group Total:		283,745.98	1,610,765.28	388,473.79	1,999,239.07	5,510,805.00	3,511,565.93
Fund Total:		283,745.98	1,610,765.28	388,473.79	1,999,239.07	5,510,805.00	3,511,565.93

Water/sewer facility debt

12/06/21
14:40:59

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 11 / 21

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	4.40	23.23	100.00	76.77	23 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	36,500.00	36,500.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	86,400.00	86,400.00	0 %
Account Group Total:	4.40	36,523.23	123,000.00	86,476.77	30 %
Fund Total:	4.40	36,523.23	123,000.00	86,476.77	30 %

12/06/21
14:41:44

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 11 / 21

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
9600	TRANSFERS TO OTHER FUNDS	61,118.73	61,118.73	0.00	61,118.73	123,000.00	61,881.27
	Account Total:	61,118.73	61,118.73	0.00	61,118.73	123,000.00	61,881.27
	Account Group Total:	61,118.73	61,118.73	0.00	61,118.73	123,000.00	61,881.27
	Fund Total:	61,118.73	61,118.73	0.00	61,118.73	123,000.00	61,881.27

12/06/21
14:40:59

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 11 / 21

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	0.00	1.98	10.00	8.02	20 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	431,599.00	431,600.00	1.00	100 %
Account Group Total:	0.00	431,600.98	431,610.00	9.02	100 %
Fund Total:	0.00	431,600.98	431,610.00	9.02	100 %
Grand Total:	648,436.51	4,662,097.90	12,913,466.00	8,251,368.10	36 %

12/06/21
14:41:44

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 11 / 21

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	431,610.00	431,610.00
	Account Total:	0.00	0.00	0.00	0.00	431,610.00	431,610.00
	Account Group Total:	0.00	0.00	0.00	0.00	431,610.00	431,610.00
	Fund Total:	0.00	0.00	0.00	0.00	431,610.00	431,610.00
	Grand Total:	669,426.78	3,599,788.56	1,243,085.56	4,842,874.12	12,913,466.00	8,070,591.88

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf report for November 2021

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is the report of golf operations for November 2021.

Total revenues for the month of November 2021 were \$64,030 and operating expenditures were \$102,972. Thus there was a net operating loss of \$38,942 for the month. In November 2020, there was an operating loss of \$17,147. The difference is due to an increase in number of employees in the current year, as well as more bad weather days (thus less play). Although we did not have much rain, we had quite a few days with very cold temperatures.

For the month of November 2021 there were 1,861 rounds played, and 2,221 rounds played in November 2020.

The grill had a net loss of \$2,912 for November 2021; in November 2020, the net loss was \$1,769. For the current fiscal year-to-date the grill has a net loss of \$5,576; in 2020 (year-to-date), there was a net loss of \$3,288. Less rounds played means less food and beverages purchased.

ATTACHMENTS: Golf Report for November 2021

RECOMMENDATION/ACTION NEEDED: Staff recommends Council approve the Consent Agenda

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the Consent Agenda

FOLLOW UP ACTION NEEDED: N/A

Summary
FYE 6/30/22

	<u>November 2021</u>	<u>November 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
Golf Course Operating Revenues	64,030	79,185	(15,155)	-19.14%	522,245	518,588	3,657	0.71%
Golf Course Maintenance Expenditures (before capital outlay)	55,598	51,710	3,888	7.52%	311,535	288,894	22,641	7.84%
Golf Course Golf Shop Expenditures (before capital outlay)	<u>47,374</u>	<u>44,622</u>	2,752	6.17%	<u>300,319</u>	<u>275,942</u>	24,377	8.83%
Net exp < or > rev before Capital Outlay	(38,942)	(17,147)	(21,795)		(89,609)	(46,248)	(43,361)	
Capital Outlay	<u>-</u>	<u>-</u>	-		<u>33,378</u>	<u>1,967</u>	(31,411)	
Net expenditures < or > revenues	<u>(38,942)</u>	<u>(17,147)</u>	(21,795)	-127.11%	<u>(122,987)</u>	<u>(48,215)</u>	(74,772)	-155.08%
Golf Rounds Played (not including complimentary play)	1,861	2,221			12,395	15,665		
Bad Weather Days (1)	7	4			26	17		
Days closed for aerification, covered greens, COVID (Thanksgiving)	1	1			1	3		
Golf course employees paid during the month:								
Full-time positions	11	8						
Part-time hours	561	813						

(1) - Defined as rain, snow, 49 degrees or below, 95 degrees or above

Jamestown Park Golf Course Revenues
Revenues
FYE 6/30/22

	<u>November 2021</u>	<u>November 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
Greens	32,962	41,742	(8,780)	-21.03%	269,091	266,291	2,800	1.05%
Cart Rentals	18,506	22,216	(3,710)	-16.70%	143,311	150,976	(7,665)	-5.08%
Pull Carts	18	23	(5)	-21.74%	141	198	(57)	-28.79%
Driving Range	3,568	4,311	(743)	-17.23%	28,056	26,983	1,073	3.98%
Sales - Golf Shop Inventory	3,715	4,670	(955)	-20.45%	33,929	31,620	2,309	7.30%
Sales - Golf Shop Concessions	5,101	6,168	(1,067)	-17.30%	47,157	41,775	5,382	12.88%
Golf Clubhouse Rental Fees	160	55	105	190.91%	560	745	(185)	-24.83%
Ins Recoveries	-	(golf clubs) -			-	(golf clubs) -		
	<u>64,030</u>	<u>79,185</u>	(15,155)	-19.14%	<u>522,245</u>	<u>518,588</u>	3,657	0.71%

Jamestown Park Golf Course Operations
 Golf Maintenance Expenditures
 FYE 6/30/22

		<u>November 2021</u>	<u>November 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	a.	40,552	33,100	7,452	22.51%	212,444	189,983	22,461	11.82%
Supplies & Materials		6,521	6,982	(461)	-6.60%	49,379	43,057	6,322	14.68%
Contractual Services	b.	4,942	8,342	(3,400)	-40.76%	34,388	46,717	(12,329)	-26.39%
Other Operating Expenditures (utilities, communications, etc)		<u>3,583</u>	<u>3,286</u>	<u>297</u>	9.04%	<u>15,324</u>	<u>9,137</u>	<u>6,187</u>	67.71%
Total Exp before Capital Outlay		<u>55,598</u>	<u>51,710</u>	<u>3,888</u>	7.52%	<u>311,535</u>	<u>288,894</u>	<u>22,641</u>	7.84%
Capital Outlay		<u>-</u>	<u>-</u>	<u>-</u>		<u>33,378</u>	<u>1,967</u>	<u>31,411</u>	
		<u>55,598</u>	<u>51,710</u>	<u>3,888</u>	7.52%	<u>344,913</u>	<u>290,861</u>	<u>54,052</u>	18.58%

Variations:

- a. Salaries and benefits are more due to 2 more positions than prior year during this month.
- b. A lot of trees had to be cut (contracted out) in the prior year.

Jamestown Park Golf Course Operations
 Golf Shop Expenditures
 FYE 6/30/22

	<u>November 2021</u>	<u>November 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	a. 27,426	24,146	3,280	13.58%	164,563	143,494	21,069	14.68%
Supplies & Materials	b. 5,958	7,674	(1,716)	-22.36%	50,326	48,532	1,794	3.70%
Contractual Services	8,721	8,280	441	5.33%	58,975	57,797	1,178	2.04%
Other Operating Expenditures (utilities, communications, etc)	<u>5,269</u>	<u>4,522</u>	<u>747</u>	16.52%	<u>26,455</u>	<u>26,119</u>	<u>336</u>	1.29%
Total Exp before Capital Outlay	<u>47,374</u>	<u>44,622</u>	<u>2,752</u>	6.17%	<u>300,319</u>	<u>275,942</u>	<u>24,377</u>	8.83%
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
	<u><u>47,374</u></u>	<u><u>44,622</u></u>	<u>2,752</u>	6.17%	<u><u>300,319</u></u>	<u><u>275,942</u></u>	<u>24,377</u>	8.83%

Variances:

- a. Salaries & benefits more due to moving PT employee to full-time
- b. Less inventory (golf shop items) purchased in the current year. This is attributable to supply chain issues - not being able to get in golf inventory.

Grill Operations**FYE 6/30/22**

	<u>November 2021</u>	<u>YTD FYE 6/30/22</u>	<u>November 2020</u>	<u>YTD FYE 6/30/21</u>
Golf Shop Grill Revenues	5,101	42,056	6,168	41,775
Golf Shop Rental Revenue	160	400	-	-
	<u>5,261</u>	<u>42,456</u>	<u>6,168</u>	<u>41,775</u>
Expenditures:				
Wages	3,433	18,008	3,244	17,486
FICA	262	1,373	248	1,337
Benefits	1,497	7,655	1,374	7,060
Grill supplies	138	1,234	159	911
Food & beverage purchases	2,843	19,762	2,912	18,269
	<u>8,173</u>	<u>48,032</u>	<u>7,937</u>	<u>45,063</u>
	<u>(2,912)</u>	<u>(5,576)</u>	<u>(1,769)</u>	<u>(3,288)</u>

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Notification of Advances Outstanding for sidewalk projects

AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

At the February 15, 2020 Town Council meeting, approval was done to allow the Town Manager or designee to make cash advances from the General Fund to the sidewalk capital project funds in order to pay the construction invoices. These will be reimbursed by NCDOT for all allowable expenditures.

The Town's budget ordinance states that Council must be notified of any advances that will not be repaid within 60 days.

The current balance of advances to cover invoices paid for which reimbursement has been requested but not yet received are as follows:

East Main Street (Lydia) sidewalk project - \$378,224.20

East Fork Road sidewalk & pedestrian bridge project - \$1,063

Note: We have requested some additional reimbursements from NCDOT. After sending in additional information that they requested, we should be receiving these reimbursements soon.

ATTACHMENTS: Notification of Advances Outstanding for sidewalk projects

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the Consent Agenda

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #12

AGENDA ITEM #: II-G



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This budget amendment will increase the budget for services by Seth Harry (urban designer) through approximately March.

ATTACHMENTS: Budget amendment # 12

RECOMMENDATION/ACTION NEEDED: Approve budget amendment #12

BUDGETARY IMPACT: \$15,000 increase in expenditures and appropriated fund balance

SUGGESTED MOTION: Council Member to make a motion to approve/amend the Consent Agenda

FOLLOW UP ACTION NEEDED: N/A

FYE 6/30/22
BUDGET AMENDMENT #12

Fund 10:

Other Contracted Services	10-4900-4990	15,000.00	
Appropriated Fund Balance	10-3991		15,000.00
To increase budget for urban designer (Seth Harry)			

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Legislative briefing

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 10

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme, Interim Town Manager

SUMMARY:

Representative Jon Hardister, Chairman of the Guilford County Legislative Delegation and N.C. House Majority Whip will provide a legislative briefing

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of ACFR / Audit results by Dixon Hughes Goodman LLP **AGENDA ITEM #:** v

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

John Frank, partner at Dixon Hughes Goodman LLP, will be here to present the Annual Comprehensive Finance Report for the fiscal year ended 6-30-21. He will discuss the results of the audit performed by this firm.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Keith Volz

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Council Members
Lynn Montgomery, Mayor Pro Tem
Billy Ragsdale
Georgia Nixon
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of Rescheduling Regular Town Council Meeting

AGENDA ITEM #: VI

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 3 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson

SUMMARY:

A request has been made to change the scheduled regular meeting date of Tuesday January 18, 2022 to the following Tuesday - January 25, 2022 due to scheduling conflicts.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Reschedule regular meeting from Jan. 18, 2022 to Jan. 25, 2022

BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member to make a motion to reschedule the Tuesday January 18, 2022 regular meeting to Tuesday, January 25, 2022.

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Public Hearing for Land Development Ordinance Updates

AGENDA ITEM #: VII-A(1)

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson

SUMMARY:

The Staff have prepared updates to Article 17 - Sign Regulations and Article 24 - Nuisance Abatement and Property Management Code of the Land Development Ordinance (LDO). These changes have been made to provide clarity, correct conflicting size requirements, update formatting, and provide the addition of Minimum Housing Code Regulations as well as a Non-Residential Building Code.

Alliance Code Enforcement (ACE) has provided the suggested additions and updates to Article 24 of the LDO. The addition of Minimum Housing and Non-Residential Building Codes provide the Town the ability to enforce and abate minimum building code cases. These additions have also been updated to comply with 160D.

This document is still under review for additional updates. Therefore, staff respectfully requests that the Town Council continue this public hearing without further advertisement until the Jan. 25, 2022, regular meeting.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Continue the public hearing until Jan 25, 2022, without further advertisement.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member to make a motion to continue the public hearing until Jan 25, 2022, without further advertisement.

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Public Hearing on Annexation of D.R. Horton Property

AGENDA ITEM #: VII-A(2)

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 2 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson

SUMMARY:

The public hearing was opened at the Nov. 16, 2021, regular meeting. As discussed at that meeting, this matter is not yet ready for discussion. Therefore, staff respectfully requests that the Town Council continue this public hearing without further advertisement until the Jan. 25, 2022, regular meeting.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Continue the public hearing until Jan 25, 2022, without further advertisement.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member to make a motion to continue the public hearing until Jan 25, 2022, without further advertisement.

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Set a public hearing date for the consideration of rezoning

AGENDA ITEM #: VII-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 3 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

A petition for rezoning has been received and reviewed by the Planning Board. The staff recommend that the Council set a public hearing date for the January 25, 2022 regular meeting for the consideration of the rezoning of the parcels located at 2221 Guilford College Rd., 5300 Mackay Rd, 2207 Guilford College Rd, and 5303 Mackay Rd from AG (Agricultural) to PUD (Planned Unit Development).

ATTACHMENTS: Rezoning application

RECOMMENDATION/ACTION NEEDED: Set a public hearing date for January 25, 2022.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member to make a motion to set a public hearing date for the consideration of the rezoning of the parcels located at 2221 Guilford College Rd., 5300 Mackay Rd., 2207 Guilford College Rd., and 5303 Mackay Rd. for the January 25, 2022. regular meeting at 6pm in the Civic Center.

FOLLOW UP ACTION NEEDED: Clerk and staff will provide notice as required.



The following items must be submitted with this form before the application may be processed.
Please bring the following items with you when submitting your application form:

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning.
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
 - Title, preparer, and date of plan
 - Property lines and dimensions
 - Easements affecting the property
 - Physical features such as flood plains
 - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
 - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
 - Location and description of site features such as landscaping, lighting, and signage (if proposed).

Additional Notes:

- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
- **BY SIGNING THIS FORM, YOU ARE GRANTING PERMISSION FOR MEMBERS OF THE STAFF OR ANY APPOINTED OR ELECTED BOARD THE RIGHT TO ACCESS YOUR PROPERTY, INCLUDING BUT NOT LIMITED TO THE USE OF UNMANNED AERIAL SYSTEMS TO OVERFLY YOUR PROEPERTY.**
- You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

Applicant Information

Applicant Name: D.R. Horton, Inc. c/o Isaacson Sheridan
804 Green Valley Road, Suite 200 Greensboro, NC 27408
 Street Address or P.O. Box City/State/Zip Code
336-609-5134 marc@isaacsonsheridan.com
 Home/Work Phone Number Mobile Number Email

Is the applicant the owner of the parcel(s) to be rezoned? Yes No

Owner Information

Owner Name: D.R. Horton, Inc.
2000 Aerial Center Parkway, Suite 110 Morrisville, NC 27560
 Street Address or P.O. Box City/State/Zip Code
 bclunnen@drhorton.com
 Home/Work Phone Number Mobile Number Email

Applicant and Owner Certification and Signature

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)

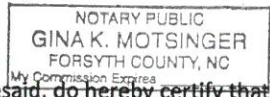
Applicant Signature: _____ Date: _____

I, THE UNDERSIGNED, AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).

Owner Signature: [Signature] Date: 9-27-21

NOTARY STATEMENT:

State of NORTH CAROLINA, County of FORSYTH to wit: (SEAL)



GINA K. MOTSINGER a notary public in and for the state and county aforesaid, do hereby certify that BEN C. LUNNEN whose name(s) is (are) signed to the foregoing

statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires 1/28/2023

Given under my hand this 27th Day of SEPTEMBER

Notary Signature: [Signature] Printed Name of Notary: GINA K. MOTSINGER

Permit Information

Owner Requests Rezoning of the Following Parcel(s):

Parcel #1: 159144 Parcel Size: 27.89 2221 Guilford College Rd, Jamestown, 27282
 Tax Map ID Acres/Square Ft Street Address

Current Parcel Zoning: AG Request to Rezone to: PUD

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

Parcel #2: 159105 Parcel Size: 30.70 5300 Mackay Rd, Jamestown, 27282
 Tax Map ID Acres/Square Ft Street Address

Current Parcel Zoning: AG Request to Rezone to: PUD

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

Parcel #3: 159106 Parcel Size: 384.49 2207 Guilford College Rd, Jamestown, 27282
 Tax Map ID Acres/Square Ft Street Address

Current Parcel Zoning: AG Request to Rezone to: PUD

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.

N/A

Adjoining Property Owner(s)

Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		Tax Map Numbers
SEE ATTACHED		
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	

Permit Information

Owner Requests Rezoning of the Following Parcel(s):

Parcel #1: 158765 Parcel Size: 0.6 5303 Mackay Rd, Jamestown, NC 27282
 Tax Map ID Acres/Square Ft Street Address

Current Parcel Zoning: AG Request to Rezone to: PUD

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

Parcel #2: _____ Parcel Size: _____
 Tax Map ID Acres/Square Ft Street Address

Current Parcel Zoning: _____ Request to Rezone to: _____

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

Parcel #3: _____ Parcel Size: _____
 Tax Map ID Acres/Square Ft Street Address

Current Parcel Zoning: _____ Request to Rezone to: _____

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.

N/A

Adjoining Property Owner(s)

Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		Tax Map Numbers
See attached.		
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	

Project Questionnaire

Rezoning requests involve analysis by Town staff, Planning Board, and Town Council members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to the Planning Board, as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.

Why are you requesting this rezoning? This rezoning request is being made to develop a high quality, master planned community. The proposed plan includes numerous housing types, site features and uses not permitted in the Agricultural (AG) district.

Please provide a description of the site before and after development (if construction is proposed). At this time, the site is mostly undeveloped with three existing single family homes and associated outbuildings. The proposed community would consist of primarily residential uses with supporting non-residential uses, both public and private. Please see submittal package.

Please describe the operation proposed including number of employees and hours of operation, if applicable. The proposed development is primarily residential. The scope of operations for potential commercial or non-residential uses has not yet been determined.

Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features). All adjoining uses are residential with the exception of one adjoining institutional use, GTCC, and one business use, pet cemetery. Impact will be minimal due to natural and man-made buffers.

Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads. The potential roadway impacts were analyzed in the submitted Traffic Impact Analysis associated with this request. The Town has determined it has capacity to provide necessary water and wastewater. Impacts to schools will be gradual due to the projected build out of this project giving Guilford County Schools time to plan and additional tax revenue to accommodate for growth.

Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes X No If yes, please explain. Yes, all new access points to existing roadway networks will require NCDOT driveway permits. Additionally, stream and wetland crossings or impact will require permits from NCDEQ and/or the Corps of Engineers.

For Town Use Only

Date Application Received: 10/4/21 *Ann C. Hammy*

Town of Jamestown, North Carolina
301 E. Main St.
Jamestown, NC 27282
(336) 454-1138



Frequently Asked Questions

What is a rezoning? A rezoning is required if the proposed use of your property is not permitted by right or with a Special Use Permit.

What is the process? Applicants submit an application for rezoning to the Planning Department by the second Monday of the month to meet the deadline for the following month's Planning Board meeting. Applications are then considered at a public hearing before the Planning Board which makes a recommendation for consideration by the Town Council.

How long does the process take? The process typically takes 2 to 3 months to complete from beginning to end. This time frame can vary if an application requires additional time for review by the Planning Board or Town Council.

What happens during a public hearing? All rezoning applications require two public hearings, one by the Planning Board and one by the Town Council. The NC General Statutes requires that a notice of public hearing be placed in the newspaper. Generally, all property owners within a 500 ft. radius of your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

What can I expect during the meetings? At the time of your public hearing, the meeting chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask town staff to provide a summary of the application. The applicant and those attendees in support and opposed to the project are then invited to speak.

Why is it important for the applicant to attend both public hearings?

During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Board members and Interested parties in the audience.

Typical Timeline

Step 1. Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

Step 2. Applications are always due on the second Monday of the month. A non-refundable application fee is due upon submittal.

Step 3. Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

Step 4. Complete applications are advertised for public hearing.

Step 5. The Planning Board meeting is held on the 2nd Monday of every month.

Step 6. The Town Council public hearing is scheduled, generally, for the 3rd Tuesday in the following month.

Step 7. Approved applications may proceed with the building permit application process.

Contact Information

You may find the following numbers helpful during your application process:

Planning Department	336-454-1138
Town Manager	336-454-1138
Public Services Department	336-454-1138
Guilford County Health Department	336-641-7777
NC Department of Transportation	336-487-0000
NC Department of Environmental Quality	336-641-3334
NC Department of Motor Vehicles	336-884-1003
NorthState Telecom	336-886-3600
Duke Energy	800-777-9898
Piedmont Natural Gas	800-752-7504
Time Warner Cable	800-892-4357
Utility Location Services	811

Planning Board Members

Eddie Oakley	336-454-1552
Ed Stafford	336-669-5106
Sarah Glanville	336-209-1712
Dennis Sholl	336-454-5902
Russ Walker, Jr.	336-454-4405
Richard Newbill**	336-688-2134
Steve Monroe**	336-454-2881
Robert Lichauer**	336-880-3038
Sherrie Richmond**	336-491-8983

**Denotes ETJ member

TOWN OF JAMESTOWN, NC
CASH RECEIPT

Printed 08:57:47 - 10/04/21

Batch:22984
Transaction:29

Reference Number: ZONING REQUEST
Name: DR HORTON
Address: 2000 AERIAL CENTER PARKWAY
[MORRISVILLE NC 27560]

Item(s) Description:

PLANNING & DEVELOPMENT	1500.00
FEEES-GENERAL	
CREDIT CARD FEE	45.00

Check #

Cash Paid

Credit Paid

Less Change Given

1545.00

()

TOTAL:

1545.00

Comments:

zoning request

Survey Description: Parcel A

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence along said northern right-of-way line of Guilford College Road, the following three (3) courses:

1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;

2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry; thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 18° 04' 00" West 429.54 feet to a Disk Found;

2) North 11° 22' 57" West 172.26 feet to a 1/2 Inch Iron Pipe Set;

3) North 01° 40' 29" East 29.54 feet to a 1/2 Inch Iron Pipe Set at the southwestern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 2 of Deed Book 6655, Page 621; thence continuing along said eastern right-of-way line of Guilford College Road, the following thirteen (13) courses:

- 1) North 01° 40' 29" East 23.05 feet to a 1/2 Inch Iron Pipe Set;
- 2) North 02° 23' 35" East 568.86 feet to a 1/2 Inch Iron Pipe Set;
- 3) along the arc of a curve to the right having a radius of 22,916.67 feet with a chord bearing and distance of North 03° 24' 13" East 808.38 feet to a 1/2 Inch Iron Pipe Set;
- 4) South 85° 35' 09" East 14.17 feet to a 1/2 Inch Iron Pipe Set;
- 5) North 04° 13' 27" East 78.32 feet to a 1/2 Inch Iron Pipe Set;
- 6) North 85° 23' 24" West 13.78 feet to a 1/2 Inch Iron Pipe Set;
- 7) North 04° 46' 27" East 131.18 feet to a 1/2 Inch Iron Pipe Set;
- 8) North 04° 56' 17" East 594.17 feet to a Disk Found;
- 9) along the arc to the right having a radius of 2,247.35 feet with a chord bearing and distance of North 06° 49' 37" East 224.64 feet to a Disk Found;
- 10) along the arc of a curve to the right having a radius of 1,099.08 feet with a chord bearing and distance of North 15° 38' 21" East 190.50 feet to a 1/2 Inch Iron Pipe Set;
- 11) North 28° 59' 59" East 145.62 feet to a Disk Found;
- 12) North 32° 31' 09" East 56.86 feet to a 1/2 Inch Iron Pipe Set;
- 13) North 61° 13' 54" East 86.01 feet to a 1/2 Inch Iron Pipe Set at the intersection of said eastern right-of-way line of Guilford College Road and the southern right-of-way line of Mackay Road; thence crossing Mackay Road, North 11° 07' 42" East 94.20 feet to the True Point of Beginning being a Disk Found at the intersection at the northern right-of-way line of Mackay Road and the eastern right-of-way line of Guilford College Road; thence along said eastern right-of-way line of Guilford College Road, the following three (3) courses:
 - 1) North 04° 40' 46" West 33.01 feet to a 1/2 Inch Iron Pipe Set;
 - 2) North 33° 57' 12" East 109.13 feet to a Disk Found;
 - 3) North 33° 19' 46" East 50.70 feet to a 1 Inch Iron Pipe Set at the Northwestern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 3 of Deed Book 6655, Page 621; thence along the northern property line of said Tract 3 of Deed Book 6655, Page 621, South 85° 37' 47" East 715.14 feet to a 1/2 Inch Iron Pipe Set at the western property line of the Jordan Creek Townhomes as shown on Deed Book 7794, Page 812, Deed Book 7562, Page 2780, and Deed Book 777, Page 1762, Plat Book 184, Page 79; thence along said western property line of the Jordan Creek Townhomes, South 04° 42' 07" West 438.75

feet to a 1/2 Inch Iron Pipe Set at said northern right-of-way line of Mackay Road; thence along said northern right-of-way line of Mackay Road, the following seven (7) courses:

- 1) North 77° 42' 15" West 13.49 feet to a 1/2 Inch Iron Pipe Set;
- 2) North 82° 35' 52" West 103.56 feet to a 1/2 Inch Iron Pipe Set;
- 3) North 83° 23' 22" West 153.14 feet to a 1/2 Inch Iron Pipe Set;
- 4) along a curve to the right having a radius of 623.36 feet with a chord bearing and distance of North 67° 48' 28" West 327.83 feet to a Disk Found;
- 5) North 40° 56' 32" West 94.76 feet to a Disk Found;
- 6) North 48° 56' 48" West 63.68 feet to a Disk Found;
- 7) North 56° 02' 43" West 98.31 feet to the True Point of Beginning, containing 6.491 acres.

Survey Description: Parcel B

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence along said northern right-of-way line of Guilford College Road, the following three (3) courses:

- 1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;
- 2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry; thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 18° 04' 00" West 429.54 feet to a Disk Found;

2) North 11° 22' 57" West 172.26 feet to a 1/2 Inch Iron Pipe Set;

3) North 01° 40' 29" East 29.54 feet to the True Point of Beginning being a 1/2 Inch Iron Pipe Set; thence continuing along said eastern right-of-way line of Guilford College Road, the following twelve (12) courses:

1) North 01° 40' 29" East 23.05 feet to a 1/2 Inch Iron Pipe Set;

2) North 02° 23' 35" East 568.86 feet to a 1/2 Inch Iron Pipe Set;

3) along the arc of a curve to the right having a radius of 22,916.67 feet with a chord bearing and distance of North 03° 24' 13" East 808.38 feet to a 1/2 Inch Iron Pipe Set;

4) South 85° 35' 09" East 14.17 feet to a 1/2 Inch Iron Pipe Set;

5) North 04° 13' 27" East 78.32 feet to a 1/2 Inch Iron Pipe Set;

6) North 85° 23' 24" West 13.78 feet to a 1/2 Inch Iron Pipe Set;

7) North 04° 46' 27" East 131.18 feet to a 1/2 Inch Iron Pipe Set;

8) North 04° 56' 17" East 594.17 feet to a Disk Found;

9) along the arc to the right having a radius of 2,247.35 feet with a chord bearing and distance of North 06° 49' 37" East 224.63 feet to a Disk Found;

10) along the arc of a curve to the right having a radius of 1,099.08 feet with a chord bearing and distance of North 15° 38' 21" East 190.50 feet to a 1/2 Inch Iron Pipe Set;

11) North 28° 59' 59" East 145.62 feet to a Disk Found;

12) North 32° 31' 09" East 56.86 feet to a 1/2 Inch Iron Pipe Set;

13) North 61° 13' 54" East 86.01 feet to a 1/2 Inch Iron Pipe Set at the intersection of said eastern right-of-way line of Guilford College Road and the southern right-of-way line of Mackay Road; thence along said southern right-of-way line of Mackay Road the following six (6) courses:

- 1) along the arc of a curve to the right having a radius of 164.04 feet with a chord bearing and distance of North 60° 45' 13" West 67.13 feet to a 1/2 Inch Iron Pipe Set;
- 2) South 48° 56' 48" East 103.06 feet to a 1/2 Inch Iron Pipe Set;
- 3) South 53° 58' 19" East 120.70 feet to a 1/2 Inch Iron Pipe Set;
- 4) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 68° 16' 02" East 221.97 feet to a Disk Found;
- 5) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 79° 05' 07" East 37.23 feet to a 1/2 Inch Iron Pipe Set;
- 6) South 84° 53' 54" East 183.05 feet to a 1/2 Inch Iron Pipe Set at the northwestern corner of now or formerly, Kathleen R. Johnson as recorded in Deed Book 2758, Page 169; thence along the western property lines of said Kathleen R. Johnson, the following three (3) courses:
 - 1) South 03° 21' 44" West 2,008.41 feet to a 1/2 Inch Iron Pipe Set;
 - 2) South 43° 19' 08" East 395.97 feet to a 1/2 Inch Iron Pipe Set;
 - 3) South 66° 52' 20" East 290.22 feet to a point at the northeastern corner of said William Pearce Johnson, III and wife, Bebe Buice Johnson; thence along the northern property line of said William Pearce Johnson, III and wife, Bebe Buice Johnson, South 84° 38' 28" West 1,481.47 feet to the True Point of Beginning, containing 56.650 Acres.

Survey Description: Parcel C

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence

along said northern right-of-way line of Guilford College Road, the following three (3) courses:

1) North $55^{\circ} 42' 46''$ West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;

2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North $53^{\circ} 31' 20''$ West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North $40^{\circ} 24' 41''$ West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry; thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North $18^{\circ} 04' 00''$ West 429.54 feet to a Disk Found;

2) North $11^{\circ} 22' 57''$ West 172.26 feet to a 1/2 Inch Iron Pipe Set;

3) North $01^{\circ} 40' 29''$ East 29.54 feet to a 1/2 Inch Iron Pipe Set at the southwestern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 2 of Deed Book 6655, Page 621; thence continuing along said eastern right-of-way line of Guilford College Road, the following thirteen (13) courses:

1) North $01^{\circ} 40' 29''$ East 23.05 feet to a 1/2 Inch Iron Pipe Set;

2) North $02^{\circ} 23' 35''$ East 568.86 feet to a 1/2 Inch Iron Pipe Set;

3) along the arc of a curve to the right having a radius of 22,916.67 feet with a chord bearing and distance of North $03^{\circ} 24' 13''$ East 808.38 feet to a 1/2 Inch Iron Pipe Set;

4) South $85^{\circ} 35' 09''$ East 14.17 feet to a 1/2 Inch Iron Pipe Set;

5) North $04^{\circ} 13' 27''$ East 78.32 feet to a 1/2 Inch Iron Pipe Set;

6) North $85^{\circ} 23' 24''$ West 13.78 feet to a 1/2 Inch Iron Pipe Set;

7) North $04^{\circ} 46' 27''$ East 131.18 feet to a 1/2 Inch Iron Pipe Set;

8) North $04^{\circ} 56' 17''$ East 594.17 feet to a Disk Found;

9) along the arc to the right having a radius of 2,247.35 feet with a chord bearing and distance of North $06^{\circ} 49' 37''$ East 224.64 feet to a Disk Found;

10) along the arc of a curve to the right having a radius of 1,099.08 feet with a chord bearing and distance of North 15° 38' 21" East 190.50 feet to a 1/2 Inch Iron Pipe Set;

11) North 28° 59' 59" East 145.62 feet to a Disk Found;

12) North 32° 31' 09" East 56.86 feet to a 1/2 Inch Iron Pipe Set;

13) North 61° 13' 54" East 86.01 feet to a 1/2 Inch Iron Pipe Set at the intersection of said eastern right-of-way line of Guilford College Road and the southern right-of-way line of Mackay Road; thence along said southern right-of-way line of Mackay Road the following six (6) courses:

1) along the arc of a curve to the right having a radius of 164.04 feet with a chord bearing and distance of South 60° 45' 13" East 67.13 feet to a 1/2 Inch Iron Pipe Set;

2) South 48° 56' 48" East 103.06 feet to a 1/2 Inch Iron Pipe Set;

3) South 53° 58' 19" East 120.70 feet to a 1/2 Inch Iron Pipe Set;

4) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 68° 16' 02" East 221.97 feet to a Disk Found;

5) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 79° 05' 07" East 37.23 feet to a 1/2 Inch Iron Pipe Set;

6) South 84° 53' 54" East 183.05 feet to a 1/2 Inch Iron Pipe Set at the True Point of Beginning; thence continuing along said southern right-of-way line of Mackay Road, the following five (5) courses:

1) South 82° 35' 52" East 99.01 feet to a 1/2 Inch Iron Pipe Set;

2) South 76° 12' 46" East 95.93 feet to a 1/2 Inch Iron Pipe Set;

3) South 67° 28' 23" East 93.08 feet to a 1/2 Inch Iron Pipe Set;

4) South 58° 54' 46" East 97.47 feet to a 1/2 Inch Iron Pipe Set;

5) South 53° 14' 19" East 69.66 feet to a 1-1/4 Inch Iron Pipe Found at the northwestern corner of now or formerly TTM Family Limited Partnership as recorded in Deed Book 8000, Page 81; thence along the western property line of said TTM Family Limited Partnership as recorded in Deed Book 8000, Page 81, South 34° 09' 44" East 350.69 feet to a 1 Inch Iron Pipe Found at a western corner of said Tract 1 of Deed Book 6655, Page 621; thence along the western property lines of said Tract 1 of Deed Book 6655, Page 621, the following two (2) courses:

1) South 03° 53' 05" West 1,760.25 feet to a 1/2 Inch Iron Pipe Set;

2) South 20° 25' 54" West 210.60 feet to a point at the northeastern corner of said Tract 2 of Deed Book 6655, Page 621; thence along the eastern property lines of said Tract 2 of Deed Book 6655, Page 621, the following three (3) courses:

- 1) North 66° 52' 20" West 290.22 feet to a 1/2 Inch Iron Pipe Set;
- 2) North 43° 19' 08" West 395.97 feet to a 1/2 Inch Iron Pipe Set;
- 3) North 03° 21' 44" East 2,008.41 feet to the True Point of Beginning, containing 30.698 Acres.

Survey Description: Parcel D

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence along said northern right-of-way line of Guilford College Road, the following three (3) courses:

- 1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;
- 2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;
- 3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry;

thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

- 1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 18° 04' 00" West 429.54 feet to a Disk Found;
- 2) North 11° 22' 57" West 172.26 feet to a 1/2 Inch Iron Pipe Set;
- 3) North 01° 40' 29" East 29.54 feet to a 1/2 Inch Iron Pipe Set at the southwestern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 2 of Deed Book 6655, Page 621; thence continuing along said eastern right-of-way line of Guilford College

Road, the following thirteen (13) courses:

- 1) North 01° 40' 29" East 23.05 feet to a 1/2 Inch Iron Pipe Set;
- 2) North 02° 23' 35" East 568.86 feet to a 1/2 Inch Iron Pipe Set;
- 3) along the arc of a curve to the right having a radius of 22,916.67 feet with a chord bearing and distance of North 03° 24' 13" East 808.38 feet to a 1/2 Inch Iron Pipe Set;
- 4) South 85° 35' 09" East 14.17 feet to a 1/2 Inch Iron Pipe Set;
- 5) North 04° 13' 27" East 78.32 feet to a 1/2 Inch Iron Pipe Set;
- 6) North 85° 23' 24" West 13.78 feet to a 1/2 Inch Iron Pipe Set;
- 7) North 04° 46' 27" East 131.18 feet to a 1/2 Inch Iron Pipe Set;
- 8) North 04° 56' 17" East 594.17 feet to a Disk Found;
- 9) along the arc to the right having a radius of 2,247.35 feet with a chord bearing and distance of North 06° 49' 37" East 224.64 feet to a Disk Found;
- 10) along the arc of a curve to the right having a radius of 1,099.08 feet with a chord bearing and distance of North 15° 38' 21" East 190.50 feet to a 1/2 Inch Iron Pipe Set;
- 11) North 28° 59' 59" East 145.62 feet to a Disk Found;
- 12) North 32° 31' 09" East 56.86 feet to a 1/2 Inch Iron Pipe Set;
- 13) North 61° 13' 54" East 86.01 feet to a 1/2 Inch Iron Pipe Set at the intersection of said eastern right-of-way line of Guilford College Road and the southern right-of-way line of Mackay Road; thence along said southern right-of-way line of Mackay Road, the following

six (6) courses:

- 1) along the arc of a curve to the right having a radius of 164.04 feet with a chord bearing and distance of South 60° 45' 13" East 67.13 feet to a 1/2 Inch Iron Pipe Set;
- 2) South 48° 56' 48" East 103.06 feet to a 1/2 Inch Iron Pipe Set;

- 3) South 53° 58' 19" East 120.70 feet to a 1/2 Inch Iron Pipe Set;
- 4) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 68° 16' 02" East 221.97 feet to a Disk Found;
- 5) along the arc of a curve to the left having a radius of 688.98 feet with a chord bearing and distance of South 79° 05' 07" East 37.23 feet to a 1/2 Inch Iron Pipe Set;
- 6) South 84° 53' 54" East 183.05 feet to a 1/2 Inch Iron Pipe Set at the northeastern corner of now or formerly, Kathleen R. Johnson as recorded in Deed Book 2758, Page 169; thence continuing along said southern right-of-way line of Mackay Road, the following five (5) courses:
 - 1) South 82° 35' 52" East 99.01 feet to a 1/2 Inch Iron Pipe Set;
 - 2) South 76° 12' 46" East 95.93 feet to a 1/2 Inch Iron Pipe Set;
 - 3) South 67° 28' 23" East 93.08 feet to a 1/2 Inch Iron Pipe Set;
 - 4) South 58° 54' 46" East 97.47 feet to a 1/2 Inch Iron Pipe Set;
 - 5) South 53° 14' 19" East 69.66 feet to a 1-1/4 Inch Iron Pipe Found being the True Point of Beginning, thence continuing along said southern right-of-way line of Mackay Road the following three (3) courses:
 - 1) South 50° 29' 40" East 164.36 feet to a 1/2 Inch Iron Pipe Set;
 - 2) South 50° 25' 53" East 20.16 feet to a 1/2 Inch Iron Pipe Set;
 - 3) along a curve to the left having a radius of 960.00 feet with a chord bearing and distance of South 58° 15' 18" East 261.36 feet to a 1/2 Inch Iron Pipe Set (a #4 Rebar Found North 50° 26' 59" West 3.47 feet off corner) at a northwestern corner of said Tract 1 of Deed Book 6655, Page 621; thence along the western property lines of said Tract 1 of Deed Book 6655, Page 621, the following two (2) courses:
 - 1) South 04° 02' 43" West 36.56 feet to a Stone Found (a 1-1/4 Inch Iron Pipe Found North 11° 08' 06" East 0.19 feet from said Stone Found);
 - 2) North 89° 35' 04" West 165.11 feet to a 1 Inch Iron Pipe Found at an eastern corner of said Kathleen R. Johnson; thence along the eastern property line of said Kathleen R. Johnson, North 34° 09' 44" West 350.69 feet to the True Point of Beginning, containing 0.597 acres.

Survey Description: Parcel E

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 69° 27' 16" East 102.69 feet to a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds, also being a 1 Inch Iron Pipe Set at the southeastern corner of now or formerly TTM Family Limited Partnership, recorded as Tract 1 of Deed Book 6655, Page 621; thence along said northern right-of-way line of Guilford College Road, the following three (3) courses:

1) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;

2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North 53° 31' 20" West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 40° 24' 41" West 269.01 feet to the True Point of Beginning being a 1 Inch Iron Pipe Set; thence continuing along the eastern right-of-way line of Guilford College Road, the following three (3) courses:

1) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North 18° 04' 00" West 429.54 feet to a Disk Found;

2) North 11° 22' 57" West 172.26 feet to a 1/2 Inch Iron Pipe Set;

3) North 01° 40' 29" East 29.54 feet to a 1/2 Inch Iron Pipe Set at the southwestern corner of now or formerly TTM Family Limited Partnerships, recorded as Tract 2 of Deed Book 6655, Page 621; thence along the southern property line of said Tract 2 of Deed Book 6655, Page 621, North 84° 38' 28" West 1481.47 feet to a point at a western corner of said Tract 1 of Deed Book 6655, Page 621, thence along western property lines of said Tract 1 of Deed Book 6655, Page 621, the following two (2) courses:

1) South 03° 53' 05" West 1186.00 feet to a 1 Inch Iron Pipe Set;

2) North $70^{\circ} 22' 04''$ West 1,304.11 feet to the True Point of Beginning, containing 27.956 acres.

Survey Description: Parcel F

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North $69^{\circ} 27' 16''$ East 102.69 feet to the True Point of Beginning being a 1 Inch Iron Pipe Set at the northern right-of-way line of said Guilford College Road; also being a 1 Inch Iron Pipe Set at the northwestern corner of now or formerly, The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797 in the Guilford County Register of Deeds; thence along said northern right-of-way line of said Guilford College Road, the following three (3) courses:

1) North $55^{\circ} 42' 46''$ West 3,404.59 feet (crossing a Disk Found at 998.82 feet and at 2,475.20 feet) to a Disk Found;

2) along the arc of a curve to the right having a radius of 1,540.05 feet with a chord bearing and distance of North $53^{\circ} 31' 20''$ West 220.50 feet to a Disk Found;

3) along the arc of a curve to the right having a radius of 902.23 feet with a chord bearing and distance of North $40^{\circ} 24' 41''$ West 269.01 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife, Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162 in the Guilford County Registry; thence along the southern and eastern property line of said Johnson, the following two (2) courses:

1) North $70^{\circ} 22' 04''$ West 1304.11 feet to a 1 Inch Iron Pipe Set;

2) South $03^{\circ} 53' 05''$ West 1186.00 feet to a point at the southwestern corner of now or formerly TTM Family Limited Partnership, a North Carolina Limited Partnership recorded as Tract 2 in Deed Book 6655, Page 621 and the southern most corner of now or formerly Kathleen R. Johnson as recorded in Deed Book 2758, Page 169; thence along the eastern property lines of said Kathleen R. Johnson the following Two (2) courses:

1) South 20° 25' 54" West 210.60 feet to a 1/2 Inch Iron Pipe Set;
2) South 03° 53' 05" West 1,760.25 feet to a 1 Inch Iron Pipe Found at the southwestern corner of now or formerly, TTM Family Limited Partnership, A North Carolina Limited Partnership as recorded in Deed Book 8000, Page 81; thence along the southern and eastern property lines of said TTM Family Limited Partnership as recorded in Deed Book 8000, Page 81, the following Two (2) courses:

1) North 89° 35' 04" West 165.11 feet to a Stone Found (a 1-1/4 Inch Iron Pipe Found North 11° 08' 06" West 0.19 feet from said Stone Found);

2) South 04° 02' 43" West 36.56 feet to a 1/2 Inch Iron Pipe Set at the southern right-of-way line of Mackay Road (S.R. 1549) (a #4 Rebar Found North 50° 26' 59" West 3.47 feet off corner); thence along said southern right-of-way line of Mackay Road, the following fourteen (14) courses:

1) South 67° 45' 40" East 91.38 feet to a 1 Inch Iron Pipe Set;

2) South 68° 32' 44" East 481.35 feet to a 1/2 Inch Iron Pipe Set;

3) South 68° 56' 50" East 100.00 feet to a 1/2 Inch Iron Pipe Set;

4) South 70° 44' 04" East 101.26 feet to a 1/2 Inch Iron Pipe Set;

5) South 73° 06' 37" East 101.15 feet to a 1/2 Inch Iron Pipe Set;

6) South 74° 53' 45" East 102.01 feet to a 1/2 Inch Iron Pipe Set;

7) South 75° 06' 11" East 98.89 feet to a 1/2 Inch Iron Pipe Set;

8) South 75° 41' 01" East 100.11 feet to a 1/2 Inch Iron Pipe Set;

9) South 78° 17' 04" East 102.61 feet to a 1 Inch Iron Pipe Set;

10) South 83° 08' 38" East 101.00 feet to a 1/2 Inch Iron Pipe Set;

11) South 86° 56' 13" East 102.59 feet to a 1/2 Inch Iron Pipe Set;

12) North 89° 31' 17" East 96.75 feet to a 1 Inch Iron Pipe Set;

13) South 01° 50' 08" East 20.00 feet to a Disk Found;

14) North 86° 56' 39" East 369.69 feet to a 1 Inch Iron Pipe Set at the western corner of now or formerly TTM Family Limited Partnership, A North Carolina Limited Partnership as recorded in Deed Book 8000, Page 81 and as Lot 2 of Plat Book 169; thence along the southern property line of said TTM Family Limited Partnership as recorded in Deed Book 8000, Page 81; thence South 88° 12' 35" East 568.60 feet to a Bent 3/4 Inch Iron Pipe Found in an 8 Inch x 8 Inch Concrete Monument at the southwestern corner of now or

formerly Adams Farm Community Association, Inc. as recorded in Deed Book 3719, Page 120 and as Common Area of Plat Book 91, Page 46; thence along the southwestern property lines of said Common Area of Plat Book 91, Page 46, the following two (2) courses:

1) South $86^{\circ} 25' 45''$ East 71.44 feet to a Concrete Monument Found (a Bent $3/4$ Inch Iron Pipe Found in an 8 Inch x 8 Inch Concrete Monument Found South $57^{\circ} 59' 26''$ East 1.24 feet off-corner);

2) South $40^{\circ} 37' 46''$ West 142.92 feet to a $3/4$ Inch Iron Pipe Found at the northwestern corner of now or formerly Adams Farm Community Association, Inc. as recorded in Deed Book 4279, Page 2162 and as Common Area of Plat Book 110, Page 72; thence along the southwestern property lines of the Common Area of Plat 110, Page 72, the following five (5) courses:

1) South $05^{\circ} 15' 09''$ East 70.09 feet to a $3/4$ Inch Iron Pipe Found;

2) South $63^{\circ} 42' 09''$ East 153.49 feet to a 1 Inch Iron Pipe Found;

3) South $19^{\circ} 33' 51''$ West 193.54 feet to a $3/4$ Inch Iron Pipe Found;

4) South $09^{\circ} 53' 29''$ East 133.70 feet to a 1 Inch Iron Pipe Found in an 8 Inch x 8 Inch Concrete Monument;

5) South $86^{\circ} 31' 30''$ East 51.80 feet to a $1/2$ Inch Iron Pipe Found at the northwestern corner of now or formerly Lynne F. Garrison as recorded in Deed Book 5779, Page 3039 and Deed Book 4061, Page 2031; thence along the western property lines of said Lynne F. Garrison, the following three (3) courses:

1) South $03^{\circ} 52' 32''$ West 961.09 feet to a 1 Inch Iron Pipe Found (1 foot tall);

2) North $79^{\circ} 18' 01''$ East 126.57 feet to a Stone Found with a P-K Nail;

3) South $04^{\circ} 48' 10''$ West 887.66 feet to a $3/4$ Pinch Top Inch Iron Pipe Found at an area Dedicated to the Public, Town of Jamestown and Guilford County as Drainage Way and Open Space as recorded per Plat Book 123, Page 12; thence along said Drainage Way and Open Space, South $04^{\circ} 50' 16''$ West 360.51 feet to a $1/2$ Inch Iron Pipe Set at the northwestern corner of an area Dedicated to the Public, Town of Jamestown and Guilford County as Drainage Way and Open Space as recorded per Plat Book 123, Page 12; thence along the western property lines of said Drainage Way and Open Space and Common Area and Drainage, Maintenance and Utility Easements per Plat Book 127, Page 69, South $04^{\circ} 50' 04''$ West 650.65 feet to a $1/2$ Inch Iron Pipe Found at the northwestern corner of Lot

277 of Plat Book 127, Page 71; thence along the western property lines of Lots 277, 278, 279, 280, 281, and 282, South $04^{\circ} 51' 26''$ West 516.81 feet (crossing a 1/2 Inch Iron Pipe Found at 14.99 feet, 191.96 feet, 346.81 feet) to a 1 Inch Iron Pipe Set (a 1/2 Inch Iron Pipe Found North $68^{\circ} 14' 19''$ East 0.36 feet off corner) at the northern right-of-way of Hund Case Drive; also being at a northern corner of now or formerly St. Francis Pet Funeral Service and Cemetery, Inc. as recorded in Deed Book 5795, Page 2488 and as Tract 1 of Plat Book 148, Page 16; thence along the western property lines of said St. Francis Pet Funeral Service and Cemetery, Inc., the following five (5) courses:

- 1) North $85^{\circ} 48' 50''$ West 49.64 feet to a 1/2 Inch Iron Pipe Set;
- 2) South $04^{\circ} 48' 46''$ West 196.41 feet to a 1 Inch Iron Pipe Set;
- 3) South $04^{\circ} 12' 51''$ West 45.48 feet to a #4 Rebar Found;
- 4) South $86^{\circ} 03' 30''$ East 50.17 feet to a Bent #4 Rebar Found;
- 5) South $03^{\circ} 50' 13''$ West 425.31 feet to a Bent 1" Iron Pipe Found at the northeastern corner of now or formerly The Trustees of Guilford County Technical Community College as recorded in Deed Book 5988, Page 1797; thence along the northern property line of said The Trustees of Guilford County Technical Community College, North $88^{\circ} 06' 09''$ West 892.83 feet to the True Point of Beginning, containing 287.789 acres.

Survey Description: Parcel G

Intentionally Omitted.

Survey Description: Parcel H

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North $76^{\circ} 39' 57''$ West 525.16 feet to a Disk Found at the intersection of the southern right-of-way line of Guilford College Road and the western right-of-way line of

Jamestown Square Drive; thence along said western right-of-way line of Jamestown Square Drive, South 34° 16' 11" West 76.88 feet to a 1" Iron Pipe Set at the northeastern corner of now or formerly The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797; thence along the northern property line of said The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797, North 88° 06' 09" West 159.26 feet to a 1" Iron Pipe Found with a Cap and Tack at the northeastern corner of now or formerly The Trustees of Guilford Technical Community College as recorded in Deed Book 7116, Page 540 and Plat Book 171, Page 76; thence along the northern and western property lines of said The Trustees of Guilford Technical Community College as recorded in Deed Book 7116, Page 540 and Plat Book 171, Page 76, the following four (4) courses:

- 1) North 88° 06' 09" West 402.15 feet to a 1 Inch Iron Pipe Found;
- 2) South 03° 26' 52" West 470.18 feet (crossing a 1 Inch Iron Pipe Found at 464.85 feet) to a 1 Inch Iron Pipe Found;
- 3) North 85° 45' 21" West 626.89 feet to a 1 Inch Iron Pipe Found with a Tack,
- 4) South 03° 26' 54" West 396.13 feet to a 1 Inch Iron Pipe Found at the northeastern corner of now or formerly Davis Family Enterprises, LTD as recorded in Deed Book 6123, Page 2187; thence along the northern property line of said Davis Family Enterprises, LTD, North 86° 54' 19" West 672.75 feet (Crossing a 1 Inch Iron Pipe Found at 174.15 feet and at 583.73 feet) to a point at the southwestern corner of now or formerly Town of Jamestown as recorded in Plat Book 124, Page 27; thence along said eastern property lines of said Town of Jamestown as recorded in Plat Book 124, Page 27, the following three (3) courses:

- 1) North 09° 47' 15" West 105.39 feet to a point;
- 2) North 18° 29' 10" East 355.33 feet to a point;
- 3) North 46° 14' 35" East 94.68 feet to a point at the southeastern corner of now or formerly Town of Jamestown as recorded in Plat Book 128, Page 115; thence along said eastern and northern property lines of said Town of Jamestown as recorded in Plat Book 128, Page 115, the following six (6) courses:

- 1) North 46° 14' 35" East 58.09 feet to a point;
- 2) North 65° 32' 45" East 141.11 feet to a point;

3) North $51^{\circ} 15' 00''$ East 289.95 feet to a point;
4) North $40^{\circ} 53' 50''$ East 274.42 feet to a point;
5) North $41^{\circ} 49' 30''$ East 204.09 feet to a point;
6) North $56^{\circ} 29' 30''$ West 273.90 feet (crossing a 1 Inch Iron Pipe Set at 50.00 feet) to a 1 Inch Iron Pipe Set at the northeastern corner of now or formerly Johnson / Liberty LLC as recorded in Deed Book 433, Page 992 and Plat Book 128, Page 115, said 1 Inch Iron Pipe Set being North $34^{\circ} 32' 15''$ East 4.52 feet from a Disturbed Stone Found; thence along the northern property lines of said Johnson / Liberty LLC and Lots 124, 125, 126, 129 and 130 of said Plat Book 128, Page 115 and Lots 119 and 120 of Plat Book 128, Page 114, North $56^{\circ} 29' 30''$ West 1,266.64 feet (crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 130 at 559.84 feet, a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 129 at 660.76 feet, a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 126 at 761.68 feet, a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 125 at 904.52 feet, and a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 119 at 1,131.47 feet) to a 1 Inch Iron Pipe Found at a northern corner of said Lot 119; thence along the northern property lines of said Lot 119 and Lots 107, 108, 109, 110, 111, 112, 113, 114, 115 and 118 of said Plat Book 128, Page 114, the following seven (7) courses:

- 1) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North $50^{\circ} 48' 07''$ West 131.44 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 118;
- 2) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North $46^{\circ} 46' 02''$ West 75.55 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 115;
- 3) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North $43^{\circ} 10' 22''$ West 108.87 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 114;
- 4) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North $38^{\circ} 59' 15''$ West 105.83 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 113;

5) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North 34° 08' 56" West 142.37 feet to a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 112;

6) along the arc of a curve to the right having a radius of 1,470.00 feet with a chord bearing and distance of North 30° 47' 22" West 29.96 feet to a 1 Inch Iron Pipe Found at a northern corner of Lot 112;

7) South 56° 29' 24" East 694.88 feet (crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 111 at 112.46 feet, crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 110 at 245.58 feet, crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 109 at 345.79 feet, crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 108 at 446.00 feet, crossing a 1 Inch Iron Pipe Found at the northeastern corner of said Lot 107 at 574.80 feet, and crossing a 1 Inch Iron Pipe Found at the northwestern corner of said Lot 107 at 682.81) to a 1 Inch Iron Pipe Found at the eastern right-of-way line of College Road; thence along said eastern right-of-way line of College Road, the following seven (7) courses:

1) North 39° 34' 26" East 96.59 feet to a 1 Inch Iron Pipe Set;

2) South 50° 25' 34" East 20.34 feet to a 1 Inch Iron Pipe Set;

3) North 39° 34' 26" East 81.85 feet to a Disk Found;

4) along the arc of a curve to the right having a radius of 705.38 feet with a chord bearing and distance of North 42° 11' 28" East 190.32 feet to a Disk Found;

5) North 50° 04' 29" East 68.80 feet to a Disk Found;

6) South 70° 32' 19" East 15.03 feet to a Disk Found;

7) North 3° 12' 42" East 51.39 feet to a 1 Inch Iron Pipe Set at the southwestern corner of now or formerly William Pearce Johnson, III and wife Bebe Buice Johnson as recorded in Deed Book 5136, Page 1162; thence along the southern property line of said William Pearce Johnson, III and wife Bebe Buice Johnson, South 70° 22' 04" East 192.10 feet to 1 Inch Iron Pipe Set at the southern right-of-way line of said Guilford College Road; thence along said southern right-of-way line of said Guilford College Road, the following seven (7) courses:

1) along the arc of a curve to the left having a radius of 1,066.27 feet with a chord bearing and distance of South 35° 25' 24" East 501.63 feet to a Disk Found;

- 2) along the arc of curve to the left having a radius of 1,704.09 feet with a chord bearing and distance of South 53° 26' 25" East 239.08 feet to a Disk Found;
- 3) South 55° 42' 46" East 1,830.25 feet (crossing a Disk Found at 242.81 feet) to a Disk Found;
- 4) South 34° 17' 14" West 119.94 feet to a Disk Found;
- 5) South 56° 23' 52" East 805.99 feet to a 1 Inch Iron Pipe Set Found;
- 6) South 56° 23' 39" East 218.84 feet to the True Point of Beginning, containing 55.770 acres.

Survey Description: Parcel J

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North 76° 39' 57" West 525.16 feet to a Disk Found at the intersection of the southern right-of-way line of Guilford College Road and the western right-of-way line of Jamestown Square Drive; thence along said southern right-of-way line of Guilford College Road and the northern property line of now or formerly TTM Family Limited Partnership, a North Carolina Limited Partnership as recorded in Deed Book 6655, Page 621, Tract 2, the following six (6) courses:

- 1) North 56°23'39" West 218.84 feet to a 1 Inch Iron Pipe Set;
- 2) North 56° 23' 52" West 805.99 feet to a Disk Found;
- 3) North 34° 17' 14" East 119.94 feet to a Disk Found;
- 4) North 55° 42' 46" West 3,404.59 feet (crossing a Disk Found at 1,476.38 feet and 2,405.77 feet) to a Disk Found;
- 5) along the arc of a curve to the right having a radius of 1,704.09 feet with a chord bearing and distance of North 53° 26' 25" West 239.08 feet to a Fisk Found;
- 6) along the arc of a curve to the right having a radius of 1,066.27 feet with a chord bearing and distance of North 35° 25' 25" West 501.63 feet to the True Point of Beginning; thence along a northern property line of said TTM Family Limited Partnership, North 70° 22' 04"

West 192.10 feet to a 1 Inch Iron Pipe Set in the eastern right-of-way line of Guilford Road; thence along said eastern right-of-way line of Guilford Road, North $73^{\circ} 12' 42''$ East 150.70 feet to a Disk Found at the intersection of said eastern right-of-way line of Guilford Road and said southern right-of-way line of Guilford College Road, thence along said southern right-of-way line of Guilford College Road, a curve to the left having a radius of 1,066.27 feet with a chord bearing and distance of South $18^{\circ} 43' 07''$ East 115.33 feet to the True Point of Beginning, containing 0.197 Acres.

Survey Description: Parcel K

Lying and being in the Town of Jamestown, Jamestown Township, Guilford County, North Carolina, and more particularly described as follows:

Commencing at a P-K Nail Set in the Right-of-Way of Guilford College Road, having NC Grid NAD83(2011) coordinates of Northing, 822,142.29 feet, Easting, 1,728,979.85 feet; thence North $76^{\circ} 39' 57''$ West 525.16 feet to a Disk Found at the intersection of the southern right-of-way line of Guilford College Road and the western right-of-way line of Jamestown Square Drive; thence along said western right-of-way line of Jamestown Square Drive, South $34^{\circ} 16' 11''$ West 76.88 feet to a 1" Iron Pipe Set at the northeastern corner of now or formerly The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797; thence crossing Jamestown Square Drive, South $88^{\circ} 06' 09''$ East 116.54 feet to a 1 Inch Iron Pipe Found at the eastern right-of-way line of Jamestown Square Drive, said 1 Inch Iron Pipe Found being the True Point of Beginning; thence along said eastern right-of-way line of Jamestown Square Drive, North $34^{\circ} 16' 11''$ East 15.62 feet to a Disk Found at the intersection of said eastern right-of-way line of Jamestown Square Drive and said southern right-of-way line of Guilford College Road; thence along said southern right-of-way line of Guilford College Road, South $56^{\circ} 23' 39''$ East 25.10 feet to a 1 Inch Iron Pipe Set at a northern corner of said The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797; thence along a northern property line of said The Trustees of Guilford Technical Community College as recorded in Deed Book 5988, Page 1797, North $88^{\circ} 06' 09''$ West 29.72 feet to the True Point of Beginning, containing 0.005 acres or 196 square feet.

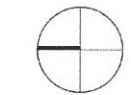


LAND USE DESCRIPTION 9/29/2021

DEVELOPED AREAS		PLANNED USE	PRODUCT	ALTERNATE USE
AREA	ACREAGE APPROX.			
AREA 1	44.1	Single Family and/or Townhouses	Single Family, Townhouses, Apartments and/or Commercial	
AREA 2	24.2	Neighborhood Amenity and/or Commercial	Neighborhood Amenity, Commercial, Single Family and/or Townhouses	
AREA 3	21.4	Townhouses and/or Single Family	Apartments and/or Commercial	
AREA 4	6.0	Single Family and/or Townhouses	Commercial	
AREA 5	35.5	Single Family and/or Townhouses	Apartments and/or Commercial	
AREA 6	57.6	Single Family	Townhouses	
AREA 7	46.0	Single Family	Townhouses	
AREA 8	21.6	Apartments	Single Family, Townhouses and/or Commercial	
AREA 9	47.1	Public Trails	Commercial and/or Civic/Institutional	
AREA 10	2.1	Townhouses and/or Neighborhood Amenity	Commercial	
TOTAL	365.60			

SITE CONSTRAINTS	
ROAD SIDE BUFFER	NOT YET CONFIGURED
FLOOD PLAN	NOT YET CONFIGURED
CREEK BUFFERS	NOT YET CONFIGURED
WETLANDS	NOT YET CONFIGURED
SLOPES	NOT YET CONFIGURED
OTHER	NOT YET CONFIGURED
TOTAL	0.00

ACCESS POINTS TO BE DETERMINED BY NCDOT



Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Recommendation on unsealing 2021 Closed Session Minutes

AGENDA ITEM #: VII-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

Attorney Koonce to recommend not unsealing any of the 2021 closed session minutes.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

From: [Beth Koonce](#)
To: [Nancy Avery](#)
Subject: RE: Jamestown Council closed session minutes
Date: Tuesday, December 7, 2021 4:39:54 PM

Nancy: I apologize for being late in responding to this. In my opinion, since all of the Closed Session Minutes for 2020-2021 concerned either Personnel matters or matters of Attorney-Client privilege, we will need to keep these Closed Session Minutes sealed.

If there are any questions – just send me an email. I will be out of the office for some surgery until Monday, the 13th, but back in full time after that. Thanks, Beth

Elizabeth M. Koonce, Attorney at Law
Roberson, Haworth & Reese, PLLC
300 N. Main Street, Suite 300
High Point, NC 27260 (overnight address)

P.O. Box 1550
High Point, NC 27261 (mailing address)
Phone: 336-889-8733
Fax: 336-885-1280



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From: Nancy Avery <navery@jamestown-nc.gov>

Sent: Tuesday, December 7, 2021 10:49 AM
To: Beth Koonce <bkoonce@rhrlaw.com>
Subject: Jamestown Council closed session minutes

Hi Beth – I am working on the Council’s agenda for December and wonder if you have had a chance to review the 2021 closed minutes for release.

If not, I can move to the January agenda.

Thanks,

Nancy Avery
Interim Town Clerk
Town of Jamestown
navery@jamestown-nc.gov
336-454-1138

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Oath of Office Swearing-In Ceremony for newly elected Town Council **AGENDA ITEM #:** VIII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery Interim Town Clerk

SUMMARY:

The five newly elected Town Council members are required to take the Oath of Office before assuming governing duties.

N.C. Supreme Court Chief Justice Paul Newby will administer the oaths to all Council members at the same time.

ATTACHMENTS: Oath of Office for Mayor Montgomery and Council Members Wolfe, Rayborn, Capes and Straughn

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



TOWN COUNCIL

OATH OF OFFICE

December 21, 2021

I DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES,

AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE

ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND

AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND

THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE

UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR

THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF MAYOR OR COUNCIL

MEMBER OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

NORTH CAROLINA

OATH OF OFFICE for Mayor Sharon Lynn Montgomery

TOWN OF JAMESTOWN

GUILFORD COUNTY

I, Sharon Lynn Montgomery, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Mayor OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

Signature Sharon Lynn Montgomery

Oath witnessed by: _____
Nancy Avery, Interim Town Clerk



This 21st day of December 2021.

NORTH CAROLINA

OATH OF OFFICE for Martha Stafford Wolfe

TOWN OF JAMESTOWN

GUILFORD COUNTY

I, Martha Stafford Wolfe, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Council Member OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

Signature Council Member Martha Stafford Wolfe

Oath witnessed by: _____
Nancy Avery, Interim Town Clerk



This 21st day of December 2021.

NORTH CAROLINA

OATH OF OFFICE for Rebecca Mann Rayborn

TOWN OF JAMESTOWN

GUILFORD COUNTY

I, Rebecca Mann Rayborn, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Council Member OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

Signature Rebecca Mann Rayborn

Oath witnessed by: _____
Nancy Avery, Interim Town Clerk



This 21st day of December 2021.

NORTH CAROLINA

OATH OF OFFICE for John Capes

TOWN OF JAMESTOWN

GUILFORD COUNTY

I, John Capes, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Council Member OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

Signature John Capes

Oath witnessed by: _____
Nancy Avery, Interim Town Clerk



This 21st day of December 2021.

NORTH CAROLINA

OATH OF OFFICE for Lawrence Straughn

TOWN OF JAMESTOWN

GUILFORD COUNTY

I, Lawrence Straughn, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND I DO SOLEMNLY AND SINCERELY SWEAR THAT I WILL BE FAITHFUL, AND BEAR TRUE ALLEGIANCE TO THE STATE OF NORTH CAROLINA, AND TO THE CONSTITUTIONAL POWERS AND AUTHORITIES WHICH ARE, OR MAY BE ESTABLISHED FOR THE GOVERNMENT THEREOF, AND THAT I WILL ENDEAVOR TO SUPPORT AND MAINTAIN AND DEFEND THE CONSTITUTION OF THE UNITED STATES, TO THE BEST OF MY KNOWLEDGE AND ABILITY, AND I DO SOLEMNLY SWEAR THAT I WILL WELL AND TRULY EXECUTE THE DUTIES OF THE OFFICE OF Council Member OF THE TOWN OF JAMESTOWN, NORTH CAROLINA, SO HELP ME GOD.

Signature Lawrence Straughn

Oath witnessed by: _____
Nancy Avery, Interim Town Clerk



This 21st day of December 2021.

Mayor
Lynn Montgomery



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Council election of Mayor Pro Tem

AGENDA ITEM #: VIII-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery Interim Town Clerk

SUMMARY:

As per the Rules of Procedures, with each new Council, the Council votes to elect a member as Mayor Pro Tem.

ATTACHMENTS: Council election of Mayor Pro Tem

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to elect a member of Council as Mayor Pro Tem

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adoption of FY22-23 Retreat and Budget/CIP Calendar

AGENDA ITEM #: VIII-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme, Interim Town Manager

SUMMARY:

Adoption of Retreat and Budget/CIP calendar for fiscal year 2022-2023

ATTACHMENTS: Adoption of Retreat and Budget/CIP calendar for fiscal year 2022-2023

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council adopt the Retreat and Budget/CIP calendar

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to adopt the Retreat and Budget/CIP calendar as presented or amended

FOLLOW UP ACTION NEEDED: N/A

Draft Retreat and Budget/CIP Calendar for Fiscal Year 2022-2023

* Special meetings of Town Council

Meetings	Proposed Date/Time	Action	Attendees
*Strategic Plan retreat with Council – special meeting	Friday, January 21, 2022 9:00 am - noon	Review FY21-22 Outcomes/Goals Review of Hazin and Sawyer wastewater study	Town Council Department Heads Town Manager Assistant Town Manager
Departmental budget meetings	Thursday, Feb. 17 through Friday, Feb. 25, 2022	Preliminary budgets/CIP items discussion	Department Heads Town Manager Assistant Town Manager
*Budget workshop with Council – special meeting	Friday, March 18, 2022 9:00 am – 3:00 pm	Rough draft of budget and CIP	Town Council Department Heads Town Manager Assistant Town Manager
Town Council regular meeting	Tuesday, April 19, 2022 6:00 pm	Presentation of Preliminary Budget and CIP	Town Council Department Heads Town Manager Assistant Town Manager
Town Council regular meeting	Tuesday, May 17, 2022 6:00 pm	Presentation of Recommended Budget and CIP/Public Hearing	Town Council Department Heads Town Manager Assistant Town Manager
Town Council regular meeting	Tuesday, June 21, 2022 6:00 pm	Adoption of Budget and CIP	Town Council Department Heads Town Manager Assistant Town Manager

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution - Faith Wilson

AGENDA ITEM #: VIII-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This is a resolution to appoint Faith Wilson, our new Accounting Specialist, as a deputy finance officer for the purpose of preauditing expenditures for the Town. This also will designate Faith as one of the signers on the checks. We must have 2 signatures on all checks; sometimes it is difficult to have 2 of the signers available at all times. Faith will be here to sign in my absence (and will for now assume Katie's spot as a signer, since she is out on maternity leave).

ATTACHMENTS: Resolution appointing Faith Wilson as Deputy Finance Officer

RECOMMENDATION/ACTION NEEDED: Adopt resolution as presented or amended.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member to make a motion to adopt the resolution appointing Faith Wilson as Deputy Finance Officer for preauditing and authorizing Faith Wilson as a signer on the disbursements of the Town.

FOLLOW UP ACTION NEEDED: Once approved, Faith will sign the necessary paperwork at Pinnacle Bank.



**RESOLUTION APPOINTING FAITH WILSON AS DEPUTY FINANCE OFFICER FOR
PREAUDITING AND AUTHORIZING FAITH WILSON AS A SIGNER ON THE
DISBURSEMENTS OF THE TOWN**

WHEREAS, all checks or drafts on an official depository shall be signed by the Finance Officer or a properly designated Deputy Finance Officer and countersigned by another official of the local government or public authority designated for this purpose by the Governing Body per North Carolina General Statute No. 159-25; and

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Jamestown that Faith Wilson, Accounting Specialist, is hereby appointed as a Deputy Finance Officer for the Town of Jamestown for the purpose of performing preaudits and has authority as a signer on the disbursements of the Town.

Adopted this the 21st day of December, 2021.

Mayor S. Lynn Montgomery

ATTEST: _____
Nancy Avery, Interim Town Clerk

Mayor
Lynn Montgomery



Council Members
Martha Stafford Wolfe, Mayor Pro Tem
Rebecca Mann Rayborn
John Capes
Lawrence Straughn

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager Report for November 2021

AGENDA ITEM #: IX-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 21, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme, Interim Town Manager

SUMMARY:

Interim Town Manager November report

ATTACHMENTS: Interim Town Manager report for November 2021

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Memorandum

To: Mayor and Council

From: David W. Treme, Interim Town Manager

Subject: Monthly Report

Date: December 7, 2021

- The completed plans for the Town of Jamestown's Recreation Maintenance Building are currently under review by the Guilford County Building Inspections department. The plans were submitted on October 15, 2021.
- As a result of the November Planning Board meeting, D.R. Horton staff scheduled a Listening Session on November 22, 2021 for the ETJ members to share their insights and suggestions regarding the impact of the Johnson Farm Development on areas outside the current Town Limits.
- Town Manager and Staff met with Smith Gardner Inc. on Tuesday, November 9, 2021 to review progress on Town of Jamestown's Sanitation and Recycling collection system.
- Town Manager and staff met with Hazen and Sawyer Engineering Consultant on Monday, November 29, 2021 to review progress on the preparation of a Sewer Capacity Study for the Town of Jamestown.
- Welcome to Faith Wilson, the Town of Jamestown's new Accounting Specialist who joined our Town staff as a full time employee on Monday, November 29, 2021.
- Mayor and Council and Town staff will be attending a Retirement Reception for Phil Mikles from 2:00 pm to 4:-- pm on Friday, December 10, 2021 at the Ragsdale Civic Center.