



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
February 13, 2024
6:00 pm in the Civic Center
Agenda

- I. Call to Order-**
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Approval of Agenda
- II. Consent Agenda-**
 - A. Approval of minutes January 9th Special Town Council Meeting for Closed Session Personnel
 - B. Approval and sealing of minutes January 9th Closed Session Personnel meeting
 - C. Approval of minutes January 16th Regular Town Council Meeting
 - D. Approval of minutes January 23rd CIP Budget Retreat work session
 - E. Analysis of the Financial Position of the Town of Jamestown
 - F. Budget Amendment # 13
 - G. Proclamation declaring week of March 3-9, 2024, as Dental Assistants Recognition Week
 - H. Proclamation declaring week of March 3-9, 2024, as Women in Construction Week
- III. Public Comment**
- IV. Presentation of Resolution of Appreciation to Kerry Miller, Planning Board member**
- V. Consideration of Jamestown Elementary PTA 5k race request -PTA President Zaira Bullins**
- VI. Presentation by Duke Energy Local Government and Community Relations Manager - Hank Henning**
- VII. Presentation of Annual Fire Department Report - Chief Carson, Pincroft Sedgefield Fire Department**
- VIII. Presentation of Annual Sheriff Department Report – First Lieutenant Cox, Guilford County Sheriff’s Department**
- IX. New Business-**
 - A. Jamestown Park and Golf course quarterly report
 - B. Consideration of resignation of Denise Johnson from Parks and Recreation committee
 - C. Consideration of Interlocal Agreement with Guilford County
- X. Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- XI. Public Comment**
- XII. Adjournment**

Working Agenda for the February 13, 2024 Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	N. Avery	Interim Clerk Avery to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the January 9 th Special Meeting B. Approval and sealing of minutes from the January 9 th Closed Session C. Approval of minutes from the January 16 th Meeting D. Approval of minutes from the January 23 rd CIP Budget Retreat work session E. Analysis of the January 2024 Financial Position of the Town of Jamestown F. Budget Amendment # 13 G. Proclamation declaring week of March 3-9, 2024, as Dental Assistants Recognition Week in Jamestown H. Proclamation declaring week of March 3-9, 2024, as Women in Construction Week		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. Presentation of Resolution of Appreciation to Kerry Miller, Planning Board member	Mayor Montgomery	Mayor Montgomery will present the Resolution to Kerry Miller.
6:20 pm	V. Jamestown PTA 5k race -PTA President Zaira Bullins	Call on Zaira Bullins	Council Member makes a motion to approve/deny the PTA 5k race. Council Member makes a second to the motion. Then vote.
6:30 pm	VI. Duke Energy Local Government and Community Relations manager Hank Henning	Call on Hank Henning	Informational only.
6:35 pm	VII. Presentation of Annual Fire Department Report - Chief Carson, Pinecroft Sedgfield Fire District	Call on Chief Carson	Informational only.
6:45 pm	VIII. Presentation of Annual Sheriff Department Report – First Lieutenant Cox, Guilford County Sheriff's Department	Call on First Lieutenant Cox	Informational only.
6:55 pm	IX. New Business		
6:15 pm	A. Jamestown Park and Golf course quarterly Report	Call on M. Newton	Informational only
6:25 pm	B. Resignation of Denise Johnson from Parks & Recreation Advisory Committee	Mayor Montgomery	Council Member makes a motion to accept the resignation of Ms. Johnson from Parks & Recognition Advisory Committee. Council Member makes a second to the motion. Then vote.
	C. Interlocal Agreement with Guilford County	Call on F. Wilson	Council Member makes a motion to allow Town Manager, Town Clerk, Finance Director and Town Attorney to sign and authorize the amended interlocal agreement. Council Member makes a second to the motion. Then vote.
6:55 pm	X. Manager/Committee Reports		
6:55 pm	A. Manager Report	Call on M. Johnson	Manager Johnson to present his monthly Manager's Report to Town Council.
7:00 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:05 pm	XI. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:15 pm	XII. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes January 9th Special Meeting

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

Council held a Special Meeting on January 9th for the purpose of holding a Closed Session to administer the Town Manager's Annual Performance Review.

Staff recommends that Council approve the minutes from the January 9th Special Meeting.

ATTACHMENTS: 1.9.2024 minutes

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the minutes from the January 9th Special Meeting

BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member makes a motion to approve/amend the minutes from the January 9th Special Meeting.

FOLLOW UP ACTION NEEDED:

Regular Meeting of the Town Council
January 9, 2024
9:00 am in the Civic Center
Minutes & General Account

The Town Council held a Special Meeting for the purpose of holding a Closed Session to conduct an annual performance review for the Town Manager on January 9, 2024 as per NCGS 143-318.11 (a) (6).

Council Members Present – Mayor Montgomery, Council Members Rayborn, Wolfe, Burgess and Glanville (arrived at 10:15 am approximately)

Council Members Absent – none

Staff Members Present – Town Manager Matthew Johnson

The Town Attorney and Town Clerk were not in attendance.

Call to Order – Mayor Montgomery called the Special Meeting to order at 9:00 am.

Pledge of Allegiance – Mayor Montgomery led in the Pledge of Allegiance.

Moment of Silence – Mayor Montgomery asked for a moment of silence.

Council Member Rayborn made a motion to go into Closed Session for Personnel at 9:06 to conduct an annual performance review for the Town Manager as per NCGS 143-318.11 (a) (6). Council Member Wolfe made a second to the motion. The motion was passed by unanimous vote.

Council Member Wolfe made a motion to return to open session and adjourn the meeting at 4:50 pm. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

Lynn S. Montgomery, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval and Sealing of January 9th Closed Session Minutes

AGENDA ITEM #: II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

Council went into closed session per G.S. 143-318.11 (a) (6) Personnel to administer the Town Manager's annual performance review at a Special Meeting on January 9th.

Staff recommends that Council approve and seal the minutes from the January 9th Closed Session.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve and seal the minutes from the January 9th Closed Session.

BUDGETARY IMPACT:

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

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes January 16th regular meeting

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

Council held its regular meeting January 16th.

Staff recommends that Council approve the minutes from the January 16th meeting.

ATTACHMENTS: 1.16.2024 minutes

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the minutes from the January 16th meeting.

BUDGETARY IMPACT: None

SUGGESTED MOTION: Council Member makes a motion to approve the January 16th minutes.

FOLLOW UP ACTION NEEDED:

Regular Meeting of the Town Council
January 16, 2024
6:00 pm in the Civic Center
Minutes & General Account

Council Members Present – Mayor Montgomery, Council Members Rayborn, Wolfe, Burgess and Glanville

Council Members Absent – none

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

Visitors Present – Mack Williams, Mike Tester, John Capes, Richard Clapp, Tanneshia Dukes, Justin Dukes, Charles Hinsley, Deputy J. Chappell.

Town Attorney Rob Brown was in attendance.

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

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

- Council Member Glanville - present
- Council Member - Rayborn
- Council Member Burgess- present
- Council Member Wolfe- present
- Mayor Montgomery - present

Interim Clerk Avery stated that a quorum was present.

Pledge of Allegiance – Mayor Montgomery led the Pledge of Allegiance.

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

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

Council Member Rayborn made a motion to approve the agenda with one addition under New Business, item H Resolution of Appreciation to Pam Burgess. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Consent Agenda – The consent agenda included the following items:

- Approval of minutes from December 19th, meeting
- Budget Amendment # 12

Council Member Rayborn made a motion to adopt the Consent Agenda as presented. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

(Budget Amendment # 12)

Public Comment

Tanneshia Dukes, 6424 Rogers Farm Road, introduced herself and stated she is a candidate for the North Carolina House for District 59. She was a former educator and no stranger to Jamestown as she started her internship with administration at Jamestown elementary school. She is an advocate for education and economic development in District 59 to bring money from the state level to our district. You may find more information about her platform at www.dukes4nc.com. She stated she is truly grateful for the opportunity to stand before you tonight.

Old business -

Public hearing for consideration of a text amendment to the Solid Waste Ordinance – Public Services Director Blanchard said the attorney has requested a change to the language that was presented to you in your packet. You have the proposed changed language in front of you. The gist is the same. The purpose is so we can address a nuisance under the law even on private property and this changed language is directly from state statute.

Council Member Glanville said that in the continuing effort to make the language more inclusive, the word ‘he’ in the first line needs to be changed to ‘they’.

Mayor Montgomery opened the Public Hearing at 6:05 pm. No one came forward to speak. Mayor Montgomery closed the Public Hearing at 6:06 pm.

Council Member Wolfe asked for an example of this violation. Public Services Blanchard said an example is from last fall when contractors put out large piles before a storm which they were supposed to carry off. Also sometimes when someone moves out of a house they leave a large pile at the street. This language gives us more enforcement capability.

Council Member Wolfe asked if they try to notify people first before going on property. Mr. Blanchard replied yes, we do.

Council Member Glanville made a motion to approve the amendment as presented along with the correction of ‘he’ to ‘they’ as discussed. Council Member Burgess made a second to the motion.

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

- Council Member Glanville – aye
- Council Member Rayborn - aye
- Council Member Burgess - aye
- Council Member Wolfe – aye

Interim Clerk Avery stated the motion passed by a unanimous vote.

(Ordinance Amendment)

New business –

Consideration of Eagle Scout Project proposal from Mack Williams

Recreation Coakley stated Mr. Williams approached him about him about a month ago with an idea for an Eagle Scout project.

Mr. Williams said he enjoys Wren Miller Park and that it is great that Council lets Eagle Scouts put projects in the Town. His project is to put a life size checker board set behind the Veterans' Memorial or wherever Council prefers as well as a lockable container to store the playing pieces. His design is for grass and tiles as it requires less maintenance. He could also do turf and tiles but it might clash with the surrounding grass. It does not have to be mowed. A third idea would be to use all concrete which would no grass to mow but would have to be weeded and may become mis-aligned.

Council Member Burgess applauded Mr. Williams efforts and asked when he plans to do the work while he is in school.

Mr. Williams replied he would work weekends or after school.

Council Member Wolfe asked if this will make the pervious surface that is there now more impervious and what about running water?

Recreation Director Coakley said this is a small area 10x10 and the pavers will be raised up so there will not be standing water.

Mayor Montgomery asked Mr. Coakley his preferred setup. Mr. Coakley said pavers and he plans to put curbing around the whole checker board area to help keep it in place.

Council Member Rayborn said she appreciates Mr. Williams providing all options as it is important for it be blend into the park as many people use it.

Council Member Wolfe made a motion to approve the checkboard project as presented.

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

Consideration of adoption of Town council 2024 Meeting Schedule

Council Member Rayborn made a motion to adopt the 2024 Town Council Meeting Schedule as presented. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

Consideration of adoption of Retreat and Budget/CIP calendar for FY 2024-2025

Council Member Glanville made a motion to adopt the Retreat and Budget/CIP calendar for FY 2024-2025 as presented. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

Consideration of appointments to vacancies on Planning Board

Planning Director Hawryluk informed Council that there are four vacancies on the Planning Board that need to filled. Applications received are in the Council's agenda packet. Positions to

be filled are one regular member position, two in-town alternate member positions, and one ETJ alternate member position.

Council Members discussed the qualifications of the applicants for the various positions.

Council Member Burgess made a motion to appoint Denise Johnson as a regular member on the Planning Board. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Council Member Glanville made a motion to appoint John Capes as an in-town alternate member on the Planning Board. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

Council Member Wolfe made a motion to appoint Hope Inge as an in-town alternate member on the Planning Board. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

Council Member Glanville made a motion to appoint Susan Stringer as an ETJ alternate member on the Planning Board. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

Resolution of Appreciation to Mike Tester

Council Member Wolfe read and presented the resolution to Mr. Tester, retiring owner of the Exxon Gas Station in town.

Resolution of Appreciation to Sarah Glanville

Council Member Rayborn read and presented the resolution to Ms. Glanville for service on the Planning Board

Resolution of Appreciation to Pam Burgess

Council Member Glanville read and presented the resolution to Ms. Burgess for service as an alternate on the Planning Board

Resolution of Appreciation to Carol Anderson

Mayor Montgomery stated Ms. Anderson could not be in attendance this evening to receive the Resolution of Appreciation for her service in picking up trash throughout the town. Ms. Anderson requested that we tell folks if they would like to work to contact Elizabeth Greeson in Town Hall.

(Resolutions Tester, Glanville, Burgess, Anderson)

Manager report/Committee Reports -

Manager Report - Manager Johnson reported that the maintenance building received a temporary Certificate of Occupancy. There will be some minor warranty work going on. The bathrooms at the Golf Course are waiting on final inspection by the County. Loose leaf collection is still on-going until the 23rd. To clarify, the CIP Budget workshop II will be March 19th not the 22nd. The first budget retreat will be January 23rd at 9 am in the Civic Center. February 1st will be bulk item

pick-up. The Town Council February meeting has been rescheduled to the 13th from the 20th due to the need to use the Civic Center as a precinct.

Council Member report

Council Member Wolfe reported the Piedmont Regional Transportation committee met January 10th. There was no business specific to Jamestown. The next MPO meeting is January 23rd. She will not be able to attend because of the Town’s budget meeting that same day. She along with Council Members Burgess and Glanville and the Town Manager attended the Essentials of Government training class for two days and it was great.

Mayor Montgomery reported that the PTRC meeting after the last Council meeting. It was to recognize outgoing members.

Public Comment - None

Adjournment

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

The meeting ended at 6:37pm.

Lynn Montgomery, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes January 23rd CIP Budget Retreat

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

Council held a CIP Budget Retreat work session on January 23rd.

Staff recommends that Council approve the minutes from the January 23rd retreat.

ATTACHMENTS: 1.23.2024 minutes

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the minutes from the January 23rd retreat.

BUDGETARY IMPACT: None

SUGGESTED MOTION: Council Member makes a motion to approve the January 23rd retreat minutes.

FOLLOW UP ACTION NEEDED:

Special Meeting of the Town Council
CIP Budget Retreat
January 23, 2024
9:00 am in the Civic Center
Minutes & General Account

Council Members Present – Mayor Montgomery, Council Members Rayborn, Wolfe, Burgess and Glanville

Council Members Absent – none

Staff Members Present – Town Manager Matthew Johnson, Director of Public Services Paul Blanchard, Finance Officer Faith Wilson, Deputy Finance Officer Heather Lunsford, Planning Director Anna Hawryluk, Head Golf Pro Marcy Newton, Golf Course Superintendent Jamey Claybrook, Rebecca Ashby, Grant Administrator, Interim Town Clerk Nancy Avery.

Visitors Present – John Capes, Carol Brooks

Call to Order - Mayor Montgomery called the meeting to order at 9:05 am.

Pledge of Allegiance – Mayor Montgomery led the Pledge of Allegiance.

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

Town Manager Johnson introduced Harold Owen with the NC League of Municipalities to speak about Capital Budgeting. Mr. Owen gave a presentation to Council with the following highlights:

- The Board charts the course for the Town
- Water and Sewer services are an Enterprise Fund and must make money for infrastructure. It is a business and must be treated as a business.
- Staffing is a challenge these days. His town had to raise salaries for police officers to retain them and keep them from going to other communities.
- PFAS and PFOS in water is an issue now and in the future. There will be significant costs coming for treatment of these items.
- Strategic Plans are essential. Most cities your size do not have one. Yours is excellent.
- Future challenges are:
 - How much growth do you want?
 - How do you grow it?
- Jamestown is a gem.
- Recommend discussing every year goals as far as five years out.
- Work sessions are important.
- Trust your manager, finance people and department heads.
- It is important to communicate.

Mayor Montgomery asked Mr. Owen if solid waste should operate as an enterprise fund and if so, what the pros are.

Mr. Owen replied that operating it as an enterprise fund would put the town in a better place and rates would have to be increased.

Mayor Montgomery called for a break at 10:02 am.

Mayor Montgomery resumed the meeting at 10:11 am.

Reports from Department Heads

- Faith Wilson, Finance Officer stated the Capital Improvement Plan (CIP) is a plan for the present and future. It also includes equipment purchases over \$5,000. It is a working document that Council approves every June. The Fund Balance Policy was included in the agenda packet. Fund Balance is a reserve for emergencies and unforeseen events. It is not used for operating expenses. If there is an excess in the Fund Balance it may be used for a certain project, but it must be reimbursed. A Budget Ordinance addresses Capital Reserve fund, which is Fund 11. It outlines procedures on what budget amendments have to receive Council approval.

Town Manager Johnson said a lot of the Fund Balance is restricted. It is for good financial planning.

Council Member Glanville asked if we make money on the Fund Balance.

Finance Officer Wilson responded that the Town has investments in the NC Capital Trust Fund which is an interest bearing account.

- Scott Coakley, Recreation Director – Town Manager Johnson stated Mr. Coakley could not attend today so he will cover this department. He reviewed CIP projects for fiscal year 2024-2025:
 - New bathrooms at Jamestown Park entrance- \$450,000 (must do)
 - Snow Plow \$9,000 (must do)
 - Plugger for aerification \$18,000 (must do)
 - Wrenn Miller bathrooms \$450,000 (should do)
 - Pave shelter parking lot \$7,500 (should do)
 - Soccer field overflow parking \$200,000 (should do)

Council talking points:

- Can DOT assist with the parking projects?
- Soccer complex has seen a 50% increase in use.
- Expected revenue for field rentals this year is \$29,000
- Should we purchase equipment instead of leasing?
- Have concessions been done at the soccer field as a revenue source?
- Can staff be used to manage parking?
- Won't the money from the state be used for Wrenn Miller?

Manager Johnson said:

- Occasionally we have done concessions as a courtesy, but we have not been able to find anyone to do it. It is not a money maker and there are health department regulations.
- There are legal and insurance issues with using staff, but we do use them.

Grants Administrator Ashby said it would be a better option to use the state money for the other bathrooms as it can be used as a match. We can make a good case for bathrooms. She plans to apply for funding for both bathroom projects.

Consensus – move Wrenn Miller bathrooms from ‘should do’ to ‘must do’.

- Marcy Newton, Head Golf Pro, reviewed projects as follows:
 - New storm shelter between old 6 tee box and 8 tee box - \$40,000 – (should do) FY 25-26
 - Range picker/ ball washer - \$24,000 (should do) FY25-26. This equipment is used constantly and needs to be replaced. This is a high estimate.

Council talking points:

- No projects in FY 24-25

Golf Pro Newton stated they are in pretty good shape and nothing is need in FY 24-25.

- Jamey Claybrook, Golf Superintendent, provided information on upcoming projects:
 - Utility carts \$26,000(must do) FY24-25. We have two very old ones that need significant maintenance. Parts are getting hard to find because they are so old. We want to go with two electric ones with ion batteries that can also be used for towing things. This is a must do for us and will help our operations.
 - Fairway mower, Truckster and Top Dresser \$100,000 FY 24-25. These are leased and the leases are expiring. We want to replace with newer, purchased ones.
 - Pump replacement \$10,000 (must do) FY24-25. This pump runs a lot to pump water throughout the golf course. There are three motors; one is not operational, one is fine and one is running rough.
 - Sand trap reconstruction \$600,000. This would enhance the quality and playability of the course. It will need to be contracted out and split between fiscal years.
 - Tractor replacement \$65,000 (should do) FY24-25. This needs to be replaced.
 - Trimax snake \$43,000 (should do) FY24-25. This can be used in the winter to pick up brush.
 - Irrigation leaks \$700,000 FY25-26. We found 70 leaks last year. The lines that go to the sprinkler heads need to be replaced.

Council talking points:

- Can the electric utility carts be charged at the new building?
- What is the battery life?
- Do you use one provider for all carts?
- How old is equipment – how old do we allow it to get before replacing?
- How much does it cost to fix a leak and how long does it take?
- Wasn't irrigation an issue 10-15 years ago?
- So much was put into fixing it before and we immediately started having problems.
- Did all the mowers come in for this fiscal year?

Superintendent Claybrook responded that battery life is six – 10 years. We look at 2-3 different providers for golf carts for quotes. It takes a day to fix a leak and costs about \$200 per leak. We have not received all of the mowers yet for this fiscal year. Equipment is used 10-15 years.

- Anna Hawryluk, Planning Director, said sidewalk projects start in Planning until funding is received. Two projects are currently underway; Oakdale Road and Penny Road. Other projects are:
 - Main Street Corridor Study \$50,000 (must do) FY 25-26. The bypass has helped with us not getting as much truck traffic. This gives us an opportunity to re-imagine downtown Main Street. This study will look at streetscapes, sidewalks, bike lanes, parking, and traffic circles.
 - Sidepaths at five locations in town. These are listed as could do projects with no estimate. A sidepath is a wider sidewalk of 8 feet to allow pedestrian and cyclist use. These areas have a lot of storm water issues so some sidewalks may have to be redone.
 - Deep River Paddle Trail/Greenway Trail. This has been on the CIP for a long time. It is not in the pedestrian plan. We hope to have money for this in the future.

Council talking points:

- Sidewalks are on only one side of the road and not both.
- Discussed locations where it would be nice to have connecting sidewalks.

Planning Director Hawryluk said the Land Development Ordinance (LDO) requires new developments to have sidewalks on both sides at the developer's expense.

- Paul Blanchard, Public Services Director, reviewed:
 - General Fund projects:
 - Roadway improvements \$320,000 FY24-25. This will be done every two years. Powell Bill funds are used and the new Vehicle Tax fee will also help pay for this.
 - Crosswalk improvements \$30,000 FY24-25.
 - Storm drain street improvements \$50,000 FY 24-25.
 - New storm water utility leaf truck \$270,000 FY 24-25.
 - HVAC replacement at Town Hall \$15,000 FY24-25.
 - FY25-26 projects are painting Town Hall \$20,000 FY 25-26 and roof replacement \$90,000 FY 25-26. We are talking with the insurance company about this.
 - Water/Sewer Fund projects:
 - Treatment plant Riverdale upgrades. Our share will be about \$8-9 million. All of the Town's sewer goes through this plant.
 - Manhole cover replacements
 - Sewer water line replacement
 - Main street water line. We hope to have under contract this budget year with possible bidding in April.
 - Penny Road waterline. We hope to get this under contract this year.

- AMI meter reading system \$200,000 must do FY24-25. This software will target areas where we have to go several times a year to cut off services. It will allow remote pressure monitoring and cut off. The meters are more expensive but they do more things.
- Vehicle replacement. We try to replace one vehicle a year. The oldest is 10-12 years old.
- Sewer line in Forestdale North is 55 years old. We will look at replacing it when lake maintenance occurs as it is on the lake.

Council talking points:

- What do the library improvements consist of?
- Do we use equipment until it no longer works or do we re-sale?

Director Blanchard responded work at the library includes fixing the trim on the second story, window work (glazing) and carpentry work. Nothing major is included. We re-sale equipment on gov.deal which is similar to eBay for government. Vehicles are used on average 15 years.

- Matt Johnson, Town Manager
 - Street festival. Would Council be interested in having a street festival? It would involve closing streets which we cannot do with our staff, port-a-john rentals, police and fire services, vendors, music and so on. His estimate is \$50,000 to \$70,000.
 - Economic Development – the Oakdale Cotton Mill might be an opportunity for this.
 - Fire Station renovation \$50,000 is our share of the architectural design cost. It might be possible to use the renovated fire station for voting or overflow Council meetings. We are looking at the best approach for this. It might be better to consider tearing down and rebuilding.
 - Civic Center improvements \$50,000 (must do) FY24-25. Council did not fund an architectural study in the last budget. We would like to put some money in the budget for a study to recommend improvements for more flexibility as we do not have the expertise on staff for this and to help to plan for the future.
 - Future Council meeting setup. What are Council’s thoughts on having a dais rather than tables and chairs?

Council talking points:

- What time of year for a festival?
- Are we doing anything for the upcoming 50th anniversary of the Town?
- Have we talked about what we want the Town to be known for?
- Could we do a consensus from residents if this is something they want?
- Are there any grants for fire trucks?
- Can we put office space in the fire station?
- What use would the Civic Center be renovated for?
- Do not think we need a full plan, maybe only look at lighting.
- Council meeting set up does not need to be permanent.

- We have a lot on our plate and Council set up is the lowest priority because it benefits us more than the wider community.

Manager Johnson said there is a lot of competition with other events in the fall, so possibly in the spring. We could reduce one Music in the Park event to help cover some costs. Think about it and we can discuss it again at the March budget retreat. It is possible that we could add office space to the fire station renovation. The Civic Center renovation would be for Council Chambers and other board meetings, staff meetings. It would not be for Civic Center use.

Grants Administrator Ashby said most grant amounts are small but she is still looking.

Mayor Montgomery called for a break at 11:49 am.

Mayor Montgomery resumed the meeting at 11:55 am.

Strategic Plan

Planning Director Hawryluk reviewed the following staff recommendations and asked Council to decide if they could be incorporated in the Strategic Plan or not:

1. Staff Excellence
 - a. Update purchasing policies for Town staff
 - b. Procure software for budget forecasting
 - c. Update website host to expand functionality and increase ease of use for customers
2. Infrastructure and Facilities
 - a. Evaluate and create a plan for overflow parking at Charles Turner Athletic Complex
 - b. Evaluate options to better utilize short game area
3. Planning and Development
 - a. Review historic assets and create plans to preserve and protect them
4. Move to Ongoing
 - a. Move goals 5B, 6A, 6B and 7A to ongoing status

Consensus

1b above – do not put in strategic plan. Put in budget only.

Change 1B to read: Seek training for improved customer service; seek specific training for groups with special needs and implement safety training and security options for staff

Add as 1C – Update website to expand functionality and ease of use for customers.

Add 2C – Update purchasing policies

Add as 5I – Evaluate and plan for overflow parking at soccer complex.

Add 7B – Review historic assets and create plans to protect and preserve.

Move to Ongoing status:

6A, 6B,

Planning Director Hawryluk asked Council Members to place their six dots on the six goals they consider priority.

Results were:

1. Seek training for improved customer service; seek specific training for groups with special needs and implement safety training and security options for staff.
2. Review historic assets and create plans to protect and preserve.
3. Work with PSFD to create a plan for Fire Station Improvements.
4. Develop Livable Communities Initiatives.
5. Seek opportunities for grant funding for pedestrian and parks/recreation facilities.
6. Promote excellence in customer service.

Adjournment

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

The meeting ended at 12:48 pm.

Lynn S. Montgomery, Mayor

ATTEST : _____
Nancy Avery, Interim Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for January 2024

AGENDA ITEM #: II.D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: February 13, 2024

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Summary schedule of cash & deposits, debt balances, total revenues collected to date and expenditures to date is provided as of 01-31-2024.

During the month of January, a quarterly sheriff, fire, and animal control contract payment were made, the quarterly library service contract payment was made, repair work from the storm damage on the amphitheater roof at Wrenn Miller was completed, and the debt payment to PTRWA was paid.

There was 700 rounds of golf played in January 2024 compared to 1,218 rounds played in January 2023. January 2023 had 13 bad weather days and January 2024 had 5 bad weather days. There were no closed days in January 2023 and there were 8 closed days in January 2024.

ATTACHMENTS: Summary of financial analysis

RECOMMENDATION/ACTION NEEDED: none

BUDGETARY IMPACT: none

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: none



**Town of Jamestown
FINANCIAL SUMMARY REPORT
FOR PERIOD OF 07/01/2023 - 1/31/2024**

GENERAL FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 10)					
PROPERTY TAXES	\$ 3,494,930	\$ 3,059,078	\$ 435,852	87.53%	\$ 3,050,224
MOTOR VEHICLE FEES	114,000	20,660	93,340	18.12%	\$ -
SALES TAXES/HOLD HARMLESS	1,050,000	350,156	699,844	33.35%	1,055,284
UTILITIES SALES TAXES	295,290	85,127	210,163	28.83%	311,875
GRANTS FROM GUILFORD COUNTY	55,500	55,500	-	100.00%	55,500
GARBAGE & RECYCLING FEES	245,000	146,644	98,356	59.85%	206,071
POWELL BILL	115,000	119,978	(4,978)	104.33%	107,489
STORMWATER FEES	50,000	28,225	21,775	56.45%	-
GOLF COURSE FEES	1,064,300	668,941	395,359	62.85%	1,210,484
RECREATION FEES	22,000	16,305	5,695	74.11%	24,475
INVESTMENT EARNINGS	210,000	117,715	92,285	56.05%	155,215
ISSURANCE OF INSTALLMENT PURCHASE FINANCING	344,000	183,402	160,598	53.31%	-
OTHER REVENUES	191,800	105,506	86,293	55.01%	1,693,641
TRANSFER FROM GENERAL CAPITAL RESERVE FUND	75,000	18,481	56,519	-	74,931
BALANCING APPROPRIATION	727,944	-	727,944	0.00%	-
	\$ 8,054,764	\$ 4,975,719	\$ 3,079,045	61.77%	\$ 7,945,189

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
CAPITAL RESERVE FUND (FUND 11)					
REVENUE					
INTEREST	\$ 100	\$ 210	\$ (110)	210.00%	\$ 67
TRANSFER FROM GENERAL FUND	125,000	126,048	(1,048)	100.84%	124,921
	\$ 125,100	\$ 126,258	\$ (1,158)	100.93%	\$ 124,987

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
EXPENDITURES & ENCUMBRANCES (FUND 10)						
GOVERNING BODY	\$ 142,641	\$ 34,494	\$ 45,089	\$ 63,058	55.79%	\$ 124,716
ADMINISTRATION	1,114,374	559,889	31,363	523,123	53.06%	831,980
PLANNING	256,682	125,621	20,135	110,926	56.78%	224,233
BUILDINGS & GROUNDS	386,003	245,572	28,328	112,102	70.96%	383,952
PUBLIC SAFETY	524,100	236,652	12,289	275,159	47.50%	439,450
FIRE	873,000	648,394	8,128	216,478	75.20%	873,896
STREET	419,894	139,956	29,560	250,378	40.37%	274,381
POWELL BILL	-	-	-	-	0.00%	290,051
STORMWATER	58,400	23,571	33,859	971	98.34%	-
SANITATION	540,650	256,302	74,070	210,278	61.11%	1,486,759
RECREATION	608,757	353,424	32,594	222,739	63.41%	488,375
GOLF COURSE MAINTENANCE	1,878,457	726,708	312,539	839,210	55.32%	1,094,468
GOLF SHOP	740,597	353,825	86,388	300,384	59.44%	774,312
DEBT SERVICE	330,079	171,383	-	158,696	51.92%	350,224
OTHER FINANCE USES	191,170	181,548	-	9,622	94.97%	176,839
	\$ 8,064,804	\$ 4,057,338	\$ 714,341	\$ 3,293,125	59.17%	\$ 7,813,635

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
EXPENDITURES & ENCUMBRANCES (FUND 11)						
TRANSFERS TO OTHER FUNDS	\$ 75,000	\$ 18,481	\$ -	\$ 56,519	24.64%	\$ 74,931
RESERVE FOR FUTURE EXPENDITURES	50,100	-	-	50,100	0.00%	-
	\$ 125,100	\$ 18,481	\$ -	\$ 106,619	14.77%	\$ 74,931

WATER & SEWER FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 30)					
WATER CHARGES	\$ 990,000	\$ 604,370	\$ 385,630	61.05%	\$ 955,863
SEWER CHARGES	3,000,000	2,151,379	848,621	71.71%	2,876,362
INVESTMENT EARNINGS	300,000	243,383	56,617	81.13%	294,448
OTHER REVENUES	56,100	48,205	7,895	85.93%	207,648
TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	118,400	118,376	24	99.98%	118,376
TRANSFER FROM WATER SEWER CAPITAL RESERVE	-	-	-	0.00%	-
BALANCING APPROPRIATION	2,694,080	-	2,694,080	0.00%	-
	\$ 7,158,580	\$ 3,165,713	\$ 3,992,867	44.22%	\$ 4,334,322

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)
REVENUE

INVESTMENT EARNINGS	\$ 8,000	\$ 14,189	\$ (6,189)	177.36%	\$ 18,954
TRANSFER FROM ENTERPRISE FUNDS	17,000	\$ 17,000	-	100.00%	\$ 32,100
APPROPRIATED NET ASSETS	93,400	-	93,400	0.00%	-
	\$ 118,400	\$ 31,189	\$ 87,211	26.34%	\$ 51,054

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)
REVENUE

TRANSFER FROM W/S-SYSTEM DEVELOPMENT FEES	\$ -	\$ -	\$ -	0.00%	\$ 18,500
INVESTMENT EARNINGS	1,000	\$ 2,455	\$ (1,455)	245.47%	\$ 1,248
TRANSFER FROM ENTERPRISE FUNDS	500,000	-	500,000	0.00%	\$ 430,516
	\$ 501,000	\$ 2,455	\$ 498,545	0.49%	\$ 450,264

EXPENDITURES & ENCUMBRANCES (FUND 30)

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
PERSONNEL	\$ 1,272,200	\$ 709,947	\$ 78	\$ 562,176	55.81%	\$ 1,074,930
WATER PURCHASES	420,000	155,554	250,677	13,769	96.72%	336,936
SEWER TREATMENT	769,500	300,985	-	468,515	39.11%	614,910
DEBT SERVICE	250,247	205,435	2,000	42,812	82.89%	244,322
CONTRACT SERVICES & MAINTENANCE	406,330	230,725	130,047	45,558	88.79%	512,755
CAPITAL	2,950,300	147,815	81,113	2,721,372	7.76%	1,534,142
TRANSFER TO OTHER FUNDS	517,000	17,000	-	500,000	3.29%	481,116
OTHER OPERATING EXPENDITURES	573,003	176,097	99,822	297,084	48.15%	313,971
	\$ 7,158,580	\$ 1,943,558	\$ 563,736	\$ 4,651,286	35.03%	\$ 5,113,082

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)

TRANSFER TO OTHER FUNDS	\$ 118,400	\$ 118,376	\$ -	\$ 24	99.98%	\$ 118,376
	\$ 118,400	\$ 118,376	\$ -	\$ 24	99.98%	\$ 118,376

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)

RESERVE FOR FUTURE EXPENDITURES	\$ 501,000	\$ -	\$ -	\$ 501,000	0.00%	\$ -
	\$ 501,000	\$ -	\$ -	\$ 501,000	0.00%	\$ -



Town of Jamestown
FINANCIAL SUMMARY REPORT
 As of January 31, 2024

CAPITAL PROJECTS

	<u>Fund (#18)</u>	<u>Fund (#20)</u>	<u>Fund (#21)</u>	<u>Fund (#23)</u>	<u>Fund (#24)</u>
	Oakdale Sidewalk Ph 3 Capital Project	Recreational Maint Facility Capital Project	Oakdale Sidewalk Ph 2 Capital Project	Penny Road Sidewalk Capital Project	Sidewalk Project Guilford County ARPA Capital Project
Life to Date Revenues & Other Financin	218,953	1,079,310	79,589	51,000	2,294,795
% of budget received	32%	100%	40%	4%	100%
Life to Date Expenditures	103,987	884,581	49,486	-	4,000
% of budget expended	15%	82%	25%	0%	0%
	<u>Fund (#25)</u>	<u>Fund (#26)</u>	<u>Fund (#27)</u>		
	Stormwater Project Guilford County ARPA Capital Project	Parks and Rec PARTF Guilford County ARPA Capital Project	Parks and Rec AFP Guilford County ARPA Capital Project		
Life to Date Revenues & Other Financin	265,500	430,410	600,000		
% of budget received	100%	100%	100%		
Life to Date Expenditures	235,895	-	-		
% of budget expended	89%	0%	0%		



Town of Jamestown
FINANCIAL SUMMARY REPORT
 As of January 31, 2024

DEBT SERVICE

Installment Purchase Debt:	Balance at 1/31/2023	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 1	12/1/2023	2023/2024
Leaf truck, financed in 2017	(1)	12/1/2023	2023/2024
Knuckleboom truck, financed in 202	52,830	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>266,689</u>	11/3/2027	2027/2028
	<u>\$ 319,520</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 199,970</u>	11/3/2027	2027/2028



**Town of Jamestown
Financial Summary Report
as of January 31, 2024**

CASH BALANCES	
Petty Cash	\$ 1,350
Operating Cash	3,180,723
Certificates of Deposit -	3,029,939
Money Market Accounts - First Bank	986,819
North Carolina Capital Management Trust	<u>10,444,066</u>
	<u>\$ 17,642,897</u>
<u>Reservations of cash:</u>	
Cash reserved for Randleman Reservoir	\$ 390,351
Cash reserved by Powell Bill for street improvements	462,238
General Capital Reserve Fund	160,060
Oakdale Sidewalk Phase 3	114,306
Oakdale Sidewalk Phase 2	30,103
Penny Road Sidewalk Capital Project	51,000
Recreational Maintenance Facility Capital Project	123,308
Water Sewer Capital Reserve Fund	<u>1,320,200</u>
	<u>\$ 2,651,565</u>
<u>Cash by Fund:</u>	
General	\$ 5,185,118
General Capital Reserve Fund	160,060
Oakdale Sidewalk Phase 3	114,306
Oakdale Sidewalk Phase 2	30,103
Penny Road Sidewalk Capital Project	51,000
Recreational Maintenance Facility Capital Project	123,308
Water/Sewer	10,268,452
Randleman Reservoir	390,351
Water/Sewer Capital Reserve Fund	<u>1,320,200</u>
	<u>\$ 17,642,897</u>
<u>Cash by Bank:</u>	
NCCMT	\$ 10,444,066
Pinnacle Bank	5,208,159
First Bank	1,989,322
	<u>\$ 17,641,547</u>

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #13

AGENDA ITEM #: I.I.E

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CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: February 13, 2024

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Budget amendment is necessary to comply with GASB 87, Leases and GASB96, Subscriptions.

ATTACHMENTS: Budget Amendment #13

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #13 as part of Consent Agenda

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #13

FOLLOW UP ACTION NEEDED: N/A

**FYE 6/30/24
BUDGET AMENDMENT #13**

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a.	Lease Principal Payments	10-8000-7101	9,146.00
	Lease Interest	10-8000-7201	166.00
	Copier leases	10-4200-4300	423.00
	Recreation equipment leased	10-6200-4300	1,851.00
	Golf Equipment leased	10-6300-4300	1,552.00
	Golf Equipment	10-6301-4300	158.00
	Golf Equipment	10-6301-4310	5,328.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Principal	10-8000-7102	1,650.00
	Subscription Interest	10-8000-7202	31.00
	Data Processing Services	10-4200-3800	838.00
	Data Processing Services	10-4900-3800	403.00
	Data Processing Services	10-6200-3800	13.00
	Data Processing Services	10-6300-3800	34.00
	Data Processing Services	10-6301-3800	392.00
	Data Processing Services	10-4100-3800	1.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

Fund 30:

a.	Lease Principal Payments	30-8000-7101	403.00
	Lease Interest	30-8000-7201	21.00
	Copier leases	30-7100-4300	424.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Interest	30-7100-7202	15.00
	Data Processing Services	30-7100-3800	15.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation Dental Assistants Recognition Week

AGENDA ITEM #: II-G

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CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

The American Dental Assistants Association and Guilford Technical Community College - Dental Assisting Program requested a Proclamation from the Town declaring March 3 - 9 as Dental Assistants Recognition Week.

ATTACHMENTS: Proclamation

RECOMMENDATION/ACTION NEEDED: Approve as part of Consent Agenda

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROCLAMATION
DENTAL ASSISTANTS RECOGNITION WEEK MARCH 3-9, 2024
February 13, 2024

WHEREAS, dental assistants, working with the dental profession, play an important part in maintaining the dental health of the citizens of Jamestown and of the United States; and

WHEREAS, dental assistants, through their skills and knowledge, make dental care possible for increasing numbers of our citizens; and

WHEREAS, for over 90 years the American Dental Assistants Association has encouraged and made possible continuing education for dental assistants in order to enhance the delivery of dental health care to the public; and

WHEREAS, the American Dental Assistants Association and Guilford Technical Community College-Dental Assisting Program have designated the week of March 3–9, 2024 as Dental Assistants Recognition Week in Jamestown and throughout the United States.

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Jamestown, do hereby proclaim the week of March 3–9, 2024 as **DENTAL ASSISTANTS RECOGNITION WEEK IN JAMESTOWN**, and bring its importance to the attention of the citizens of Jamestown.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 13th day of February, 2024.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation Women in Construction Week

AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 0

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

The National Association of Women in Construction (NAWIC) requested a Proclamation from the Town declaring March 3 - 9 as Women in Construction Week.

Women in Construction Week celebrates and promotes the role of women in the construction industry. NAWIC held the first WIC Week in 1998 and it has grown and expanded each year since. Many of our local chapters hold WIC Week events, which can include making presentations to high school classes, job site tours, luncheons and virtual events.

This year's theme, 'Keys to the Future', celebrates the strength and knowledge of women and the vital role they play in shaping the future of the construction industry.

Construction firms of all sizes and types are encouraged to participate in WIC Week and show their support for their women employees. They can also find events to participate near them on our event calendar.

ATTACHMENTS: Proclamation

RECOMMENDATION/ACTION NEEDED: Approve as part of Consent Agenda

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROCLAMATION 2024 WOMEN IN CONSTRUCTION WEEK
National Association of Women in Construction (NAWIC)
March 3rd – 9th, 2024

WHEREAS, the Piedmont Chapter #109 of the National Association of Women in Construction has distinguished itself for many years as the voice of women in construction in Jamestown and the Piedmont Triad Region; and

WHEREAS, the work done by the NAWIC Piedmont Chapter #109 has benefited Jamestown and the Piedmont Triad Region through community development and educational programs; and

WHEREAS, the NAWIC Piedmont Chapter #109 has unceasingly promoted the employment and advancement of women in the construction industry; and

WHEREAS, the construction community, represented by NAWIC Piedmont Chapter #109, has been a driving force in fostering community development through renovation and beautification projects, promotion of skilled trade careers, and a positive vision of the future; and

WHEREAS, the NAWIC Piedmont Chapter #109 has sought to achieve successful results for Jamestown and the Piedmont Triad Region and surrounding areas in a cooperative spirit with other organizations.

NOW, THEREFORE, I, Lynn Montgomery, by virtue of the authority vested in me as Mayor of the Town of Jamestown do hereby proclaim March 3rd – 9th, 2024 as **WOMEN IN CONSTRUCTION WEEK** in the Town of Jamestown.

AND encourage our citizens to congratulate the NAWIC organization on its many accomplishments.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 13th day of February, 2024.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution of appreciation Kerry Miller

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 5 mins

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

Mayor Montgomery will present a Resolution of Appreciation to Kerry Miller for his service as an alternate on the Planning Board.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Jamestown Elementary PTA 5k race

AGENDA ITEM #: V



CONSENT AGENDA ITEM



ACTION ITEM

INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 5 mins

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson

SUMMARY:

Jamestown Elementary PTA president Zaira Bullins will request approval from Council to hold a 5k race as a fundraiser on April 27, 2024.

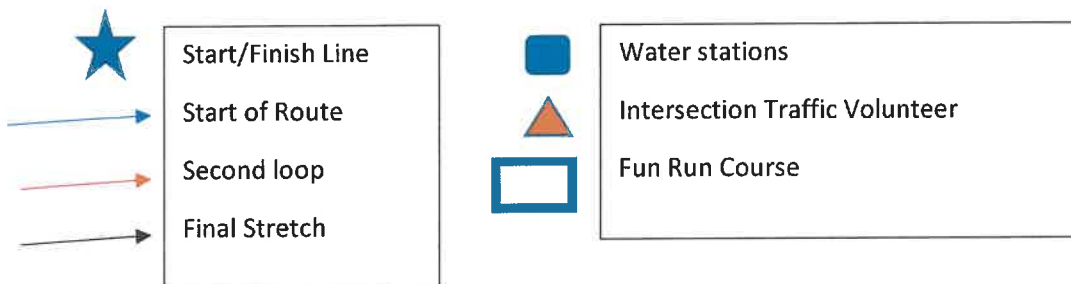
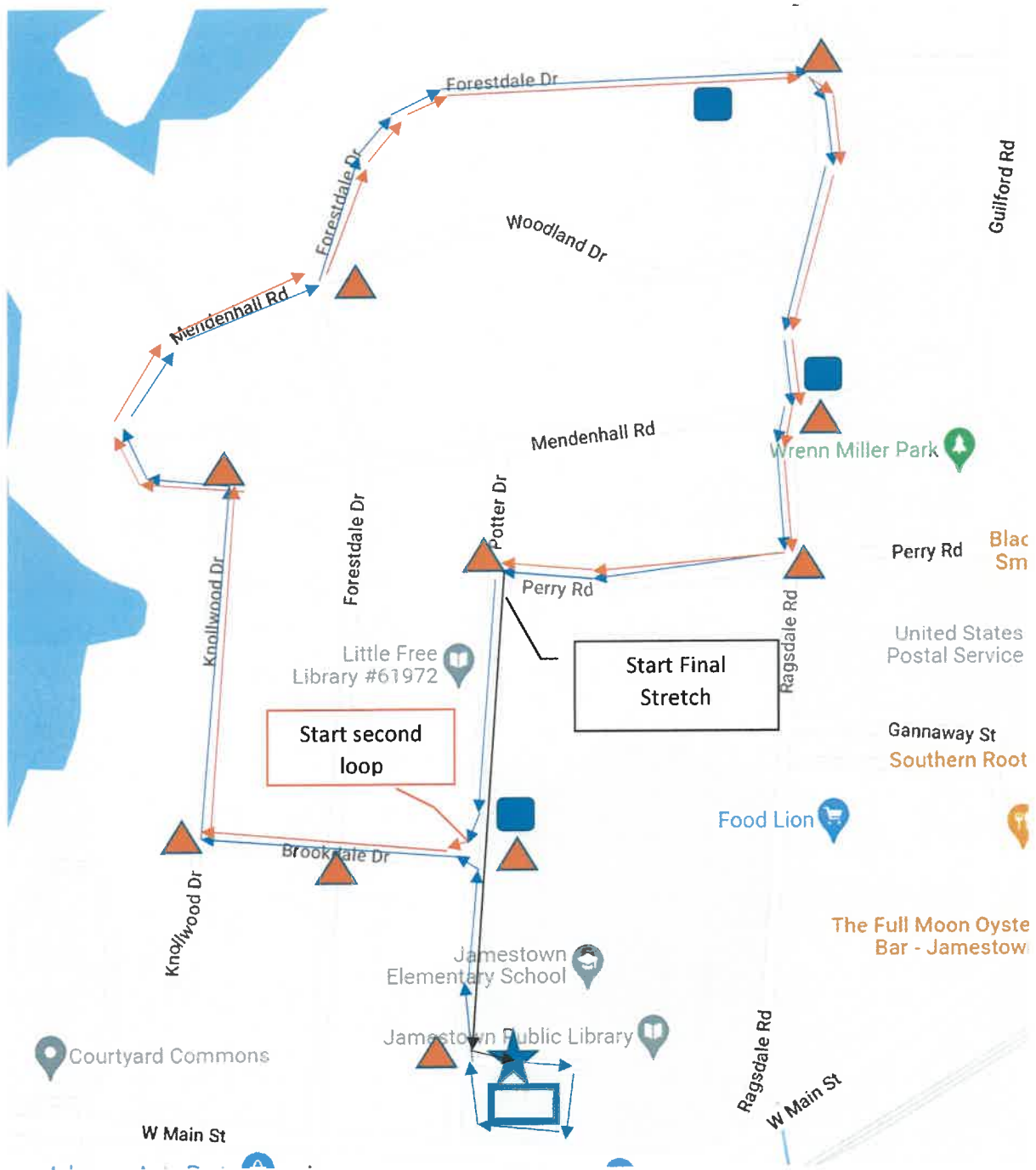
ATTACHMENTS: Event map, resident letter, permit, insurance info, statement of purpose, article III

RECOMMENDATION/ACTION NEEDED: Council will vote to approve or deny the race.

BUDGETARY IMPACT: None

SUGGESTED MOTION: Make a motion to approve/deny the Jamestown Elementary PTA 5k race on April 27, 2024.

FOLLOW UP ACTION NEEDED:





	Pre-k to 2 nd grade Fun Run Course
	2 nd to 3 rd grade Fun Run Course
	Fun Run Start/Finish Line
	Parking, arriving before 8:45
	Overflow parking, arriving after 8:45
	Bathrooms

	Games/vendors
	Bounce Houses
	Face Painting
	Food Trucks

Dear Resident,

We are so excited to be supporting Jamestown Elementary School! As a resident who lives in close proximity to our biggest fundraiser of the year, we wanted you to be the first to know what to expect and to invite you to join us in the fun.

The JES PTA is hosting its 2nd annual 5K & Fun Run to raise money to support the school, our teachers & students. This year we were able to fund academic programs for all grade levels and assist teachers with classroom preparation. We also have some beautification projects planned for later this school year. The money raised will help us finish these projects and continue funding valuable programs for next year.

We have received a permit from the town of Jamestown to hold this event on April 27th. The 5K race route will start at the school and go around the neighborhood ending back at the school. We ask that residents do not park on the side of the road from 8:30 until 10:00 on this day. This will allow space for the runners to use the side of the road. We plan to have food trucks and other entertainment as well.

If you wish to be more involved, please visit our event page to register in the race or pledge a donation.

<https://app.memberhub.gives/tigertrot24/Campaign/Details> OR text Tiger to 919.626.3277

We appreciate your support!

Kind Regards,

The Jamestown Elementary School PTA



SPECIAL EVENTS PERMIT

This permit must be received no later than 60 days prior to your event.

Date: 12/28/2023

Name: JAMESTOWN ELEMENTARY SCHOOL Address: 108 Potter Dr, Jamestown NC 27282

Date of Event: April 27, 2024 Time of Event: 8:00am

Location of Event: JES School grounds and neighborhood behind the school

Phone Number: 336-944-3134 (work) Alternate Phone Number: 336-375-6606

Email: jes.nc.pta@gmail.com Plans attached YES NO

Description of Special Event (attach additional sheets if necessary): We are looking to host our 2nd annual 5K Tiger Trot and Fun Run. We are expected to have 2 food trucks/games and a bounce house. We had such great success last year that we'd love to keep the momentum going for the school. Below is the link for your reference. https://runsignup.com/Race/NC/Jamestown/2023TigerTrot5K


Will Alcohol be Served or Brought to Premises? YES NO
(If Yes, attach any applicable ABC Permits and copies of your third party liability insurance)

By signing, I agree to reimburse the Town of Jamestown for services including, but not limited to, Police, Sanitation, and Public Services. These fees may be waived by Town Council, at their discretion. Please indicate if you wish to petition Town Council to waive these fees: YES NO

NO FEE IS REQUIRED FOR THIS PERMIT

The individual or group, their guests and invitees, understand and agree that the Town of Jamestown will NOT be responsible for injury to persons using the premises under the terms of its application, nor for damage to or loss of property brought onto the premises, and that the Town of Jamestown will be held harmless for any and all claims for such injury, damage or loss, personal injury or death resulting from the use of its property, or related to the provision of outdoor table service and/or alcohol use, including any court costs and attorney fees.

The individual or organization, their guests and invitees agree to abide by all rules, laws and guidelines established by the Town Council or the State of North Carolina. I have also read and agree to abide by the Town's Special Events Ordinance. I also understand that if I violate this Ordinance, I may be subject to the penalties listed therein.

Signed:  Date: 12/29/23

Date received: _____ Received by: _____



**ASSOCIATION
INSURANCE
MANAGEMENT INC**

MEMBER CERTIFICATE OF INSURANCE

1/25/23

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: NC9500

NAMED INSURED MEMBER:

Jamestown ES PTA
Attn: Christy Gomez or Current Officer
108 Potter Dr.
Jamestown, NC 27282

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
Management, Inc.
PO Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Concert Specialty Insurance Company / Commercial General Liability	GL2023AIM04530	3/16/23 - 3/16/24	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS	\$2,000,000
				Personal & Advertising Injury	\$1,000,000
				Fire Damage (any one fire)	\$50,000
Concert Specialty Insurance Company / Extended Medical Payments	GL2023AIM04530	3/16/23 - 3/16/24	\$ 0	Medical payments-any one person	\$5,000
Concert Specialty Insurance Company / Professional Liability (Directors & Officers Liability)	DO2023AIM04349	3/16/23 - 3/16/24	\$ 0	Aggregate	\$1,000,000
Retro-active Effective Date:		3/16/23			

Town of Jamestown is added as an Additional Insured to the General liability policy only.
Event: Tiger Trot 5K & Fun Run
Date/Time: 3/25/23 9AM-12PM

Certificate Holder:
Town of Jamestown
301 E Main St
Jamestown, NC 27282

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

Jamestown Elementary School
PTA Committee
336-819-2210
108 Potter Drive, Jamestown NC 27282

Statement of Purpose

To whom it may concern,

Good afternoon! My name is Zaira Bullins and I am the Jamestown Elementary School PTA President. We are seeking to host our 2nd annual 5K fundraiser for our school. We are looking to use the profits on academic programs and beautification projects that have been requested by the teachers and staff. After last year's event did so well, we hope to see another great turnout and expand our participation numbers.

We are hoping that by hosting this in the town itself that we can get more involvement from the community and allow us to really advocate for how beneficial we are to the school.

Thank you.

Zaira Bullins
336-944-3134

ARTICLE III: Requirements for special event permit application.

1. Jamestown Elementary School, 108 Potter Drive Jamestown NC 27282, 336-819-2110
2. Signed certification is listed on special events permit, however we are more than happy to sign another in more detail.
3. Jamestown PTA, 108 Potter Drive Jamestown NC 27282, 336-819-2110
Chief Officer: PTA President, Zaira Bullins, 336-944-3134
Race Committee chair, Christy Brant-Gomez, 336-316-8626
4. N/A
5. ** Please see attached
6. ** Please see attached
7. ** Please see attached
8. ** Please see attached
9. Based on the number of students at the school and last year's participation, we are hoping to have around 150 people in the 5K and approximately 250 students participating in the fun run on school grounds.
10. Jamestown PTA, teachers, parent volunteers to lead the trash removal of both school grounds and route.
11. We will have 1 speaker and microphone at the front of the school to direct the crowd at the beginning and end of the races. Music to be played as well only via the 1 speaker.
No DJ nor bands.
12. The school gym will be open for bathroom usage which will be monitored by volunteers.
13. Volunteers from both the PTA, school staff and parents will be there to guide traffic throughout the 5K course.
14. We have a signup sheet consisting of volunteers and teachers to assist in each Department for the race such as having at least one person minimum on each street corner to help direct traffic, bathrooms etc.
15. We will have a first aid tent with basic necessities but have also reached out to the Jamestown Fire department for any help that they would be willing to assist with as a community event.
16. Insurance information attached.
17. We do not have any unusual requirements
18. We have solidified Kona Ice, a doughnut truck and have reached out to one more food vendor to be on school grounds.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Introduction of Hank Henning - Duke Energy

AGENDA ITEM #: VI

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: Feb. 13, 2024

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Mr. Hank Henning, Local Government and Community Relations Manager, with Duke Energy will introduce himself to the Board and share a little bit of information about his role as a liaison between the Town and Duke Energy.

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

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
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Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Annual Fire Department report

AGENDA ITEM #: VII



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 10 mins

DEPARTMENT: Fire

CONTACT PERSON: Chief Carson

SUMMARY:

Chief Carson will present the annual Fire Department Report

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: None - information only

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
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Pam Burgess
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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Annual Sheriff Department report

AGENDA ITEM #: VIII

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 10 mins

DEPARTMENT: Fire

CONTACT PERSON: First Lieutenant Elizabeth Cox

SUMMARY:

First Lieutenant Cox will present the annual Sheriff's Department Report on behalf of Captain Howell, who could not attend.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: None - information only

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
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Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Quarterly Report on Golf Course Oct- Dec

AGENDA ITEM #: IX-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: February 13, 2024

ESTIMATED TIME FOR DISCUSSION: 10

DEPARTMENT: Golf Course

CONTACT PERSON: Marcy Newton

SUMMARY:

Staff will discuss the rounds played in October to December 2023 compared to the same months in 2022. As well as talk about golf outings, range usage and the implementation of golf event contract and credit cards to hold tee times.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
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Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resignation of Denise Johnson -P&R Advisory Comm

AGENDA ITEM #: IX-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 2.13.2024

ESTIMATED TIME FOR DISCUSSION: 5 mins

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery, Interim Town Clerk

SUMMARY:

This is notification to the Council that Denise Johnson has resigned from the Parks and Recreation Advisory Committee which creates a vacancy.

ATTACHMENTS: Email with resignation

RECOMMENDATION/ACTION NEEDED: Vote to accept resignation of Denise Johnson from Parks and Recreation Advisory Committee

BUDGETARY IMPACT: None

SUGGESTED MOTION: Make a motion to accept the resignation of Denise Johnson from the Parks and Recreation Advisory Committee

FOLLOW UP ACTION NEEDED:

Nancy Avery

From: Denise Johnson <dajohnson1996@yahoo.com>
Sent: Wednesday, January 17, 2024 3:05 PM
To: Nancy Avery; Scott Coakley
Subject: Fw: Parks and Rec Committee Resignation

Hi Nancy, I believe I should have sent this to you. My apologies.

Thank you,
Denise

----- Forwarded Message -----

From: Denise Johnson <dajohnson1996@yahoo.com>
To: Katie Weiner <kweiner@jamestown-nc.gov>; Scott Coakley <scoakley@jamestown-nc.gov>
Sent: Wednesday, January 17, 2024 at 03:00:22 PM EST
Subject: Parks and Rec Committee Resignation

Hello Katie,

With my recent appointment to the Jamestown Planning Board, I will need to resign by position on the Jamestown Parks and Rec Committee. I have enjoyed my time with Parks and Rec and will always be available to volunteer at any events.

Thank you
Denise Johnson

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Interlocal agreement with Guilford County

AGENDA ITEM #: X.C

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CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: February 13, 2024

ESTIMATED TIME FOR DISCUSSION: 5 mins

DEPARTMENT: Finance Department

CONTACT PERSON: Faith Wilson

SUMMARY:

Town of Jamestown has received an amendment extending the interlocal agreement on tax collection with Guilford County. The amendment will be effective July 1, 2024. Currently, the tax collection rate is .62%. Guilford County provides tax collection for the Town of Jamestown. The amended contract will increase the tax rate collection to .75%, which is a .13% increase.

ATTACHMENTS: Amendment Extending Interlocal Agreement on Tax Collection

RECOMMENDATION/ACTION NEEDED: Staff recommends that council approve the amended interlocal agreement with Guilford County

BUDGETARY IMPACT: .13% increase in from the current rate

SUGGESTED MOTION: Motion to allow Town Manager, Town Clerk, Finance Director and Town Attorney to sign and authorize the amended interlocal agreement.

FOLLOW UP ACTION NEEDED:

**GUILFORD COUNTY CONTRACT NO. 90006133
TOWN OF JAMESTOWN**

NORTH CAROLINA
GUILFORD COUNTY

AMENDMENT EXTENDING INTERLOCAL AGREEMENT ON TAX COLLECTION

This amendment, made and effective as of July 1, 2024, is an amendment to the Interlocal Agreement on Tax Collection made July 1, 2016 and effective July 1, 2016 (the “Interlocal Agreement”) between the Town of Jamestown, a municipal corporation in the State of North Carolina (“TOWN”), and Guilford County, North Carolina, a body politic and corporate (“COUNTY”), collectively referred to as the “Parties.”

WITNESSETH

THAT WHEREAS, on July 1, 2016, the TOWN and the COUNTY entered into the Interlocal Agreement, effective as of July 1, 2016, under which the COUNTY agreed to provide ad valorem tax listing and collection services to the TOWN for a five (5) year term from July 1, 2016 through June 30, 2021, which the Parties thereafter extended to an eight (8) year term through June 30, 2024;

WHEREAS, the TOWN and COUNTY have determined that it is in the public benefit and interest to extend the term of the Interlocal Agreement for an additional five (5) years on the same terms except as amended herein; and

WHEREAS, the governing bodies of the TOWN and COUNTY have ratified this amendment to the Interlocal Agreement by resolutions recorded in their respective minutes;

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions contained in the Interlocal Agreement, as amended, accruing to the benefit of each of the Parties and other good and valuable consideration, receipt and sufficiency of which is acknowledged by the TOWN and the COUNTY, the Parties agree as follows:

1. The term of the Interlocal Agreement is amended and shall be for thirteen (13) years, from July 1, 2016 to June 30, 2029, unless sooner terminated pursuant to its terms.
2. As of July 1, 2024, the Tax Collection Rate set out in Paragraph 14 of the Interlocal Agreement is amended to read “.75%”, an increase of .13% from the current rate of .62%.
3. All other provisions of the Interlocal Agreement and any subsequent modifications and revisions are ratified and shall continue in full force and effect in accordance with their terms.

**GUILFORD COUNTY CONTRACT NO. 90006133
TOWN OF JAMESTOWN**

IN WITNESS THEREOF, the Parties have executed this Amendment Extending Interlocal Agreement in their respective names and titles, by their proper officials, all by the authority of appropriate resolutions of the governing bodies of each of the taxing units, duly adopted, as of the day and year first written above.

ATTEST:

GUILFORD COUNTY

By: _____
Robin B. Keller, Clerk to Board

By: _____
Jason Jones, Assistant County Manager

(COUNTY SEAL)

By: _____
Ben Chavis, Tax Director

ATTEST:

THE TOWN OF JAMESTOWN

By: _____
Jamestown Town Clerk

By: _____
Town Manager

(TOWN SEAL)

APPROVED AS TO FORM:

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____
Jamestown Town Attorney

By: _____
Jamestown Finance Officer

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: XI

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: Feb. 13, 2024

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's Report is attached.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

- I. Several major projects are currently underway or completed.
 - A. Maintenance Building – We have received the certificate of occupancy and staff are currently moving into the building. This will be the last update on this project and concludes Council's Strategic Plan Goal 5.6.
 - B. Golf Course bathrooms – Final Inspections will happen the week of 2/5/2024 and the Town should be able to open them for public use immediately following the final inspection sign-off by the County. This will be the last update on this project and concludes Council's Strategic Plan Goal 5.10.
- II. Loose leaf collection began on Monday, Oct. 23rd. Crews will make continuous rounds throughout the season which will run until Feb. 23, 2024. Please keep piles clear of sticks and other debris. Be sure to place leaves in areas which are away from cars, trash cans, mailboxes, or other obstructions. Please have all loose leaves at the curb no later than Feb. 21st to ensure crews can collect them by Friday, Feb. 23rd.
- III. Early voting will begin for the March 5th Primary Election in the Civic Center on Feb. 15th. The Town does not control voting precincts and information on voting may be obtained at Guilford County Board of Elections at this site: <https://www.guilfordcountync.gov/our-county/board-of-elections/absentee-voting-information/early-voting-one-stop-voting>.

Key Dates:

- March 7th – Bulky Item pickup
- March 19th – Town Council Budget Retreat – 9 AM – Civic Center Chambers
- March 19th – Town Council meeting – 6 PM – Civic Center Chambers
- March 29th – Town offices closed in observance of Good Friday