

Regular Meeting of the Town Council  
February 13, 2024  
6:00 pm in the Civic Center  
Minutes & General Account

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

**Council Member Absent** –

**Staff Members Present** – Town Manager Matthew Johnson, Director of Public Services Paul Blanchard, Finance Officer Faith Wilson, Deputy Finance Officer Heather Lunsford, Head Golf Pro Marcy Newton, Interim Town Clerk Nancy Avery

**Visitors Present** – Zaira Bullins, Joanne Miller, Kerry Miller, Deputy J. Chappell, Robert Frederick

Town Attorney Beth Koonce was in attendance.

**Call to Order** – Mayor Montgomery called the meeting to order at 6:00 pm.

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

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

Interim Clerk Avery stated that a quorum was present.

Pledge of Allegiance - Council Member Wolfe 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 remove items IX-B resignation of Parks & Recreation Member and VI Duke Energy presentation and add item V Presentation of Resolution honoring Nancy Avery, Interim Town Clerk and adopt the agenda with these amendments. 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 January 9<sup>th</sup> Special Meeting
- Approval and sealing of minutes from the January 9<sup>th</sup> Closed Session
- Approval of minutes from the January 23<sup>rd</sup> CIP Budget Retreat work session
- Budget Amendment # 13
- Proclamation declaring week of March 3-9, 2024, as Dental Assistants Recognition Week
- Proclamation declaring week of March 3-9, 2024, as Women in Construction Week

Council Member Glanville provided the following corrections to minutes:

- January 16<sup>th</sup> – Roll Call – add ‘present’ for Council Member Rayborn
- January 23<sup>rd</sup> :
  - Page 12 (packet) at the end of where Manager Johnson says ‘it is not a money maker and there are health department regulations, add ‘if we do free food that is not repackaged then there are health department regulations.
  - Page 5 where it says ‘are we doing anything for the upcoming 50<sup>th</sup> anniversary of the Town’, it should be ‘golf course’, not ‘Town’.

Council Member Rayborn made a motion to approve the Consent Agenda with the changes to the referenced minutes. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

(Budget Amendment # 13, Proclamations)

**Public Comment** - none

**Presentation of Resolution of Appreciation to Kerry Miller, Planning Board Member**

Council Member Glanville read and presented the resolution to Mr. Miller.

(Resolution Miller)

**Presentation of Resolution Honoring Nancy Avery, Interim Town Clerk – Mayor**

Montgomery read and presented the resolution to Ms. Avery.

(Resolution Avery)

**Consideration of Jamestown Elementary PTA 5k race request** – PTA President Zaira Bullins stated the same race was put on last year and it was so successful that we really would like to do it again. We raised close to \$10,000 in fundraising profit, which is way more than we have ever done with anything else. One of the reasons we would like to do this is to get away from the idea that fundraising is kids selling items. While that may be somewhat profitable, it is not memorable. With the 5k race last year we were able to have parents come out with their children and run the race with grandparents cheering them on. It is something that was so much fun for all of us. It is \$25 per individual to enter the race and you get a tee shirt. We also have a fun run option which is free to our students. They can obtain monetary donations if they choose.

Council Member Wolfe asked if this is the same route as last year. Her main concern is safety of the kids on the roads, but it looks like you are using volunteers like you did last year.

Ms. Bullins said we have a lot of parent and student teacher volunteers. We had them at each intersection to make sure everybody was safe along the route. We also send out a letter to the residents along the route to make sure they are aware that this is happening, so there is no confusion as to why we have all these people on the street.

Council Member Glanville stated she attended last year and this was an incredibly well-run race, especially for the first year.

Council Member Rayborn said she also attended last year and it was fantastic. You have a great formula. She made a motion to approve the Jamestown Elementary PTA 5k race on April 27, 2024. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

**Presentation of Annual Fire Department Report** – Chief Carson stated one of the highlights from 2023 was our department was reinspected as part of the Insurance Services Office (ISO). We retained our ISO level two, which is exciting for us to be able to retain for the Town. That means lower insurance rates to the commercial and residential property owners in Jamestown. Other highlights include:

- Daily staffing is one Captain and two firefighters
- Twenty-four (24) fire prevention and public education programs were delivered utilizing thirty-nine (39) staff hours
- Total staff training hours was 13,000
- 2023 responses for Jamestown Station 46 were 731 calls
- Engine turnout time is 1:54 minutes and travel time is 4:01 minutes
- Call type breakdown
  - Medical incidents – 393
  - Fire Incidents – 53
  - Fire Alarms – 103
  - Motor Vehicle Accidents – 47
  - Service/Good Intent/False Alarms – 135

**Presentation of Annual Sheriff Department Report** – Lieutenant Cox introduced herself saying she was recently assigned to District Three and was in Internal Affairs before that. She started in Jamestown back in 2009. We have specific cars that work out of our Jamestown office. We have one on each squad with twenty-four (24) hour coverage and a total of six officers working on any given shift with one specifically for Jamestown and then others assigned to the other zones between the Forsyth County line up around Sandy Ridge Road all the way down to Pleasant Garden. Our highest call volume month was May. We had 106 calls in Jamestown during that month. Our lowest months were October and November. We had a total of 918 calls in Jamestown in 2023. One of the most significant calls were burglar alarms. We had 53 Check Welfare Family Assistance calls, 50 disorderly conduct and 21 domestic disputes. We did have 32 larcenies. That is larceny, shoplifting, people taking from our stores. We had 51 law assistance calls. This is a catch all type category for us. And we had about 71 Suspicious Activity calls in the area. So that is a breakdown of our Jamestown statistics.

### **New Business**

Jamestown Park and Golf course quarterly report – Head Golf Pro Marcy Newton stated it was a typical fourth quarter at the golf course. The only thing different was, we had nine holes closed when they were repairing the dam which took right at six weeks. But despite that, the golf rounds were still up 5% for that quarter compared to 2022. We redid that driving range tee and that reopened in October of 2022. But from the same quarter in 2022, we were up this past quarter by 50%. So the driving range is still a very popular place to come and hit range balls. We had five outings in the last quarter, mainly in October, because that is when a lot of people do their

fundraisers. We did have five room rentals in the quarter. We implemented a credit card policy in November to reserve tee times. That has gone really, really well. It was a slight adjustment for the staff to start taking a credit card. But it has definitely served its purpose and made the golfers more accountable for managing their tee time, not just make it and then not show. It is pretty much winter at the golf course. We are excited for this year with the 50th anniversary of the golf course.

#### Consideration of Interlocal Agreement with Guilford County

Finance Officer Wilson stated Guilford County provides the tax collection for the town. We have received an amended agreement extending the interlocal agreement on tax collection. Currently the tax collection rate is set at .62%. But with this amended agreement, it will increase .75%, which is a 13% increase from what we have been paying, but staff does recommend that Council approve the amended interlocal agreement with Guilford County and to authorize the manager and finance director to execute all documents.

Council Member Wolfe made a motion to authorize the Town Manager, the Town Clerk, the Finance Officer and Town Attorney to sign and authorize the amended interlocal agreement. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

**Manager Report** – Manager Johnson stated the maintenance building received a Certificate of Occupancy. The staff have been moving into the building over the last few weeks or so. This will be the last update on the project. That concludes the Council Strategic Plan goal number 5.6. The same for our golf course bathrooms. We are happy to say that final inspections have been completed and we have received our Certificate of Occupancy. They are open for public use and I believe Marcy (Head Golf Pro Newton) has said they have gotten rave reviews. This also completes Council's Strategic Plan goal 5.10. Loose leaf collection which began on Monday, October 23rd, will be concluding on February the 23rd. That's a Friday. We do ask folks to have the leaves out by the 21<sup>st</sup> so that we can make sure that we make full complete rounds through town and make sure everything is cleaned up by the 23rd. After the 23rd folks can either use the optional bins, or they can purchase a bin from the Town for loose leaf collection or they can use the heavy-duty craft paper bag type containers that you can get at any hardware store. Early voting will begin for March 5<sup>th</sup>. As you can see, there are a couple of things in here for preparing for that. The Town does not control the voting precincts and information on voting can be obtained through the Guilford County Board of Elections. They have all the information about when the sites are open on their website. I wanted to extend congratulations to our Planning Director Anna Hawryluk for securing our 16th consecutive Tree City USA designation. Elizabeth Greeson would like me to remind everybody that the litter sweep will be conducted in April the 20th. If you have questions or would like to participate in that, you can simply reach out to Elizabeth here at Town Hall. Thank you to both Lieutenant Cox and Chief Carson. And I want to extend a very big thank you to Nancy (Interim clerk). Nancy has been instrumental in keeping us on track the last few months as Katie (Town Clerk) has been on maternity leave. So we really wanted to thank you very much for all that you have done to help us.

Council Member Wolfe asked about getting a report from Guilford County Animal Control.

Manager Johnson said he would follow up on that.

**Council Member Committee Reports**

Council Member Burgess reported that she attended the Planning Board meeting last evening, February the 12th. Ed Stafford was elected Chair and Russ Walker was elected Vice Chair. Planning Director Hawryluk reviewed the Planning Board general duties and the zoning guidelines for everyone. That is helpful for the new members. The 2024 Planning Board meeting schedule is in place with just one adjustment of the November 11<sup>th</sup> date changed to November 4<sup>th</sup>. That schedule should also be updated on the Town's website for everyone.

Council Member Glanville said unfortunately the Guilford County School Board meeting days and times are the exact same as our meeting. But luckily, because of this month's change in our schedule, she was able to attend this month's school board meeting. She did watch the school board meeting that they held in January. Gary Gonzalez of Jamestown Middle School was named Employee of the Month for Guilford County Schools. He is a student success coordinator there. He has worked for Jamestown Middle School for, she believes, twenty-three (23) years. She reached out to the principal of Jamestown Middle School, mostly because her kids go there. She is meeting with him on Thursday to just talk about any community engagement projects we can assist with, or they might want to participate maybe in the litter sweep and those kinds of things and see how we can collaborate in that way. She also reached out to the two school board members who represent schools within Jamestown town limits, and hopefully she will hear from them soon and meet them personally next week.

**Public Comment - None**

**Adjournment**

Council Member Rayborn made a motion to adjourn the meeting. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote. The meeting ended at 6:37 pm.

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Lynn Montgomery, Mayor

ATTEST

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Katie Weiner, Town Clerk