

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

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

Staff Present: Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Jamey Claybrook, Anna Hawryluk, Kenneth Clouser (Audio & Visual Technician), Jim Lanik, Town Attorney

Visitors Present: None

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 Wolfe requested to add item “IV-B. Non-profit Discussion for the Historic Society” and item “IV-C. Consideration of approval of Budget Amendment #20” to the agenda.

Council Member Straughn requested that “Budget Amendment #18” be removed from the consent agenda and added as an item for discussion after the public comment period.

Council Member Capes made a motion to approve the March 16th Regular Town Council agenda with the requested changes. Council Member Straughn 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 January 22, 2021 Special Meeting
- Approval of minutes from the February 16, 2021 Regular Meeting
- Approval & Sealing of Closed Session minutes from the February 16, 2021 Regular Meeting
- Resolution Recognizing Arbor Day
- Proclamation Vietnam Veterans Day
- Proclamation Women’s History Month
- Appointment of Robert Coon as an ETJ Planning Board Alternate Member
- Financial Position of the Town of Jamestown

- Financial Position of the Jamestown Park & Golf Course
- Notification of Advances

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

(Resolution Recognizing Arbor Day, Proclamation Vietnam Veterans Day, & Proclamation Women's History Month)

Public Comment- Nobody signed up.

Discussion about Budget Amendment #18- Council Member Straughn stated that he was specifically concerned about "Section A" of Budget Amendment #18 which referred to "Other Contracted Services." He added that the money included within that section would pay for a third party to review and update the Town's ordinances. He said that the contractor would also travel throughout Town and create an inventory of current code enforcement violations. Council Member Straughn said that he would like for the scope of the contracted work to be further defined. He stated that he was in favor of updating the ordinances and training staff to respond to ordinance violations. He added that he would like to see a list of the backlog of violations that have not been addressed. Council Member Straughn did not want the Town to aggressively pursue minor issues and wanted to avoid government overreach.

Treme stated that he had observed that the ordinances had not been enforced consistently. He added that some of the larger violations had been addressed by the Town Attorney. He said that his idea was to allow a third party to work on a trial basis to review and update the ordinances. He added that this person would only work a couple of days a week. Treme stated that Matthew Johnson, Assistant Town Manager/Director of Planning, had been the primary enforcer. He noted that Johnson was involved in several other projects and had a multitude of other job duties. Treme said that he believed allowing a third party to focus on code enforcement for \$7,280 would be a good investment. He stated that he would be happy to discuss the issue further at the upcoming budget retreat.

Council Member Capes said that it was his understanding that the driving force behind this idea was the consistent enforcement of the ordinance. He added that he did not think it was a bad idea to allow a third party to address the violations.

Treme continued to discuss the details of the potential contracted service with Council.

Council Member Wolfe stated that the idea to outsource code enforcement had come up before. She added that she had been against it in the past. She noted that code enforcement was currently in the job description for the staff that worked within the Planning Department. She requested that Treme provide Council with additional information on the process of enforcement and the expectations of the contracted service.

Treme said that he would be happy to discuss the topic further with Council at a later date.

Council Member Straughn made a motion to remove "Section A" from Budget Amendment #18 and approve "Section B" and "Section C" of Budget Amendment #18. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Old Business-

- Discussion about the Jamestown Park Master Plan Option B- Johnson stated that Council had requested that staff continue to explore options for keeping and repairing the existing baseball fields at Jamestown Park. He said that the updates to the baseball fields would allow for them to be used for soccer as well. He added that staff would present a brief update on that work to the Park and Recreation Steering Committee on April 5th. He said that staff would propose that the Committee add the second option to the existing Jamestown Park Master Plan. He noted that staff would present their recommendation to Council at the April 20th Town Council meeting. He stated that staff would provide Council with a renovation concept plan and a cost estimate at the meeting.

Council Member Wolfe asked Johnson why the baseball fields would be used for soccer as well. Johnson stated that there was an extremely high demand for the existing soccer fields and that staff believed that a multi-use space would be beneficial for residents. Council Members were happy to hear that residents were using the soccer fields at such a high rate.

Council Members also briefly spoke about the PARTF grant timeline with Johnson.

Council Member Rayborn said that there may need to be further discussion on whether or not the Town needed to provide baseball fields or not. She noted that she had not wanted to exclude the baseball fields from the Master Plan on the basis that a new field was being offered by Diamondback within the proposed Castleton Village plans. She stated that she wanted to evaluate whether or not the renovation of the fields and the inclusion of them within the plan would be a good investment for the Town. Johnson agreed with Council Member Rayborn. He stated that if the Town was going to invest money into a baseball field that there needed to be some additional data on future use. He noted that he would research survey options that would allow staff to collect additional information on the subject.

- Discussion of Non-Profit Funding Request from the Historic Jamestown Society- Gallman stated that she and Treme had met with one of the Historic Jamestown Society's board members last month. She added that they had discussed ways in which the organization could provide programming to the Jamestown community. She said that the Historic Society had come up with some ideas and had submitted a funding request. Gallman stated that they were proposing to produce a video series and to establish a "Traveling Trunk" program. She said that they were requesting \$2,730 to provide items for streaming educational programs and \$2,000 for establishing a "Traveling Trunk" program. Gallman stated that staff was requesting that Council approve the funding.

Council Members briefly discussed the proposed ideas with Gallman.

Council Member Straughn made a motion to approve the request by the Historic Jamestown Society for \$2,730 to provide items for streaming educational programs and \$2,000 for establishing a "Traveling Trunk." Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- Budget Amendment #20- Gallman said that the amendment would cover over-runs incurred by the contractor on the East Main Street sidewalk project. She stated that there were some issues with drainage, soil conditions, erosion control devices, and pavement patching. She added that

the expenses should qualify for reimbursement from NCDOT. Gallman said that staff was planning to setup an appointment with NCDOT to discuss the project in the coming weeks.

Council Member Straughn asked if there would be a crosswalk along the East Main Street sidewalk. Blanchard stated that the crosswalk lighting had been purchased and would be installed after the project had been completed.

Council Member Wolfe requested that staff ask NCDOT when the Town would be reimbursed for their other requests at the upcoming meeting.

Council Member Straughn made a motion to approve Budget Amendment #20. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #20)

New Business-

- Consideration of approval of the lowest responsive, responsible bidder for Resurfacing Contract- Blanchard stated that staff had opened bids that day for the 2020/2021 resurfacing contract. He added that there had been four bids submitted. He noted that Blythe Construction, Inc. had the lowest bid of \$269,032.90. Blanchard stated that the bid was lower than the budgeted amount. He stated that the main source of funding would come from the Powell Bill. He noted that staff would like to include an additional \$50,000 over and above the contract price to allow for paving of additional footage of streets. He said that the remaining \$44,032.90 would be expended from the Water and Sewer Fund. Blanchard requested that Council award the contract to Blythe Construction, Inc. in the amount of \$319,032.90.

Council Members discussed the details of the work to be completed with Blanchard.

Council Member Straughn made a motion to award the contract to Blythe Construction, Inc. in the amount of \$319,032.90. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of lease agreements with PNC- Gallman presented an overview of the two lease agreements. She stated that the first lease was for 72 golf carts with a monthly payment of \$5,327.28. She noted that the cost included the service and maintenance of the carts. Gallman said that the second lease was for a range picker and two utility carts. She stated that there would be a monthly payment of \$509.49. She added that the leases were essentially a renewal of the ones that had been in effect for three years.

Council Member Wolfe asked if the Town Attorney had reviewed the leases. Gallman said that Koonce had reviewed them and was satisfied with both agreements.

Council Member Straughn made a motion to approve the leases as presented and allow the Finance Director to enter into the leases. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Treme presented his monthly Manager Report to Council. He and Johnson introduced Jamey Claybrook, the new Golf Course Superintendent, and Anna Hawryluk, the new Planner, to Council. Council welcomed the new staff members. Treme noted that there was a budget retreat scheduled for March 19th at 9:00 am. He stated that he would present a strategic plan to Council at that time. He also said that the Town was going to receive about \$1,210,000 from the federal American Rescue Act. He noted that staff would do further research to determine areas in which the funding could be invested. He added that there would be an AARP Livability Committee meeting on March 23rd at 4:00 pm via zoom. Treme said that the Spring Litter Sweep would be held on April 24th at 9:00 am. He stated that the Town had also received the designation of Tree City for the fourteenth year in a row.

Blanchard briefly updated Council on the ongoing sidewalk projects.

- Council Member Committee Reports-
 - Council Member Wolfe stated that there was a TAC meeting scheduled for next week. She added that there had been a virtual Comprehensive Plan Steering Committee meeting on March 15th. She said that the consultant had presented an overview of the updated vision statement for the Comp Plan and that the members had given their feedback on the revised version. She noted that there had also been discussion on the guiding principles for the Comp Plan. She stated that the next meeting would be held on March 29th.
 - Council Member Capes said that he had attended a Tree Board meeting on March 1st. He stated that the Board had considered a request from Pennybyrn to reduce the number of plantings in one area to construct a fence. He added that they were essentially asking for the ability to be flexible about where they would place the required plantings. Council Member Capes said that the Board had approved the request.
 - Council Member Straughn stated that he was a member of the Guilford County Parks and Recreation Commission. He said that they had discussed the maintenance of recreation spaces at their last meeting. He praised all the Town staff that were involved in maintaining the Town's parks and recreation areas.
 - Council Member Rayborn said that there was a Planning Board meeting on March 8th. She noted that the Board had recommended that Council approve the proposed Land Development Ordinance amendments. She added that there had also been an AARP meeting in February. Council Member Rayborn stated that the Committee had focused on transportation/pedestrian safety, senior programming, caregiver support, and parks and recreation opportunities for seniors.

Public Comment- Nobody signed up.

Other Business- Council Member Wolfe stated that Linda Faircloth, Representative John Faircloth's wife, had passed away the previous week. She encouraged everyone to keep the family in their thoughts and prayers.

Council Member Straughn said that Council had been receiving questions from the public about trash collection. He noted that there were instructions regarding trash and recycling pickup on the Town's website. He added that citizens were always welcome to contact Council about their concerns.

Mayor Montgomery noted that there would be a Vietnam Veterans Day Ceremony on March 29th at 11:00 am in Wrenn Miller Park. She encouraged everyone to attend.

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

The meeting ended at 7:21 pm.

Mayor

Town Clerk