



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**

**April 16, 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 from the March 19<sup>th</sup> Town Council Budget Retreat
- B. Approval of minutes from the March 19<sup>th</sup> Regular Town Council Meeting
- C. Proclamation Spring Litter Sweep
- D. Analysis of the Financial Position of the Town of Jamestown
- E. Budget Amendment #15
- F. Resolution to Close-Out Capital Project Fund for the ARPA Stormwater Project
- G. Resolution adopting Local Water Supply Plan

**III. Public Comment**

**IV. Resolution honoring Ed Stafford- Council Member Wolfe**

**V. Resolution honoring Russell Walker, Jr.-Council Member Burgess**

**VI. Capital Improvement Plan (CIP) Public Input Session- Matthew Johnson, Town Manager**

**VII. Old Business-**

- A. Presentation of audit report summary FY 2022/2023 by Nick Wicker, Strickland Hardee, PLLC Representative- Faith Wilson, Finance Director
- B. Public Hearing for the consideration of approval of amended Water Shortage Response Plan- Paul Blanchard, Public Services Director

**VIII. New Business-**

- A. Appointment of Planning Board Members and Alternates- Katie M. Weiner, Assistant Manager/Town Clerk
- B. Jamestown Park & Golf Course Quarterly Report- Scott Coakley, Parks and Recreation Director
- C. Request to set a public hearing date for a rezoning request for 1903 and 1905 1915 Guilford College Road from Single-Family Residential (SFR) to Conditional Zoning Multi-Family Residential (CZ-MFR)- Anna Hawryluk, Planning Director
- D. Request to set a public hearing date for a rezoning request for 100 near Lennox Drive from Residential Main Street Transitional (RMST) to Conditional Zoning-Residential Main Street Transitional (CZ-RMST)- Anna Hawryluk, Planning Director
- E. Request to set a public hearing date for the Recommended Budget and Capital Improvement Plan (CIP) for the 2024/2025 Fiscal Year (FY)- Faith Wilson, Finance Director
- F. Request for a Motion of Support for the Accessible Parks (AP) Grant- Rebecca Ashby, Grants Administrator

**IX. Manager/Committee Reports-**

- A. Manager Report
- B. Council Member Committee Reports

**X. Public Comment**

**XI. Other Business**

**XII. Adjournment**

**Working Agenda for the April 16<sup>th</sup> Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	<b>I. Call to Order</b>	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner 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	<b>II. Consent Agenda</b>		
6:05 pm	A. Approval of minutes from the March 19 <sup>th</sup> TC Budget Retreat B. Approval of minutes from the March 19 <sup>th</sup> Regular TC Meeting C. Proclamation Spring Litter Sweep D. Analysis of the Financial Position of the Town of Jamestown E. Budget Amendment #15 F. Resolution to Close-Out Capital Project Fund for the ARPA Stormwater Project G. Resolution adopting Local Water Supply Plan		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	<b>IV.</b> Resolution honoring Ed Stafford	Council Member Wolfe	Council Member Wolfe to present the Resolution to Ed Stafford.
6:25 pm	<b>V.</b> Resolution honoring Russell Walker, Jr.	Council Member Burgess	Council Member Burgess to present the Resolution to Russell Walker, Jr.
6:30 pm	<b>VI.</b> Capital Improvement Plan (CIP) Public Input Session	Call on M. Johnson	Johnson to provide an overview of the CIP and request that the public provide input on the Town's capital projects. Mayor Montgomery to call anyone forward that would like to provide input on the Town's current capital projects or projects that they would like to see in the future. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to thank everyone that participated in the CIP public input session.
6:40 pm	<b>VII. Old Business</b>		
6:40 pm	A. Presentation of audit report summary FY 2022/2023 by Nick Wicker, Strickland Hardee , PLLC Representative		Wilson to introduce Wicker. Wicker to present the audit report summary FY 2022/2023 to Council.
6:55 pm	B. Public Hearing for the consideration of approval of amended Water Shortage Response Plan	Call on P. Blanchard	Blanchard to present information on the amended Water Shortage Response Plan. Mayor Montgomery to open the public hearing to anyone that would like to speak about the amended Water Shortage Response Plan. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to approve/deny the Resolution approving the Water Shortage Response Plan for the Town of Jamestown. Council Member makes a second to the motion. Then vote.
7:05 pm	<b>VIII. New Business</b>		
7:05 pm	A. Appointment of Planning Board Members and Alternates	Call on K. Weiner	Weiner to request that Council appoint an applicant to serve the remainder of Ed Stafford's and Russ Walker's term on the Planning Board. Council Member makes a motion to appoint _____ to serve the remainder of Ed Stafford's term on the Planning Board, _____ to serve the remainder of Russ Walker's term on the Planning Board, _____ to serve as an Alternate on the Planning Board, and _____ to serve as an Alternate on the Planning Board. Council Member makes a second to the motion. Then vote.
7:15 pm	B. Jamestown Park and Golf Course Quarterly Report	Call on S. Coakley	Coakley to present the Jamestown Park and Golf Course quarterly report to Town Council.
7:25 pm	C. Request to set a public hearing date for a rezoning request for 1903 and 1905 1915 Guilford College Road from SFR to CZ-MFR	Call on A. Hawryluk	Hawryluk to request that Council set a public hearing date for a rezoning request for 1903 and 1905 1915 Guilford College Road for the June 25 <sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a motion to set a public hearing date for the rezoning request for 1903 and 1905 1915 Guilford College Road from Single-Family Residential (SFR) to Conditional

			Zoning- Multifamily Residential (CZ-MFR) for the June 25 <sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a second to the motion. Then vote.
7:30 pm	D. Request to set a public hearing date for a rezoning request for 100 near Lennox Drive from RMST to CZ-RMST	Call on A. Hawryluk	Hawryluk to request that Council set a public hearing date for a rezoning request for 100 near Lennox Drive for the May 21 <sup>st</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a motion to set a public hearing date for the rezoning request for 100 near Lennox Drive from Residential Main Street Transitional (RMST) to Conditional Zoning-Residential Main Street Transitional (CZ-RMST) for the May 21 <sup>st</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a second to the motion. Then vote.
7:35 pm	E. Request to set a public hearing date for the Recommended Budget and Capital Improvement Plan (CIP) for the 2024/2025 Fiscal Year (FY)	Call on F. Wilson	Wilson to request that Council set a public hearing date for the Recommended Budget and Capital Improvement Plan (CIP) for the 2024/2025 FY for the May 21 <sup>st</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a motion to set a public hearing date for the Recommended Budget and Capital Improvement Plan (CIP).for the 2024/2025 Fiscal Year for the May 21 <sup>st</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a second to the motion. Then vote.
7:40 pm	F. Request for a Motion of Support for the Accessible Parks (AP) Grant	Call on R. Ashby	Ashby to request that Council provide a motion of support for the Accessible Parks (AP) Grant. Council Member makes a motion to provide a motion of support for the Accessible Parks Grant application. Council Member makes a second to the motion. Then vote.
7:50 pm	<b>IX. Manager/Committee Reports</b>		
7:50 pm	<b>A. Manager Report</b>	Call on M. Johnson	Johnson to present his monthly Manager's Report to Town Council.
7:55 pm	<b>B. Council Member Committee Reports</b>	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
8:05 pm	<b>X. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
8:20 pm	<b>XI. Other Business</b>		
8:25 pm	<b>XII. Adjournment</b>		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

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**ITEM ABSTRACT:** Approval of the March 19th TC Budget Retreat Minutes

**AGENDA ITEM #:** II-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Asst. Mgr./Town Clerk

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**SUMMARY:**

Minutes from the March 19th Town Council Budget Retreat

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**ATTACHMENTS:** Minutes from the March 19th Town Council Budget Retreat

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

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

**FOLLOW UP ACTION NEEDED:** N/A

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**Special Meeting of the Town Council  
Budget Retreat  
March 19, 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 Director Faith Wilson, Deputy Finance Officer Heather Lunsford, Human Resources Analyst Karen Strausser, Recreation Director Scott Coakley, Town Clerk/Assistant Town Manager Katie Weiner, Planning Director Anna Hawryluk, Grants Administrator Rebecca Ashby, Assistant Director of Public Services Jason Pegram, & Operations Manager Jamie Johnson

**Visitors Present** – Carol Brooks

**Call to order** – Mayor Montgomery called the meeting to order at 9:00 am.

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance
- Moment of Silence – Mayor Montgomery called for a moment of silence.

**Introduction to Budget Retreat** - Johnson thanked everyone for attending the second budget retreat. He said his philosophy with respect to the budget was that the Town needed to take care of its assets first, and the employees were the greatest asset. He added that staff were the reason that citizens receive the types of services that they do. He noted that the cost of living was high in the Triad. Johnson said that the employees, citizens, and the Town’s operating costs were all impacted by inflation.

He reiterated the need to take care of employees. Johnson said that the Town also had to maintain its infrastructure: underground pipes, buildings, streets, equipment, and the equipment used to provide services to citizens. He added that the Town then needed to examine ways to improve services and budget for new assets, buildings, or additional services for citizens.

He stated that the primary source of revenue for the Town came from property taxes. Although, he noted that other revenue sources contributed to the General Fund. Johnson stated that the Water and Sewer Fund received revenue from the sale of water and sewer services.

He said that the employees, especially Faith (Finance Director) and her team have been working extremely hard to provide the highest levels of service at the best value for the cost. He stated that staff were keeping the Town’s mission statement, creating an exceptional quality of life for all citizens, by providing superior services, in mind while preparing the budget. He said that it would be a challenge to balance superior services with limited resources, and staff would need Council’s guidance with the preparation of the budget. Johnson said that he would like to receive

a consensus from Council on specific items so that staff could move forward with budget preparation.

**Discussion of Topics for 2024-2025 Fiscal Year Annual budget**

**A. Discussion about retirement rate, Cost of Living Adjustment and merit** - Strausser stated the Town offered employees retirement through the state of North Carolina, which had a mandated employer-matching rate that the Town had to pay every year. For the next fiscal year 2024-2025, the employer match would go up to 13.64%. Contribution rates were projected to go as high as 18-19%. Strausser said that it may eventually come back down, but that would not happen until maybe the 2030s. She highlighted that the Town had to budget for the increased employer contribution for the upcoming year.

Council Member Glanville asked about the amount of the employee contribution. Strausser said the employee contribution was 6%. She added that the employer contribution was the number that was increasing every year. She said that employees automatically contributed 6% of their salary, and the employer contribution was not affected by that contribution.

Strausser said that the Town had historically always tried to provide around 0 to 4% COLA. She stated that the Town was typically aligned with Social Security adjustments. She added that staff was recommending a 3% COLA increase, and a 0-3% merit increase for the employees for the upcoming fiscal year.

Council Member Glanville asked if staff knew what Guilford County was offering their employees. Strausser said she was not sure about Guilford County, but she had determined that the current average for COLAs across the state was about 3.7% and the average for merit increases seemed to be around 2.5%.

**B. Discussion about general debt obligation and fund balance** - Wilson said the Town was in a good position regarding debt obligations in the General Fund. She added that the Town did not have a lot of debt. She said the current obligations were around \$400,000 for the General Fund.

Wilson stated that Fund Balance was something that the Town needed to have for emergencies, and that it should not fund general operations. However, she added that it could fund some capital projects. She said the Town's policy was to keep around 40% of Fund Balance available. She stated that there was about \$1 million available to use for capital projects for the next fiscal year. She added that it was not advisable to spend all \$1 million because that would put the Town right at the 40% requirement and emergencies could arise.

Johnson said that staff would like to continue to replenish and grow the Town's Fund Balance.

**C. Discussion about contracts for services** - Wilson said that staff had reached out to the non-profits that the Town currently contracted with for services. She added that she hoped the contracts for the upcoming fiscal year would be approved in July.

Wilson and Council Member Rayborn briefly discussed funding for the Jamestown Public Library.

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Johnson said the Jamestown Youth League (JYL) had lost its nonprofit status in December of 2023. He added that the Town had terminated its contract with them as a result. He said that staff had also had an exceedingly difficult time maintaining communication with the organization, and there were some concerns about contracting with them in the future if they were to have their non-profit status reinstated. He added that staff had received a proposal from Fusion to provide similar types of services, and their status had been verified.

Coakley said that staff met with Fusion about a month ago about potentially contracting with the Town. He said that they had sent a proposal and were very responsive when he currently engaged with them regarding field rentals. Coakley said that they had been great to work with.

Council Member Burgess asked if the Town could contract with Fusion in addition to JYL. Johnson stated that the Town could not contract with JYL until they restored their non-profit status.

Coakley stated that the Town could still rent fields to JYL for their games even if the Town could not contract with them.

Mayor Montgomery said that JYL would not be able to accept funds as a non-profit until their status was restored. She noted that they should be paying taxes on any income they receive at this point.

Council Member Wolfe discussed the number of Jamestown children that Fusion had in their program with staff. Coakley said that he was not sure of the exact number, but that their program was growing. He added that their proposal had included a \$25 reduction in the cost for uniforms for Jamestown residents.

Council Member Wolfe said she wanted to be sure that if the Town was contracting for services with Fusion that Jamestown kids were involved.

Council Member Rayborn stated that they could request that Fusion provide a number of participants that were Jamestown residents.

Consensus – Include Fusion as a contractor for services.

**D. Discussion about operating costs** - Wilson informed the Board that there was a memo from the League regarding a 24% increase from Duke Power. She added that they were expecting an additional 24% increase the following year. She said that she had not heard from Piedmont Natural Gas or Lumos, but she anticipated that there would be a little bit of an increase there.

Council Member Rayborn asked if the Town had ever done an energy audit.

Wilson responded that she was not sure, but it might be a good idea to do one. She added that she would start working on that.

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Wilson said the League would send estimated numbers for sales tax, and that they projected a 2% increase over last year's sales tax for fiscal year 2024-2025.

Council Member Wolfe asked if the County had indicated increases for services for the Sheriff's Department, Animal Control Services, or Fire Department.

Johnson said the Animal Control services would be around \$12,000.

Wilson stated she was not sure about the Sheriff or Fire Department. She had not heard anything yet.

Johnson said that one way to budget conservatively would be to budget based on a 96% property tax collection rate instead of 99%. He said that would allow the Town to put some money back into Fund Balance.

Johnson stated Public Services had been conscious about refining costs for sanitation. He said it cost the Town about \$32 per household per month to service folks at the level of service that were being provided for garbage and recycling collection once a week, loose leaf collection, brush pickup, and bulk pickup. He added that he wanted to be more proactive in ensuring that the Town was charging an appropriate fee that would help offset some of the costs. He recommended a \$5 increase on the sanitation rate, which would bring it to \$20 per household per month. Johnson stated that this would take some pressure off the General Fund. He asked for feedback from Council on the proposed rate change.

Council Member Wolfe said that the rate increased by \$2.50 during the last budget cycle. She added that she thought the new collection methods were supposed to save the Town money on services. She stated that she had always believed it was a reasonable expectation of the taxpayer that 50% of the services be paid for by their taxes. Council Member Wolfe said she was in favor of going up to \$16 for the fee, but she could not support a \$20 fee.

Council Member Rayborn stated she would not support \$20 either, but she would support a \$16.00 fee.

Johnson asked if they would support a tax increase if it were required to close the gap.

Council Members Rayborn and Wolfe said they would not be in favor of a tax increase, and they would only support a \$1.00 increase from \$15.00 to \$16.00.

Mayor Montgomery stated that they had to be proactive. She noted that a \$16.00 fee would be sufficient for 2024-2025, but they had to consider the needs of the Town in 2025-2026. Council Member Glanville said she also thought the new collection methods would provide cost savings.

Johnson said he did not think they ever talked about a cost savings. He stated they had discussed the need to change the way solid waste was collected as the Town grew. He added that the Town could have continued with the previous method, but it would have cost more. He said that it would have required adding extra equipment. Johnson noted that new developments would not



allow the type of garbage pickup that was used in the past. He said that the new collection method may be a little bit cheaper, but the savings were probably related to labor. It was \$35 per household per month. He added that costs would continue to increase as the Town grows because the tipping fees and volume of waste would continue to increase. He said he was not advocating one way or the other, but he believed the prudent thing to do was to examine the costs to make sure that they were making good decisions going forward. Johnson stated that it sounded like Council would be in favor of a \$1.00 to \$2.00 increase.

Wilson noted that a \$16.00 fee per month per household rate would increase revenues by \$16,392. She added that a \$17.00 rate would increase revenues by \$32,784.

Johnson said the Sheriff's Department was requesting two new vehicles. They would cost about \$100,000 and would be in the upcoming year's budget. He said the Town's contract with them was \$500,000 and would increase to \$600,000 for the next fiscal year with the addition of the cars. He noted that it represented close to 10 cents of the tax rate. He would like Council's input on their satisfaction with the level of service. County residents pay for Guilford County Sheriff's Department services through their county taxes. He said citizens were paying again through the Town of Jamestown. He said the contract was dated 1991 and may need to be revisited.

The Council discussed their experience with the level of service.

Consensus – Johnson to reach out to the Sheriff's Department about services, fleet needs, updating the contract, and bring that information back to Council.

Wilson said staff was still waiting for information on water and sewer rates from the Piedmont Triad Regional Water Authority (PRTWA). She reached out to the EFC, the Environmental Finance Center, at the UNC School of Government, and asked them to conduct a rate study to ensure that the rates the Town was charging were adequate. She said we needed to make sure that the Town could maintain levels of service while also being able to fund things for different projects, such as line breaks, water leaks, and expansions that were getting ready to happen with PRTWA.

Council Member Wolfe asked about the revenue from the stormwater fee. Wilson said about \$14,000 a month was coming in for a total of about \$170,000 annually.

Mayor Montgomery called for a five-minute recess.

Mayor Montgomery resumed the meeting.

**Discussion about updated Capital Improvement Plan 2024/2025** - Wilson and Johnson reviewed the Capital Improvement Plan with the following must dos and highlights for General Fund:

- The Powell Bill and motor vehicle fee would fund roadway improvements and paving.
- Public Works needed a new leaf truck. Faith said she would send out a Request for Proposals (RFP) for financing the leaf truck. Public Works had been in discussions about the truck with a vendor, and they were going to save the Town \$30,000 on the truck.

- Staff were researching whether to purchase or lease new utility carts for Recreation.
- Crosswalk improvements were included in the CIP for a cost of \$30,000.
- Repairs and maintenance to the Civic Center were related to HVAC system issues and lighting in the room.
- Stormwater fees would fund storm drainage projects.
- New bathrooms at Jamestown Park were included for the upcoming year. The Town had received \$200,000 from the state and staff were seeking additional grant funding to cover the cost.
- Pump replacement was included at a cost of \$10,000.
- Service truck and snowplow were necessary.
- Fire Department architect fees were in the CIP for a cost of \$50,000. The Town was contributing half of the cost of the total project, and Pinecroft Sedgefield would fund the rest.
- Fencing on the golf course was included for \$38,950.
- Johnson said a tractor for Recreation and Golf Course was necessary.

Mayor Montgomery said she would use Fund Balance minimally, if at all, to cover the cost of some of the projects.

Council Member Wolfe asked if there would be a separate opportunity for the public to speak about CIP projects that they would like the Town Council to consider including in the budget. Johnson said that staff might be able to host an opportunity before the April meeting.

Council Member Wolfe asked if there was money in the budget to have a 50<sup>th</sup> anniversary celebration for the Jamestown Park. Johnson said staff had included money in next year's budget to host multiple events during the summer.

Johnson said the "must do" projects cost about \$647,000, and there was about \$1,000,000 in Fund Balance for projects.

Council Member Rayborn said she would like an energy audit to be conducted before the Town funded the Civic Center project. She would like to push the lighting project out or use a temporary fix if that was going to be the most expensive cost.

Mayor Montgomery would like to separate HVAC and lighting for the Civic Center into two separate projects.

Consensus – separate HVAC and lighting in the Civic Center into two projects.

Johnson asked Council Members if there was anything else they would like to include or adjust in the CIP.

Council Member Wolfe said she would like to see the Wrenn Miller Bathroom Project moved up.

Council Member Burgess said taking care of the library was important because it was one of the Town's best assets.

DRAFT

Council Member Burgess discussed the improvements to the Grill at the Jamestown Park with Johnson and Coakley.

Blanchard reviewed the Water and Sewer CIP project list. He highlighted several projects that the Town had to fund for the Eastside Wastewater Treatment Plant. He spoke about the importance of manhole improvements. Blanchard noted specific water line and sewer projects included for the upcoming fiscal year. He also stated that the cost of a service truck for the Public Services Department had been included in the budget.

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

The meeting ended at 11:44 am.

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Mayor

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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

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**ITEM ABSTRACT:** Approval of minutes from the March 19th Regular TC Meeting

**AGENDA ITEM #:** II-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Asst. Mgr./Town Clerk

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**SUMMARY:**

Minutes from the March 19th Regular Town Council Meeting

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**ATTACHMENTS:** March 19th Regular Town Council Minutes

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Staff recommends that Council approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:** N/A

DRAFT

Regular Meeting of the Town Council  
March 19, 2024  
6:00 pm in the Civic Center  
Minutes & General Account

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

**Council Member Absent** – None

**Staff Members Present** – Town Manager Matthew Johnson, Director of Public Services Paul Blanchard, Finance Director Faith Wilson, Head Golf Pro Marcy Newton, Assistant Town Manager/Town Clerk Katie Weiner, Parks & Recreation Director Scott Coakley

**Visitors Present** – Michael Pendleton, Emily Wilson, Carol Brooks, Jorge Ortega, Hank Henning, Brian Mangan, Duane Willis, Robert Frederick, Betsy Lerner, & John Tipton

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

Roll Call- Weiner took roll call as follows:

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

Weiner stated that a quorum was present.

Pledge of Allegiance - Scout Troops 5068, 68 and 17 led everyone in the Pledge of Allegiance.

Moment of Silence - Mayor Montgomery called for a moment of silence.

Approval of Agenda - Council Member Rayborn made a motion to approve the agenda with two amendments:

1. Move the Proclamation declaring April as Parkinson’s Awareness Month and April 11th as Parkinson’s Awareness Day from the Consent Agenda to the first item after the Public Comment period.
2. Remove the presentation of the audit report summary fiscal year 2022-2023 from the agenda.

Council Member Wolfe made a second to the motion. The motion passed unanimously.

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

- Approval of minutes from the February 13th Regular Town Council Meeting
- Budget Amendment #14
- Resolution declaring March 22nd as Arbor Day in the Town of Jamestown

- Analysis of the financial position of the Town

Council Member Burgess made a motion to approve the Consent Agenda with those changes. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

**Public Comment** – None

**Proclamation declaring April as Parkinson’s Awareness Month and April 11<sup>th</sup> as Parkinson’s Awareness Day** - Mayor Montgomery read and presented the proclamation to Betsy Lerner.

(Proclamation Parkinson’s Awareness Month/Day)

**Duke Energy Local Government Relations Manager Hank Henning** - Mr. Henning stated that he was the District Manager for Government Community relations for Duke Energy and has been in the role for about two years now. He said Duke was a regulated utility that strived to deliver affordable, reliable, and clean energy. He added that they were trying to transition their grid to ensure they were ready for the EV boom that might be around the corner with renewables and battery storage. They were working to upsize their power lines along the road. Henning stated that there would be disruption to traffic and constituents at times as a result. He said they would send out flyers and contact people directly related to work that may cause disruption.

Council Member Wolfe said she had reached out to Mr. Henning when she had received questions from constituents. She added that she was glad to see them doing lots of work in the area because it may mean less power outages in the future. She requested a contact number to pass along to those that had specific questions in the future.

Henning said he would provide Council with a contact number. He also stated that he would work with Johnson to notify the Town of upcoming grid improvements.

Council Member Glanville said that she had experienced an outage recently. She discussed the details of the incident with Henning.

**Guilford County Animal Services Director Jorge Ortega** - Mr. Ortega said he joined Guilford County in 2018. He said that Animal Services had been prioritizing public safety and public health while also addressing the root causes for animals entering the shelter system. He said the main reason was a lack of affordable housing. Ortega said that it was very difficult for those that were struggling with housing issues to keep their pets. He added that Animal Services received annual donations that they tried to provide to community members that were in need. He said that they now had an eligibility social services caseworker from DSS that had been assigned to Animal Services. He noted that her role was to help families identify underlying issues and work with them so that they may be able to keep the pet in their home.

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Ortega said that they wanted to be a resource for the community. He stated that they were predicting to see about 8,000 animals come into and out of the facility in the upcoming year. He said there had been 193 calls for service in Jamestown during the 2022/2023 fiscal year. He also spoke about the foster program that they had for animals within the facility.

### **Old Business**

#### Consideration of approval of amendment to the contract to audit accounts with Strickland Hardee, PLLC

Finance Director Wilson said the original plan was to present the audited financial statements during tonight's meeting. However, she noted that staff had encountered delays due to several factors. She stated that the ever-evolving landscape of governmental accounting, the retirement of the former Finance Director, and the utilization of a new auditing firm had all contributed to the delay. She assured Council that staff was on track to submit the financial information to the Local Government Commission (LGC) before the March 31<sup>st</sup> state deadline. Wilson stated that they had a final trial balance and could proceed with planning for the upcoming budget. She said that their current focus was to complete the Annual Comprehensive Financial Report (ACFR). She requested that Council approve the amended audit contract with updated dates.

Council Member Wolfe made a motion to approve the amended audit contract as presented. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

### **New Business**

#### Consideration of approval of rate changes at the Jamestown Park & Golf Course

Golf Pro Newton presented proposed rate increases at the golf course. She noted that it had been two years since the Town had increased golf rates. She added that staff was proposing a 10% to a 15% increase to the golf rates. However, she noted that there would be no increase to the rates for Jamestown residents. She said that the Jamestown Park and Golf Course was one of the best public courses in the area. Newton added that she believed that the increases were in the best interest of the Town, and she did not think it would result in a reduction in play. She highlighted the need to remain competitive with other courses in the area.

Council Member Wolfe asked if the rate for junior and youth players would be effected. Newton said that rate would not change.

Council Member Rayborn made a motion to approve the proposed rate changes at the Jamestown Park & Golf Course as presented. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

Consideration of appointment of a full time Parks and Recreation Member - Weiner stated that there was currently a vacancy on the Parks and Recreation Committee for a full-time member. She added that Maria Ashburn and Duane Willis had both submitted applications for Council's consideration for appointment. They were currently serving as alternates on the Committee. She said that Ashburn had been appointed in March 2023 and Willis had been appointed in October 2023. She requested that Council appoint an applicant to serve as a full-time member on the Parks and Recreation Committee.

Council Member Glanville said that Council had historically appointed the candidate that had been serving on the Committee the longest when they had comparable qualifications. Therefore, she recommended that Council appoint Ashburn.

Council Member Glanville made a motion to appoint Maria Ashburn to serve as a full-time member on the Parks and Recreation Committee. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

Request to set a Public Hearing date for Water Shortage Response Plan- Blanchard stated that he needed to request to set a public hearing date for the Water Shortage Response Plan. He added that it needed to be updated once every five years. He requested that Council set the public hearing date for the April 16<sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center.

Council Member Wolfe made a motion to set the Public Hearing date for the consideration of the adoption of the revised Water Shortage Response Plan for the April 16<sup>th</sup> regular Town Council meeting at 6:00 pm in the Civic Center. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

### **Manager's Report**

Manager Johnson updated Council on ongoing projects.

He spoke about the projects at the Jamestown Park that were funded by the Parks and Recreation Trust Fund (PARTF) and Accessibility for Parks (AP) grants. He noted the following:

1. Replacement of a septic tank was staff's top priority at Jamestown Park and work would begin this week or early next week.
2. Demolition would be taking place soon, and bids for playground equipment would be posted in the near future.

He noted that the dam repairs at the Jamestown Park and Golf Course were complete. He added that staff were waiting for North Carolina Department of Transportation (NCDOT) to return their comments on the final Oakdale Sidewalk plans. He noted that staff were in the process of acquiring right-of-way easements for the project. He stated that a Request for Qualifications



(RFQ) would be advertised before the end of the month for the Penny Road Water Line Project. Johnson said that staff planned to award a contract for the Oakdale Cotton Mill Aerial Replacement project at the May 16<sup>th</sup> Town Council meeting. He added that crosswalks were being identified for repainting, and that the work would be completed by the end of the fiscal year. Johnson said that staff hoped that Council could award a contract for the East Main Street Sidewalk project at the May 16<sup>th</sup> Council meeting.

Johnson stated that Music in the Park would begin on Friday, May 3<sup>rd</sup>. He noted that the Alek Ottaway Band would perform. He also said that the Spring Litter Sweep would take place on April 20<sup>th</sup> from 9:00 am to 11:00 am. He highlighted that staff was planning some special events to celebrate the 50<sup>th</sup> anniversary of the Jamestown Park & Golf Course. He congratulated Mecie Simmons on her retirement after 32 years of service with the Pincroft Sedgfield Fire Department.

### **Council Member Committee Reports**

- Council Member Burgess stated that the Planning Board met on March 11<sup>th</sup> to consider two rezoning requests. She said that the first request was for the Equestrian Center located at 1903 and 1905 1915 Guilford College Road. The request was to rezone the parcel from Single Family Residential (SFR) to Conditional Zoning-Multifamily Residential (CZ-MFR). She noted that the Planning Board had continued the public hearing for the request to the April 8<sup>th</sup> Planning Board meeting. Council Member Burgess added that the second request was for 100 near Lennox Drive. She noted that the request was to rezone the parcel from Residential Main Street Transitional (RMST) to Conditional Zoning-Residential Main Street Transitional (CZ-RMST). She stated that the Planning Board had continued that hearing to the April 8<sup>th</sup> Planning Board meeting.
- Council Member Glanville said she attended a School Board meeting in February. She said that she had not had the opportunity to meet Jamestown's School Board Representatives because of closed sessions that had been held during the meeting, but she planned to engage with them in the future. The Board had discussed some items that would affect the entire County, but there was nothing discussed specifically related to Jamestown.
- Council Member Wolfe stated that the TAC meeting was cancelled in February and the next meeting was on Tuesday. She spoke about a Piedmont Triad Regional Transportation (PART) meeting that she had attended. She noted that the Board had ordered several passenger buses, but they would not be received for several months. Council Member Wolfe highlighted that everyone was still struggling with supply issues and delays on receiving equipment.

### **Public Comment - None**

**DRAFT**

**Adjournment**

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

The meeting adjourned at 6:51 pm

\_\_\_\_\_  
Mayor S. Lynn Montgomery

ATTEST: \_\_\_\_\_  
Katie Weiner, Assistant Town Manager/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:** Proclamation Spring Litter Sweep 2024

**AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Asst. Mgr./Town Clerk

**SUMMARY:**

The North Carolina Department of Transportation (NCDOT) encourages local governments to sponsor roadside cleanups every spring and fall. The Town of Jamestown will be participating in a Spring Litter Sweep on April 20th. Town staff and volunteers will meet at the Food Lion parking lot at 9:00 am. The Litter Sweep will last until 11:00 am. Volunteers are encouraged to wear long sleeve shirts and high top shoes to protect against any hazards. Please call Elizabeth Greeson at (336) 454-1138 for additional information or to add your name to the volunteer list.

**ATTACHMENTS:** Proclamation Spring Litter Sweep 2024 & Spring Litter Sweep Flyer April 20, 2024

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

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

**FOLLOW UP ACTION NEEDED:** N/A



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**PROCLAMATION**  
**SPRING LITTER SWEEP APRIL 2024**

**WHEREAS**, the North Carolina Department of Transportation organizes an annual spring statewide roadside cleanup to ensure clean and beautiful roads across our state; and

**WHEREAS**, the **SPRING 2024 LITTER SWEEP** roadside cleanup will take place April 13<sup>th</sup>-April 27<sup>th</sup>, 2024 and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate sponsoring and organizing local roadside cleanups; and

**WHEREAS**, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Public Safety-Division of Adult Correction inmates, community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during **SPRING LITTER SWEEP** and may receive certificates of appreciation for their participation; and

**WHEREAS**, the great natural beauty of our state and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

**WHEREAS**, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

**WHEREAS**, the **SPRING 2024 LITTER SWEEP** cleanup will be the 42<sup>nd</sup> biannual celebration of the North Carolina Adopt-A-Highway and its 4,400 volunteer groups that donate their labor and time year-round to keep our roadsides clean; and

**WHEREAS**, the **SPRING LITTER SWEEP** cleanup will be a part of educating the children of this great state regarding the importance of a clean environment to the quality of life in North Carolina;

**NOW, THEREFORE, I, LYNN MONTGOMERY**, Mayor of the Town of Jamestown, do hereby proclaim April 20<sup>th</sup>, 2024 as “**Spring Litter Sweep**” day in the Town of Jamestown and encourage all citizens to take an active role in making Jamestown a cleaner community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown on this the 16<sup>th</sup> day of April, 2024.

---

Mayor S. Lynn Montgomery



# **Join Town of Jamestown Annual Spring Litter Sweep**

**April 20, 2024----9-11am**

**Meet at the Jamestown Food Lion Parking Lot –**

**Main Street and Ragsdale Road**

**RSVP to 336-454-1138**

**Plan to wear bright colored long sleeve shirts and  
high top shoes to protect against unforeseen hazards.**

**Bring Gloves to fit your hands for easier pick up.**

**HOPE TO SEE YOU THERE!**



**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

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ITEM ABSTRACT: Financial Analysis for March 2024

AGENDA ITEM #: II.D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Heather Lunsford

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**SUMMARY:**

Summary schedule of cash & deposits, debt balances, total revenues collected to date and expenditures to date is provided as of 03-31-2024

During the month of March the remainder of the new golf course maintenance equipment came in. The final payment on the golf course bathrooms were made.

There was 2820 rounds of golf played in March 2024 compared to 2608 rounds played in March 2023. March 2023 had 7 bad weather days and March 2024 had 5 bad weather days. There were no closed days in March 2023 and no closed days in March 2024.

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**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 - 3/31/2024**

**GENERAL FUND**

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
<b>REVENUES (FUND 10)</b>					
PROPERTY TAXES	\$ 3,494,930	\$ 3,492,281	\$ 2,649	99.92%	\$ 3,050,224
MOTOR VEHICLE FEES	114,000	38,136	75,864	33.45%	\$ -
SALES TAXES/HOLD HARMLESS	1,050,000	545,118	504,882	51.92%	1,055,284
UTILITIES SALES TAXES	295,290	85,891	209,399	29.09%	311,875
GRANTS FROM GUILFORD COUNTY	55,500	55,500	-	100.00%	55,500
GARBAGE & RECYCLING FEES	245,000	188,812	56,188	77.07%	206,071
POWELL BILL	115,000	119,978	(4,978)	104.33%	107,489
STORMWATER FEES	50,000	56,565	(6,565)	113.13%	-
GOLF COURSE FEES	1,064,300	845,372	218,928	79.43%	1,210,484
RECREATION FEES	22,000	21,136	864	96.07%	24,475
INVESTMENT EARNINGS	210,000	172,446	37,554	82.12%	155,215
ISSURANCE OF INSTALLMENT PURCHASE FINANCING	344,000	322,186	21,814	93.66%	-
OTHER REVENUES	208,270	251,414	(43,144)	120.72%	1,893,641
TRANSFER FROM GENERAL CAPITAL RESERVE FUND	75,000	72,108	2,892	96.14%	74,931
BALANCING APPROPRIATION	727,944	-	727,944	0.00%	-
	\$ 8,071,234	\$ 6,266,943	\$ 1,804,291	77.65%	\$ 7,945,189

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
<b>CAPITAL RESERVE FUND (FUND 11)</b>						
REVENUE						
INTEREST	\$ 100	\$ 280	\$ (180)	\$ 279.82%	\$ 67	
TRANSFER FROM GENERAL FUND	125,000	143,831	(18,831)	115.07%	124,921	
	\$ 125,100	\$ 144,111	\$ (19,011)	115.20%	\$ 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
<b>EXPENDITURES &amp; ENCUMBRANCES (FUND 10)</b>						
GOVERNING BODY	\$ 142,639	\$ 44,745	\$ 51,310	\$ 46,584	67.34%	\$ 124,716
ADMINISTRATION	1,111,870	750,533	40,397	320,941	71.14%	831,980
PLANNING	255,876	168,662	18,306	68,909	73.07%	224,233
BUILDINGS & GROUNDS	385,985	270,173	12,550	103,262	73.25%	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	191,011	31,833	197,050	53.07%	274,381
POWELL BILL	-	-	-	-	0.00%	290,051
STORMWATER	58,400	31,993	25,436	971	98.34%	-
SANITATION	547,080	320,196	64,809	162,075	70.37%	1,486,759
RECREATION	614,516	441,248	18,251	155,017	74.77%	488,375
GOLF COURSE MAINTENANCE	1,871,898	1,113,944	68,502	689,452	65.17%	1,094,468
GOLF SHOP	728,841	434,786	65,979	228,076	68.71%	774,312
DEBT SERVICE	352,065	211,940	-	140,125	60.20%	350,224
OTHER FINANCE USES	185,070	199,331	-	(14,261)	107.71%	176,839
	\$ 8,071,234	\$ 5,063,606	\$ 417,790	\$ 2,589,838	67.91%	\$ 7,813,635

**EXPENDITURES & ENCUMBRANCES (FUND 11)**  
 TRANSFERS TO OTHER FUNDS  
 RESERVE FOR FUTURE EXPENDITURES

\$	75,000	\$	72,108	\$	-	\$	2,892	96.14%	\$	74,931
\$	50,100	\$	-	\$	-	\$	50,100	0.00%	\$	-
\$	125,100	\$	72,108	\$	-	\$	52,992	57.64%	\$	74,931

**WATER & SEWER FUND**

FYE 06/30/23

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	PRIOR YEAR ACTUAL TO DATE
<b>REVENUES (FUND 30)</b>					
WATER CHARGES	\$ 990,000	\$ 753,490	\$ 236,510	76.11%	\$ 955,863
SEWER CHARGES	3,000,000	2,460,655	539,345	82.02%	2,876,362
INVESTMENT EARNINGS	300,000	368,347	(58,347)	119.45%	294,448
OTHER REVENUES	56,100	59,334	(3,234)	105.76%	207,648
TRANSFER FROM RANDELMAN 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	\$ 3,750,202	\$ 3,408,378	52.39%	\$ 4,334,322

**RANDELMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)**  
**REVENUE**

INVESTMENT EARNINGS	\$ 8,000	\$ 17,557	\$ (9,557)	219.47%	\$ 18,954
TRANSFER FROM ENTERPRISE FUNDS	17,000	32,100	-	188.82%	32,100
APPROPRIATED NET ASSETS	93,400	-	93,400	0.00%	-
	\$ 118,400	\$ 49,657	\$ 83,843	41.94%	\$ 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	3,108	(2,108)	310.84%	1,248
TRANSFER FROM ENTERPRISE FUNDS	500,000	-	500,000	0.00%	430,516
	\$ 501,000	\$ 3,108	\$ 497,892	0.62%	\$ 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
<b>PERSONNEL</b>	\$ 1,272,200	\$ 920,332	\$ 46	\$ 351,822	72.35%	\$ 1,074,930
WATER PURCHASES	420,000	205,486	205,246	9,268	97.79%	336,936
SEWER TREATMENT	768,500	519,668	-	249,832	67.53%	614,910
DEBT SERVICE	251,125	215,098	2,000	34,027	86.45%	244,322
CONTRACT SERVICES & MAINTENANCE	436,330	290,086	124,350	21,895	94.98%	512,755
CAPITAL	2,920,300	186,405	100,423	2,633,472	9.82%	1,534,142
TRANSFER TO OTHER FUNDS	517,000	32,100	-	484,900	6.21%	481,116
OTHER OPERATING EXPENDITURES	572,125	240,568	99,727	231,830	59.48%	313,971
	\$ 7,158,580	\$ 2,609,743	\$ 531,791	\$ 4,017,046	43.88%	\$ 5,113,082

**RANDELMAN 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 March 31, 2024

CAPITAL PROJECTS					
	Fund (#18)	Fund (#20)	Fund (#21)	Fund (#23)	Fund (#24)
	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	218,981	1,079,326	79,589	51,000	2,294,795
% of budget received	32%	100%	40%	4%	100%
Life to Date Expenditures	103,987	943,265	49,486	-	6,000
% of budget expended	15%	87%	25%	0%	0%
	Fund (#25)	Fund (#26)	Fund (#27)		
	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 March 31, 2024

DEBT SERVICE					
Installment Purchase Debt:	Balance at 1/31/2023	Final Payment Date	Final Payment Fiscal Year		
<b>GENERAL FUND:</b>					
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 2020	45,367	5/7/2025	2024/2025		
Golf Clubhouse Renovation	250,024	11/3/2027	2027/2028		
	<u>\$ 295,391</u>				
<b>WATER &amp; SEWER FUND:</b>					
Water & Sewer Maintenance Facility Construction	\$ 187,469	11/3/2027	2027/2028		



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

<b>CASH BALANCES</b>	
Petty Cash	\$ 1,350
Operating Cash	3,181,105
Certificates of Deposit	3,029,939
Money Market Accounts - First Bank	991,920
North Carolina Capital Management Trust	<u>10,807,442</u>
	<u>\$ 18,011,756</u>
<u>Reservations of cash:</u>	
Cash reserved for Randleman Reservoir	\$ 408,819
Cash reserved by Powell Bill for street improvements	462,238
General Capital Reserve Fund	124,286
Oakdale Sidewalk Phase 3	114,395
Oakdale Sidewalk Phase 2	30,103
Penny Road Sidewalk Capital Project	51,000
Recreational Maintenance Facility Capital Project	64,671
Water Sewer Capital Reserve Fund	<u>1,320,853</u>
	<u>\$ 2,576,366</u>
<u>Cash by Fund:</u>	
General	\$ 5,676,334
General Capital Reserve Fund	124,286
Oakdale Sidewalk Phase 3	114,395
Oakdale Sidewalk Phase 2	30,103
Penny Road Sidewalk Capital Project	51,000
Recreational Maintenance Facility Capital Project	64,671
Water/Sewer	10,221,293
Randleman Reservoir	408,819
Water/Sewer Capital Reserve Fund	<u>1,320,853</u>
	<u>\$ 18,011,756</u>
<u>Cash by Bank:</u>	
NCCMT	\$ 10,807,442
Pinnacle Bank	5,208,540
First Bank	1,994,423
	<u>\$ 18,010,406</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

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ITEM ABSTRACT: Budget Amendment #15

AGENDA ITEM #: II.E



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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MEETING DATE: April 16, 2024

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

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SUMMARY:

Budget amendment is necessary to comply with GASB 87, Leases and GASB96, Subscriptions. This budget amendment will also change the Stormwater Project Guilford ARPA fund to add a budget line for "Transfer to General Fund" for the remaining unspent funds (project came in under budget) that were originally transferred from General Fund back to General Fund.

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ATTACHMENTS: Budget Amendment #15

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #15

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #15

FOLLOW UP ACTION NEEDED: N/A

**FYE 6/30/24  
BUDGET AMENDMENT #15**

**Fund 10:**

		<u>Debit</u>	<u>Credit</u>
a.	Lease Principal Payments	10,784.00	
	Lease Interest	171.00	
	Copier leases		423.00
	Recreation equipment leased		1,851.00
	Golf Equipment leased		3,195.00
	Golf Equipment		158.00
	Golf Equipment		5,328.00

To adjust budgets for GASB87 leases/principal & interest

b.	Subscription Principal	1,650.00	
	Subscription Interest	31.00	
	Data Processing Services		838.00
	Data Processing Services		403.00
	Data Processing Services		13.00
	Data Processing Services		34.00
	Data Processing Services		392.00
	Data Processing Services		1.00

To adjust budgets for GASB96 subscriptions/principal & interest

**Fund 30:**

a.	Lease Principal Payments	403.00	
	Lease Interest	21.00	
	Copier leases		424.00

To adjust budgets for GASB87 leases/principal & interest

b.	Subscription Interest	15.00	
	Data Processing Services		15.00

To adjust budgets for GASB96 subscriptions/principal & interest

**Fund 25:**

a.	Transfer to other funds	29,605.00	
	Capital Outlay-Land Improvements		29,605.00

This amendment will change the Stormwater Project Fund to add a budget line for "Transfer to General Fund" for unspent funds (project came in under budget) that were originally transferred from General Fund back to General Fund.

**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

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**ITEM ABSTRACT:** Resolution to Close-out ARPA Stormwater Project

**AGENDA ITEM #:** II.F

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** 04.16.24

**ESTIMATED TIME FOR DISCUSSION:** 5 mins

**DEPARTMENT:** Finance

**CONTACT PERSON:** Faith Wilson

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**SUMMARY:**

The ARPA Stormwater Project is complete. The reimbursement funds of \$210,000.00 have been received from Guilford County.

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**ATTACHMENTS:** Resolution

**RECOMMENDATION/ACTION NEEDED:** Adoption of the Resolution to Close-out the ARPA Stormwater Project

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** Motion to Adopt the Resolution to Close-out the ARPA Stormwater Project.

**FOLLOW UP ACTION NEEDED:**



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION**  
**Close-out of Capital Projects**

**WHEREAS**, The Town of Jamestown began a capital project in December 2023 for the repair of the APRA Stormwater Project, and

**WHEREAS**, the Town transferred \$55,500 from the General Fund to cover the additional cost of the project, and

**WHEREAS**, the project has been completed and the engineer has approved the final invoice and considers the project to be complete, and

**WHEREAS**, final payments have been made for the project expenses and reimbursements have been received, and

**WHEREAS**, a balance of \$27,397.50 in project funds is returned to the General Fund, and

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF JAMESTOWN** that the ARPA Stormwater Project is complete and all documentation will be preserved in the Town files to comply with recordkeeping requirements.

Adopted this 16<sup>th</sup> day of April, 2024.

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Mayor S. Lynn Montgomery

Attest:

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Katie Weiner, 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

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**ITEM ABSTRACT:** Jamestown Local Water Supply Plan

**AGENDA ITEM #:** II-G

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Public Services

**CONTACT PERSON:** Paul Blanchard

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**SUMMARY:**

Staff requests that the Town Council adopt the 2022 Jamestown Local Water Supply Plan (LWSP) by resolution as part of the Consent Agenda. The document is updated annually, and the document must be adopted by resolution every five years. The 2022 LWSP was submitted in March 2023, revised on May 11, 2023, and the document was determined to be complete by the North Carolina Department of Environmental Quality on January 24, 2024.

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**ATTACHMENTS:** 2022 Jamestown Local Water Supply Plan & Resolution Approving the Local Water Supply Plan

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the LWSP as part of the Consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** This item is on the Consent Agenda, and would be approval of the Consent Agenda.

**FOLLOW UP ACTION NEEDED:** Sign the resolution and forward a copy of the signed resolution to NCDEQ.





Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION APPROVING THE LOCAL WATER SUPPLY PLAN**

**WHEREAS**, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

**WHEREAS**, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Jamestown, has been developed and submitted to the Town Council for approval; and

**WHEREAS**, the Town Council finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Jamestown, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Jamestown that the Local Water Supply Plan entitled, Jamestown Local Water Supply Plan, dated May 11<sup>th</sup>, 2023, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

**BE IT FURTHER RESOLVED** that the Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

Adopted this the 16<sup>th</sup> day of April, 2024.

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Mayor S. Lynn Montgomery

ATTEST:

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Katie M. Weiner, CMC  
Assistant Town Manager/Town Clerk

# Jamestown

2022

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

## 1. System Information

### Contact Information

Water System Name:	Jamestown	PWSID:	02-41-030
Mailing Address:	P.O. Box 848 Jamestown, NC 27282	Ownership:	Municipality
Contact Person:	Paul Blanchard	Title:	Public Services Director
Phone:	336-454-1138	Cell/Mobile:	336-669-7398
Secondary Contact:	Jamie Johnson	Phone:	336-454-1138
Mailing Address:	P.O. Box 848 Jamestown, NC 27282	Cell/Mobile:	336-669-7398

**Complete**

### Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	4-12	8.00 %
Cast Iron	6-8	11.00 %
Ductile Iron	6-12	32.00 %
Polyvinyl Chloride	2-12	49.00 %

What are the estimated total miles of distribution system lines? 44 Miles

How many feet of distribution lines were replaced during 2022? 0 Feet

How many feet of new water mains were added during 2022? 0 Feet

How many meters were replaced in 2022? 139

How old are the oldest meters in this system? 25 Year(s)

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 259

What is this system's finished water storage capacity? 0.3000 Million Gallons

Has water pressure been inadequate in any part of the system since last update? *Line breaks that were repaired quickly should not be included.* No

### Programs

Does this system have a program to work or flush hydrants? Yes, Semi-Annually

Does this system have a valve exercise program? No

Does this system have a cross-connection program? Yes

Does this system have a program to replace meters? Yes

Does this system have a plumbing retrofit program? No

Does this system have an active water conservation public education program? Yes

Does this system have a leak detection program? Yes

We use AMR to detect leaks, and we read meters twice monthly. We have the ability to download data from meters, and the software is useful in showing high usage and changes in usage.

**Water Conservation**

What type of rate structure is used? Flat/Fixed

How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0

Does this system have an interconnection with another system capable of providing water in an emergency? Yes

**2. Water Use Information**

**Service Area**

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Deep River (02-2)	100 %	Guilford	100 %

What was the year-round population served in 2022? 6,543

Has this system acquired another system since last report? No

**Water Use by Type**

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	2,509	0.3140	0	0.0000
Commercial	153	0.0730	0	0.0000
Industrial	7	0.0430	3	0.0000
Institutional	18	0.0280	1	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.0010 MGD

**3. Water Supply Sources**

**Monthly Withdrawals & Purchases**

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.5380		May	0.4870		Sep	0.4600	
Feb	0.4700		Jun	0.5260		Oct	0.4400	
Mar	0.4240		Jul	0.5010		Nov	0.4170	
Apr	0.4430		Aug	0.4720		Dec	0.3880	

**Water Purchases From Other Systems**

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Greensboro	02-41-010	0.0910	365	0.1250		Yes	Yes	12	Regular
High Point	02-41-020	0.3730	365	1.5000		Yes	Yes	12	Regular
PTRWA	30-76-010	0.0000	365	0.1500	2057	Yes	Yes	12	Regular

We purchase most of our water from PTRWA, and that water is routed through the distribution system lines of Greensboro and High Point. Any additional water need is purchased from High Point via a separate 1.0 MGD contract. We are obligated to purchase 0.594 MGD from PTRWA, but we do not use that much water most of the time. We route 0.500 MGD through High Point and 0.125 MGD through Greensboro.

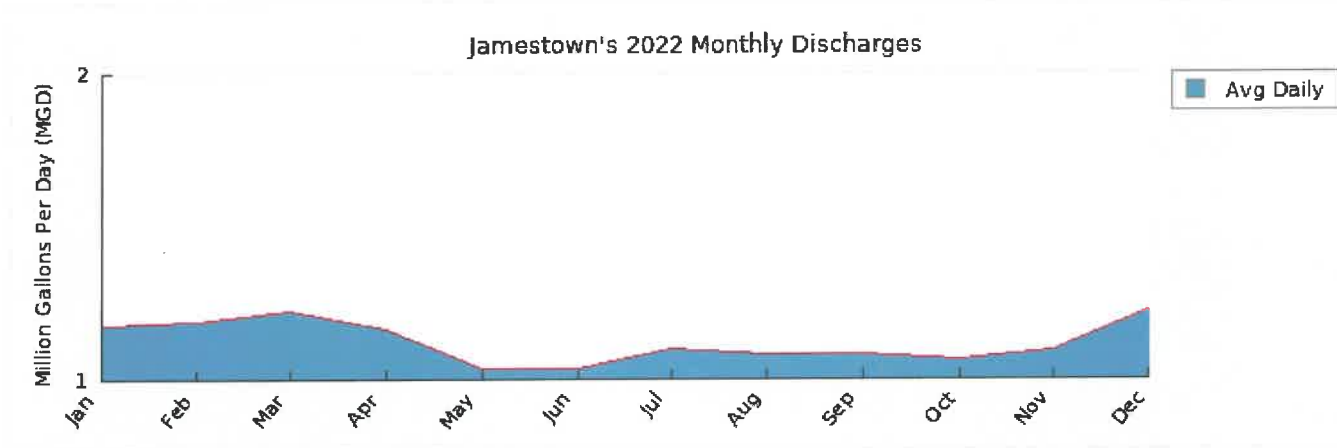
Jamestown has an allocation of 0.775 MGD from PTRWA. Since we route 0.500 MGD through High Point and 0.125 MGD through Greensboro, the remainder (0.150 MGD) is shown as the contract from PTRWA.

**4. Wastewater Information**

**Monthly Discharges**

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	1.1770	May	1.0380	Sep	1.0830
Feb	1.1870	Jun	1.0370	Oct	1.0660

Mar	1.2220	Jul	1.1010	Nov	1.0950
Apr	1.1620	Aug	1.0850	Dec	1.2220



- How many sewer connections does this system have? 5,140
- How many water service connections with septic systems does this system have? 22
- Are there plans to build or expand wastewater treatment facilities in the next 10 years? Yes

The Town of Jamestown is a capital partner with the City of High Point in the High Point Eastside Wastewater Treatment Plant. The Town will participate in the cost of the planned upgrades and improvements to the plant.

We have many more sewer customers than water customers. We serve a large development in Greensboro with sewer. At the end of 2021 we were serving about 2,639 Greensboro customers with sewer. Greensboro installed a pump station to intercept about 400 of those customers at the end of 2021. We currently serve about 2,230 Greensboro customers with sewer. Thus, we began the year with about 5,140 sewer customers.

**Wastewater Permits**

Permit Number	Type	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
WQCS00314	CS	2.0000	4.1400	0.0000	1.5010	Deep River	Deep River (02-2)

Wastewater discharge is captured through the interconnection with High Point.

**Wastewater Interconnections**

Water System	PWSID	Type	Average Daily Amount		Contract Maximum (MGD)
			MGD	Days Used	
High Point	02-41-020	Discharging	1.1230	365	2.0000
City of Greensboro	02-41-010	Receiving	0.4960	365	0.7750

We do not have a contract maximum for the Greensboro discharge we receive. We used our maximum purchase amount from PTRWA (0.775 MGD).

**5. Planning**

**Projections**

	2022	2030	2040	2050	2060	2070
Year-Round Population	6,543	10,000	10,500	11,000	11,500	12,000
Seasonal Population	0	0	0	0	0	0
Residential	0.3140	0.4600	0.4800	0.5000	0.5200	0.5400
Commercial	0.0730	0.1200	0.1400	0.1600	0.1800	0.2000
Industrial	0.0430	0.0800	0.0800	0.0800	0.0800	0.0800
Institutional	0.0280	0.0450	0.0600	0.0750	0.0800	0.0850
System Process	0.0010	0.0100	0.0150	0.0200	0.0250	0.0300

Unaccounted-for	0.0050	0.0200	0.0220	0.0240	0.0260	0.0280
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Jamestown has a limited amount of area for growth potential. Substantial residential development is likely to occur in that area in the next decade. We may have some increases in commercial development, however, industrial growth will most likely be limited due to watershed rules.

**Future Supply Sources**

Source Name	PWSID	Source Type	Additional Supply	Year Online	Year Offline	Type
PTRWA	30-76-010	Purchase	0.4250	2025		Regular

The Town of Jamestown may increase its purchase contract with PTRWA when the plant is expanded around 2025. In the original agreement, Jamestown had an interest in 1.200 MGD, which appears to be accurate to provide for future water needs. Currently, Jamestown has 0.775 MGD of the future 1.200 MGD capacity.

**Demand v/s Percent of Supply**

	2022	2030	2040	2050	2060	2070
Surface Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Ground Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Purchases	1.7750	1.7750	1.7750	1.7750	1.7750	1.7750
Future Supplies		0.4250	0.4250	0.4250	0.4250	0.4250
Total Available Supply (MGD)	1.7750	2.2000	2.2000	2.2000	2.2000	2.2000
Service Area Demand	0.4640	0.7350	0.7970	0.8590	0.9110	0.9630
Sales	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	0.4640	0.7350	0.7970	0.8590	0.9110	0.9630
Demand as Percent of Supply	26%	33%	36%	39%	41%	44%

The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 48 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here. We will continue to monitor our water usage, and we are looking into AMI monitoring in the near future. We will pursue purchase agreements as needed.

Are there other demand management practices you will implement to reduce your future supply needs? We are having our water and sewer systems studied to make sure we have adequate infrastructure to provide future water and sewer service to our jurisdiction. We will request a flow rate reduction for future sewer extensions, as our water demand supports our usage is well below the 120 gallons/bedroom/day requirement for sewer. This will provide for more accurate modelling and projections than the inflated numbers required by permitting.

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs? We are considering agreements to use the High Point and Greensboro water systems for future supplies, although the PTRWA source may be adequate.

How does the water system intend to implement the demand management and supply planning components above? The Town is having our water and sewer system modelled by consultants. We will use their findings and recommendations to maintain and improve our infrastructure. The Town will also be pursuing grant opportunities through state and federal programs.

**Additional Information**

Has this system participated in regional water supply or water use planning? Yes, We are a partner in the Piedmont Triad Regional Water Authority, and we address water needs and issues regionally.

What major water supply reports or studies were used for planning? We use previous LWSPs and our water and sewer usage data. We increased our future growth numbers due to a potential large residential development.

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our

customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

**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

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**ITEM ABSTRACT:** Resolution honoring Ed Stafford

**AGENDA ITEM #:** IV

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Asst. Mgr./Town Clerk

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**SUMMARY:**

There will be a request to remove this item from the agenda. The Resolution honoring Ed Stafford will be on the Town Council agenda for the May 21st Town Council Meeting.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that this item be removed from the agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to amend the agenda during the approval of the agenda.

**FOLLOW UP ACTION NEEDED:** The Resolution will be presented at the May 21st Town Council meeting.

**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 honoring Russell Walker, Jr.

**AGENDA ITEM #:** V

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Asst. Mgr./Town Clerk

**SUMMARY:**

Russell Walker, Jr. was appointed to serve on the Planning Board as an Alternate in July 2016. He has served as a full-time Planning Board Member since January 2018. He was also elected to be the Vice Chair by his fellow Planning Board Members. He submitted his resignation from the Board in April 2024. The Town of Jamestown is grateful to Walker for his dedicated service and wishes him well in his future endeavors.

**ATTACHMENTS:** Resolution honoring Russell Walker, Jr.

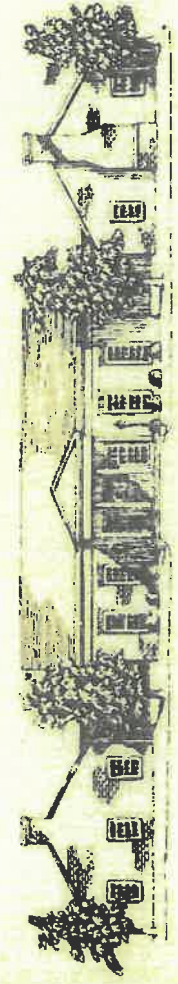
**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A





**RESOLUTION HONORING RUSSELL "RUSS" WALKER, JR.**

**WHEREAS**, Russ Walker has been a public servant in a multitude of ways throughout his lifetime; and

**WHEREAS**, he was appointed to the Planning Board as an Alternate in July 2016 and has been a permanent Planning Board Member since January 2018; and

**WHEREAS**, Russ Walker was appointed to be the Vice Chair of the Planning Board by his fellow Planning Board Members as a result of his vast experience, calm composure, and extensive knowledge, and

**WHEREAS**, he brought an invaluable skillset to the Board that he gained through his years of serving as a Superior Court Judge and Mediator and Arbitrator, and

**WHEREAS**, the positive impacts that he has made to the Town of Jamestown will be felt for decades to come; and

**WHEREAS**, Russ always listened to complex issues intently and would only speak after thoroughly analyzing a situation; and

**WHEREAS**, he has an innately wise demeanor which has earned him the admiration and respect of other civic leaders and a host of area residents; and

**WHEREAS**, his absence will be felt, and his well-measured words greatly missed.

**NOW, THEREFORE**, I, Council Member Burgess, on behalf of Mayor Montgomery and the Town Council, do hereby express our deep appreciation to Russ Walker for his distinguished years of service and do extend our best wishes in the next chapter of his life.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be spread upon the pages of the official minute book of the Town of Jamestown to stand as a tribute to the work and service of Russ Walker.

Adopted this the 16<sup>th</sup> day of April, 2024



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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

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**ITEM ABSTRACT:**

**AGENDA ITEM #:**

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:**

**ESTIMATED TIME FOR DISCUSSION:**

**DEPARTMENT:**

**CONTACT PERSON:**

---

**SUMMARY:**

---

**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Town of Jamestown  
Capital Improvement Program  
General Fund

Department	Priority	Strategic Plan Initiative	Outcome, Goal	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	Beyond 5 Years	Total
Sidewalk - Oakdale Rd (Phase 3) (Capital Project Fund)	Planning	Must Do	7A	540,000	(7) (8)					540,000
Sidewalk - Penny Rd (Main St - HP Greenway)-(Capital Project Fund)	Planning	Must Do	7A		1,205,000	(7) (8)				1,205,000
Sidewalk - Oakdale Rd (Phase 2) (Capital Project Fund)	Planning	Must Do	7A		160,000	(7) (8)				160,000
PARTF project	Recreation	Must Do	8J	430,410	(11) (10)					430,410
AFP project	Recreation	Must Do	8J	600,000	(12) (10)					600,000
Sidewalk connectors - Guilford County ARPA funding	Public Services-Streets	Must Do	7A	2,294,795	(10)					2,294,795
Stormwater Forestdale East Project-applied, waiting on award	Public Services-Stormwater	Must Do		153,800	(16)	307,600	(16)	307,600	(16)	769,000
<b>Totals for Capital Project Funds (Multi-year funds)</b>				<b>4,019,005</b>		<b>1,672,600</b>		<b>307,600</b>		<b>5,999,205</b>

Operating Budget Items:

Roadway Improvements (paving)	Public Services/Powell Bill	Must Do	5F	320,000	(1) (13)		440,000	(1) (13)		440,000	(1) (13)	1,200,000
Paving - Crosswalk Improvements (stamping, etc)	Public Services/Streets	Must Do	5F	30,000	(2)	30,000	(2)		30,000	(2)		125,000
Repairs and Maintenance, Civic Center	Admin - Building	Must Do	8E	132,000	(2)	250,000	(2)					382,000
Civic Center Sound System	Admin - Building	Must Do	8E			75,000	(2)					75,000
Storm Drainage	Public Services-Stormwater	Must Do	8H	100,000	(15)	150,000	(15)					250,000
Snow plow	Public Services-Streets	Must Do	8E			9,000	(2)	9,000	(2)	9,000	(2)	36,000
New bathrooms at shelters	Recreation	Must Do	8J	700,000	(14) (12)							700,000
Main Street Corridor Study	Planning	Must Do	7A			50,000	(2)					50,000
Utility 2 Carts-leasing ???	Golf	Must Do	8E	26,000	(6)							26,000
Leaf Truck	Streets	Must Do	8H	270,000	(6)							270,000
Fairway Mower, Truckster, Top Dresser-come off lease	Golf Maint.	Must do	8E	20,000	(6)							20,000
Painting Equipment	Recreation	Must Do	8E	35,000	(6)							35,000
Pump Replacement	Golf Maint.	Must Do	8E	10,000	(2)	10,000	(2)	10,000	(2)	10,000	(2)	60,000
Service Truck	Recreation	Must Do	8E	60,000	(2)							60,000
Snow Plow	Recreation	Must Do	8E	9,000	(2)							9,000
Plugger	Recreation	Must Do	8E	18,000	(2)							18,000
Fire Dept Architect	Fire Dept	Must Do		50,000	(2)							50,000
Wrenn Miller bathrooms	Recreation	Must Do	8J	-		450,000	(2)					450,000
Libray Fire Panel	Building and Grounds	Must Do				30,000	(2)					
Range Picker Basket	Golf Shop	Must Do				5,000	(2)					
Fencing at Golf Course @ hole 3	Golf Course	Must Do		38,950	(2)							
Fencing at Soccer Complex	Recreation	Must Do				28,250	(2)					
Fencing at Pro Shop	Golf Shop	Must Do				14,700	(2)					
Dam at Golf Course Hole 17	Golf Maint.	Must Do		300,000	(2)							
Paving between Rec and Main. Building	Recreation	Must Do		80,000	(2)							
Bunker Construction	Golf - Maint	Should Do	5C	-	(2)	300,000	(2)	300,000	(2)			600,000
Tractor	Golf - Maint	Should Do	8E	50,000	(2)							50,000
Pave shelter parking lot	Recreation	Should Do	8J	7,500	(2)		30,000	(2)		8,000	(2)	45,500
New Park Shelter - replacement of shelter #3	Recreation	Should Do	8J							100,000	(2)	100,000
Soccerfield overflow parking lot	Recreation	Should Do	8I	200,000	(2)							200,000
HVAC system replacements	Building - Fire Department	Should Do	8E	30,000	(2)							30,000
Town Hall -Painting	Building and Grounds	Should Do	8E			20,000	(2)					20,000
Town Hall - Roof	Building and Grounds	Should Do	8E			72,000	(2)					72,000
Library - Improvements	Building and Grounds	Should Do	8E			90,000	(2)					90,000
Irrigation	Golf Maint.	Should Do	5C			700,000	(2)					700,000
Storm Shelter	Golf Maint.	Should Do	8E			40,000	(2)					40,000
Range Picker/Ball washer	Golf Maint.	Should Do	8E			12,000	(2)					12,000
Jamestown Park Phase II	Recreation	Could Do	8J			500,000	(11) (2)	500,000	(11) (2)	500,000	(11) (2)	2,500,000
Paving at golf shop, including driveway into parking lot	Pro Shop	Could Do	5C	-		150,000	(2)					150,000
Shelter at Wrenn Miller Park	Recreation	Could Do	8I							20,000	(2)	20,000
Sidepath - E Fork (Greenway to Charles P Turner Sports Complex)	Planning	Could Do	7A							348,000		348,000
Sidepath - Guilford Rd (E Main St to Guilford College Rd)	Planning	Could Do	7A							1,662,000		1,662,000
Sidewalk - Scientific St (Main St to Shannon Gray Ct.)	Planning	Could Do	7A							490,000		490,000
Sidepath - E Fork (Guilford Rd to Greenway)	Planning	Could Do	7A							1,200,000		1,200,000
Sidepath - Dillon Rd (W Main to Deep River)	Planning	Could Do	7A							170,000		170,000
Crossing - Guilford Tech to CJ Greene	Planning	Could Do	7A							315,000		315,000
Slow Streets - Potter Dr and Mendenhall Rd	Planning	Could Do	7A							31,000		31,000
Deep River Paddle Trail/Greenway Trail (Phase I, II & III)	Planning	Could Do	8J							1,300,000		1,300,000
Kitchen Renovation @ Golf Pro Shop	Golf Shop	Could Do				398,000	(2)					

**Total Projects, General Fund (excludes capital project funds)**      \$ 2,486,450      \$ 3,233,950      \$ 1,439,000      \$ 549,000      \$ 510,000      \$ 6,638,000      \$ 13,961,500

FUNDING SOURCE - Operating Budget only

	FY 2024/25	FY 2025/26	FY 2026/27	FY 2026/27	FY 2028/29	5 Years	Total
(1) Powell Bill current yr and reserve fund balance	220,000		200,000		-	200,000	620,000
(2) Operating budget / fund balance	1,015,450	2,833,950	749,000	549,000	510,000	6,198,000	11,855,400
(3) Federal STP-EB funds							-
(4) NCDOT							-
(5) NCDOT Enhancement funding							-
(6) Installment financing	351,000						351,000
(7) Transfer from General Fund to Capital Project Fund		241,000					241,000
(8) CMAQ Funding	540,000	1,124,000					1,664,000
(9) HP MPO							-
(10) Guilford County Coronavirus State & Local Fiscal Recovery Funds	(2,294,795+215,205+100,000)	2,610,000					2,610,000
(11) PARTF funding		215,205	250,000	250,000			715,205
(12) AFP funding	(500,000+500,000)	1,000,000					1,000,000
(13) Motor Vehicle Fee		100,000		240,000		240,000	580,000
(14) State Grant		200,000					200,000
(15) Stormwater Fee		100,000	150,000				250,000
(16) Golden Leaf Grant		153,800	307,600				
Amount unfunded							-

**Total for Budget Year**      \$ 6,505,455      \$ 4,906,550      \$ 1,746,600      \$ 549,000      \$ 510,000      \$ 6,638,000      \$ 20,086,605

**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

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**ITEM ABSTRACT:** Presentation of Annual Comprehensive Financial Report (Audit)

**AGENDA ITEM #:** VII.A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Faith Wilson

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**SUMMARY:**

Nick Wicker, Strickland Hardee, PLLC will present the Annual Comprehensive Financial Report (audit) for fiscal year ended 6-30-23.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** none

**BUDGETARY IMPACT:** none

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** none

**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:** Town of Jamestown Water Shortage Response Plan

**AGENDA ITEM #:** VII-B



CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Public Services

**CONTACT PERSON:** Paul Blanchard

**SUMMARY:**

The Public Services Department will present the updated Town of Jamestown Water Shortage Response Plan (WSRP). The document needs to be updated every 5 years.

Staff requests the Council discuss the changes to the Town of Jamestown Water Shortage Response Plan and approve and/or amend the updated Town of Jamestown Water Shortage Response Plan by resolution.

**ATTACHMENTS:** The updated Town of Jamestown Water Shortage Response Plan

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council discuss and approve the WSRP.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve, amend, or deny the updated Town of Jamestown Water Shortage Response Plan by resolution. Council member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** Sign the resolution and forward a copy of the signed resolution to NCDEQ.



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION APPROVING WATER SHORTAGE RESPONSE PLAN**

**WHEREAS**, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

**WHEREAS**, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for the Town of Jamestown, has been developed and submitted to the Town Council for approval; and

**WHEREAS**, the Town Council finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Jamestown, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Jamestown that the Water Shortage Response Plan entitled, Town of Jamestown Water Shortage Response Plan dated May 31, 2023, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

**BE IT FURTHER RESOLVED** that the Town of Jamestown intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 16<sup>th</sup> day of April, 2024.

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Mayor S. Lynn Montgomery

ATTEST:

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Katie M. Weiner, CMC  
Assistant Town Manager/Town Clerk

ROY COOPER  
Governor  
ELIZABETH S. BISER  
Secretary  
RICHARD E. ROGERS, JR.  
Director



NORTH CAROLINA  
Environmental Quality

December 12, 2023

Paul Blanchard, Public Services Director  
Jamestown  
P.O. Box 848  
Jamestown, NC 27282

**Subject: WSRP Meets Minimum Criteria**  
Jamestown  
PWSID#: 02-41-030  
Guilford County

Dear Paul Blanchard,

This letter is to notify you that our staff has reviewed the information contained in the Water Shortage Response Plan (WSRP) update submitted by your office. Since all the required information is complete, the WSRP for Jamestown hereby meets the minimum criteria established in North Carolina General Statute 143-355.2 (a) and 15A NCAC 02E. 0607.

**The Water Shortage Response Plan must next be adopted by your water system's governing board;** a model WSRP resolution is available online on the right side of the Local Water Supply Plan page at <https://www.ncwater.org/WUDC/app/LWSP/learn.php>. Once adopted, a copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Branch Supervisor, at the address printed at the bottom of this letter or by e-mail to the review engineer shown below. Please note, the WSRP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received by the Division.

Please be advised that the review process for Water Shortage Response Plans is separate from the review process for your Local Water Supply Plan (LWSP). If you have submitted your LWSP but haven't already been contacted by the Division, you will receive notification as soon as the review of your LWSP is complete.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Vardry E. Austin at [vardry.austin@deq.nc.gov](mailto:vardry.austin@deq.nc.gov) or (919)707-9002, or Linwood Peele at [linwood.peele@deq.nc.gov](mailto:linwood.peele@deq.nc.gov) or (919) 707-9024 if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Higgins".

Karen Higgins, Planning Section Chief  
Division of Water Resources, NCDEQ



North Carolina Department of Environmental Quality | Division of Water Resources  
512 North Salisbury Street | 1611 Mail Service Center | Raleigh, North Carolina 27699-1611  
919.707.9000



# TOWN OF JAMESTOWN

## WATER SHORTAGE RESPONSE PLAN

Adopted November 21, 2005  
Revised and Adopted July 21, 2009  
Revised and Adopted February 16, 2010  
Revised and Adopted December 18, 2018  
Revised May 31, 2023

### I. PURPOSE

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever they are in danger of being inadequate to meet customer needs.

### II. WATER SYSTEM SUMMARY

The Town of Jamestown operates and maintains a purchase water system. All of the drinking water is supplied by the Piedmont Triad Regional Water Authority (PTRWA), the City of Greensboro, and the City of High Point. PTRWA draws its water from the Randleman Regional Reservoir. The City of High Point's sources are Oak Hollow Lake and Arnold J. Koonce, Jr. City Lake. The City of Greensboro draws its water from Lake Townsend, Lake Higgins, and Lake Brandt. The water purchased from the two municipal systems are not interconnected. The Town of Jamestown currently has contracts which guarantee water delivery from PTRWA and both municipalities, though the majority of the water supply is from PTRWA. The water system was installed in the early 1950's in the original section of the Town.

### III. AUTHORITY

When the water level at the reservoirs reach a critical level and Jamestown is notified by PTRWA, Greensboro, and High Point authorities that a water shortage exists, the Town Manager shall implement temporary emergency procedures. Should other emergency situations occur such as line breaks, contamination, mechanical failures, or similar emergencies, the Town Manager shall also consider implementing temporary emergency procedures.

The Town of Jamestown Town Manager is authorized to enact water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In his or her absence, the Director of Public Services will assume this role.

Mr. Matthew L. Johnson	Mr. Paul Blanchard
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Town Manager Phone: 336-454-1138 E-mail: <a href="mailto:mjohnson@jamestown-nc.gov">mjohnson@jamestown-nc.gov</a>	Public Services Director Phone: 336-454-1138 E-mail: <a href="mailto:pblanchard@jamestown-nc.gov">pblanchard@jamestown-nc.gov</a>
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Emergency water use regulations and restrictions shall remain in force and effect until the Town Manager determines conditions requiring their necessity no longer exist.

The Water Shortage Response Plan considers the water level of the PTRWA Randleman Regional Reservoir for triggering implementation. However, the Town does maintain the right to implement the plan before being notified of an emergency situation by either PTRWA, High Point, or Greensboro if deemed necessary.

#### IV. NOTIFICATION

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee and citizen e-mail announcements, notices at municipal buildings, notices in water bills, and notices on the Town of Jamestown website homepage. Required water shortage response measures and declaration of emergency water restrictions will be communicated through *The Jamestown News*, PSA announcements released to local radio and cable stations, and on the Town of Jamestown website as appropriate.

#### V. LEVELS OF RESPONSE

Three levels of water shortage response are outlined in the table below. The three levels of water shortage response are: voluntary reductions, mandatory reductions, and emergency reductions. A detailed description of each response level and corresponding water reduction measures follow below.

Stage	Response	Description
1	Voluntary Reductions	Water users are encouraged to reduce their water use and improve water use efficiency; however, no penalties apply for noncompliance. Water supply conditions indicate a potential for shortage.
2	Mandatory Reductions	Water users must abide by required water use reduction and efficiency measures; penalties apply for noncompliance. Water supply conditions are significantly lower than the seasonal norm and water shortage conditions are expected to persist.
3	Emergency Reductions	Water supply conditions are substantially diminished and pose an imminent threat to human health or environmental integrity.

**Stage I – Voluntary Reductions:** The goal for Stage I will be a 5% reduction in water demand. Stage I will be initiated when PTRWA authorities notify Jamestown when the

Randleman Regional Reservoir water level drops to 677 AMSL (5 feet below full). The following should be encouraged under a Stage I Response:

- 1) A publicity and educational campaign will be initiated using public media and other methods to inform the public of the voluntary water restrictions.
- 2) Residential customers will be encouraged to practice the following conservation measures:
  - a) Use shower for bathing rather than a bathtub whenever possible. Try and limit the time to 5 minutes.
  - b) Do not leave water running while shaving or washing dishes.
  - c) Run dishwashers and clothes washers only when fully loaded whenever possible.
  - d) Do not use sprinklers just to cool off or for play.
  - e) Delay new landscaping and seeding until a later date whenever possible.
  - f) Limit existing lawn watering to that necessary for plants to survive.
  - g) Water shrubbery the minimum required, reusing household water when possible.
  - h) Limit car washing to a minimum or utilize a car wash which practices recycling.
  - i) Limit washing down of outside areas such as sidewalks, patios, siding, etc.
  - j) Install water saving devices in shower heads whenever possible.
  - k) Install water saving devices in toilets such as water filled plastic jugs or commercially available units.
  - l) Use disposable dishes and utensils when possible.
  - m) Limit hours of operation of water cooled air conditioners.
  - n) No water will be sold for filling of pools, however, a minimal amount of water may be added to maintain continued operation of an existing pool.
  - o) We request that contractors and street sweeping water usage be reduced where possible or reclaimed water be used instead.

**Stage II - Mandatory Reductions:** The goal for Stage II will be a 10% reduction in water demand. This is the second stage of drought conditions. This will be initiated when PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 672 AMSL (10 feet below full). If the trigger conditions for a Stage II reduction are met, the following mandatory restrictions would be added in addition to the voluntary water recommendations from a Stage I drought:

1. Contractors are asked to reduce water usage to essential needs.
2. The Director of Public Services will be empowered to negotiate with all industrial and commercial accounts to ensure that all reasonable conservation measures are implemented. Any failure to implement such measures will be grounds to terminate services.
3. The immediate removal of service for any violation of the plan after the third offense.

*It shall be unlawful to:*

1. Water lawns, grass, shrubbery, trees, and flower and vegetable gardens except as follows:
  - a) Such watering may only be done between the hours of 8 pm and 8 am.
  - b) Watering by a sprinkler system is limited to a rate of ½ inch per week; or customers may water by hand-held hose, with a container, or with a drip irrigation system. Provided, however, that any person regularly engaged in the sale of plants shall be permitted to use a minimal amount of water at any time to keep plants living.
2. Introduce water into any ornamental fountain pool or pond or make similar use of water except to keep fish alive in an existing pond.
3. Wash automobiles, trucks, trailers, boats, campers, airplanes, or any other type of mobile equipment, including commercial washing establishments unless 75% of the water is recycled. The equipment may be washed if it cannot be safely operated unless cleaned.
4. Operate water-cooled air conditioners or other equipment that does not recycle cooling water, except when health and safety are adversely affected.
5. Fill newly constructed swimming and/or wading pools, or refill existing swimming and/or wading pools which have been drained. A minimal amount of water may be added to maintain continued operation of an existing pool.
6. Wash down outside areas such as streets, driveways, service station aprons, parking lots, office buildings, exteriors of existing or newly constructed homes or apartments, sidewalks or patios, or use water for other similar purposes unless done so for public safety, sanitation, or by Public Services staff.
7. Use water from public or private fire hydrants for any purpose other than fire suppression or other public emergency or by Public Services staff.
8. Use water for dust control or compaction.
9. Use potable water for fire department training or equipment testing unless required by State or Federal regulations.
10. Use water for any unnecessary purpose or intentionally waste water.
11. Refuse to repair water leaks on property or facilities of Town of Jamestown customers within ten (10) days of discovery and notification by the Town.

**Stage III – Emergency Reductions:** The Goal for Stage III will be a 25% reduction in water demand. This will be initiated when PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 662 AMSL (20 feet below full). In addition to the restrictions set forth in Stages I-II the following restrictions shall be imposed:

1. Double the water rate cost for above 10 units per month.
2. The immediate removal of service for any violation of the plan after the third offense.
3. The Director of Public Services will have the authority to implement additional conservation measures on commercial and industrial customers including, but not limited to, percentage reductions of consumption, cutting off specific water consumption units, etc.

4. Large industrial customers are asked to delay projects consuming large quantities of water where possible.
5. A list of the names and addresses of those charged with violations of the Water Shortage Response Plan will be available for public inspection at Town Hall.
6. Limit vegetable garden irrigation to two days per week between 6 pm to 8 am. To determine your watering days, use your street address. If your address ends in an odd number your watering days are Tuesday and Friday. If your address ends in an even number your watering days are Monday and Thursday.

It shall be unlawful to:

1. Use water outside a structure for any use other than an emergency, a fire, for public safety, or use by Public Services staff to maintain the system. This includes car washes unless 100% of the water is recycled, any watering of lawns and shrubs, and outside use by a contractor unless to finish a portion of a job.
2. Operate an evaporative air conditioning unit that does not recycle water except during the operating hours of the business. An exception is made when health and safety are adversely affected.
3. Refuse to repair water leaks within 10 days of notification. Large leaks will be immediately shut off from service.
4. Irrigate landscape (including golf course greens, school grounds, residential lawns)
5. Use water for recreational purposes. Recreational use includes but is not limited to residential swimming pools and water recreation toys that require the use of water (for example a slip-n-slide).
6. Add any water from the Town of Jamestown water supply to an ornamental pond.

## VI. TRIGGERS

<b>Stage I</b>	PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 677 feet AMSL (5 feet below full).
<b>Stage II</b>	PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 672 feet AMSL (10 feet below full).
<b>Stage III</b>	PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 662 feet AMSL (20 feet below full).

## VII. ENFORCEMENT

The provisions of the Water Shortage Response Plan will be enforced by the Town of Jamestown Public Services Department. Violators may be reported by either calling Town Hall at 336-454-1138 or by e-mail contact listed on the Town of Jamestown website. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

<b>Water Shortage Level</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
Voluntary Reductions	N/A	N/A	N/A
Mandatory Reductions	Warning and possible \$50 fine	\$100 fine	\$250 fine
Emergency Reductions	\$100 fine	\$350 fine	Discontinuation of water service.

## **VIII. PUBLIC COMMENT**

Customers will have multiple opportunities to comment on the provisions of the Water Shortage Response Plan. First, a draft plan will be published either in *The Jamestown News* or on the Town of Jamestown website. A public hearing will be scheduled at the Regular Town Council Meeting so that comments may be made. All subsequent revisions to the draft plan will be published at least 30 days prior to an adoption vote by Town Council.

## **IX. VARIANCE PROTOCOLS**

Written requests for water use variance may be submitted to the Town Manager at 301 East Main St. All written requests will be reviewed by the Town Manager and/or Director of Public Services. A decision to approve or deny individual variance requests will be determined within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, job retention, purpose (i.e. necessary use of drinking water) and the prevention of structural damage.

## **X. RETURN TO NORMAL CONDITIONS**

Should significant rainfall be received by the PTRWA Randleman Regional Reservoir to safely provide sufficient water to meet demand and stated trigger points (see Section VI) are exceeded, the Town Manager shall issue a public notice pursuant to Section IV declaring the water shortage resolved and the termination of water restrictions.

## **XI. EFFECTIVENESS**

The effectiveness of the Town of Jamestown Water Shortage Response Plan will be determined by comparing the stated water conservation goals with observed water use reduction data. The following factors will also be considered to determine effectiveness: frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained, and evaluation of demand reductions compared to the previous year's seasonal data.

## **XII. REVISION**

The Water Shortage Response Plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years, as required by the provisions of G.S. 143-355 (l). The Town of Jamestown Director of Public Services is responsible for initiating all subsequent revisions.

**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:** Appointment of Planning Board Members and Alternates

**AGENDA ITEM #:** VIII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Asst. Mgr./Town Clerk

**SUMMARY:**

There are currently two vacancies on the Planning Board for full-time Members. There are seven applicants for the positions, and Council have received copies of all applications. The applicants include: John Capes, Hope Inge, Duane Willis, Brant Gomez, Darlene Fete, Eddie Oakley, and Susan Dickenson.

Staff recommends that Council appoint an applicant to serve the unexpired term of Ed Stafford. His term expires in August 2026. Staff recommends that Council appoint an applicant to serve the unexpired term of Russ Walker. His term expires in August 2025. Council will also need to appoint new Alternates to serve if the current Alternates, John Capes & Hope Inge, are appointed to the full-time positions.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council appoint applicants to serve on the Planning Board.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to appoint \_\_\_\_\_ to serve the unexpired term of Ed Stafford. Council Member makes a motion to appoint \_\_\_\_\_ to serve the unexpired term of Russ Walker.

**FOLLOW UP ACTION NEEDED:** N/A

**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 Gianville

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Golf course quarterly report

**AGENDA ITEM #:** VIII-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** 4/16/2024

**ESTIMATED TIME FOR DISCUSSION:** 5 min.

**DEPARTMENT:** Recreation

**CONTACT PERSON:** Scott Coakley

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**SUMMARY:**

The Recreation Director will be presenting the quarterly report for the golf course.

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**ATTACHMENTS:** N/A

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**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:** Set a public hearing for the rezoning of 1903 1905 1915 Guilford College Rd

**AGENDA ITEM #:** VIII-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 5 min

**DEPARTMENT:** Planning

**CONTACT PERSON:** Anna Hawryluk, Planning Director

**SUMMARY:**

A petition for rezoning has been received and reviewed by the Planning Board. The staff recommend that the Council set a public hearing date for the consideration of the rezoning of the parcels located at 1903, 1905 1915 Guilford College Rd (Parcels 159062 and 159061) for the June 25, 2024 regular meeting at 6pm in the Civic Center.

This property has also filed for annexation. A Certificate of Sufficiency for annexation of this property is expected to be adopted at the May 21, 2024 meeting.

**ATTACHMENTS:** Rezoning Application

**RECOMMENDATION/ACTION NEEDED:** Motion to set a public hearing date for June 25, 2024

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:** Move to Staff recommend that the Council set a public hearing date for the consideration of the rezoning of the parcels located at 1903 1905 1915 Guilford College Rd for the June 25, 2024 regular meeting at 6pm in the Civic Center. +

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



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

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

**Additional Notes:**

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

**Applicant Information**

Applicant Name: DAVID B COE  
 Street Address or P.O. Box: PO Box 36 City/State/Zip Code: WALLBURG NC 27373  
336 769 4673 coe40@gmail.com  
 Home/Work Phone Number Mobile Number Email

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

**Owner Information**

Owner Name: Jamestown Equestrian Center LLC  
411 E Main Street Jamestown, NC 27282  
 Street Address or P.O. Box City/State/Zip Code  
704 906 6373  
 Home/Work Phone Number Mobile Number Email will@blackpowder-smokehouse.com

**Applicant and Owner Certification and Signature**

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

Applicant Signature: [Signature] Date: 2/9/24

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

Owner Signature: [Signature] Date: 2/9/24

**NOTARY STATEMENT:**

State of North Carolina, County of Guilford to wit (SEAL)

I, Elizabeth T Gresson a notary public in and for the state of North Carolina county aforesaid, hereby certify that William G Ragsdale IV whose name(s) is/are signed to the foregoing

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

My commission expires February 20, 2028

Given under my hand this 9th Day of February, 20 24

Notary Signature Elizabeth T Gresson Printed Name of Notary: Elizabeth T Gresson



<b>Permit Information</b>					
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #1:	159062	Parcel Size:	4	1903 Guilford College Rd, Jamestown, NC 27282	
	Tax Map ID		Acres/Square Ft	Street Address	
Current Parcel Zoning:	SFR			Request to Rezone to: CZ-MFR	
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential	Vacant/Unused
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #2:	159061	Parcel Size:	15.06	1905 1915 Guilford College Rd, Jamestown, NC 27282	
	Tax Map ID		Acres/Square Ft	Street Address	
Current Parcel Zoning:	SFR			Request to Rezone to: CZ-MFR	
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential	Vacant/Unused
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #3:		Parcel Size:			
	Tax Map ID		Acres/Square Ft	Street Address	
Current Parcel Zoning:				Request to Rezone to:	
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential	Vacant/Unused

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

N/A

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

**Project Questionnaire**

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

**Why are you requesting this rezoning?**

We are requesting rezoning for this property from single family residential to conditional use multifamily residential because we would like to develop a townhome community.

**Please provide a description of the site before and after development (if construction is proposed).**

Currently, the site has a bit of terrain, sloping from the front and back to the middle of the site. This site is partially wooded with a mixture of trees and pastures with a house and barns. After development, the site will have attached townhome dwellings.

**Please describe the operation proposed including number of employees and hours of operation, if applicable.**

N/A

**Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).**

There are residential homes around this site including attached townhomes and detached single family dwellings. Due to the landscape buffering we are proposing, we believe there will be minimal impact regarding noise, light, and environment. Regarding traffic, the impact should be minimized due to the low number of units.

**Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.**

The proposed community will be available for empty nesters, so the impact on schools should be diminished. Traffic generation and impact on infrastructure, such as water/wastewater systems, should be less as the number of occupants for these townhomes is expected to be lower than traditional single family homes.

**Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.**

There is the potential need for permitting from some state agencies such as NCDOT, NCDENR and Army Corp of Engineers.

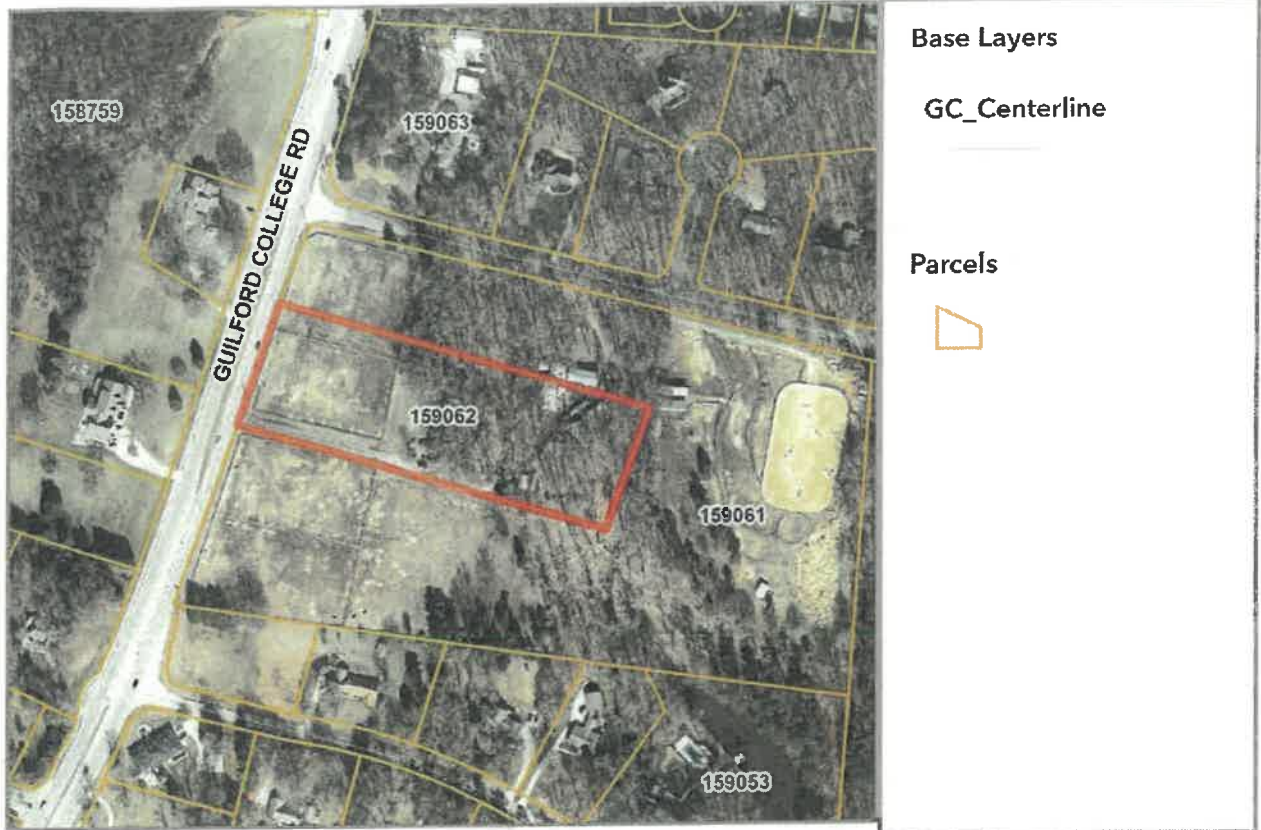
**For Town Use Only**

Date Application Received:

2/12/2024 *A. C. H. Smith*

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

## Guilford County, NC



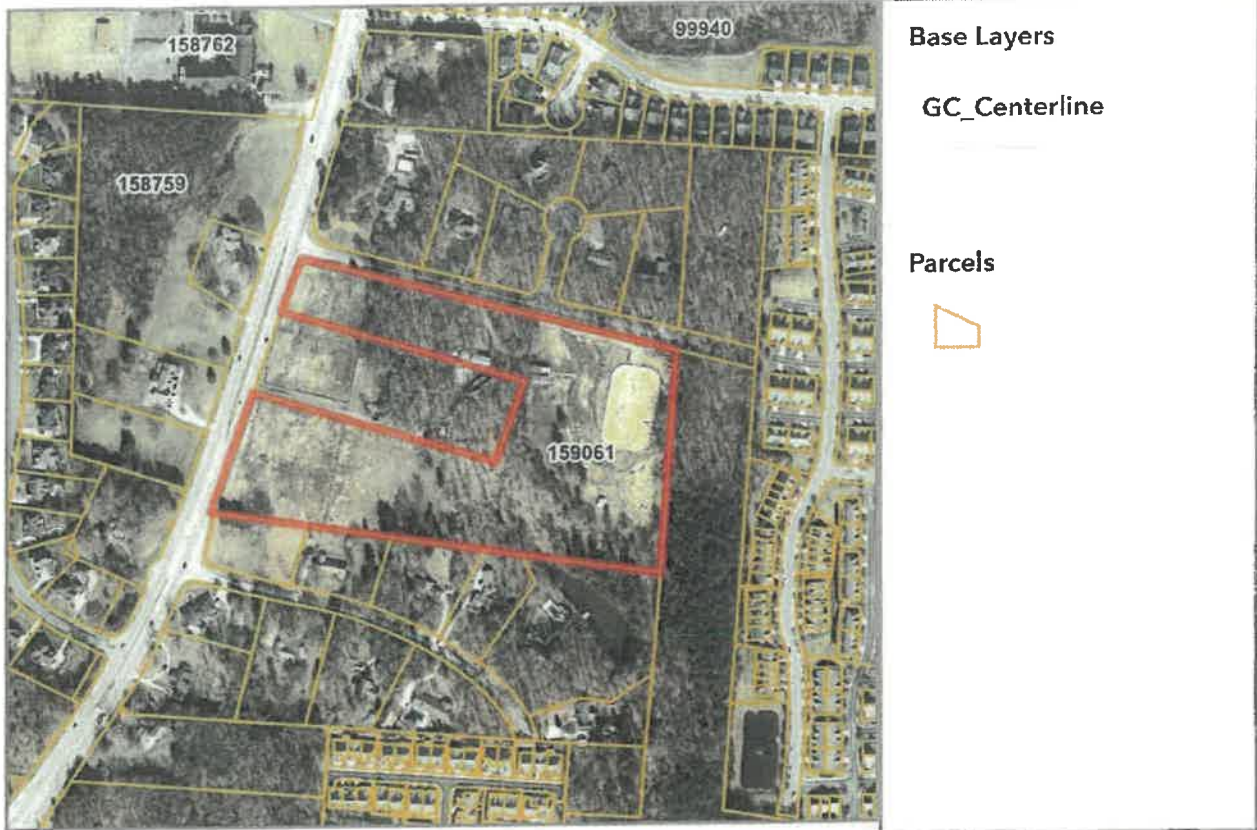
Parcel Number	159062	Total Out Building Value	4600
PIN	7822791232	Total Land Value	165600
Owner	JAMESTOWN EQUESTRIAN CENTER LLC	Total Deferred Value	0
Mail Address	411 E MAIN ST	Bldg Card	1
Mail City	JAMESTOWN	Appraisal Model Code	1
Mail State	NC	Deed Data	3/11/2016
Mail Zip	27282	Neighborhood	7822A12
Property Address	1903 GUILFORD COLLEGE RD	Property Type	RESIDENTIAL
Legal Description	4 AC PB43-66 CHADWICK PL:43-66	Structure Size	1418
Deed	007792-02781	Lot Size	4
Plat	43-66	Year Built	1948
Condo		Bedrooms	2
Total Assessed	295900	Bathrooms	1
Total Building Value	125700	Grade	B 125%



*Disclaimer: While every effort is made to keep information provided over the internet accurate and up-to-date, Guilford County does not certify the authenticity or accuracy of such information. No warranties, express or implied, are provided for the records and/or mapping data herein, or for their use or interpretation by the User.*

Map Scale  
**1 inch = 333 feet**  
 1/29/2024

## Guilford County, NC



Parcel Number	159061	Total Out Building Value	22300
PIN	7822782991	Total Land Value	602400
Owner	JAMESTOWN EQUESTRIAN CENTER LLC	Total Deferred Value	0
Mail Address	411 E MAIN ST	Bldg Card	
Mail City	JAMESTOWN	Appraisal Model Code	
Mail State	NC	Deed Data	3/11/2016
Mail Zip	27282	Neighborhood	7822A12
Property Address	1905 1915 GUILFORD COLLEGE RD	Property Type	RESIDENTIAL
Legal Description	15.06 AC TR 3 PB 43-66 CHADWICK PL:43-66	Structure Size	
Deed	007792-02781	Lot Size	15.06
Plat	43-66	Year Built	
Condo		Bedrooms	
Total Assessed	624700	Bathrooms	
Total Building Value	0	Grade	



*Disclaimer: While every effort is made to keep information provided over the internet accurate and up-to-date, Guilford County does not certify the authenticity or accuracy of such information. No warranties, express or implied, are provided for the records and/or mapping data herein, or for their use or interpretation by the User.*

**Map Scale**  
**1 inch = 500 feet**  
 1/29/2024

Jamestown Equestrian Center LLC - Rezoning		
Adjoining Property Owner	Street Address of Adjoining Property	Tax Map Numbers
NGUYEN, KHANH T;NGUYEN, JANIE K	1806 Guilford College Rd, Jamestown, NC 27282	158759
CHURCH OF GOD OF PROPHECY OF NORTH CAROLINA INC	1812 Guilford College Rd, Jamestown, NC 27282	225088
SPENCER, BONNIE P;SPENCER, HAROLD W JR	1815 Guilford College Rd, Jamestown, NC 27282	159063
LOVE, PATRICK F;LOVE, LEANN H	99 Chadwick Dr, Jamestown, NC 27282	159064
CULLEN, TAREY J;CULLEN, SANDRA F	101 Chadwick Dr, Jamestown, NC 27282	159065
WAGNER, KEITH J;WAGNER, JENNIFER H	102 McFarland Ct, Jamestown, NC 27282	159066
DAMERON, MATTHEW;DAMERON, RACHEL	105 McFarland Ct, Jamestown, NC 27282	159067
BOWMAN, JAMES ROBERT;BOWMAN, JILL S	201 Chadwick Dr, Jamestown, NC 27282	159068
FISHER, DAVID M SR;FISHER, MAXINE S	203 Chadwick Dr, Jamestown, NC 27282	159069
MESSER, GIDEON THOMAS;MESSER, REBEKAH LYNN	205 Chadwick Dr, Jamestown, NC 27282	158760
MACKAY ROAD LLC	5281 Mackay Rd, Jamestown, NC 27282	235862
WOODY, NATHANIEL BRIAN;ALLEN, JAMIE CHRISTINA	6308 Hickory Hollow Rd, Jamestown, NC 27282	159053
BLUE, SCOTT DOUGLAS;BLUE, JAN BOLING	6310 Hickory Hollow Rd, Jamestown, NC 27282	159052
HEBARD, CHARLES PERRY;HEBARD, JANE LYNN	6312 Hickory Hollow Rd, Jamestown, NC 27282	159051
JAMES, EMMA D	6314 Hickory Hollow Rd, Jamestown, NC 27282	159050
PHAM, THANH QUOC;NGUYEN, KIM HONG THI	6316 Hickory Hollow Rd, Jamestown, NC 27282	159049
RUSH, HAROLD	1916 Guilford College Rd, Jamestown, NC 27282	158767
FRISCIA, JOSEPH R;NGUYEN, JANIE K	1912 Guilford College Rd, Jamestown, NC 27282	225089
FRISCIA, JOSEPH R;NGUYEN, JANIE K	1910 Guilford College Rd, Jamestown, NC 27282	158761



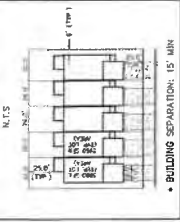


# ZONING SKETCH PLAN FOR JAMESTOWN EQUESTRIAN CENTER

TOWN OF JAMESTOWN  
GULFORD COUNTY - NORTH CAROLINA  
JOB No. 2024007  
FEBRUARY, 2024  
OWNER

JAMESTOWN EQUESTRIAN CENTER, LLC  
1903.1905 & 1915 GULFORD COLLEGE ROAD  
JAMESTOWN, NC 27282

TYPICAL BUILDING SETBACKS



BUILDING SEPARATION: 15' MIN

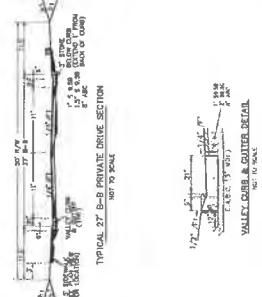
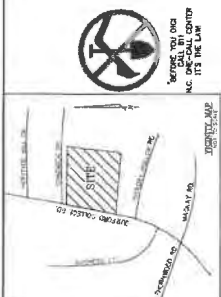
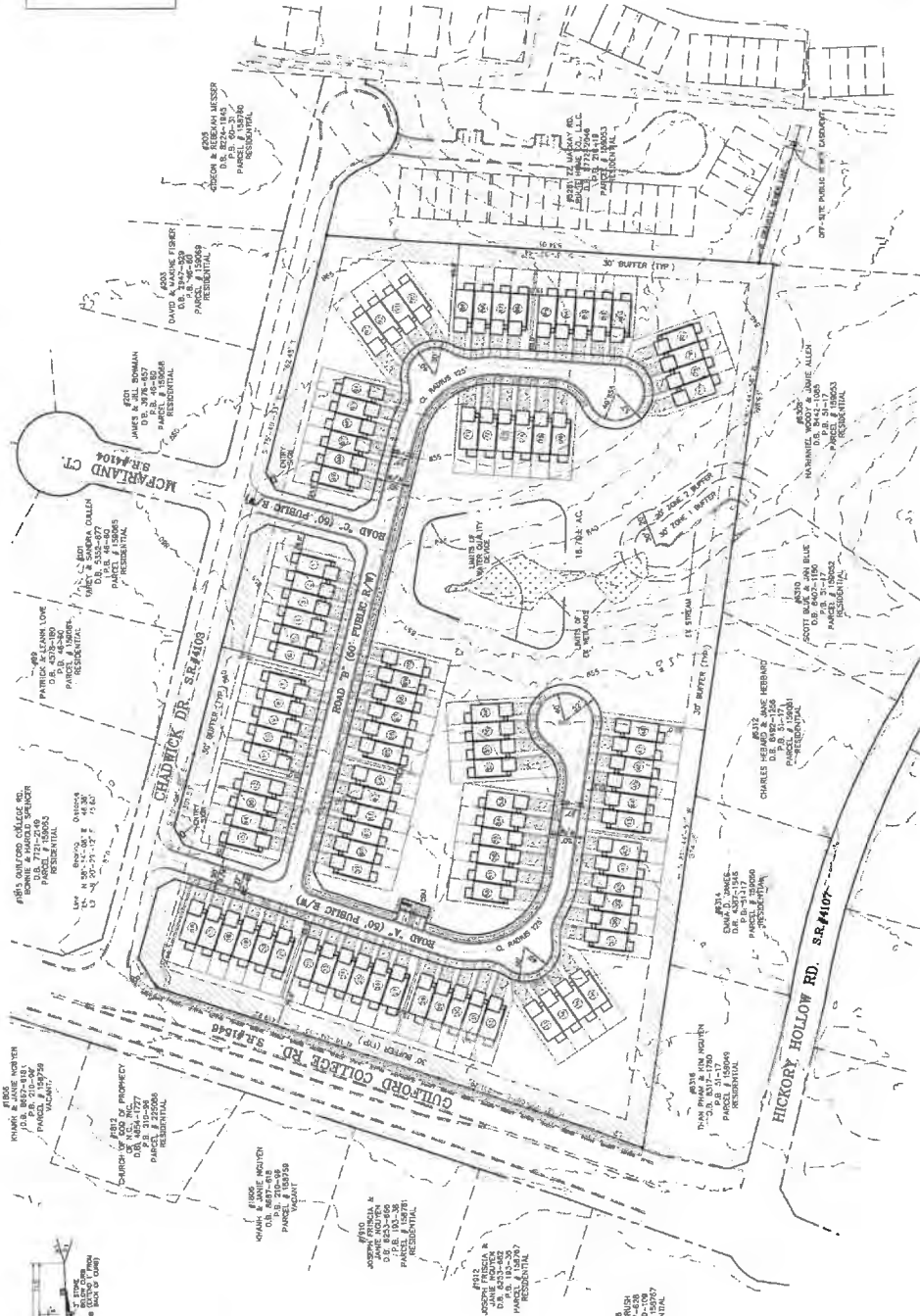
- ZONING CONDITIONS:**
1. WATER = 08
  2. FLOOR AREA PER UNIT (LIVING AREA) = 1500-2500 SF.
  3. BUILDING HEIGHT = 2 STORY MAXIMUM
  4. ALL INSTALLATIONS SHALL BE IN CONFORMANCE WITH N.C. DEPARTMENT OF TRANSPORTATION REGULATIONS FOR TRAFFIC, ACCESS AND ROADWAY
  5. ALL CONCRETE SIDEWALKS SHALL BE PROVIDED ALONG GULFORD COLLEGE ROAD. (SEE SITE NOTES)
  6. 4" X 8" CONCRETE SIDEWALKS SHALL BE PROVIDED ALONG GULFORD COLLEGE ROAD. (SEE SITE NOTES)
  7. ALL CONCRETE SIDEWALKS SHALL BE PROVIDED WITHIN THE 30' BUFFER ALONG GULFORD COLLEGE ROAD.

**SITE DATA:**  
 PARCELS: 19094 & 19092  
 DEED BOOK: 7192, PG. 2781  
 PROPOSED ZONING: RESIDENTIAL  
 ALLOWED DENSITY: 6 UNITS/AC. (MAX)  
 TOTAL SITE AREA: 18.0 AC.  
 TOTAL No. OF LOTS: 00  
 TOTAL LENGTH OF ROAD: 1056 LF.  
 TOTAL LENGTH OF ROAD: 907 LF.  
 WATERSHED: LOWER HANCOCKIAN LAKEWATER

- SITE NOTES:**
1. THE 8' SIDEWALK WILL BE ALLOWED TO MEANDER TO ACCOMMODATE THE EXISTING DRIVE AND MAINTAIN SOME SPACE FOR PUBLIC ACCESS EASEMENT WITHIN THE BUFFER AREA
  2. EFFORTS WILL BE MADE TO SAVE MATURE TREES WITHIN THE BUFFER AREA
  3. WATER SERVICE TO THE SITE SHALL BE PROVIDED BY THE EXISTING CHADWICK DRIVE, WHERE FEASIBLE
  4. EXTENSIONS WILL INCLUDE EITHER A WATER LINE EXTENSION FROM THE TOWN'S EXISTING FACILITIES SOUTH OF HICKORY HOLLOW ROAD OR A NEW SYSTEM ON GULFORD COLLEGE ROAD THROUGH A TOWN OF JAMESTOWN OWNED VAULT.
  5. ALL UTILITIES WILL BE PROVIDED ON ONE SIDE OF ALL INTERIOR STREETS.

SCALE: 1" = 80'  
 0' 40' 80' 160'

SHEET NO. **1**  
 JAMESTOWN ENGINEERING GROUP, INC.  
 CONSULTING ENGINEERS  
 1175 W. MAIN ST.  
 JAMESTOWN, NC 27283  
 PHONE: (704) 846-5553  
 FAX: (704) 846-5555  
 E-MAIL: JEG@JEG-INC.COM



**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:** Set a public hearing for the rezoning of 100 Near Lennox Dr

**AGENDA ITEM #:** VIII-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 5 min

**DEPARTMENT:** Planning

**CONTACT PERSON:** Anna Hawryluk, Planning Director

**SUMMARY:**

A petition for rezoning has been received and reviewed by the Planning Board. The staff recommend that the Council set a public hearing date for the consideration of the rezoning of a 1.7 +/- acre portion of the parcel located at 100 Near Lennox Dr (Parcel 160267) for the May 21, 2024 regular meeting at 6pm in the Civic Center.

**ATTACHMENTS:** Rezoning Application

**RECOMMENDATION/ACTION NEEDED:** Motion to set a public hearing date for May 21, 2024

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:** Staff recommend that the Council set a public hearing date for the consideration of the rezoning of the parcels located at 100 Near Lennox Dr for the May 21, 2024 regular meeting at 6pm in the Civic Center.

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



The following items must be submitted with this form before the application may be processed.

Please bring the following items with you when submitting your application form:

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

**Additional Notes:**

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

**Applicant Information**

Applicant Name: Burkely Communities (Sterling Kelly)

1515 W. Cornwallis Dr. Suite 204 Greensboro, NC 27408

Street Address or P.O. Box City/State/Zip Code  
336-272-8151 rsk@burkelycommunities.com

Home/Work Phone Number Mobile Number Email

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

**Owner Information**

Owner Name: BRC Jamestown LLC

5828 Samet Drive, Suite 105 High Point, NC 27265

Street Address or P.O. Box City/State/Zip Code  
336-889-1546 n/a

Home/Work Phone Number Mobile Number Email

**Applicant and Owner Certification and Signature**

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

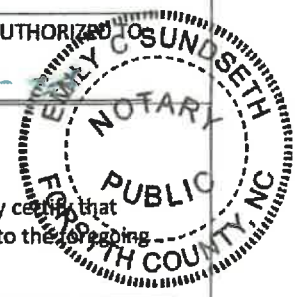
Owner Signature: Christopher Dunbar Date: 2-12-2026

**NOTARY STATEMENT:**

State of North Carolina County of Guilford to wit: (SEAL)

I, Emily C. Sundseth a notary public in and for the state and county aforesaid, do hereby certify that Christopher T. Dunbar whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires July 13, 2026  
Given under my hand this 12<sup>th</sup> Day of February, 2026  
Notary Signature Emily C. Sundseth Printed Name of Notary: Emily C. Sundseth





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

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning.
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
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  - Physical features such as flood plains
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  - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
  - Location and description of site features such as landscaping, lighting, and signage (if proposed).

**Additional Notes:**

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

**Applicant Information**

Applicant Name: Burkely Communities (Sterling Kelly)

1515 W. Cornwallis Dr. Suite 204 Greensboro, NC 27408

Street Address or P.O. Box City/State/Zip Code  
336-272-8151 rsk@burkelycommunities.com

Home/Work Phone Number Mobile Number Email

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

**Owner Information**

Owner Name: BRC Jamestown LLC

5826 Samet Drive, Suite 105 High Point, NC 27265

Street Address or P.O. Box City/State/Zip Code  
336-889-1546 n/a

Home/Work Phone Number Mobile Number Email

**Applicant and Owner Certification and Signature**


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

Applicant Signature: [Signature] Date: 02/09/24

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

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY STATEMENT:**

State of North Carolina, County of Guilford to wit: (SEAL)  JODY C. LONGWILL  
Notary Public  
North Carolina  
Guilford County

I, Jody C. Longwill a notary public in and for the state and county aforesaid, do hereby certify that R. Sterling Kelly, III whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires 04-16-2026

Given under my hand this 9<sup>th</sup> Day of February, 2024

Notary Signature [Signature] Printed Name of Notary: Jody C. Longwill

**Permit Information**

Owner Requests Rezoning of the Following Parcel(s):

Parcel #1: 160267 Parcel Size: 4.56; portion requested for rezoning is 1.7 acres Street Address: 100 Near Lennox Drive

Tax Map ID \_\_\_\_\_ Acres/Square Ft \_\_\_\_\_ Street Address \_\_\_\_\_

Current Parcel Zoning: RMST Request to Rezone to: CZ- RMST

Current Parcel Use:  Agricultural  Commercial  Industrial  Residential  Vacant/Unused

---

Owner Requests Rezoning of the Following Parcel(s):

Parcel #2: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ Street Address \_\_\_\_\_

Tax Map ID \_\_\_\_\_ Acres/Square Ft \_\_\_\_\_ Street Address \_\_\_\_\_

Current Parcel Zoning: \_\_\_\_\_ Request to Rezone to: \_\_\_\_\_

Current Parcel Use:  Agricultural  Commercial  Industrial  Residential  Vacant/Unused

---

Owner Requests Rezoning of the Following Parcel(s):

Parcel #3: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ Street Address \_\_\_\_\_

Tax Map ID \_\_\_\_\_ Acres/Square Ft \_\_\_\_\_ Street Address \_\_\_\_\_

Current Parcel Zoning: \_\_\_\_\_ Request to Rezone to: \_\_\_\_\_

Current Parcel Use:  Agricultural  Commercial  Industrial  Residential  Vacant/Unused

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Adjoining Property Owner(s)</b>		<b>Tax Map Numbers</b>
Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		
Ragsdale Brothers LLC	301 W. Main Street	160265
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
BRC Jamestown LLC	305 W. Main Street	160261
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Otto Stores LLC	401 W. Main Street	160260
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
J & S Land Holding LLC	405 W. Main Street	160258
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Thorner Jamestown LLC	407 W. Main Street	160270
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Michael & Helen Walker	107 Wade Street	160294
Richard R. Glover	111 117 / 119 / 126 Wade Street	160288 / 160287 / 160284
Rode Properties LLC	121 Wade Street	160285

**Project Questionnaire**

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

**Why are you requesting this rezoning?**

The applicant is purchasing the project from the current owner in order to provide completion to this residential project. The applicant would like to simply restore the allowable units per acre to what was allowable when the current owner originally contemplated the Lennox Square community. Since the construction of Phase 1 of Lennox Square, the Town's zoning ordinance changed and resulted in a slight decrease to allowable units here. The applicant is seeking this rezoning to restore the consistency between Phase 1 and Phase 2.

**Please provide a description of the site before and after development (if construction is proposed).**

The requested rezoning area is Phase 2 of the existing Lennox Square community. Currently, Phase 2 consists of two building pads with no vertical construction. The applicant plans to build two multifamily buildings, one on each building pad.

**Please describe the operation proposed including number of employees and hours of operation, if applicable.**

Not applicable. This is a proposal for residential housing.

**Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).**

Immediately proximate to the subject area, is the existing portion of Lennox Square, which is also a residential use, specifically condominiums.

Along W. Main Street, the adjoining properties are commercial. Along Wade Street the adjoining property is warehouses. Given the existing residential uses and the mix of more intense non-residential uses in the area, the addition of this small amount of new residences here will not have

a significant impact on noise or light. The traffic increase here is quite de minimus as compared to the residential density already entitled at this location and the environmental impact is also the same since the applicant is using the same building pad.

**Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.**

This is a small increase in density applied to a very small acreage of 1.7, therefore the impact to public facilities and infrastructure would be negligible. This is a location already set up with the proper infrastructure to handle multifamily form residential so it is well suited for this request.

**Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.**

No, not to applicant's current knowledge and understanding.

**For Town Use Only**

Date Application Received: 2/12/2024 *Ch C H*

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

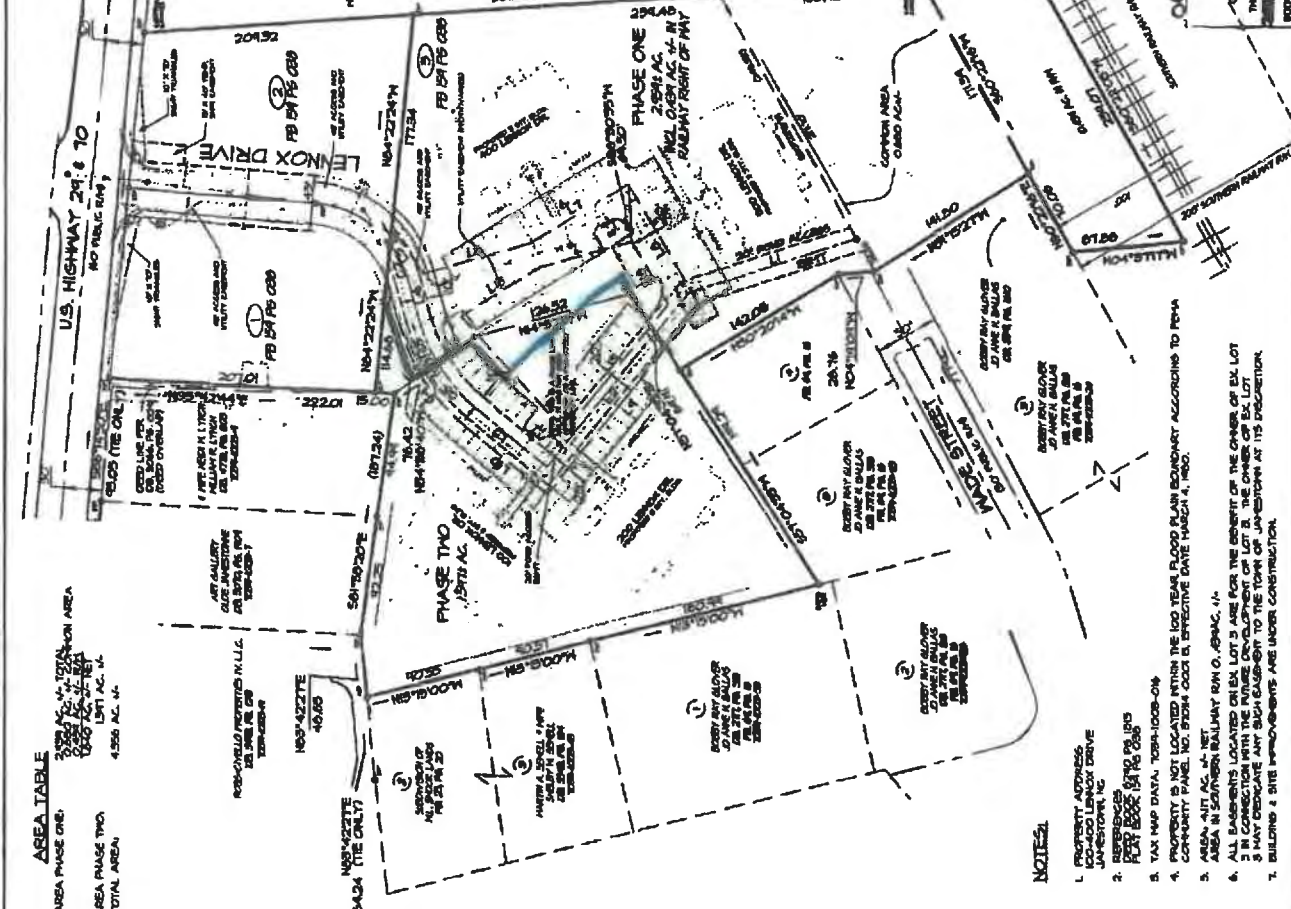
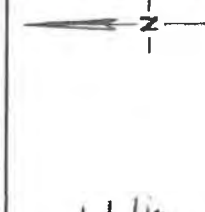
## PROPOSED ZONING CONDITIONS

### Lennox Square Phase 2

1. Maximum number of units shall be limited to 24.
2. All units shall be 1 Bedroom units.
3. Building height shall be limited to 3 stories, exclusive of architectural roofline features.
4. Maximum number of building shall be limited to 2.
5. Both new buildings shall be placed on existing Phase 2 building pad locations.
6. Phase 2 shall maintain its own separate dumpster and recycling areas.

Proposed "new" line - 8/30/73

CPT ENGINEERING AND SURVEYING, INC. 5925 BRIAN JORDAN PLACE SITE 171 HIGH POINT, NORTH CAROLINA 27265



**AREA TABLE**

AREA PHASE ONE:	3,028.44 AC. TOTAL
AREA PHASE TWO:	1,871 AC. TOTAL
AREA PHASE THREE:	4,250 AC. TOTAL

**CURVE TABLE**

CURVE	LENGTH	BEARING	CHORD	BEARING	CHORD
C-1	88.14'	S22°29' E	103.93'	S66°31' E	30.00'
C-2	30.00'	S22°29' E	30.00'	S66°31' E	30.00'
C-3	88.14'	S22°29' E	103.93'	S66°31' E	30.00'
C-4	82.11'	S41°20' E	55.54'	S41°20' E	41.31'
C-5	97.45'	S89.00'	568.02'	S89°00'	571.35'
C-6	49.65'	S89.00'	540.73'	S89°00'	45.44'

**LINE TABLE**

LINE	LENGTH	BEARING
L-1	156.41'	N17°01'03.17" E
L-2	171.83'	N50°41'03.17" E
L-3	47.04'	N89°19'56.83" E
L-4	31.97'	N17°01'03.17" E
L-5	42.72'	S84°52'04.83" E
L-6	88.09'	S14°44'48.95" E
L-7	88.11'	S90°11'48.95" E
L-8	156.74'	N90°41'03.17" E
L-9	87.64'	N89°19'56.83" E
L-10	74.80'	N17°01'03.17" E
L-11	58.24'	N79°49'17.17" E
L-12	74.80'	N17°01'03.17" E
L-13	124.42'	S50°41'03.17" E
L-14	55.69'	N01°49'17.17" E
L-15	12.15'	S84°52'04.83" E
L-16	55.39'	N84°52'04.83" E
L-17	41.14'	N84°52'04.83" E

**LEGEND**

- PROPERTY BOUNDARY
- CONSTRUCTION BOUNDARY
- CONVEYED POINT
- EXISTING LOT LINE
- EXISTING RIGHT OF WAY
- EXISTING DRIVE
- EXISTING SIDEWALK
- EXISTING UTILITY
- EXISTING CURB
- EXISTING DRIVEWAY
- EXISTING DRIVE
- EXISTING SIDEWALK
- EXISTING UTILITY
- EXISTING CURB
- EXISTING DRIVEWAY
- EXISTING DRIVE

**FINAL PHASING PLAN OF**  
**LENOX SQUARE CONDOMINIUM**  
**JANETOWN TOWNSHIP - GUILFORD COUNTY**  
**JANETOWN, NORTH CAROLINA**

CPT ENGINEERING AND SURVEYING, INC.  
 5925 BRIAN JORDAN PLACE  
 HIGH POINT, NORTH CAROLINA 27265  
 PHONE: (704) 885-1111  
 FAX: (704) 885-1112  
 PROJECT NO. 73-010

**CONSENT AND DEDICATION**  
 I, the undersigned, do hereby consent and dedicate to the public use of the State of North Carolina the right of way and easement for the construction and maintenance of the proposed road and utility lines shown on the attached plat, and I agree to pay for the same as provided in the attached plat. This consent and dedication is given for the purpose of the proposed road and utility lines shown on the attached plat, and it is the intent of the undersigned that this consent and dedication shall be binding on the undersigned and the heirs, assigns and successors of the undersigned.

Signature: *[Signature]*  
 Name: *[Name]*  
 Date: 7/10/76

**APPROVAL FOR RECORDING, MINOR SUBDIVISION**  
 I, the undersigned, as the duly authorized representative of the State of North Carolina, do hereby approve the foregoing plat for recording in the public records of the State of North Carolina, and I agree to pay for the same as provided in the attached plat. This approval is given for the purpose of the proposed road and utility lines shown on the attached plat, and it is the intent of the undersigned that this approval shall be binding on the undersigned and the heirs, assigns and successors of the undersigned.

Signature: *[Signature]*  
 Name: *[Name]*  
 Date: 8-20-76

**NOTICE**

- PROPERTY ADDRESSES: 100-000 LENOX DRIVE
- RECORDING: 100-000 LENOX DRIVE
- TAX MAP DATA: 100-000-004
- PROPERTY IS NOT LOCATED WITHIN THE 100 YEAR FLOOD PLAIN BOUNDARY ACCORDING TO FEMA COMMUNITY PANEL NO. 8704-A-1000-B-004
- AREA 411 AC. NET
- AREA IN SOUTHERN BULLY HILL C.O. 496 AC. +/-
- ALL BASEMENTS LOCATED ON EX LOT 3 ARE FOR THE BENEFIT OF THE OWNER OF EX LOT 3 AND SHALL BE CONSIDERED TO BE A PART OF THE CONDOMINIUM PROJECT.
- BUILDING & SITE IMPROVEMENTS ARE UNDER CONSTRUCTION.

**THE WORD "VERTICAL" OR "VERTICALLY" AS USED IN THIS PLAT IS MEANT TO BE INTERPRETED TO MEAN THAT THE SURVEY AND RECORDING OF THIS PLAT IS SUBJECT TO THE SURVEY AND RECORDING OF ANY OTHER PLAT THAT MAY BE FILED IN THE PUBLIC RECORDS OF THE STATE OF NORTH CAROLINA.**

**NO ATTEMPT WAS MADE AS A PART OF THIS SURVEY TO LOCATE OR IDENTIFY ANY OF THE FOLLOWING: DEEDS, EASEMENTS, RIGHTS OF WAY, OR OTHER INTERESTS IN THE LAND THAT MAY BE AFFECTED BY THIS SURVEY. THE SURVEYOR HAS CONDUCTED A REASONABLE SEARCH OF THE PUBLIC RECORDS OF THE STATE OF NORTH CAROLINA AND HAS FOUND NO SUCH INTERESTS.**

**ALL BUILDINGS AND SURFACE AND SUBSURFACE IMPROVEMENTS ON AND UNDER THE SURVEYED LAND SHALL BE CONSIDERED TO BE A PART OF THE CONDOMINIUM PROJECT.**

**NO FENCED OR UNFENCED, CONTROL POINTS WITHIN 2000 FEET OF THIS SITE**





**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

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**ITEM ABSTRACT:** Set Public Hearing Date for Recommended Budget & CIP for FY23-24 **AGENDA ITEM #:** VIII.E.

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Faith Wilson

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**SUMMARY:**

Request to set public hearing date for the Recommended Budget and CIP for FY24-25 for the May 21st Town Council meeting at 6:00 pm in the Civic Center.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Approve public hearing date

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Approve to set public hearing for the Recommended Budget and CIP for FY 24-25 for the May 21st Town Council meeting at 6:00 pm in the Civic Center.

**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

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**ITEM ABSTRACT:** Request for Motion of Support for Accessible Parks Grant

**AGENDA ITEM #:** VIII.F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** April 16, 2024

**ESTIMATED TIME FOR DISCUSSION:** 5 mins

**DEPARTMENT:** Park and Recreation

**CONTACT PERSON:** Rebecca Ashby

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**SUMMARY:**

Accessible Parks Grant from the NC Parks and Recreation Division can provide up to \$500,000 with a \$100,000 match from the Town. Staff would like to apply for these funds to update the restrooms at Jamestown Park.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that the Council support the Accessible Parks Grant application as presented.

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** Council makes a motion to support the Accessible Parks Grant application as presented.

**FOLLOW UP ACTION NEEDED:** Staff will submit the application for the Accessible Parks funding.

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## Description and Justification

# Nature's Call: A Park Restroom Revamp

Local Government: Town of Jamestown

Population Served: Primarily Children with Disabilities

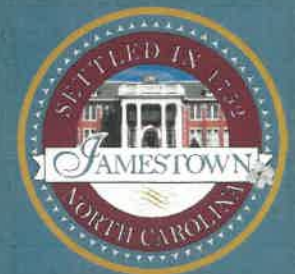
### Description

Jamestown Park has been played on and well-loved since 1972 when it was funded through an LWCF grant. Since then, the park's golf course, volleyball court, basketball court, shelters, and playground have received (or are currently receiving) upgrades to serve the Jamestown Community better. While working with local schools to determine a wish list for a recently funded universal design playground, it became evident that the existing restroom building lacks the essential accessibility and comfort needed to serve our community. Additional funding is needed to update the restrooms to an ADA model, accommodating the need for adults and children of all ages to have the accessibility and comfort items, such as adult changing tables, that will make a day at Jamestown Park just another day at the park. The Town also recognizes a lack of connectivity to the basketball court, an ADA walkway would be installed to provide access to individuals of all abilities to shoot hoops with their friends.

### Justification

Jamestown is home to two schools for children ages 3 to 22 with cognitive and/or physical disabilities, CJ Greene and Haynes-Inman Education Center. We met with school officials during our planning phase for the new universal design playground, one of the key points they stressed was that the park desperately needs an accessible restroom. The current restroom is original to the park, which opened in 1974. The restroom is outdated and does not allow for accessibility. While there is a handicapped stall in each restroom, deficiencies were found and noted in our ADA Transition Plan. Under our current project, the Town has relocated the septic system and leach lines to accommodate the placement of new park features. With new plumbing equipment installed, the time is right to replace the current building with a larger, newly constructed ADA restroom in its place. The proximity of the current restroom to the play area, dog parks, and basketball and volleyball courts makes it an ideal spot for the upgraded facilities. Modernizing these restrooms with ADA functionality will benefit all visitors to Jamestown Park and provide enjoyment and comfort to groups that previously had difficulty and frustration using the space.

The basketball court does not have an accessible walkway leading up to it, with access only available by cutting across a grassy area. Adding a segment of walkway past the first shelter and around to the basketball court at mid-court would allow safe access to the court for individuals of all abilities. The addition of this walkway will complete a loop connecting the handicapped parking, shelters, universal playground area, volleyball court, dog park, and basketball court. By incorporating these changes to Jamestown Park, the Town will increase access from minimum to maximum for visitors of all abilities to enjoy a day at the park.



**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 #: IX-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 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. The Town has been fortunate to receive grant funding for several major projects. This will be an ongoing process to keep the Council and public updated on their progress:
  - A. PARTF/AFP Grants –
    - Work to replace a septic tank, which is the first priority, has been completed. A waterline replacement is currently in progress.
    - Patrons will see town staff engaging in demolition shortly after and bids for equipment for playgrounds and shelters are slated to be advertised on or around April 12<sup>th</sup>, with an anticipated bid opening on May 13<sup>th</sup>, and a tentative award date for the May 21<sup>st</sup> Council meeting.
  - B. Main Street Waterline Replacement –
    - Paul Blanchard, Public Services Dir., is anticipating a bid package going public in April with a possible bid award date of May 16, 2024.
  - C. Dam repairs at JPGC – Complete
  - D. Oakdale Sidewalks -
    - Final plans addressing NCDOT comments are complete and have been resubmitted to NCDOT for final review/comments.
    - ROW/Easements are still being acquired.
  - E. Penny Road Waterline Project –
    - Anticipating a RFQ for a qualified designer to be advertised in Fall 2024.
  - F. Oakdale Cotton Mill Aerial Replacement –
    - Paul Blanchard, Public Services Dir, is anticipating an RFP will be posted by April 26, 2024.
  - G. Crosswalks –
    - Jason Pegram, Assistant Public Services Dir., has identified that there are available funds to complete repainting/stamping at the Guilford & Main intersection during this FY.
  - H. ARPA Sidewalk Project
    - Paul Blanchard, Public Services Dir., is anticipating a bid award on the E. Main sidewalk be awarded at the May 21, 2024, Council meeting. The RFQ for design work closes on April 19<sup>th</sup>.
    - Smaller sidewalk projects included in ARPA funding are nearing design completion and bids are planned to be posted by April 18<sup>th</sup>.

- II. Music in the Park for 2024 will begin on Friday, May 3<sup>rd</sup> with the Alek Ottaway Band! We have posted this year's lineup and event information with details on food and beverage vendors are available on the Town's Facebook site.
- III. Litter Sweep will take place on April 20<sup>th</sup> from 9 AM – 11 AM. Crews will meet at the Jamestown Food Lion Parking Lot. Call Elizabeth Greeson at Town Hall at 336-454-1138 to RSVP!
- IV. Early voting for the May 14<sup>th</sup> Second Primary Elections will take place between April 25<sup>th</sup> and May 11<sup>th</sup>. Election Day will be Tuesday, May 14<sup>th</sup>. This will impact the Planning Board's schedule, which has been moved to May 20<sup>th</sup>, but will not impact the Town Council schedule in May. Elections are a function of the Guilford County Board of Elections and citizens may find information about the election at the Board's website (<https://www.guilfordcountync.gov/our-county/board-of-elections>).

**Key Dates:**

- April 19<sup>th</sup> – Town Council Budget retreat III – 9 AM – Civic Center Chambers
- May 2<sup>nd</sup> – Bulky Item pickup
- May 20<sup>th</sup> – Planning Board meeting – 6 PM – Civic Center Chambers
- May 21<sup>st</sup> – Town Council meeting – 6 PM – Civic Center Chambers
- May 27<sup>th</sup> – Town offices closed in observance of Memorial Day