

**Regular Meeting of the Town Council**  
**April 20, 2021**  
**6:00 pm in the Civic Center**  
**Minutes & General Account**

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

**Staff Present:** Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Jamey Claybrook, Justin May, Justin King, Kenneth Clouser (Audio & Visual Technician), & Beth Koonce, Town Attorney

**Visitors Present:** Lindsey Lengyel & Nick Lowe

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

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

Weiner stated that a quorum was present.

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like change, add, or delete any items on the agenda.

Council Member Wolfe requested to remove the item “Proclamation for Municipal Clerks Week” from the consent agenda and add it to the regular agenda after the first public comment period. She also requested to add agenda items “V-D. Resolution in Opposition to HB401/SB349” and “V-E. Resolution Directing the Clerk to Investigate Annexation Petition.”

Council Member Wolfe made a motion to approve the agenda for the April 20<sup>th</sup> Town Council meeting as amended. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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

- Approval of minutes from the March 16, 2021 Regular Meeting
- Proclamation Spring Litter Sweep 2021
- Reappointment of Jay McQuillan & Doug Sampson to the Parks and Recreation Committee
- Resolution honoring Steve Owen’s service on the Parks and Recreation Committee
- Financial Position of the Town of Jamestown
- Financial Position of the Jamestown Park and Golf Course
- Notification of Advances
- Budget Amendment #21

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

(Proclamation Spring Litter Sweep 2021, Resolution honoring Steve Owen's service on the Parks and Recreation Committee & Budget Amendment #21)

**Public Comment-** Nobody signed up.

**Proclamation Municipal Clerks Week-** Mayor Montgomery presented the proclamation to Weiner. Council thanked her for the work she does for the Town of Jamestown.

(Proclamation Municipal Clerks Week)

### **Old Business-**

- Presentation on Stormwater Utilities and upcoming Audit- Johnson introduced Linsey Lengyel, Water Resources Manager with Blue Stream Environmental. He added that the stormwater regulations that were imposed on municipalities had continued to tighten. He noted that it had been challenging to find necessary revenue to address the infrastructure concerns. Johnson stated that most municipalities implemented a stormwater fee to assist with those costs. He highlighted that the Town would undergo a stormwater audit in 2023.

Lengyel presented information on stormwater to Council. She explained basic stormwater permit requirements that municipalities received from the state. She reiterated that Jamestown would have a stormwater audit in 2023. She noted that the audit was required for permit renewal. She spoke about the importance of pollution reduction and the connectivity of local waterways. Lengyel added that pollution of stormwater had negative impacts on drinking water.

Lengyel gave an overview of documentation requirements for the Town's annual reporting and upcoming audit. She noted that many municipalities were receiving notices of violations as a result of the audit. She added that the Town would have 30 days to acknowledge receipt of a notice of violation if it were issued. Lengyel said that the Town would then have 60 days to approve a resolution that stated that the Town would support, fund, and staff the stormwater program with no exceptions.

Lengyel said that the Town had an opportunity to address some of the requirements before the audit in 2023. She presented a cost comparison of stormwater fees that were charged by municipalities of a similar size to the Town of Jamestown. She added that the average stormwater fee utilized by towns of a similar size was about \$4.31. Lengyel spoke about the importance of education about the fees before they were collected.

She thanked Council for their time.

- Consideration of approval of the Jamestown Park Master Plan with the addition of Option B- Johnson stated that Council had requested that there be an Option B included with the Jamestown Park Master Plan that kept the current baseball fields at the park. He added that the Parks and Recreation Master Plan Steering Committee had recommended that Council approve the Master Plan along with Option B at their April 5<sup>th</sup> meeting. He noted that Option B did include synthetic turf for the fields so that they could also be used for soccer. He gave a brief

overview of the additional costs. He said that staff recommended that Council adopt the Jamestown Park Master Plan along with Option B as presented.

Nick Lowe, McAdams Company Representative, came forward. He gave Council a general update on the newest version of the plan. He added that the synthetic turf would allow for the fields to be a multi-use space. He noted the aspects of the original plan that were also included in the revised version.

Council Members spoke about the details of the maintenance and cost of the synthetic turf with Nick Lowe.

Council Members also discussed potential grant funding options and requirements with staff.

Council Member Capes made a motion to adopt the Jamestown Park Master Plan with the addition of Option B as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Request to set Public Hearing date for the consideration of approval of Land Development Ordinance (LDO) Amendments- Johnson said that staff had prepared updates to the Land Development Ordinances (LDO) to comply with Chapter 160 D and to reflect changes in federal and state laws. He added that the changes had been reviewed by the Town's planning consultant, Benchmark, a minimum of two law firms, the Planning Board, and several staff members. He noted that the changes were not substantive. Johnson stated that there were some typos in the former LDO as a result of the use of Microsoft Word. He said that staff was going to get a quote from a codification company that would provide an electronic, searchable version of the LDO.

Johnson requested that Council set a public hearing date for the consideration of the amendments for the May 18<sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center. He said that he was also requesting that Council set a date for a special meeting to discuss the amendments with staff.

Council Member Straughn made a motion to set the public hearing date for the LDO amendments for the May 18<sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall and to set a special meeting date for May 7<sup>th</sup> at 9:00 am in the Civic Center at Town Hall. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Presentation of Preliminary Budget & CIP FY 2021/2022- Gallman presented an overview of the preliminary budget to Council. She highlighted that the budget included a Cost of Living Adjustment (COLA) of 1.6% and a merit raise possibility of 0-3%. She added that there was an increase in employer rate of retirement contribution from 10.2% last year to 11.4% for the upcoming fiscal year. She also noted the funding that had been included for new employee positions. Gallman added that there would be a 2% increase in the water rate and a 7.8% increase in the sewer rate as a result of match requirements. She stated that the budget was still in a very early stage and it was subject to change.

Council Members briefly discussed the details of the preliminary budget with Gallman.

Council Member Wolfe noted that the budget included \$4,500 for an architectural concept plan for interior renovations to Town Hall. She added that the construction for renovations was listed for the 2022/2023 fiscal year. She asked Council if they would like to wait to have the concept plan completed until the next year. Council Member Capes said that he thought it should remain in the budget. Mayor Montgomery noted that it was a good tool to have to plan for the future. Council Member Wolfe said that she thought it was a little premature. Council Member Capes stated that he wanted to be proactive because future growth of the Town was a likely possibility. Council Member Rayborn wanted to make sure that the scope of the plans for internal growth were broad enough so that it would not be a recurring issue.

Treme stated that the architectural concept plan tied into the strategic growth plan as well as succession planning for the future.

Council Member Wolfe also stated that she would like to see the brick replacement at Town Hall completed in the next fiscal year. She added that there was work currently being done, but the section along Teague was in need of repair. Gallman said that staff was going to attempt to get the brick along Teague replaced before June 30<sup>th</sup>.

- Request to set Public Hearing date for the Recommended Budget & CIP FY 2021/2022- Gallman requested that Council set a public hearing date for the consideration of the recommended budget & CIP for the May 18<sup>th</sup> meeting at 6:00 pm in the Civic Center at Town Hall.

Council Member Straughn made a motion to set a public hearing for the recommended budget and CIP for the May 18<sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Phase I and Phase II of Code Enforcement Proposal & Budget Amendment #22- Treme stated that the new Town Planner had handled several code enforcement violations since she had been hired. He added that he had discussed the option of outsourcing some aspects of code enforcement work with Council over the last month. He requested that Council approve Budget Amendment #22. He noted that the amendment would allow for Alliance Code Enforcement to evaluate the Town's code ordinances and to provide a snapshot of current code enforcement violations that needed to be addressed.

Council Member Capes stated that he was in favor of having a consultant review the ordinances and provide a snapshot.

Council Member Straughn said that Treme had convinced him that there would not be someone actively pursuing minor violations throughout Town. He added that he was in favor of the idea as a result of several conversations about the issue.

Council Member Rayborn stated that she wanted the Town to eventually move away from a complaint driven code enforcement system, but she was in favor of the proposal as well.

Council Member Capes made a motion to approve Phase I and Phase II of the proposal from Alliance Code Enforcement, LLC along with Budget Amendment #22. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #22)

Treme also notified Council that there needed to be \$6,100 moved from the administration budget to pay for D.H. Griffin to conduct asbestos removal. He added that he was required to notify Council about the transfer of funds between departments.

**New Business-**

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report to Council. He stated that there were 4,776 rounds of golf played in the 3<sup>rd</sup> quarter this year compared to 3,113 in 2020. He noted that the total green fee revenue was up approximately 42% and the cart fee/range revenue had increase by 65%. He added that the grill had opened for indoor dining and that the Clubhouse was now available for daytime rentals.
- Jamestown Park & Golf Course Maintenance Report- Claybrook stated that he had been working for the Town since March 8<sup>th</sup>. He introduced the new Assistant Golf Course Superintendent, Justin May, and the new Golf Course Mechanic, Justin King, to Council. He added that he had been working closely with William Burgin from Ramsay Burgin Smith Architects to prepare plans for the new Golf Course maintenance facility. Claybrook noted that those plans would be brought back to Council once they were complete. He added that staff were working hard to maintain the good condition of the greens.

Council Member Straughn praised the golf course staff for their work. He added that he had noticed an improvement in terms of organization and cleanliness of their work area since they had been hired.

- Consideration of approval of Contract with Dixon Hughes Goodman, LLP to Audit Accounts- Gallman stated that she had received a proposal from Dixon Hughes Goodman, LLP to audit the accounts of the Town for fiscal years 2020/2021, 2021/2022, and 2022/2023. She noted that the cost of conducting a single audit for federal money received by the Town was also included in the proposal. She requested that Council approve the contract with Dixon Hughes Goodman, LLP to conduct a 2020/2021 financial statement audit and a single audit.

Council Member Straughn made a motion to approve the contract with Dixon Hughes Goodman, LLP to complete the 2020/2021 financial statement audit and single audit. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of Resolution in Opposition to HB 401/SB 349- Johnson said that the General Assembly was considering a crossover bill which would strip local governments of the authority to regulate residential zoning by requiring that municipalities permit 'middle housing' products such as townhomes and duplexes to be permitted 'by right' within zoning districts reserved for single-family detached housing. He noted that this would mean that the Town would not have any control to prohibit them from being constructed in residential areas. He added that he understood the intention of the state legislators. However, he did not think that the bill was very well-written. Johnson stated that staff was requesting that Council adopt the resolution in opposition of HB 401/SB 349.

Council Member Wolfe said that she was in favor of the adoption of the resolution. She also requested that staff send it to neighboring municipalities and encourage their adoption as well.

Council Member Rayborn stated that she was concerned about the infrastructure pressure that would be placed on local governments to comply with new construction as a result of the bill.

Council Member Wolfe made a motion to adopt the Resolution in Opposition to HB 401/SB 349 and to instruct staff to send copies to the Guilford County Delegation of Legislators and to the NCLM. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of Resolution directing the Clerk to Investigate Annexation Petition- Johnson stated that the Town had received a petition for annexation for the properties at 6014 & 6016 West Gate City Boulevard. He added that the first step of the annexation process was for the Town Council to direct the Clerk to investigate the petition. Johnson requested that Council adopt the resolution directing the Clerk to investigate the annexation petition.

Council Member Capes made a motion to adopt the resolution directing the Clerk to investigate the annexation petition. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution directing the Clerk to Investigate Annexation Petition)

#### **Manager/Committee Reports-**

- Manager Report- Treme stated that he was proud of the new employees that had been hired in the Golf Course Maintenance Department. He also said he wanted to recognize Scott Coakley, Mike Owens, and the public services employees for working together to improve the condition of the fairgrounds building. He added that there was a training scheduled for the following week for supervisors. He said that it would teach staff how to properly complete evaluations for the employees that they supervise.

Koonce updated Council about the ongoing litigation with the property owners at 2216 Guilford College Road. She stated that the remaining case challenged the decision that was made by the Board of Adjustment. She noted that a judge would rule on that case on Thursday. She said that she would contact Council about the decision as soon as possible.

Koonce also said that staff was working to schedule a date for the demolition of the property at 301 Lee Street.

- Council Member Committee Reports-
  - Council Member Wolfe said there had been a TAC meeting on March 23<sup>rd</sup> and 25<sup>th</sup>. She stated that they had discussed the fact that litter around roadways had become a serious issue. She stated that the meeting that she had attended with the County about the American Rescue Plan (ARP) funding had gone well. She added that there was a Comp Plan Steering Committee meeting on April 13<sup>th</sup> and noted the dates for the upcoming growth management workshops.
  - Council Member Rayborn stated that she had also attended a meeting with the County about the ARP money. She said there had been discussion about potential joint projects that the County and local governments could work on together.

- High School Representative Report- Scott presented his report to Council. He briefly spoke about spring sports. He added that the end-of-year exams would be taken in person. He stated that graduation would be held on June 5<sup>th</sup> at 8:30 am at the Greensboro Coliseum Special Events Center.

**Public Comment Period**- Nobody signed up.

**Other Business**- There was no other business discussed.

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

The meeting ended at 8:09 pm.

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Mayor

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Town Clerk