

**Regular Meeting of the Town Council**  
**May 15, 2018**  
**6:30 pm in the Council Chambers**  
**Minutes & General Account**

**Council Members Present:** Mayor Montgomery, Council Members Nixon, Wolfe, Capes, and Rayborn

**Staff Present:** Kenny Cole, Matthew Johnson, Paul Blanchard, Judy Gallman, Sharen Apple, & Beth Koonce, Town Attorney

**High School Representative:** Sarah Ulrich

**Visitors Present:** Tom Tervo, Joan Aydelette, Robert Frederick, & Carol Brooks

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

- Pledge of Allegiance- Cub Scout Pack from Troop 17 and one Boy Scout led everyone in the Pledge of Allegiance
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Council Member Wolfe made a motion to approve the agenda for the May 15<sup>th</sup> 2018 Regular Town Council Meeting. Council Member Nixon 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 April 17, 2018 meeting
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of Jamestown Park & Golf Course
- Budget Amendment #7
- Proclamation declaring Municipal Clerks Week
- Proclamation in Observation of Memorial Day
- Project Amendment to the Water & Sewer Maintenance Facility Capital Project Fund

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

**Old Business**

- Presentation of Pay Classification Study- Cole introduced Matt Reece from the Piedmont Triad Regional Council (PTRC) to the Town Council. The Town worked with PTRC to conduct a pay classification study. The purpose of the study was to obtain an accurate portrayal of each job classification within the Town of Jamestown for compensation purposes.

Reece presented the findings of the study to Council. He noted that the study's goal was to gather information on the type of work completed by each position and did not focus on the individuals currently within each classification. He described the methodology of the study. He explained how the information collected was compared to other Towns of a similar size. Reece gave an overview of the changes.

Council discussed the details of the pay classification with Matt Reece.

Cole thanked PTRC for conducting the study and stated that his intention was to keep qualified staff working for the Town of Jamestown.

Council Members discussed the details of the pay classification study with Cole.

Council Member Nixon made a motion to table the discussion on the pay classification study until the June 19, 2018 Regular Town Council meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Presentation of Recommended Budget and CIP Fiscal Year (FY) 2018/2019- Gallman presented the recommended budget and gave an update on some of the changes made. She noted that staff was proposing that the tax rate remain the same. There was a proposed increase in water and sewer rates in order to cover the increase in expenditures that the Town would have to pay for the purchase of water and sewer treatment. Gallman stated that some of the fund balance in the General Fund would be used to pay for capital projects. She said that she did not anticipate any reduction in services and any merit and cost of living adjustments were included in the recommended budget. She asked Council if they had any questions.

There was discussion between Council Members and Gallman about the actual impact of the increased water and sewer rates on an average water bill.

Council Members discussed the details of the recommended budget with Cole and Gallman.

Council Members discussed moving the website update from a “should do” to a “must do” for the 2018/2019 FY.

Council Member Wolfe recommended that the website update be moved from a “should do” to a “must do.”

- Citizen Input Regarding Capital Improvement Program- Cole stated that he wanted to give citizens an opportunity to speak about the Capital Improvement Program. Cole invited people to come forward and give Council their opinions.
  - **Robert Frederick, 706 Ragsdale Rd-** Frederick was disappointed that he was not made aware of the opportunity for public input. He said that the sidewalk projects had been delayed and he wanted them to be reprioritized. He also did not believe that the Town should invest in a wash station at the Golf Course. Frederick stated that he believed that the Town Council should use the Land Development Ordinance to guide their decision-making on the Capital Improvement Program.

Mayor Montgomery thanked him for his comment and stated that she would be happy to set up a meeting with him and explain the procedure for the sidewalks.

- **Tom Tervo, 2 Langholm Ct. -** Tervo stated that the Golf Course should be run like a business. He spoke about some analysis he had done on the Golf Course’s revenues and expenditures. He said that he believed that there needed to be more incentives for those working at the Golf Course to increase sales. He thanked Council for their time.

Council Members discussed potential ways to increase awareness of the Jamestown Park & Golf Course.

- **Robert Frederick, 706 Ragsdale Rd.** - Frederick again spoke about the prioritization of the sidewalk projects. He said that it seemed that money was being taken away from the sidewalks and used for upgrading the Golf Course.

Cole thanked the citizens for speaking about the Capital Project Program. He said that he would love to speak with anyone that had concerns at Town Hall.

- Public Hearings:

- **Public Hearing to consider System Development Fees-** Blanchard stated that the Town was required to conduct a public hearing on the changes to the system development fees. He introduced Steven Miller to present the details of the report completed by WR Martin on the fees.

Miller gave some background information on system development fees. He gave an overview of how the fees were calculated in compliance with House Bill 436. Miller noted that the study would provide a maximum limit on how much the Town could charge for the fees.

Council Member Wolfe discussed the details of the fees with Miller.

Mayor Montgomery opened the public hearing to anyone that would like to speak in favor of the system development fees. There was no one. She closed that portion of the public hearing.

Mayor Montgomery opened the public hearing to anyone that would like to speak against the system development fees. There was no one. She closed that portion of the public hearing.

Council Member Wolfe made a motion to approve that the consultant prepare final recommendations based on the findings of the Public Hearing and present the system development fee recommendation for adoption at the June 19<sup>th</sup> meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- **Public Hearing to consider the Recommended Budget and CIP FY 2018/2019-** Cole stated that the Town was required to have a public hearing on the budget. He noted that the budget would not be adopted until the June 19<sup>th</sup> meeting. He gave an overview of the major funds within the budget.

Mayor Montgomery opened the public hearing to anyone that would like to speak in favor of the budget. There was no one. She closed that portion of the public hearing.

Mayor Montgomery opened the public hearing to anyone that would like to speak in opposition of the budget.

- Robert Frederick, 706 Ragsdale Rd. - Frederick thanked Council for seeking public comment in advance of the adoption of the budget. He stated that he had spent some time analyzing the budget. He requested that the website be updated more frequently and that procedures be put into place to determine when documents should be uploaded to the website.

Mayor Montgomery asked if there was anyone else that wished to speak. There was no one. She closed that portion of the public hearing.

- **Public Hearing to consider a Master Sign Plan for Jamestown Presbyterian Church located at 1804 Guilford College Rd.**- Johnson stated that the Planning Board had received a request from Jamestown Presbyterian Church for a master sign plan. It would allow the church to install a second free standing sign on the property. He said that the Planning Board had voted unanimously to approve the master sign plan at the April 9<sup>th</sup> Planning Board meeting. He introduced Art Wise, Planning Board Chair, to give the Planning Board's recommendation.

Wise stated that the Planning Board believed that the request met all the land use and sign ordinance rules. He said that they did not have any issue with approving it.

Mayor Montgomery opened the public hearing to anyone that would like to speak in favor of the master sign plan. There was no one. She closed that portion of the public hearing.

Mayor Montgomery opened the public hearing to anyone that would like to speak against the master sign plan. There was no one. She closed that portion of the public hearing.

Council Member Wolfe made the following motion:

"I move to approve the Master Sign Plan as presented to allow the Jamestown Presbyterian Church to install one sign regarding the after-school program. The Master Sign Plan is consistent with the Land Development Ordinance Sec. 17-10- Master Sign Plan- to allow sign placement to address site issues, pedestrian orientation, and way-finding. Further, the Master Sign Plan is consistent with the Town of Jamestown 2020 Development Plan Policy to carefully regulate signs and is reasonable to community appearance. The Master Sign Plan is in the public interest by providing appropriate way-finding sign for the safety of vehicular traffic."

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

Council Member Nixon made a motion to approve the Master Sign Plan for Jamestown Presbyterian Church. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- **Public Hearing to consider amendment to the Land Development Ordinance (LDO): Sidewalks along New Streets**- Johnson gave an overview of the amendment. He noted

that the amendment would give developers some more flexibility because they would no longer be required to install sidewalks on both sides of the street. The new language would only require developers to install sidewalks on one side of the street. He said that it had been difficult to acquire the necessary land in the past to meet the former requirements, that the sidewalks were very expensive, and that it could help prevent water quality issues.

Johnson also stated that the Planning Board was recommending the approval of the amendment.

Mayor Montgomery opened the public hearing to anyone that would like to speak in favor of the amendment. There was no one. Mayor Montgomery closed that portion of the public hearing.

Mayor Montgomery opened the public hearing to anyone that would like to speak against the amendment. There was no one. Mayor Montgomery closed that portion of the public hearing.

Council Member Wolfe made the following motion:

"I move that the proposed zoning amendment 2018-01 regarding sidewalks be approved based on the following:

1. The proposed zoning amendment is consistent with the adopted comprehensive plan of the Town of Jamestown. I further find that the proposed zoning amendment is consistent with the comprehensive plan because it strikes a balance between quality and affordability in growth management.
2. The proposed zoning amendment is reasonable because:
  - a. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.
  - b. Further find that the proposed zoning amendment is reasonable because it provides pedestrian friendly neighborhoods.
3. The proposed zoning amendment is in the public interest because:
  - a. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.
  - b. Further find that the proposed zoning amendment is in the public interest because it carefully manages growth and enhances Jamestown's special community characteristics which includes sidewalk extensions."

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

Council Member Nixon made a motion to approve the amendment regarding sidewalks. Council Member Wolfe made a second to the motion.

Apple took a roll call vote as follows:  
Council Member Wolfe- Aye

Council Member Capes- Aye  
Council Member Nixon- Aye  
Council Member Rayborn- Aye

The motion passed by unanimous vote.

- **Public Hearing to consider an amendment to the Land Development (LDO): Regulations for Residential Detached Accessory Structures-** Johnson gave an overview of the amendment. He stated that the Town did not have any regulations to address the size of an accessory structure. He noted that the amendment would define how and where the structure could be located. Johnson said that the Planning Board had recommended approval of the amendment with the deletion of section “h,” located under “2.23-3 Size.”

Mayor Montgomery opened the public hearing to anyone that would like to speak in favor of the amendment. There was no one. Mayor Montgomery closed that portion of the public hearing.

Mayor Montgomery opened the public hearing to anyone that would like to speak in opposition of the amendment. There was no one. Mayor Montgomery closed that portion of the public hearing.

Council Member Wolfe made the following motion:

“I move that the proposed zoning amendment 2018-02 regarding accessory structures be approved based on the following:

1. The proposed zoning amendment is consistent with the adopted comprehensive plan of the Town of Jamestown. I further find that the proposed zoning amendment is consistent with the comprehensive plan because it carefully considers appearance & design of new buildings and site development.
2. The proposed zoning amendment is reasonable because:
  - a. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.
  - b. I further find that the proposed zoning amendment is reasonable because it carefully balances individual property rights with the good of the whole community
3. The proposed zoning amendment is in the public interest because:
  - a. The report of the town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.
  - b. I further find that the proposed zoning amendment is in the public interest because it preserves the small town feel and appearance and creates a greater sense of harmony and compatibility among uses throughout the community.”

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

Council Member Capes made a motion to approve the amendment with the deletion of section "h" located under "2.23-3 Size." Council Member Wolfe made a second to the motion.

Apple took a roll call vote as follows:

Council Member Wolfe- Aye

Council Member Capes- Aye

Council Member Nixon- Aye

Council Member Rayborn- Aye

**Public Comment-** Nobody signed up.

**New Business-**

- Proclamation for Peace Officer Memorial Day and Police Week- Mayor Montgomery presented Lieutenant (Lt.) Henderson with the Proclamation for Peace Officer Memorial Day and Police Week. Lt. Henderson recognized the deputies that work for the Guilford County Sheriff Department and thanked them for their hard work. Council thanked the Department for everything that they do and for keeping the citizens of Jamestown safe.
- Proclamation declaring National Public Works Week- Mayor Montgomery presented Paul Blanchard, Public Service Director, with the Proclamation declaring National Public Works Week.
- Request to set Public Hearing date for Ordinance for the Operation of the Water/Wastewater System- Blanchard stated that he was requesting that Council set a public hearing date for the consideration of revising the Ordinance for the Operation of the Water and Wastewater System. He noted that the Ordinance needed to be updated as a result of a few changes that had taken place.

Council Member Wolfe noted that the Water/Wastewater System were a part of the Town's Code of Ordinances. She stated that the public hearing would actually be for an amendment to the Town's Code of Ordinance for the Operation of Water/Wastewater.

Council Member Capes made a motion to set the public hearing date to consider revisions to the Ordinance for the Operation of the Water and Wastewater System of the Town of Jamestown at the Regular Town Council meeting on June 19, 2018. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of adopting Uniform Guidance Policies on Conflict of Interest and Procurement- Gallman stated that the federal Office of Management and Budget (OMB) was implementing new requirements for local governments that expend federal financial assistance. She noted that the requirements would apply to the grants the Town of Jamestown had received for sidewalks. She noted that the Town would need to pass written policies in order to comply with the requirements. Gallman gave an overview of the Uniform Guidance Policies on procurement and conflict of interest.

Council Member Rayborn made a motion to approve the Uniform Guidance Procurement policy and the Uniform Guidance Conflicts and Gifts policy. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- Request to set Public Hearing date for potential changes to the Noise Ordinance- Cole stated that there had been some business owners that had requested that Council review the current noise ordinance. He noted that Council Member Nixon had spoken to several of the business owners that had made the request.

Council Member Nixon said that all the businesses concerned were located within the same area. She was requesting that Council set a public hearing date to consider amending the noise ordinance.

Council Member Wolfe stated that any change to the ordinance would apply to the entire Town and not just the businesses.

Council Members discussed the details of the current ordinance and potential changes.

Cole stated that he would like direction from Council. He noted that it sounded like they wanted to revise the Noise Ordinance 94.02 Sections "B" and "K." He said that staff would work on rewriting the ordinance and present it to Council at the June 19<sup>th</sup> meeting.

Council Member Nixon made a motion to set the public hearing date for the June 19<sup>th</sup> Regular Town Council meeting at 6:30 pm. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

### **Manager/Committee Reports**

- Manager Report-
  - May 20<sup>th</sup>- The Jamestown Lions Club and Jamestown Veterans Committee would be sponsoring the Memorial Day Parade. The parade would begin at 2:30 pm
  - May 28<sup>th</sup>- A Memorial Day Ceremony would be held in Wrenn Miller Park at 11:00 am. Town Hall would be closed in recognition of Memorial Day. There would be no change in garbage or recycling pickup.
  - June 1<sup>st</sup>- Music in the Park would be held in Wrenn Miller Park from 6:00-10:00 pm. The band featured would be the Plaids and food trucks would be attending
  - Budget Revision- An employee had requested sod for the Golf Course because there had been several areas damaged as a result of the harsh winter. The funding to pay for the request would come from the unused capital set aside for the drainage system.
- Council Member Committee Reports-
  - **Oakdale Cotton Mill Revitalization-** Council Member Capes gave an update on the meetings and discussions the committee had during May. He stated that the Oakdale Cotton Mill needed some care and attention.
  - **Planning Board-** Council Member Rayborn stated that the Planning Board had discussed and provided recommendations on several of the topics that had been discussed that night. She also noted that they had discussed short-term rentals.
  - **PTRC Meeting-** Mayor Montgomery stated that she learned that the Regional Council connected businesses with low interest loans. She thought this information could be very useful to the Jamestown Business Association.
- High School Representative Report- Ulrich gave Council an update on the Flag Design Competition. She spoke about the flyer she created and a potential Flag Design Committee.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Rayborn updated Council about the progress of the Manager’s Evaluation. Cole stated that Council would need to discuss the details of the evaluation in closed session. There was discussion between Council Members and Cole about the format of the evaluation.

Council Member Wolfe also noted that the Jamestown Pig Pickin’ was coming up soon.

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

Meeting ended at 8:55 pm.

---

Mayor

---

Town Clerk