

**Regular Town Council Meeting  
May 16, 2023  
6:00 pm in the Civic Center  
Minutes & General Account**

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

**Staff Members Present:** Matthew Johnson, Katie M. Weiner, Paul Blanchard, Anna Hawryluk, Judy Gallman, Faith Wilson, Phillip Cooper, Dillon Carroll, Tyler Humble, Johnathon Viar, Jonathon Knight, & Beth Koonce, Town Attorney

**Visitors Present:** David Middleton, Sarah Johnson, & Carol Brooks

**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- Johnson 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 had any changes to make to the agenda.

Council Member Rayborn made a request to remove the “Approval of the April 18<sup>th</sup> Regular Town Council Meeting Minutes” from the consent agenda, to remove the “Presentation of Resolution honoring the service of James ‘Jim’ Pendry on the Parks and Recreation Committee,” and to remove the “Closed Session per G.S. 143-318 to discuss matters related to attorney client privilege (301 Lee Street)” from the agenda.

Council Member Rayborn made a motion to approve the May 16<sup>th</sup> Town Council agenda as amended. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

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

- Minutes from the March 23<sup>rd</sup> Budget Retreat
- Minutes from the April 14<sup>th</sup> Budget Retreat
- Appointment of David Middleton to the Livable Communities Committee
- Reappointment of Daniel McDaniel to the Parks and Recreation Committee
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Budget Amendment #17

Council Member Capes made a motion to approve the Consent Agenda as amended. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #17)

**Public Comment-** Nobody signed up.

**Presentation of Proclamation declaring May 21<sup>st</sup>-27<sup>th</sup> as Public Services Recognition Week in the Town of Jamestown-** Mayor Montgomery presented the Proclamation declaring May 21<sup>st</sup>-27<sup>th</sup> as Public Services Recognition Week in the Town of Jamestown to the Public Services staff. She thanked them for all their hard work and for their dedication to the Town.

(Proclamation declaring May 21<sup>st</sup>-27<sup>th</sup> as Public Services Recognition Week in the Town of Jamestown)

**Old Business-**

- Public Hearing for the consideration of the Recommended Budget and Capital Improvement Plan (CIP) for the 2023/2024 Fiscal Year (FY)- Johnson stated that staff were pleased to present the proposed budget for the 2023/2024 FY. He noted that the budget and CIP reflected the goals included within the Town's Strategic Plan. He said that the budget included a tax rate of \$0.585, a 4% pass-through increase in the water rate, and a 30% pass-through increase in the sewer rate. Johnson added that the recommended budget included a reservation for future expenditures, which should positively impact the Town's fund balance.

Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the recommended budget and CIP.

- Robert Frederick, 500 Wyndwood Drive- Frederick said that he had met with Town staff and had spoken with the Guilford County Tax Department, and he still did not understand how the property tax revenue was being calculated based on the valuation rates.

Mayor Montgomery asked if anyone else wanted to speak. Nobody came forward. Mayor Montgomery opened the floor to Council for discussion.

Council Member Wolfe said that there had been numerous discussions about the budget and that there were some valid reasons for proposed tax increases. However, she stated that she continued to oppose the motor vehicle fee. She was concerned about the impact that it may have on residents with a fixed income.

Council Member Wolfe made a motion to remove the motor vehicle fee from the 2023/2024 FY Recommended Budget. Council Member Straughn made a second to the motion. The motion failed by a 3 to 2 vote. Council Member Wolfe and Straughn voted in favor of the motion. Council Member Capes and Rayborn voted in opposition. Mayor Montgomery broke the tie by voting in opposition.

Council Member Straughn said that he was very concerned about the impacts that the proposed increases would have on citizens.

Council Member Straughn made a motion to remove the proposed \$0.10 tax increase from the 2023/2024 FY Recommended Budget. The motion failed for lack of a second.

Council Member Rayborn said that inflation had affected everyone including the Town. She noted that Council and staff had made every effort to cut the budget where it was possible. She added that nobody wanted to increase taxes and fees, but they were not frivolous. She stated that the Town had to continue to operate.

Council Member Capes agreed with Council Member Rayborn. He noted that Council had to maintain the high level of services provided to citizens even though they were increasing in cost. He also spoke about the need to replenish some of the Town's fund balance.

Council Member Wolfe made a motion to continue the public hearing to the June 20<sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center without further advertisement. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of Pay Classification Study- Johnson stated that the Town's Strategic Plan included a goal that directed staff to hire a third party to perform a Pay Classification Study to ensure that the Town remained competitive in the marketplace as an employer. He said that the Town engaged with the MAPS Group to assist with the completion of a review of the Town's pay scales and personnel manual. He added that Chery Brown, MAPS Group Representative, had presented the findings at the April 18<sup>th</sup> Town Council meeting. He requested that Council adopt the Pay Classification Study as presented.

Council Member Wolfe asked Johnson if Brown had reviewed the Personnel Policy. Johnson said that she had and that there were no suggested changes.

Council Member Wolfe made a motion to adopt the Pay Classification Study as presented. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of the Comprehensive Bicycle and Pedestrian Plan for the Town of Jamestown- Hawryluk stated that the Comprehensive Bicycle and Pedestrian Plan was created using grant funding received in September 2021 from NCDOT. She added that NCDOT had been reviewing the Plan since August 2022. She said that they had requested some minor changes to phrasing within the Plan. She introduced Sarah Johnson, Toole Design Representative, to present a brief overview of the Plan.

Johnson reiterated that the Plan had undergone a very lengthy review process by NCDOT and they had requested some minor changes. She added that the project had begun at the beginning of 2022. She noted that the recommendations were based on an analysis of current conditions, steering committee input, and robust public engagement, which included 102 completed surveys, 2 pop-up outreach events, and 2 public open houses. Johnson added that the final draft of the Plan was also made available online for comment. She noted that the Plan prioritized bicycle and pedestrian needs, identified essential gaps in the transportation network, and identified catalyst projects that could be "game changers" for mobility in Jamestown.

Council Member Capes thanked Johnson for her hard work on the Plan.

Council Member Wolfe discussed the details of the minor changes that NCDOT had suggested with Johnson.

Council Member Rayborn made a motion to adopt the Jamestown Comprehensive Bicycle and Pedestrian Plan as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

#### **New Business-**

- Consideration of appointment of Parks and Recreation Committee Member- Weiner said that there was currently a vacancy on the Parks and Recreation Committee. She added that Maria Ashburn and Lamar Lee had both applied to be considered for the position. She noted that Ashburn had been appointed to serve as an Alternate at the March 21<sup>st</sup> Town Council meeting, and that Lee had been appointed as an Alternate at the April 18<sup>th</sup> Town Council meeting. Weiner noted that the new Member would serve a two-year appointment with their term ending in May 2025. She requested that Council appoint someone to serve as a new Parks and Recreation Committee Member.

Council Member Capes said that he had reviewed the applications, and he believed that Lee had considerable experience in the Parks and Recreation field. He added that he felt strongly that Lee should be appointed.

Council Member Wolfe said that Council had two great applicants to consider. She agreed that Lee had more experience.

Council Member Rayborn made a motion to appoint Lamar Lee to serve as a Parks and Recreation Committee Member. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of financing of Jamestown Park & Golf Course equipment- Gallman said that staff had sent out a Request for Proposal (RFP) to 3 local banks for financing of 5 mowers at the Golf Course. She said that the Town had received a proposal from First Bank and from Pinnacle. She recommended that Council approve financing with First Bank based on the proposal terms.

Council Member Wolfe made a motion to adopt the Resolution approving the Financing Terms with First Bank to finance the Jamestown Park & Golf Course equipment and authorized the Finance Director to execute all documents. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Resolution approving the Financing Terms with First Bank to finance the Jamestown Park & Golf Course equipment)

- Consideration of award of contract to auditing firm for the 2022/2023 audit- Wilson stated that staff had sent out a Request for Proposal (RFP) for audit services for a three-year contract term beginning with the 2022/2023 Fiscal Year (FY) to seven local auditing firms in addition to advertising on the NC Finance listserv. The Town received a proposal from Strickland Hardee PLLC and from Bernard Robinson & Company. Wilson recommended that Council approve a three-year contract with Strickland Hardee PLLC for auditing services.

Council Member Rayborn made a motion to approve the three-year audit contract with Strickland Hardee PLLC and authorized the Finance Director to execute all documents. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

**Manager/Committee Reports-**

- Manager Report- Johnson updated Council on ongoing projects. He said that the completion date for the golf maintenance building was July 2023, Town Hall renovations were currently underway, and demolition of the golf course bathrooms were complete. He stated that the Town began the Music in the Park summer concert series on Friday, May 5<sup>th</sup>, and noted that the next event would be held on Friday, June 2<sup>nd</sup>. He also said that the High Point Arts Council would hold a concert at Wrenn Miller Park on Friday, June 23<sup>rd</sup>. Johnson spoke about the pending legislation being considered by the NC Legislators that would impact local governments. He said that the Town would send a letter to the State regarding the opposition of the potential laws. He also noted that the City of High Point would no longer be accepting plastic bags at their yard waste facility. He added that the change would impact the citizens of Jamestown, and additional information on collection would be presented at an upcoming meeting.

Council Member Straughn discussed the details of the motor vehicle fee collection process with staff.

- Council Member Committee Reports- There were no Council Member Committee Reports.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Wolfe said that April 30<sup>th</sup>-May 6<sup>th</sup> was Municipal Clerks Week. She thanked Weiner for everything she does. She also noted that the Jamestown Rotary Club would host the Bow Stafford Memorial Golf Tournament on June 23<sup>rd</sup> at 2:00 pm at the Jamestown Park & Golf Course.

Council Member Wolfe briefly discussed the Oakdale Sidewalk Project with Blanchard.

Council Member Straughn spoke about the status of the installation of lighting at the Lydia tunnel with Blanchard.

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

The meeting ended at 7:01 pm.

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Mayor

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Town Clerk