

Regular Meeting of the Town Council
May 17, 2022
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 Weiner, Paul Blanchard, Anna Hawryluk, Judy Gallman, Faith Wilson, Ross Sanderlin, Jamey Claybrook, & Beth Koonce

Visitors Present: Larry Lain, Gwen Flood, Ryan Bond, Kathryn Billings, & 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- Council Member Rayborn 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 requested to remove the consideration of the ADA Plan from the agenda.

Council Member Rayborn made a motion to approve the amended agenda for the May 17th Regular Town Council meeting. Council Member Wolfe 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 19, 2022 Regular Town Council meeting
- Approval & Sealing of the April 19, 2022 Closed Session minutes
- Approval of the minutes from the April 26, 2022 Special Town Council meeting
- Approval & Sealing of the April 26, 2022 Closed Session minutes
- Resolution honoring Cara Arena
- Proclamation Memorial Day 2022
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #18
- Approval of American Rescue Plan (ARP) Policies
- Appointment of ETJ Planning Board Member

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

(Resolution honoring Cara Arena, Proclamation Memorial Day 2022, & Budget Amendment #18)

Public Comment- Nobody spoke.

Proclamation Peace Officers Memorial Day and Police Week- Council Member Straughn presented the Proclamation for Peace Officers Memorial Day and Police Week to Captain Sansour, Lieutenant Wiseman, and deputies from the Guilford County Sheriff's Department. He thanked them for their service to the Town of Jamestown.

(Proclamation Peace Officers Memorial Day and Police Week)

Proclamation recognizing Public Works Week 2022- Mayor Montgomery presented the Proclamation recognizing Public Works Week to Blanchard and Public Services staff. She thanked them for their hard work and dedication to the Town of Jamestown.

(Proclamation recognizing Public Works Week 2022)

Old Business-

- Public hearing for the consideration of the Recommended Budget and CIP FY 2022/2023- Gallman presented an overview of the recommended budget and CIP. She noted that Council had adopted a strategic plan in June 2021. She stated that the strategic plan helped the Town achieve goals that were aligned with a long-term vision in a systemic manner. Gallman said that the CIP included a section that described the strategic goal and outcome that related to each capital item. She stated that the current budget amounted to \$15,916,359 which was a 39% increase from the current amended FY 2021/2022 budget. She noted that the recommended budget included a tax rate of \$0.485 per \$100 which was more than the revenue-neutral rate. Gallman presented an overview of the changes to water and sewer rates. She added that the budget included the appropriation of approximately \$446,400 of fund balance which was in compliance with the Town's Fund Balance Policy. Gallman said that the budget was not necessarily the final version that would be approved by Council.

Council Member Wolfe asked if the rate schedule would be adjusted for the civic groups that use the Clubhouse at the Jamestown Park & Golf Course. Gallman said that a change would be made to the schedule, but staff was still working on finalizing the rates.

Council Member Straughn reiterated that the water and sewer rate increases were passthroughs.

Mayor Montgomery opened the public hearing to anyone that would like to speak about the recommended budget.

- Kathryn Billings, 309 Winrow Drive- Billings stated that she appreciated and valued the services that she received in Jamestown. She said that it was highly unusual for a small town to provide the variety, quality, and value of public services that are available to

citizens. She urged Council to keep the tax rate of \$0.485 per \$100 valuation as recommended by staff. She added that this allowed professional staff members the ability to operate the Town and plan for the future. Billings stated that elected officials must grasp the vision of future needs and make sound policy decisions while also supporting and retaining talented staff that can competently manage operations. She requested that Council support the capital needs in the budget, the addition of staff, the renovation of Town Hall, cost of living increases for staff, and the levy of the tax rate included in the budget.

Mayor Montgomery opened the floor to Council for discussion.

Council Member Wolfe made a motion to continue the public hearing for the consideration of the budget to the June 23rd Town Council meeting at 6:00 pm in the Civic Center without further advertisement. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Discussion about update to the Town of Jamestown's Strategic Plan- Johnson reiterated that the Town Council had adopted their strategic plan along with the budget in 2021. He noted that the plan was designed to be a multi-year representation of the Town's mission. He added that it further defines strategic priorities and that the goals reflect input from citizens, staff, partners, and Council Members. Johnson stated that it was time for a bi-annual update which would allow staff to review the goals that had been achieved, present information on those currently in progress, and identify new areas to focus. He requested that Council set a special meeting date to update the strategic plan and to set their top priorities.

Council Member Capes made a motion to set a special meeting for May 25th at 2:00 pm in the Civic Center. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report to Council. He stated that the third quarter paid rounds were down by 8% in 2022 in comparison to 2021. However, he noted that driving range fees had increased by 6% and golf shop sales were up by 18%. He added that food and beverage revenues had increased by 5% and that there were 5 Clubhouse rentals for the month of May.

Council Member Straughn said that the Civitans had their tournament last weekend. He had received a lot of positive feedback about the course. He stated that he appreciated everything that staff was doing to keep the golf course in great condition.

Council Member Wolfe said that the Bow Stafford Memorial Golf Tournament would be held on June 24th.

- Jamestown Park & Golf Course Maintenance Quarterly Report- Claybrook presented his quarterly report to Council. He said that staff had cut several limbs and dead trees that were on the golf course. They had use the wood chippings as mulch and had distributed it on the course. He stated that his staff had used pre-emerge weed control to prepare for summer. He added that they were attempting to repair irrigation leaks as they occurred. Claybrook said that the putting greens had been aerated on May 2nd and that the geese population had decreased.

- Consideration of approval of amendment to ARP Grant Capital Project Ordinance- Gallman stated that staff was requesting to amend the American Rescue Plan grant project fund due to guidance from the UNC School of Government. She noted that the funds could be used for “general government services.” Therefore, she requested to amend the budget from “allowable expenditures” to salary and benefit expenditures by department for the Town’s general services. She noted that this would free up funds to be allocated for specific projects.

Council Member Wolfe made a motion to approve the amendment to the ARP Grant Capital Project Ordinance as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(ARP Grant Project Ordinance)

- Consideration of approval of audit contract for fiscal year 2021/2022 with Dixon Hughes Goodman- Gallman stated that the contract with Dixon Hughes Goodman LLP to audit the financial statements for FY 2021/2022 had been included in the Council packet. She noted that they had also provided a quote for a single audit, but she did not believe that it was going to be necessary. She said that the proposed audit fee was \$35,000. She requested that Council approve the contract with Dixon Hughes Goodman.

Council Member Capes made a motion to approve the audit contract for fiscal year 2021/2022 with Dixon Hughes Goodman, LLP. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Johnson presented his Manager’s report to Council. He said that the Bicycle and Pedestrian Committee was conducting a survey. He encouraged everyone to participate. He stated that Music in the Park would be held on June 3rd. He said that the Jamestown Veterans Committee would host a Memorial Day Ceremony on May 30th at Wrenn Miller Park. Johnson noted that the Town’s marketing video would be presented at the June 23rd Town Council meeting. He said that the Town had received an “Honorable Mention” at the NCDOT Mobi Awards for the East Fork Pedestrian Bridge. Mayor Montgomery presented Blanchard with a certificate and an award for his hard work on the project.
- Council Member Committee Reports-
 - Council Member Wolfe stated that there had been a TAC meeting on April 26th. She said that NCDOT had provided a link to help municipalities navigate funding opportunities available through the Infrastructure Investment and Jobs Act. She requested that Blanchard give Council an update on ongoing projects in Town. Blanchard provided an overview of current projects.
- High School Representative Report- Mayor Montgomery stated that Conway could not be present because she was sick. Mayor Montgomery presented the report on her behalf. She stated that all spring sports had ended, Awards Day was on May 18th, and graduation was on June 3rd.

Public Comment- Nobody spoke.

Other Business- Council Member Wolfe stated that it was Municipal Clerks Week. Council thanked Weiner for all the work she did for the Town.

Council Member Straughn thanked Ryan Bond for attending the meeting. He was working on a project for the Boy Scouts. Bond said that he appreciated everything that Council did to ensure that the town ran smoothly.

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 6:54 pm.

Mayor

Town Clerk