

Regular Meeting of the Town Council
May 18, 2021
6:00 pm in the Civic Center
Minutes & General Account

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

Council Member Absent: Council Member Capes

Staff Present: Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Jamie Johnson, Ethan Dills, James Conrad, Chris Pierce, Jonathan Knight, Phil Mikles, Phillip Cooper, Chris Eaton, & Beth Koonce, Town Attorney

Visitors Present: Brandon Emory, Dave Wilson, Lyda Carpen, & 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- Absent
 - 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 to change, add, or delete any items on the agenda.

Council Member Wolfe requested to move the item “Proclamation recognizing Public Works Week” to item “IV” after the first “Public Comment” period, to move the “Proclamation for Peace Officers Memorial Day and Police Week” to item “V” after the first “Public Comment” period, and to add “Creation of a Special Revenue Fund for ARP Funds” as the last item under “New Business.”

Council Member Rayborn requested to move the “Resolution Opposing House Bill 496” to item “VI” after the first “Public Comment” period.

Council Member Straughn made a motion to approve the agenda for the May 18th Town Council meeting as amended. Council Member Rayborn 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 19, 2021 Budget Workshop
- Approval of minutes from the April 20, 2021 Regular Meeting
- Reappointment of Daniel McDaniel and Jim Pendry to the Parks and Recreation Committee

- Proclamation Memorial Day 2021
- Resolution honoring Richard Newbill's service as an ETJ Planning Board Member
- Resolution honoring Paul Craft's service on the Parks and Recreation Committee
- Resolution honoring Bob Wilson's service on the Parks and Recreation Committee
- Financial Position of the Town of Jamestown
- Financial Position of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #23

Council Member Wolfe made a motion to approve the consent agenda for the May 18th Regular Town Council meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Proclamation Memorial Day 2021, Resolution honoring Richard Newbill's service as an ETJ Planning Board Member, Resolution honoring Paul Craft's service on the Parks and Recreation Committee, Resolution honoring Bob Wilson's service on the Parks and Recreation Committee, & Budget Amendment #23)

Public Comment- Nobody signed up.

Proclamation recognizing Public Works Week- Mayor Montgomery presented the proclamation to the Public Works staff and thanked them for all their hard work.

(Proclamation recognizing Public Works Week)

Proclamation Peace Officers Memorial Day and Police Week- Council Member Straughn presented the proclamation to Lieutenant Wiseman from the Guilford County Sheriff's Department.

(Proclamation Peace Officers Memorial Day and Police Week)

Resolution Opposing House Bill 496- Council Member Rayborn stated that she wanted to clarify that the resolution was opposing a proposed bill in the state legislature regarding tree ordinance regulations. She noted that there had been some misinformation reported in the Jamestown News that the bill was pertaining to the terms of state legislators.

Council Member Wolfe said that the bill was very concerning and that it had already passed in the NC House of Representatives. She added that it still had to be passed in the NC Senate. She encouraged everyone to contact their representatives and request that the bill be denied. Council Member Wolfe stated that the bill would render all local tree removal ordinances invalid.

Council Member Rayborn made a motion to approve the resolution opposing House Bill 496. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

(Resolution Opposing House Bill 496)

Old Business-

- Presentation on Current Code Enforcement Status- Treme came forward and introduced Brandon Emory with Alliance Code Enforcement (ACE) to Council. Emory presented a snapshot of the current code enforcement challenges throughout Jamestown and the ETJ areas. He gave Council an overview of the parameters of the violations that he had included in the snapshot. He added that it was possible that he had missed some violations and that the actual numbers were higher than what he had captured. He noted that he had found 289 total violations. Emory said that there were 30 minimum housing violations, 131 overgrown lots, 72 junk vehicles, and 56 junk piles identified. He also noted specific streets in which the violations were located. He highlighted the numerous issues that he found at the Oakdale Mill.

Council Member Straughn discussed the details of the Town's ordinances regarding overgrown lots with Emory. They also spoke about the community networks that ACE could utilize to assist property owners that would like to remedy certain violations but did not have the resources to do so. Emory stated that his goal was to work with individuals as much as possible to resolve the issues that exist. Council Member Straughn said he was initially opposed to the idea of contracting out for code enforcement. However, he added that he was sold on the idea because of the outreach that ACE used to help people in the community.

Council Member Wolfe stated that she was shocked that there were so many violations. She said that she appreciated that ACE was enforcing the ordinances equally, but was also willing to take the circumstances of each case into consideration.

Treme stated that he had worked with Emory in the past. He praised him for his resourcefulness and his ability to resolve code enforcement issues.

Council Member Wolfe briefly discussed the Town's current nuisance abatement ordinances with Emory.

Council Members thanked Emory for his time and efforts.

- Consideration of adoption of Certificate of Sufficiency- Johnson stated that the Town had received a petition for annexation of the properties located at 6014 and 6016 West Gate City Boulevard. He noted that Council had adopted a resolution directing the Town Clerk to investigate the petition at their April 20th regular meeting. Johnson added that the Town Clerk and the Town Attorney had investigated the request and had found that it met the requirements to proceed with the annexation process. Johnson requested that Council approve the Certificate of Sufficiency.

Council Member Wolfe made a motion to adopt the Certificate of Sufficiency for the annexation of 6014 and 6016 West Gate City Boulevard as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Certificate of Sufficiency)

- Consideration of approval of Resolution Fixing Date of Public Hearing on Question of Annexation pursuant to G.S. 160 A-31- Johnson said that the next step of the annexation process was for

Council to approve a resolution which would set a public hearing date for the requested annexation for the June 15th Town Council meeting.

Council Member Rayborn made a motion to approve the Resolution to set the public hearing date for the consideration of the annexation of the parcels located at 6014 and 6016 W. Gate City Blvd. for the June 15th Regular Town Council meeting at 6:00 pm in the Civic Center. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution Fixing Date of Public Hearing on Question of Annexation pursuant to G.S. 160A-31)

- Request to set the date for a Public Hearing for the consideration of a rezoning request for 6014 & 6016 West Gate City Boulevard from CIV to CZ-C- Johnson requested that Council set the public hearing date for the consideration of a rezoning request for 6014 and 6016 West Gate City Boulevard for the June 15th regular Town Council meeting.

Council Member Wolfe made a motion to set a public hearing date for the consideration of a rezoning request for 6014 and 6016 West Gate City Boulevard from CIV to CZ-C for the June 15th Town Council meeting at 6:00 pm in the Civic Center. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Capital Project Ordinance for the Recreation Maintenance Facility- Gallman stated that staff would like to begin working on the recreational maintenance facility in the current fiscal year. However, she added that the project would extend into the upcoming fiscal year. Gallman said that staff was requesting the ability to set up a capital project ordinance for the life of the project. She added that there was a resolution included in the meeting packet to adopt the capital project ordinance. She also noted that Budget Amendment #24 needed to be approved in order to transfer money into the capital project fund.

Council Member Rayborn and Council Member Wolfe said that they wanted to be clear that the maintenance facility was for the parks and not just the golf course.

Council Member Wolfe made a motion to approve the creation of the capital project ordinance and the resolution as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Council Member Wolfe made a motion to approve Budget Amendment #24 as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution Adopting Capital Project Ordinance for the Recreation Maintenance Facility & Budget Amendment #24)

- Presentation of the 2021/2022 Recommended Budget and Capital Improvement Plan (CIP) - Gallman presented a brief update on the Recommended Budget and CIP. She noted that there was no proposed tax increase. She added that the budget did include a 3% increase on the Town's water rate. She said that the cost for the Town to purchase water from the Piedmont Triad Regional Water Authority (PTRWA) had increased by the same amount. She noted that the sewer rates were also going to increase by 8% to reflect the additional expense that the Town was required to pay for improvements to the sewer treatment facility. She gave Council an

overview of the projected revenues in the budget. She added that there would be approximately \$1 million of fund balance used to fund capital improvement projects.

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

Treme came forward and presented information on the CIP. He gave a brief overview of the items that had been included in the plan.

Blanchard gave Council an update on the East Main Street project. He also spoke about the projects that had been included in the CIP for the Water/Sewer Fund. He noted improvements to the Eastside sewer treatment facility, sewer system slip lining, a survey for water line replacements, and maintenance to water lines for the upcoming year.

Treme spoke about ways in which the CIP tied into the Town of Jamestown's strategic plan. He stated that staff had already made progress on several of the items included in the strategic plan. He also noted the importance of updating the Town's mission statement and the creation of a strategic growth plan. He added that he would like for Council to approve the strategic plan at their June 15th meeting along with the budget for the upcoming fiscal year.

Council Member Wolfe thanked staff for completing the brick sidewalk at Town Hall in the current budget year.

- Citizen Input Regarding Capital Improvement Plan (CIP) - Mayor Montgomery asked if there was anyone that would like to speak about the capital improvement projects. Nobody came forward to speak.
- Public Hearing for the consideration of the Recommended Budget and CIP FY 2021/2022- Treme stated that staff had presented the Budget and CIP for FY 2021/2022. He added that the public hearing allowed an opportunity for citizens to provide input on the budget.

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

Nobody came forward to speak.

Council Member Wolfe made a motion to continue the public hearing to the June 15th Town Council meeting at 6:00 pm in the Civic Center without further advertisement. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Public Hearing for Land Development Ordinance (LDO) Amendments- Johnson stated that staff had prepared the updates to the LDO to comply with Chapter 160D and to reflect changes in state and federal laws. He added that the updates also allowed the ordinance to better reflect the methods utilized by the Town to conduct business. Johnson noted that the amendments had been reviewed by Benchmark, a minimum of two law firms, the Planning Board, and several staff members. He added that Council had also hosted a workshop on May 7th to review the recommended changes. Johnson thanked Hawryluk for keeping an accurate record of all the edits to the LDO. He requested that Council adopt the updated LDO to be effective immediately.

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

Nobody came forward to speak.

Mayor Montgomery closed the public hearing and opened the floor to Council for discussion.

Council Member Wolfe stated that she was satisfied with the changes. She noted that the LDO updates had been heavily reviewed.

Treme said that there was money in the budget for the codification of the LDO. He added that Municode would proofread it again during that process.

Council Member Straughn thanked Council Member Wolfe for her hard work in reviewing the LDO for errors. He also thanked Hawryluk for making note of all the changes.

Council Member Rayborn also thanked Council Member Wolfe for her edits to the LDO. She said that she was comfortable with the LDO as long as the codification would take place as soon as possible.

Council Member Wolfe made a motion to approve the proposed Land Development Ordinance as presented. Council Member Straughn made a second to the motion.

Weiner took a roll call vote as follows:

Council Member Wolfe- Aye
Council Member Straughn- Aye
Council Member Rayborn- Aye

The motion passed by unanimous vote.

Council Member Wolfe made the following motion:

"I make a motion that the Town Council recommends that the proposed zoning amendment be approved based on the following:

The proposed zoning amendment is consistent with the adopted Comprehensive Plan of the Town of Jamestown because the Comprehensive Plan action recommendations in Section 5.2 and 5.3 suggests that the Town continue to review, update, and monitor ordinances on a regular basis.

The proposed zoning amendment is reasonable. The Town Council considers the proposed zoning amendment to be reasonable because the request to update the ordinances stems directly from updates to state and federal laws which the Town is required to comply with.

The proposed zoning amendment is in the public interest. The Town Council further finds that the proposed zoning amendment is in the public interest because it will

update the local ordinances to be in compliance with state and federal laws and will allow for the Town to efficiently and effectively enforce its zoning code.”

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

New Business-

- Presentation on Marketing & Branding for Town of Jamestown- Johnson stated that one of the goals that had been included in the strategic plan was the pursuit of marketing and branding opportunities for the Town of Jamestown. He introduced Dave Wilson with Tigermoth Creative.

Wilson said that he was excited about the possibility of working with the Town of Jamestown. He introduced his colleague, Lyda Carpen, and stated that she was the Creative Director of Tigermoth. Wilson said that Tigermoth Creative was a full service marketing agency. He said that they have worked with other small communities and presented a video that they had created for Rockingham County.

Carpen passed out print ads that they had created for the Rockingham County campaign. She explained the phases of the marketing process that would be included in a potential contract. She noted that Tigermoth Creative would initially speak with stakeholders within the community to determine ways in which to represent the Town authentically. Carpen added that the information that they collected would be integrated into campaign ads, videos, social media, etc. She presented several more examples of their work.

Council Member Straughn stated that he appreciated that Tigermoth Creative incorporated business and other stakeholders within the community.

Council Member Wolfe discussed the details of the marketing process with Carpen and Wilson.

Council thanked Carpen and Wilson for their time.

- Consideration of approval of Family Caregiver Leave Policy- Johnson stated that one of the goals that was identified by Council within the strategic plan was the evaluation of benefits for employees. He stated that Council had specifically directed staff to research policy options that would provide family caregiver leave. He added that staff had drafted a policy that would allow for up to six weeks of paid leave for employees that have worked for the Town for at least a year. He said that the Town could experience a financial impact if an employee were absent for an extended period of time. However, he noted that costs were expected to be minimal when compared to the increased flexibility for staff which could serve as a retention and recruitment tool.

Council Member Wolfe stated that she thought that the policy was great and should be approved. She did note that the policy included language regarding the availability of the leave for part-time employees. She clarified that the Town did not currently provide benefits to employees working on a part-time basis. Johnson said that Council Member Wolfe was correct. He added that staff wanted to include that language within the policy in the event that the Town did provide those benefits in the future.

Council Member Wolfe made a motion to approve the Family Caregiver Leave Policy to be effective immediately. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Creation of Special Revenue Fund for ARP Funds- Gallman stated that there were still a lot of unanswered questions surrounding the American Rescue Plan (ARP) funding. She added that the Town should receive the first installment of federal money from the state in June. She noted that the second half of the money should be distributed the following year. She said that the funds could be spent up to December 2024. Gallman requested that Council approve the acceptance of the ARP funding and set up a multi-year fund for that specific purpose.

Council Member Wolfe made a motion to adopt the resolution to receive federal funds under the American Rescue Plan Act as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Council Member Wolfe made a motion to approve the creation of a special revenue fund for the ARP funds. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution for Receiving Federal Funds under the American Rescue Plan Act)

Manager/Committee Report-

- Manager Report- Treme stated that his manager's report was included in the Council's packet. He asked if there were any questions. There were none.
- Council Member Committee Reports-
 - Council Member Straughn said that he had met with the District 3 staff that worked for the Guilford County Sheriff's Department. He noted that he had been slightly concerned about the increase in cost for their law enforcement vehicles. He added that he had learned that some of the vehicles that were assigned to the Jamestown officers had over 130,000 miles on them. He stated that he believed it was a dangerous amount of mileage, and it was essential that the equipment was dependable. He noted that the meeting was very beneficial and he was comfortable with the amount of money they were spending. He recommended that the vehicles be retired after 85,000 miles.

Council Member Straughn also presented statistics on the number of law enforcement officers that had been killed while on duty in honor of Police Week. He noted that 126 officers had died in the line of duty in 2021 and that 7 of those officers were in North Carolina. He added that he wanted everyone to understand the importance of recognizing Police Week.

- Council Member Rayborn stated that there was a Planning Board meeting on May 10th. She said that the only item discussed was the rezoning request for 6014 and 6016 West Gate City Boulevard.
- Council Member Wolfe said there was a TAC meeting on April 27th. She stated that NCDOT's cash balances were good now and that they were looking to begin new projects. She said that there were Comprehensive Plan Growth Workshops held on May 1st and May 4th. She added that Benchmark hosted the meetings and that the groups

discussed areas of potential growth in Town. She noted that there was an AARP meeting on May 11th. She said that Hawryluk did a great job facilitating the meeting. Council Member Wolfe stated that the Committee had gone over the AARP Livable Communities application for the Town.

- High School Representative Report- Mayor Montgomery presented the report on behalf of Scott who was pitching at a baseball game. She noted that sports were wrapping up for the year at Ragsdale High School. She added that graduation was quickly approaching.

Public Comment- Nobody signed up.

Other Business- Council Member Wolfe thanked Elizabeth Greeson for organizing the biannual Litter Sweep for the Town of Jamestown.

Blanchard briefly spoke about the upcoming resurfacing on roads around Town. He noted that work should begin next week.

Closed Session per G.S. 143-318.11 to Discuss a Personnel Matter- Council Member Straughn made a motion to go into closed session per G.S. 143-318.11 to discuss a personnel matter. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

-----**Closed Session**-----

Council Member Wolfe made a motion to resume open session. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 8:55 pm.

Mayor

Town Clerk