

Regular Meeting of the Town Council
May 19, 2020
6:30 pm in the Council Chambers
Virtual Meeting (in accordance with social distancing restrictions due to Covid-19)
Minutes & General Account

Council Member Physically Present: Council Member Straughn

Council Members Virtually Present via Zoom: Mayor Montgomery, Council Members Wolfe, Rayborn, & Capes

Staff Physically Present: Kenny Cole, Katie Weiner, & Beth Koonce, Town Attorney

Staff Virtually Present via Zoom: Matthew Johnson, Judy Gallman, & Paul Blanchard

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

- 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 add the “Approval and Sealing of the Closed Session minutes from the May 13, 2020 Special Meeting” to the Consent Agenda.

Cole requested to pull item “II-E. Resolution requested by Sedgefield Women’s Club concerning overcrowding in schools and future development” from the Consent Agenda. Cole also requested to add item “II-K. Cash Advances” to the Consent Agenda. He requested to add item “II-L. Acceptance of Bench Donation” to the Consent Agenda. Cole requested to pull item “IV-E. Consideration of new lease agreement for the Jamestown Public Library” from the Agenda. He also requested to add item “V-F. Consideration of approval of Audit Contract.”

Council Member Wolfe and Mayor Montgomery discussed the resolution requested by Sedgefield Women’s Club. Mayor Montgomery stated that the resolution could be placed on the agenda for the June 16th Regular Town Council meeting.

Council Member Wolfe made a motion to approve the agenda for the May 19th Regular 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 April 21, 2020 Regular meeting
- Proclamation Public Works Week
- Proclamation Peace Officers Memorial Day and Police Week
- Proclamation Memorial Day 2020
- Analysis of financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park & Golf Course

- Budget Amendment #18
- Update on Sidewalk Projects
- Reappointment of Steve Monroe as an ETJ Member on the Planning Board
- Approval of Cash Advances
- Acceptance of Bench Donation
- Approval and Sealing of the Closed Session minutes from the May 13, 2020 Special Town Council Meeting

Council Member Wolfe 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.

(Proclamation Public Works Week, Proclamation Peace Officers Memorial Day and Police Week, Proclamation Memorial Day 2020, Budget Amendment #18)

Public Comment- Weiner read the public comments that had been submitted to her prior to the meeting. The public comments were as follows:

- Robert Coon, 200 Hidden Ridge Drive- I think the PUD ordinance can be a useful tool to manage the development of large tracts of land in Jamestown, especially the Johnson Farm. It should be as strong and tightly written as possible to help promote high quality development. To that end, I've reviewed several similar ordinances from small to mid-sized towns across North Carolina. A few had clauses that could be beneficial additions to the Jamestown ordinance. One concern with a development the size of the Johnson Farm is that it is huge. No disrespect to the Town staff but managing the zoning process for a project this size would tax the staff of a much larger city. Due to the long-term impact that the development of the Farm will have, it's important that the Town provide the resources needed to ensure we get the end result that we all want. Please include a provision that would allow the planning board to hire a certified engineer and/or planning consultant to provide expertise and additional perspective. Having an outside, experienced perspective should help us get a development agreement we're all comfortable with. Another concern people have is what the "mix" is in a mixed-use development. Two provisions worth considering: outline what the maximum percentage each type of land use can be in a PUD. For example, detached single-family residential is unlimited, but commercial, office, and retail maxes out at 15% of the overall development. Also require a minimum of percentage of the overall development be used for recreation and/or usable open space. A concern that has been raised about the development plan is having apartments right up against Guilford College Road. The ordinance should outline perimeter setback requirements, which could help alleviate the issue. While the newest proposal has a nod toward smaller, light commercial or retail operations, the ordinance should outline permissible nonresidential uses within a PUD. One thing I learned while reading the various ordinances is that many are much more detailed than Jamestown's LDO. The more specific the Jamestown PUD ordinance is, the better control the Town can have over the end results. I hope that you will seriously consider adding some variation of all these clauses to the proposed PUD ordinance for Jamestown. Should you want samples of these clauses from other NC towns, I will be glad to provide them.
- Bob Battista, 109 Channel Cove Court- A couple months ago I, along with another town resident, spoke at a Council meeting about our concerns with the garbage bags always being torn apart by crows and strewn through our neighborhoods carried with the wind. Today I called the Town

Hall for an update and was told that there was no money appropriated for garbage cans, as the expense including equipment would be too costly. In 2013, residents voted for a cost increase from \$7 to \$10 per month to add recycling pickup once per week with cans provided. This small increase was the result of outsourcing this service. Is it possible to outsource the trash pickup as well for an additional monthly fee? I'm confident that the majority of our residents would be in favor of this in order to remove the blight to our communities every trash day. I also think most would agree to a single trash day instead of twice a week to minimize the cost. Since we added recycling pickup one time per week, we are still getting trash pickup twice a week though the majority of waste now goes to recycling. I know the Town Council's monthly meeting is tonight (though virtually rather than in person). Please address my concerns and comments and let me know your thoughts. This situation has gone on far too long and we need to find a way to resolve it, as most all of our surrounding communities have.

Old Business-

- Public Hearings-

- **Public Hearing to consider a text amendment to the Land Development Ordinance (LDO) to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts"**- Johnson requested that Council continue the public hearing to the June 16th Regular Town Council meeting without further advertisement.

Council Member Wolfe made a motion to continue the public hearing to the June 16th Regular Town Council meeting at 6:30 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 to consider an amendment to the Town Code of Ordinances: Chapter 52: Operation of Water and Wastewater System-** Mayor Montgomery opened the public hearing.

Cole requested that Council continue the public hearing to the June 16th Regular Town Council meeting without further advertisement.

Council Member Wolfe made a motion to continue the public hearing to the June 16th Regular Town Council meeting at 6:30 pm in the Civic Center without further advertisement. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

New Business-

- Discussion of 2020 Bond Referendum Request from Guilford Technical Community College (GTCC) - Dr. Tony Clarke, the new President of GTCC, presented information on a bond referendum. He noted that the school was seeking support from different municipalities throughout Guilford County. He spoke about the positive economic impact that GTCC has on the County. Dr. Clarke gave an overview of the College's priorities in regard to their capital improvement plan. He said that GTCC was requesting a bond referendum for a total of \$86 million in the November 2020 election. He stated that GTCC had taken care of the facilities that had been funded by the County in the past. He noted that the money would provide new facilities to train the workforce and attract employers to the area. He added that it would increase the amount of jobs in the area and that they estimated a 22% annual return on an \$86

million investment. He highlighted the specific campus improvements that the funding would support. Dr. Clarke stated that he was seeking the Town Council's support for the 2020 Bond Referendum. He noted that informal support or a resolution of support would be much appreciated. He added that he would be happy to come back and report any updates after he presented again to the Guilford County Board of Commissioners. He thanked Council for having him.

Council Member Capes thanked Dr. Clarke for presenting on the issue and welcomed him to Jamestown.

Council Member Wolfe said that she would like to wait and see what happened with the Guilford County School bond before taking a stance on the issue.

Mayor Montgomery thanked Dr. Clarke for participating in the meeting.

- Consideration of increased minimum wages for Town Employees- Cole stated that Council Member Rayborn had requested that the Town Manager increase the minimum wage for full-time employees to \$15 an hour at the April 21st Town Council meeting. He added that Council Member Straughn had further requested that staff adjust pay grades for employees accordingly to prevent compression of salaries. Cole said that staff had created a methodology to treat each employee fairly by utilizing a sliding scale. He noted that Archdale and Greensboro had used a similar process for their employees. Cole stated that the proposed assignment of grades to classes was included in their packets. He added that the total cost to the Town to implement the changes would be \$32,500. Cole stated that if the change were only applied to non-exempt employees that it would cost \$24,500.

Council Member Rayborn stated that Council had received the information about the actual cost a few hours ago. She said that she would like to have more time to consider the issue. She added that her initial intent was to focus on the employees making the lowest amount of money and bring their wages up to \$15 an hour. She added that she would be more in favor of implementing the change for non-exempt employees.

Council Member Capes agreed that he would like to have more time to consider the numbers.

Council Member Straughn asked if the cost included fringe benefits. Cole stated that it did not and added that he would discuss the cost of the fringe benefits with Gallman. He said that he could provide that information to Council before their next Regular Town Council meeting.

Council Member Wolfe agreed that she would like to have more information before making a decision.

Council Member Wolfe made a motion to continue the discussion on increasing the minimum wages for Town employees to the June 16th Regular meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Presentation of Recommended 2020/2021 Budget and CIP- Gallman gave an overview of the Recommended 2020/2021 Budget and CIP. She noted that the proposed property tax rate would be raised from 0.468 per \$100 valuation to 0.493 per \$100 valuation. She stated that the

change was not due to the Town trying to fund services. She said that Pinecroft Sedgefield Fire District (PSFD) was seeking a 2.5 cent tax increase for County-wide fire services. She noted that if the increase was approved by Guilford County that the cost would be passed through the Town as it would be combined with the Jamestown property tax. She added that she would not know for sure if the tax increase would occur until Guilford County approved their budget.

Gallman said that there was no change in water rates included in the budget. She stated that staff was proposing a 14% decrease in sewer rates as a result of the completion of a project at the Eastside Wastewater Treatment Plant. She added that it was possible that it could decrease again in the next fiscal year.

Gallman stated that there was a lot of uncertainty in regard to the revenues for the upcoming year. She added that staff had decreased the revenue budget by 25%. She said that some fund balance would have to be used to fund some of the capital projects that were included in the budget. Gallman also gave Council a breakdown of the expenditures included in the budget. She gave an overview of the capital improvement projects that had been proposed for the upcoming year.

Council Member Wolfe stated that she would like to remove the proposed motor vehicle tax from the budget. The tax would be used to fund paving projects in Town, but she did not feel that it should be included in the upcoming fiscal year. She was concerned about the downturn the economy had taken as a result of the Coronavirus. Council Members Capes, Straughn, and Rayborn agreed with her.

Cole stated that there was a lot of uncertainty about how much funding the Town would receive from the Powell Bill. Mayor Montgomery asked Cole how much money the Town could potentially lose. Cole stated that it was possible that the Town could lose about \$100,000. Gallman added that the motor vehicle tax was estimated to generate about \$110,000 which would allow the paving projects to move forward.

Council Member Wolfe stated that she was still not in favor of including the motor vehicle tax in the upcoming fiscal year. Council Members Capes, Straughn, and Rayborn agreed with her.

Council Member Wolfe said that she was in favor of leaving the new planning position within the budget. However, she requested that the Town Manager freeze the hiring of the position until Council was notified. Council Members Capes, Straughn, and Rayborn agreed with her.

Council Member Wolfe spoke about the proposed renovation to the Civic Center and Town Hall. She said that she was in favor of creating the human resources office. She was opposed to any other proposed renovation to the Civic Center or Town Hall unless it was maintenance. Council Members Capes, Straughn, and Rayborn agreed with her.

Council Member Straughn stated that he did not believe that the seal coating of the parking lot at the soccer field should be included in the budget for the upcoming fiscal year. Council Member Wolfe said that she believed the seal coating should be moved out a year. Council Members Capes and Rayborn agreed.

Council discussed the increased minimum wages for Town employees. Mayor Montgomery suggested that the proposed change be left within the budget until after Council made a decision on the issue at their Regular June meeting. Gallman stated that she would leave it in the budget and send Council a breakdown of the cost.

- Request to set a date for a Special Town Council meeting for the purpose of adopting the 2020/2021 Budget- Mayor Montgomery stated that a meeting date needed to be set for a Special Town Council meeting for the adoption of the budget. She noted that the date needed to be after the Guilford County Commissioners met on June 18th.

Council Member Wolfe made a motion to set a date for a Special Town Council meeting for June 23rd at 6:30 pm in the Civic Center. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of audit contract with Dixon Hughes Goodman, LLP- Gallman stated that in fiscal year 2017/2018 that the Town had selected Dixon Hughes Goodman, LLP to be the auditor for the next three years. She noted that June 30, 2020 would be the third year that they had completed the auditing services. She said that they needed to conduct a single audit as a result of the federal and state grants that the Town would receive for East Fork and East Main Street sidewalk projects. Gallman stated that the total cost for the single audit was \$6,550. Gallman requested that Council approve the 2019/2020 audit contract, which would include the single audit, for a total fee of \$28,750.

Council Member Capes made a motion to approve the audit contract with Dixon Hughes Goodman, LLP. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Cole stated that the owner of the Oakdale Cotton Mill had contacted him by email. He said that the grass had been mowed on the property, but he had not heard anything further from the owner.

Blanchard gave Council a brief update on the sidewalk projects. He noted that the contractor was continuing to install curb on the East Main Street Sidewalk. He said that the main outstanding items for the East Fork Pedestrian Bridge were the guardrails and handrails.

Cole stated that he would be meeting with staff to discuss plans to reopen Town Hall. He noted that the Golf Course had been operating on a regular schedule and things were going really well. He also gave Council an overview of the outstanding water bill accounts and added that staff had been working with citizens to set up payment plans.

- Council Member Committee Reports-
 - Council Member Wolfe stated that she had participated in a virtual TAC meeting on April 28th. She said that they had confirmed that all new projects were on hold. She added that NCDOT was planning to furlough thousands of employees due to a loss of revenue. She said that it was a very bleak situation for NCDOT. She also added that the Comprehensive Plan Steering Committee had extended the deadline for their survey.

- Council Member Capes said that the Parks and Rec Steering Committee met to discuss two potential master plans for the Jamestown Park and Golf Course. He stated that the Committee Members had discussed the pros and cons of both plans .He encouraged citizens to watch the meeting on the Town’s YouTube page.

Other Business- Council Member Rayborn asked staff about how they were handling the payments to vendors for the cancelled Music in the Park events. Johnson stated that staff had requested that the vendors keep the deposits and rebook the Town for Music in the Park events that were scheduled around the same time next year.

Council Member Wolfe stated that the League of Municipalities had suggested that Towns reach out to their state legislators to explain their needs for economic recovery. She requested that the Town Manager reach out to the League and draft a resolution that the Council could approve to send to Raleigh.

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 7:58 pm.

Mayor

Town Clerk