

**Regular Meeting of the Town Council**  
**May 21, 2024**  
**6:00 pm in the Civic Center**  
**Minutes & General Account**

**Council Members Present** – Mayor Montgomery, Council Members Rayborn, Wolfe, Burgess and Glanville

**Staff Members Present:** Heather Lunsford, Rebecca Ashby, Scott Coakley, Elizabeth Greeson, Katie Weiner, Matthew Johnson, Paul Blanchard, Anna Hawryluk, & Beth Koonce

**Visitors Present:** Nick Wicker, Sherrie Richmond, Ed Stafford, Denise Stafford, Captain Howell, J. Lawrence, Brent Lawrence, Sharla Gardner, Myra Slone, Lee Richmond, Charles Hinsley, Emily Wagner, Karen Lisenby, Kenneth Alonge, Charles Clapp, Carol Brooks, John Capes, Krisdena Reeser, Sterling Kelly, Robert Frederick, Pam Alonge, Tricia Payne, & Marian Ditzel

**Call to Order** – Mayor Montgomery called the meeting to order at 6:00 pm.

Roll Call – Weiner took roll call as follows:

- |                            |         |
|----------------------------|---------|
| • Council Member Glanville | Present |
| • Council Member Rayborn   | Present |
| • Mayor Montgomery         | Present |
| • Council Member Burgess   | Present |
| • Council Member Wolfe     | Present |

Weiner stated that a quorum was present.

Pledge of Allegiance – Mayor Montgomery led the Pledge of Allegiance.

Moment of Silence – Mayor Montgomery called for a moment of silence

Approval of the Agenda – Mayor Montgomery asked if anyone had any changes to make to the agenda.

Council Member Rayborn requested to add to the Consent Agenda item I, Proclamation declaring May 3rd – 11<sup>th</sup> Municipal Clerk’s Week; remove from “New Business” item “G. Consideration of award of contract to the lowest, responsive, responsible bidder for the shelters at the Jamestown Park and Golf Course”; remove from “New Business” item “H. Consideration of award of contract to the lowest, responsive, responsible bidder for the basketball court at the Jamestown Park and Golf Course”.

Council Member Rayborn made a motion to approve the agenda as amended. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

**Consent Agenda**– The Consent Agenda included the following items:

- Minutes from the April 16<sup>th</sup> Regular Town Council Meeting
- Minutes from the April 18<sup>th</sup> Special Town Council Meeting
- Minutes April 19<sup>th</sup> Town Council Budget Retreat
- Appointed William Grant to serve on Parks and Recreation Committee as an Alternate
- Certificate of Sufficiency for the annexation petition for the property located at 1905 1915 and 1903 Guilford College Road
- Budget Amendment # 16
- Approval of amended audit contract with Strickland Hardee, PLLC
- Proclamation declaring May 3<sup>rd</sup> – 11<sup>th</sup> Municipal Clerk’s Week

(Budget Amendment # 16, Proclamation declaring May 3<sup>rd</sup>-May 11<sup>th</sup> as Municipal Clerks Week)

Council Member Glanville made a motion to adopt the amended consent agenda. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

**Public Comment-**

- Krisdena Reeser, 2621 Glasshouse Road – Reeser expressed concern about being asked to leave the May 3<sup>rd</sup> Music in the Park event where she and another mom were providing information on water quality and handing out bottled water. She stated no one could give her a valid reason to not be there. She reminded Council that the event was in Wrenn Miller Park, which is a public park paid for with taxpayer dollars and there should be no discrimination of anyone. She also stated it had been two weeks since she submitted a Freedom of Information Act request and had not received anything.
- Robert Frederick, 500 Wyndwood Drive – Frederick said Council held all three budget retreats without information from the Annual Comprehensive Financial Report and this is the second year the report has been late. Council passed a 20% tax increase last year without considering the impact to residents from the tax re-evaluation. More tax revenue was received this budget year than expected. He asked Council to insist on getting the report completed and use that information to significantly change the budget based on that information. Approval of the recommended tax increase will make Jamestown’s tax rate higher than High Point’s.

**Proclamation declaring May 19-25<sup>th</sup> Public Works Week** – Mayor Montgomery read and presented the Public Services staff with the proclamation thanking them for their service.

(Proclamation Public Works Week)

**Proclamation declaring May 15<sup>th</sup> as Peace Officers Memorial Day and May 12-18<sup>th</sup> as Police Week in Jamestown** – Mayor Montgomery read and presented the proclamation to Captain Howell of the Guilford County Sheriff’s Department.

(Proclamation Peace Officers Memorial Day and Week)

**Resolution Ed Stafford** – Council Member Wolfe read and presented the resolution to Mr. Stafford.

(Resolution Ed Stafford)

**Award of Letter of Recognition from the National Garden Club, Inc. in honor of the Gold Star Memorial** – Sherrie Richmond, Cedarwood Garden Club President, read and presented the award to the Town Council.

### **Old Business**

- Presentation of audit report summary FY 2022-2023 – Lunsford introduced Nick Wicker with Strickland Hardee, PLLC. She added that Wicker would present an overview of the Annual Comprehensive Financial Report (ACFR) for the end of June 30, 2023.

Wicker stated that Strickland Hardee, PLLC had issued an unmodified audit report which is the best you can get. He highlighted the following:

- No material weaknesses or deficiencies were found, there were no difficulties encountered while performing the audit, there were no disagreements with management and no other audit findings or issues were found.
  - The General Fund increased by \$92,200.
  - All other governmental funds decreased by \$1.38 million primarily due to carried over expenditures of American Rescue Plan funds.
  - Non spendable Fund Balance increased \$22,767.
  - Restricted Fund Balance decreased \$765,459 due to a decrease in the restricted by state statute.
  - Committed Fund Balance decreased by \$622,426 primarily in the recreational maintenance facility fund.
  - Unassigned Fund Balance increased \$809,746.
  - Ad valorem tax revenue increased by \$570,000
  - Debt service increased \$27,747.
- Public Hearing for recommended 2024-2025 Budget and Capital Improvement – Johnson gave an overview of the recommended fiscal year 2024-2025 budget, budget message and Capital Improvement projects stating it is a balanced budget of \$8.45 million for the General Fund and \$7.98 million for the Water/Sewer Fund. The proposed tax rate included is 0.635, for a revenue of \$3,621,064 based on 99% collection rate. A 5-cent tax increase in the General Fund is proposed.

Johnson explained the Water and Sewer recommended budget includes a proposed 14% increase in both water and sewer rates. He said increases were necessary for future infrastructure and expansion needs.

He explained the budget process stating the five areas Council focuses on are staff excellence, community outreach and involvement, infrastructure and facilities, public safety, and planning and zoning.

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 stated this budget is simultaneously claiming a half million worth of interest income but also paying three quarters of a million dollars in debt payments. There is a strong interest in setting aside money for the Fund Balance while borrowing even more money. He referenced line items for staffing, salaries, and fuel and oil that could be reduced. He stated there is \$100,000 in tax revenue from D.R. Horton that has not been accounted for, and there is no reason to raise taxes.

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

Council Member Wolfe stated it was a tough budget year and a tough year for everyone particularly senior citizens and disabled veterans. She said we are responsible for maintaining Town assets and we always consider the strategic plan. We are accountable to the citizens, and she wanted it called to everyone's attention that some folks are struggling.

Council Member Glanville made a motion to continue the Public Hearing to June 25<sup>th</sup> at 6 pm in the Civic Center without further advertisement. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Rayborn made a motion to hold a budget workshop on June 13<sup>th</sup> at 10 am in the Civic Center and directed the Town Clerk to advertise. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- Adoption of Resolution setting a public hearing date for the request for annexation 1905 1915 and 1903 Guilford College Road – Hawryluk explained the Town received a petition for properties at 1905 1915 and 1903 Guilford College Road and the Clerk and Attorney investigated the petition and found it sufficient. Staff recommends setting a Public Hearing for the June 25<sup>th</sup> regular meeting at 6 pm.

Council Member Burgess made a motion to adopt the Resolution setting a public hearing date for the annexation request for the June 25<sup>th</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Resolution setting a public hearing date for the request for annexation of 1905 1915 and 1903 Guilford College Road)

- Public Hearing on rezoning request for property located at 100 near Lennox Road from Residential Main Street Transitional to Conditional Zoning – Residential Main Street Transitional – Hawryluk explained the rezoning request and conditions stating this is necessary due to the change in town zoning. Conditions consist of a maximum of 24 one-bedroom units, maximum number of buildings is two both to be placed on existing building pad spots, building height limited to three stories, and maintenance of dumpster

and recycling sites. She stated the Planning Board reviewed the request at the March 11<sup>th</sup> and April 8<sup>th</sup> meetings, held a Public Hearing at each, and recommended approval. Amanda Hodierna spoke on behalf of the applicant Burkely Communities stating the rezoning request is necessary to complete Phase 2 of an already designed Lennox Square to restore the initial density. She reviewed the proposed development and conditions.

Mayor Montgomery opened the Public Hearing to anyone that would like to speak.

- Robert Frederick, 500 Wyndwood Drive – Frederick stated it is important to note the increase in train traffic and use of horns. Residents initiated a petition to silence the train horn, but the Council took no action. He cautioned the developer to consider revenues from sales may be down due to train horn noise.

Mayor Montgomery asked if anyone else would like to speak. Nobody came forward.

Council Member Rayborn made a motion to approve the rezoning request for 100 near Lennox Drive from Residential Main Street Transitional to Conditional Zoning – Residential Main Street Transitional. Member Burgess made a second to the motion.

Weiner took a Roll Call Vote as follows:

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|----------------------------|-----|
| • Council Member Glanville | Aye |
| • Council Member Rayborn   | Aye |
| • Council Member Burgess   | Aye |
| • Council Member Wolfe     | Aye |

Weiner stated the motion passed by unanimous vote.

Council Member Wolfe made a motion to adopt the Consistency Statement approving the rezoning request as follows:

1. *The proposed zoning amendment is consistent with the adopted Comprehensive Plan of the Town of Jamestown* because the parcel is located in the West Main Future Land Use Classification district which is intended to accommodate a wide variety of low to moderate intensity uses including attached residential. And
2. *The proposed zoning amendment is reasonable.* The Town Council considers the proposed zoning amendment to be reasonable because it ensures that land development is compatible with its surroundings from both a use and aesthetic perspective. And
3. *The proposed zoning amendment is in the public interest.* The Town Council considers the proposed zoning amendment to be in the public interest because it promotes the development of a wide-range of housing types that meet the needs of current and future residents of all ages, abilities, family compositions, and socioeconomic backgrounds.

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

## New Business

- Consideration of approval of amended contract for services with the Jamestown Public Library – Ashby recommended reallocating recreation services funds in the amount of \$5,000 to the library contract for fiscal year 2023-2024. She also recommended the approval of an amended contract stating funds became available due to the loss of the non-profit status of a former organization that had been providing services.

Member Rayborn asked to be recused from voting.

Member Glanville made a motion to recuse Member Rayborn. Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Member Glanville made a motion to approve the amended library contract with the additional \$5,000 for fiscal year 2023-2024 and allow the Finance Director and Town Manager to execute the contract. Member Burgess made a second to the motion. The motion passed by a unanimous vote.

- Consideration of approval of amended contract for services with the Historic Jamestown Society – Ashby recommended reallocating recreation services funds in the amount of \$5,000 to the Historic Jamestown Society contract for fiscal year 2023-2024. She also recommended the approval of an amended contract stating funds became available due to the loss of the non-profit status of a former organization that had been providing services.

Council Member Rayborn made a motion to approve the amended Historic Jamestown Society contract with the additional \$5,000 for fiscal year 2023-2024 and to allow the Finance Director and Town Manager to execute the contract. Member Glanville made a second to the motion. The motion passed by a unanimous vote.

- Consideration of approval of financing terms for the purchase of a leaf truck – Lunsford explained that staff had sent out requests for proposals to three local banks for the financing of a new leaf collection truck. She added that staff had received two proposals, and she recommended First Bank for financing based on the information that had been received.

Member Glanville made a motion to adopt the Resolution approving the financing of a leaf truck through First Bank in the amount of \$279,989 and allow the Finance Director and Town Manager to execute all documents. Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

- Overview of Spring Litter Sweep 2024 – Greeson informed Council that 48 participants picked up 58 bags of trash throughout the Town on April 20, 2024. Attendees were from Ragsdale High School ROTC, Jamestown Boy and Girl Scouts, Cubs and Brownie Troops, Rotary Club, Civitans, residents, staff and Council.

- Consideration of award of contract to lowest, responsive, responsible bidder for ARPA small sidewalk projects – Blanchard explained two bids were received and recommended awarding the contract to Dillon and Griffith Enterprise, LLC in the amount of \$421,053.

Member Burgess made a motion to award the contract for the ARPA small sidewalk projects to the lowest, responsive, responsible bidder, Dillon and Griffith Enterprise, LLC, in the amount of \$421,053 and allow the Finance Director and Town Manager to execute the contract. Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

- Consideration of award of professional services contract for the East Main Sidewalk project - Blanchard stated the Town received qualifications-based proposals for the East Main Sidewalk project from two contractors. He recommended that Council award the contract to Transystems based on the proposals that had been received.

Member Wolfe made a motion to direct the Town Manager, Finance Director, and Town Attorney to review, negotiate, and execute a professional services contract for the design of the East Main Street Sidewalk Project. Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

- Consideration of approval of Republic Services Disposal Agreement – Johnson stated the Town contracts with Republic Services for acceptance of garbage at its transfer station. He recommended that Council approve the contract renewal.

Member Glanville made a motion to approve the Republic Services Disposal Agreement. Member Burgess made a second to the motion. The motion passed by a unanimous vote.

### **Manager/Committee Reports-**

- Manager Report- Johnson stated that the replacement of a septic tank and a water line repair had been completed at the Jamestown Park & Golf Course. Final plans addressing NCDOT comments were reviewed and resubmitted for the Oakdale Sidewalk Project. Staff were working to acquire easements and right-of-ways for the project. Repainting and stamping for the crosswalk at Guilford and Main intersection will occur in June. The next Music in the Park is June 7<sup>th</sup> with the NC Revelers Orchestra. He congratulated Elizabeth Greeson for her award from the Jamestown Historic Society honoring her work on the preservation of history at the Oakdale Methodist Church.
- Council Member Committee Reports –
  - Council Member Wolfe reported that a Piedmont Authority Regional Transportation meeting was held on May 8<sup>th</sup>. She handed out a resolution passed by Guilford County to coordinate and unify all transportation development matters impacting the county and region to maximize efficiency and improve access across municipal borders.
  - Council Member Burgess reported that the Planning Board did not meet in May due to lack of items. They plan to meet on June 10<sup>th</sup> to appoint a new chair and vice chair.

- o Council Member Rayborn reported that the Parks and Recreation Committee did not meet.

**Public Comment** – Nobody signed up.

**Closed Session Per G.S. 143-318 to discuss matters related to Attorney Client privilege (301 Lee Street)** – Council Member Rayborn made a motion to go into Closed Session per G.S. 143-318 to discuss matters related to Attorney Client privilege (301 Lee Street). Council Member Glanville made a second to the motion. The motion passed by unanimous vote.

.....**Closed Session** .....

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

**Adjournment** – Council Member Rayborn made a motion to adjourn. Council Member Glanville made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 9:28 pm

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Mayor

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Town Clerk