



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA  
Regular Meeting of the Town Council

June 15, 2021

6:00 pm in the Civic Center

Agenda

I. Call to Order-

- A. Roll Call
- B. Pledge of Allegiance
- C. Moment of Silence
- D. Approval of Agenda

II. Consent Agenda-

- A. Approval of minutes from the May 7<sup>th</sup> Special Town Council Meeting
- B. Approval of minutes from the May 18<sup>th</sup> Regular Town Council Meeting
- C. Approval & Sealing of the May 18<sup>th</sup> Closed Session Minutes
- D. Resolution calling for a Regular Election for the Town of Jamestown
- E. Resolution supporting Application for Bicycle & Pedestrian Planning Grant
- F. Analysis of financial position of the Town of Jamestown
- G. Analysis of financial position of the Jamestown Park and Golf Course
- H. Notification of Advances
- I. Budget Amendment #25

III. Public Comment

IV. Resolution honoring Steve Monroe's service as an ETJ Planning Board Member- Mayor Montgomery

V. Old Business-

- A. Appointment of Parks and Recreation Committee Members- Katie Weiner, Town Clerk
- B. Appointment of ETJ Planning Board Members- Katie Weiner, Town Clerk
- C. Consideration of adoption of Strategic Plan- Dave Treme, Interim Town Manager
- D. Public Hearings-
  - 1. Public Hearing for the Fiscal Year 2021/2022 Annual Budget- Judy Gallman, Finance Director
    - a. Consideration of adoption of Fiscal Year 2021/2022 Annual Budget
    - b. Consideration of approval/denial of Resolution adopting a CIP Program
  - 2. Public Hearing for Rezoning request for 6014 & 6016 West Gate City Boulevard from Civic (CIV) to Conditional Zoning Commercial (CZ-C)- Anna Hawryluk, Town Planner
    - a. Consideration of approval/denial of rezoning request
    - b. Consideration of approval of Consistency/Inconsistency Statement
  - 3. Public Hearing on Question of Annexation pursuant to G.S. 160A-31 for 6014 & 6016 West Gate City Boulevard- Matthew Johnson, Assistant Town Manager/Director of Planning
    - a. Consideration of approval/denial of annexation of 6014 & 6016 W. Gate City Blvd.
    - b. Consideration of adoption/denial of Ordinance to Extend the Corporate Limits

VI. New Business-

- A. Discussion about recycling services in the Town of Jamestown- Paul Blanchard, Public Services Director
- B. Consideration of approval of Capital Project Ordinance for Oakdale Sidewalk Project Phase II & Budget Amendment #26-Judy Gallman, Finance Director
- C. Consideration of approval of Amendment to the Employment Contract for the Town Manager- Beth Koonce, Town Attorney

VII. Manager/Committee Reports-

- A. Manager Report
- B. Council Member Committee Reports
- C. High School Representative Report

VIII. Public Comment

IX. Other Business

X. Closed Session Per G.S. 143-318.11 to discuss matters related to Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown

XI. Adjournment

P.O. Box 848  
Jamestown, NC 27282

[www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Tel:(336)454-1138  
Fax:(336)886-3504

**Working Agenda for the June 15<sup>th</sup> Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	<b>I. Call to Order</b>	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>II. Consent Agenda</b>		
6:05 pm	<ul style="list-style-type: none"> <li>A. Approval of minutes from the May 7<sup>th</sup> Special TC Meeting</li> <li>B. Approval of minutes from the May 18<sup>th</sup> Regular TC Meeting</li> <li>C. Approval &amp; Sealing of the May 18<sup>th</sup> Closed Session Minutes</li> <li>D. Resolution calling for a Regular Election for the Town of Jamestown</li> <li>E. Resolution supporting Application for Bicycle &amp; Pedestrian Planning Grant</li> <li>F. Analysis of financial position of the Town of Jamestown</li> <li>G. Analysis of financial position of the Jamestown Park &amp; GC</li> <li>H. Notification of Advances</li> <li>I. Budget Amendment #25</li> </ul>		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	<b>IV. Resolution honoring Steve Monroe's service as an ETJ Planning Board Member</b>	Mayor Montgomery	Mayor Montgomery to present the resolution to Steve Monroe.
6:25 pm	<b>V. Old Business</b>		
6:25 pm	A. Appointment of Parks and Rec Committee Members	Call on K. Weiner	Weiner to request that Council appoint three people to serve as Parks and Rec Members/Alternates (if needed). Council Member makes a motion to appoint _____, _____, & _____ to serve as members on the Parks and Rec Committee. Council Member makes a second to the motion. Then vote. Council Member makes a motion to appoint _____ & _____ to serve as Parks and Rec Committee Alternates. Council Member makes a second to the motion. Then vote.
6:30 pm	B. Appointment of ETJ Planning Board Members	Call on K. Weiner	Weiner to request that Council appoint Robert Coon and Donald Dale to serve as ETJ Members on the Planning Board. Council Member makes a motion to appoint Coon and Dale to serve as ETJ Members on the Planning Board. Council Member makes a second to the motion. Then vote.
6:35 pm	C. Consideration of adoption of Strategic Plan	Call on D. Treme	Treme to request that Council adopt the Strategic Plan for the Town of Jamestown. Council Member makes a motion to adopt/amend the Strategic Plan for the Town of Jamestown. Council Member makes a second to the motion. Then vote.
6:50 pm	<b>D. Public Hearings</b>		
6:50 pm	1. P.H. for the FY 2021/2022 Annual Budget	Call on J. Gallman	Gallman to present an update on the FY 2021/2022 Annual Budget & CIP. Mayor Montgomery to open the public hearing to anyone that would like to speak about the 2021/2022 Annual Budget & CIP. Please state your name and address and adhere to the three minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to adopt/amend the FY 2021/2022 Annual Budget Ordinance. Council Member makes a second to the motion. <b>Roll Call Vote.</b> Council Member makes a motion to approve/deny Resolution adopting a CIP Program for Fiscal Years 2021/2022 to 2025/2026. Council Member makes a second to the motion. Then vote.
7:10 pm	2. P.H. for Rezoning Request for 6014 & 6016 W. Gate City Blvd. from CIV to CZ-C	Call on A. Hawryluk	Hawryluk to present her staff report on the rezoning request for 6014 & 6016 W. Gate City Blvd. from CIV to CZ-C. Sarah Glanville to present the Planning Board's recommendation to Council. Mayor Montgomery to open the public hearing and call the applicant forward to speak about the proposed rezoning request. Mayor Montgomery to call anyone forward that would like to speak in favor or opposition of the rezoning request. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to approve/deny the rezoning request for 6014 and 6016 West Gate City Boulevard from Civic (CIV) to Conditional Zoning Commercial (CZ-C) with the

			conditions restricting the uses of the property as presented. Council Member makes a second to the motion. <b>Roll Call Vote.</b> Council Member makes a motion to approve the consistency/inconsistency statement. Council Member makes a second to the motion. Then vote.
7:20 pm	<b>3.</b> P.H. Annexation 6014 & 6016 W. Gate City Blvd.	Call on M. Johnson	Johnson to present an overview of the annexation request for 6014 & 6016 West Gate City Boulevard. Mayor Montgomery to open the public hearing and call the applicant forward to speak about the annexation request. Mayor Montgomery to call anyone forward that would like to speak in favor or opposition of the annexation request. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to adopt/deny the Ordinance to Extend the Corporate Limits for the Annexation of 6014 & 6016 West Gate City Boulevard. Council Member makes a second to the motion. <b>Roll Call Vote.</b>
7:30 pm	<b>VI. New Business</b>		
7:30 pm	<b>A.</b> Discussion about recycling services in the Town of Jamestown	Call on P. Blanchard	Blanchard to introduce Seth Heath with Green for Life. Heath to present Council with information on recycling services in the Town of Jamestown.
7:45 pm	<b>B.</b> Consideration of approval of Capital Project Ordinance for Oakdale Sidewalk Project Phase II & Budget Amendment #26	Call on J. Gallman	Gallman to present information on the capital project ordinance for Oakdale sidewalk project phase II. Gallman to request that Council adopt the Capital Project Ordinance for Oakdale Sidewalk Phase II and approve Budget Amendment #26. Council Member makes a motion to adopt/deny the Capital Project Ordinance for Oakdale Sidewalk Project Phase II. Council Member makes a second to the motion. Then vote. Council Member makes a motion to approve/deny Budget Amendment #26. Council Member makes a second to the motion. Then vote.
7:55 pm	<b>C.</b> Consideration of approval of Amendment to the Employment Contract for the Town Manager	Call on B. Koonce	Koonce to present an amendment to the employment contract for the Interim Town Manager. Council Member makes a motion to approve/deny the amendment to the employment contract for the Interim Town Manager. Council Member makes a second to the motion. Then vote.
8:00 pm	<b>VII. Manager/Committee Reports</b>		
8:00 pm	<b>A.</b> Manager Report	Call on D. Treme	Treme to present his monthly Manager's Report to Town Council.
8:05 pm	<b>B.</b> Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
8:10 pm	<b>C.</b> High School Rep. Report	Call on W. Scott	Scott to present his monthly High School Representative report to Council.
8:15 pm	<b>VIII. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
8:30 pm	<b>IX. Other Business</b>		
8:35 pm	<b>X. Closed Session per G.S. 143-318.11 to discuss matters related to Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown</b>		Council Member makes a motion to go into closed session per general statutes 143.11 to discuss matters related to attorney client privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown. Council Member makes a second to the motion. Then vote. Council Member makes a motion to resume open session. Council Member makes a second to the motion. Then vote.
9:00 pm	<b>XI. Adjournment</b>		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval of minutes from the May 7th Special Town Council Meeting      **AGENDA ITEM #:** II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

---

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

---

**SUMMARY:**

Minutes from the May 7th Special Town Council Meeting

---

**ATTACHMENTS:** Minutes from the May 7, 2021 Special Town Council Meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:** N/A



**DRAFT**

**Town Council Special Meeting  
May 7, 2021  
9:00 in the Civic Center  
Minutes & General Account**

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

**Staff Members Present:** Dave Treme, Matthew Johnson, Katie Weiner, Anna Hawryluk, & Beth Koonce, Town Attorney

**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- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.

**Discussion regarding proposed Land Development Ordinance (LDO) Amendments-** Johnson stated that Council had been given binders that included the Land Development Ordinance with the proposed revisions. He added that Jim Lanik, attorney with Waldrep Wall Babcock & Bailey, had completed a meticulous review of the LDO. Johnson said that there had been changes made by staff, consultants with Benchmark Planning, and Jim Lanik. He added that most of the edits were due to formatting issues that resulted from using Microsoft Word. He asked Council if they had any questions.

Council Member Wolfe said that she had gone through the revised LDO and had noted several typos.

Council Member Rayborn asked staff if it would be reasonable to pay a copy editor to go through the LDO to ensure its accuracy.

Treme stated that staff planned to have the document codified in the upcoming fiscal year. He added that any other inconsistencies would be addressed through the codification process. He added that a copy editor could also review the LDO.

Council Members discussed the codification process of the LDO with Treme.

Council Member Wolfe spoke about the details of the fence ordinance with Hawryluk and Johnson.

Council Member Straughn discussed the requirements around galvanized fencing with Johnson. Council Member Straughn spoke about whether or not some citizens would be considered grandfathered in and exempt from some of the requirements around galvanized fencing. Johnson stated that staff would add

language into the ordinance regarding repair and replacement of existing fencing to make expectations clear.

Council Member Rayborn spoke about the fence height requirements with staff. She spoke about giving citizens the option to maintain the height of the fence if there were dips in the landscape of the property. Johnson said that the ordinance did not currently allow that possibility. There was a consensus among Council that it was reasonable to allow citizens to maintain the height of the fence. Johnson said that staff would make that change.

Council Member Wolfe noted the following changes that needed to be made:

- P. 22 should be “2.13-7” instead of “2.12-7”
- P. 32 “AUTO WRECKING” should start a new section for the definition
- P.75. TRC section: “One (1) member of the Planning Board (Vice-Chair or his/her designee)” should be “Chair” instead of “Vice Chair”
- p. 81 “planning board” should be “Planning Board”
- p. 150-152: Council Member Wolfe spoke about the details of the acreage requirements for a piece of property to be considered a PUD. She also noted that she would like more specific language about the protection of heritage trees. Johnson said that a change like that would need to go through the formal approval process. Council Members discussed the details of the PUD ordinance with staff. Council Member Rayborn said that there needed to be consistency about the phrasing of “site specific plan,” “master development plan,” etc. throughout section (E). Johnson agreed and said he would change the language to “site specific master development plan” throughout.
- P. 159 the section of the table at the top of the page should be on the previous page
- P. 163 the label for the image should be “8.4-10” instead of “8.1-1”
- P. 188 the numbering for the table was incorrect
- P. 194 the numbering for the table was incorrect
- The LDO page numbers jumped from 194 to 200 which would impact the page numbers after 194.
- P. 237 there needed to be a “5” next to “Permitting”
- P. 240 the sections listed skipped “10.2”
- p. 287 “B” not listed in section 12.12-5
- p.316 section 16.2-13 (A) had a blank that needed to be filled
- p. 324 sign standards for election season was inconsistent and needed to state that election signs must be removed within 7 days after election
- p. 374 section 19.5-2 (A) should be “sq. ft.” instead of “sq. t.”
- p. 383 19-16.11 states “up to three (4) re-submittals” and needed to be changed to “up to three (3) re-submittals”
- p.396 numbering error with (2) listed twice
- p. 412 need to correct reference number in section (H) from “19-16” to “19-18” for “Appeals”
- p. 413 need to correct reference number in last paragraph from “19-16” to “19-18” for “Appeals”
- p. 413 (H) Duration definition needs to be a separate section
- p. 472 lettering needed to be corrected from “b. Spills” and “c. Nuisance” to “(C) Spills” and “(D) Nuisance”
- p.473 section should be “19-28” instead of “19-23”

- p. 551 the first paragraph said “(90) daytime period” and needed to be changed to “(90) day period”

Hawryluk stated that she had also added explanations for the abbreviations at the bottom of the permitted use table.

Koonce said that she had reviewed the enforcement provisions. She noted that on p. 502 under section “23.5-2 Extension of Time to Remedy” that the Planning Director was given the authority to grant a single extension. Koonce stated that she did not think that allowed enough flexibility. She suggested that the Planning Director be allowed to grant at least two extensions and maybe up to three. Council discussed the potential change with staff. Treme suggested that the Planning Director be given the option to grant up to three extensions before the issue came to Council. Council agreed that the additional extensions were reasonable.

Council Members briefly discussed the details of the sign ordinance with Johnson.

**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 10:33 am.

---

Mayor

---

Town Clerk

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

---

ITEM ABSTRACT: Approval of minutes from the May 18th Regular Town Council Meeting AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

---

MEETING DATE: June 15, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

---

SUMMARY:

Minutes from the May 18th Regular Town Council Meeting

---

ATTACHMENTS: Minutes from the May 18, 2021 Regular Town Council Meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED: N/A

**DRAFT**

**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 18<sup>th</sup> 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



DRAFT

- 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 18<sup>th</sup> 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 20<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 7<sup>th</sup> 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 10<sup>th</sup>. 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 27<sup>th</sup>. 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 1<sup>st</sup> and May 4<sup>th</sup>. 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 11<sup>th</sup>. 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

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval & Sealing of the May 18th Closed Session Minutes

**AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

---

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

---

**SUMMARY:**

The Town Council went into closed session per G.S. 143-318.11 to discuss matters related to personnel at their May 18th Regular Meeting.

Staff recommends that Council approve and seal the closed session minutes from the May 18th meeting.

---

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:** N/A

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Resolution calling for a Regular Election for the Town of Jamestown      **AGENDA ITEM #:** II-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

---

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

---

**SUMMARY:**

The Town of Jamestown is required to submit a Resolution calling for a Regular Election to the Guilford County Board of Elections. Any person that wants to be a candidate for the Office of Mayor or Council Member must file a statement of candidacy with the Guilford County Board of Elections between 12:00 pm Friday, July 2nd and 12:00 pm Friday, July 16th. There is a \$10 filing fee. A primary Election will be held on Tuesday, October 5th, if needed. The regular election will be held on Tuesday, November 2nd. Citizens may vote for the candidates for Mayor and Council in the Civic Center of Town Hall. This year will also be the beginning of the implementation of staggered terms for Town Council. The resolution that was adopted by Council on July 16, 2019 regarding the staggered terms is attached.

---

**ATTACHMENTS:** Resolution Calling for a Regular Election, 2021 Election Schedule, & Resolution Implementing Staggered Terms

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:** The Resolution Calling for a Regular Election will be submitted to Guilford Co.

---





*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION CALLING FOR A REGULAR ELECTION FOR THE TOWN OF JAMESTOWN**

**WHEREAS**, Pursuant to Chapter 162 of the 1972 Session of Laws of North Carolina,

**NOW THEREFORE, BE IT RESOLVED THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN, NORTH CAROLINA,**

**SECTION 1.** That a Primary Election is hereby called, if needed, on Tuesday, October 5<sup>th</sup>, 2021, for the purpose of nominating no more than two candidates for Mayor and no more than eight candidates for Council.

**SECTION 2.** That an election is hereby called for Tuesday, November 2<sup>nd</sup>, 2021, for the purpose of electing a Mayor and four Town Council Members.

**SECTION 3:** That the election on Tuesday, November 2<sup>nd</sup>, 2021, will begin the implementation of four-year staggered terms for the Mayor and Town Council.

**SECTION 4.** That any person desiring to become a Candidate for either the Office of Mayor or Council Member must file a statement of such a candidacy with the Guilford County Board of Elections between Noon Friday, July 2<sup>nd</sup>, 2021 and ending Noon Friday, July 16<sup>th</sup>, 2021 and shall pay to the Guilford County Board of elections a sum of \$10.00.

**SECTION 5.** That the polling place shall be the Town Hall.

**SECTION 6.** That the registration of voters, the holding of election, appointment of election officials, and the tabulation of voters shall be the duty of the Guilford County Board of Elections.

Adopted this the 15<sup>th</sup> day of June, 2021.

---

Mayor S. Lynn Montgomery

ATTEST:

---

Katie M. Weiner, Town Clerk



## **2021 FILING SCHEDULE**

**Greensboro only** – Monday, July 26, 2021 at 12:00 noon –  
Friday, August 13, 2021 at 12:00 noon

All others – Friday, July 2, 2021 at 12:00 noon –  
Friday, July 16, 2021 at 12:00 noon

**Pleasant Garden, Sedalia, Oak Ridge, Stokesdale,  
Summerfield, Whitsett, Gibsonville, Sedgefield Sanitary  
District, City of Burlington, and the Town of Kernersville**

NOTE: High Point and Jamestown do not have elections in 2021

---

## **2021 ELECTION SCHEDULE**

**TUESDAY, OCTOBER 5, 2021**

**MUNICIPAL PRIMARIES**

To be conducted only in the  
necessary Municipal Precincts of  
Greensboro, Pleasant Garden and  
the City of Burlington

**TUESDAY, NOVEMBER 2, 2021**

**MUNICIPAL ELECTION**

To be conducted in the Municipalities of  
Greensboro, Pleasant Garden, Sedalia,  
Oak Ridge, Stokesdale, Summerfield,  
Whitsett, Gibsonville, Sedgefield  
Sanitary District, City of Burlington and  
the Town of Kernersville.

Date Issued: January 21, 2021



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**AMENDED RESOLUTION CALLING A SPECIAL ELECTION FOR THE PURPOSE OF SUBMITTING TO A VOTE AN ORDINANCE IMPLEMENTING FOUR-YEAR STAGGERED TERMS FOR THE MEMBERS OF THE TOWN COUNCIL AND A FOUR-YEAR TERM FOR THE MAYOR OF THE TOWN OF JAMESTOWN**

WHEREAS, pursuant to G.S. 160A-101 and 160A-102, the Town Council adopted an Ordinance on May 21, 2019, amending the Charter of the Town of Jamestown as set forth in Chapter 370 of the 1981 Session Laws of North Carolina, as amended, to implement four-year staggered terms for the Members of the Town Council and a four-year term for the Mayor of the Town of Jamestown; and

WHEREAS, pursuant to G.S. 160A-103, a valid petition for referendum has been received by the Town Council and verified by the Guilford County Board of Elections;

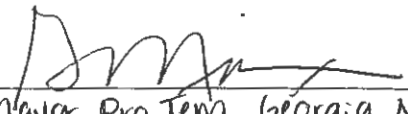
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN that:

1. An election is hereby called for Tuesday, November 5, 2019, in order to submit to a vote of the people whether the Mayor's term shall be changed from two to four years and whether the Members of the Town Council shall be elected for four-year terms on a staggered basis, pursuant to the Ordinance described above. In the event this Ordinance is approved by the voters in the municipal election of November 2019, then, in compliance with G.S. 160A-109, the Ordinance shall take effect for the regular municipal election to be held in 2021, as follows: At the regular municipal election to be held in 2021, and every four years thereafter, the Mayor shall be elected for a four-year term. At the regular municipal election to be held in 2021, the two candidates for Town Council who receive the highest number of votes shall be elected for four-year terms, while the two candidates for Town Council who receive the next highest number of votes shall be elected for two-year terms. At the regular municipal election to be held in 2023, and every four years thereafter, two members of the Town Council shall be elected to serve for four-year terms. At the regular municipal election to be held in 2025, and every four years thereafter, two members of the Town Council shall be elected to four-year terms.


2. The Town Clerk shall forward a copy of this Resolution to the Guilford County Board of Elections, and, pursuant to G.S. 163A-1592, the Guilford County Board of Elections shall cause to be duly published a notice of the election hereby called.

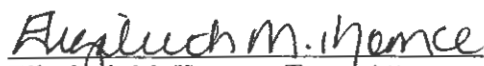
3. The election shall be held in accordance with Article 27, Chapter 163A of the General Statutes of North Carolina.

Adopted this 10<sup>th</sup> day of July, 2019.

  
\_\_\_\_\_  
Mayor Pro Tem Georgia Nixon

ATTEST: Approved as to Form:

  
\_\_\_\_\_  
Katie McBride, CMC, Town Clerk

  
\_\_\_\_\_  
Elizabeth M. Koonce, Town Attorney



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Resolution supporting app. for Bicycle & Pedestrian Planning Grant

**AGENDA ITEM #:** II-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

---

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Planning

**CONTACT PERSON:** Anna Hawryluk, Town Planner

---

**SUMMARY:**

The Bicycle and Pedestrian Planning Grant Initiative is a matching grant program that encourages municipalities to develop comprehensive bicycle and pedestrian plans. The NCDOT Integrated Mobility Division and the Transportation Planning Branch sponsor this grant. Comprehensive planning documents are an integral part of developing more complete bicycle and pedestrian transportation systems and can guide both local and state efforts to improve conditions for bicycling and walking.

If awarded, the comprehensive bicycle and pedestrian plan will offer an assessment of the entire community, that includes an extensive existing conditions analysis, followed by an approach for developing guidance and recommendations for varied aspects such as projects (short/mid/long-term), policy elements and programs and the strategies for implementation. NCDOT estimates consultant costs at \$40,000 to \$50,000. Jamestown would be responsible for a 10% match. Municipalities will be notified of award in September 2021.

---

**ATTACHMENTS:** Resolution of Support

**RECOMMENDATION/ACTION NEEDED:** Staff Recommends that Council approve the consent agenda

**BUDGETARY IMPACT:** If awarded, a 10% match is required. This will require a budget amendment.

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:** N/A



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION IN SUPPORT OF APPLICATION FOR GRANT FUNDING FOR  
A COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN**

**WHEREAS**, the North Carolina Department of Transportation has established a Bicycle and Pedestrian Planning Grant Initiative Fund which provides funding to develop master plans which promote bicycle and pedestrian modes of travel, increase community health benefits and encourage citizen participation in these modes of travel; and

**WHEREAS**, the Town of Jamestown recognizes the many benefits that pedestrian facilities such as sidewalks and trails bring to the Town's citizens; and

**WHEREAS**, the Town of Jamestown recognizes that it is prudent to utilize long range transportation and land use planning practices to evaluate future capital improvement projects to ensure conscientious use of Town funds; and

**WHEREAS**, The Town of Jamestown is a stakeholder in the High Point Metropolitan Planning Organization which further supports bicycle and pedestrian transportation elements in its 2030 Long Range Transportation Plan;

**NOW THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Jamestown does hereby endorse and fully support the application for grant funding of a Comprehensive Bicycle and Pedestrian Master Plan, which would identify strengths and weaknesses of our current facilities and provide a framework for future construction.

Adopted the 15<sup>th</sup> day of June, 2021.

---

Mayor S. Lynn Montgomery



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Financial Analysis for May 2021

**AGENDA ITEM #:** II-F

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

About a month from our fiscal year end, revenues look in good shape; I believe we will be close to or exceed most of the revenue budgets.

We have set up the capital project fund for the Recreational Maintenance Facility, and progress on starting that process has been made. Resurfacing of Town streets is underway as part of our plan for using Powell Bill proceeds to resurface every other year. Golf play and revenues have exceeded our early expectations.

Overall, as we go into our final month of our fiscal year, the financial status of the Town is very healthy.

**ATTACHMENTS:** 3 Page Summary & Detail to Actual Report for May 2021

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Town of Jamestown  
 Financial Summary Report  
 Cash Balances  
 as of May 31, 2021

Petty Cash	\$	1,350
Operating Cash		2,285,774
Certificates of Deposit		3,000,000
Money Market Accounts - operating		512,103
North Carolina Capital Management Trust		<u>9,278,999</u>
	\$	<u>15,078,226</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	625,938
Cash reserved by Powell Bill for street improvements		501,195
General Capital Reserve Fund		19,314
East Fork Sidewalk Capital Project		61,578
Lydia Multi-use Greenway Capital Project		109,705
Oakdale Sidewalk Phase III		114,668
Recreational Maintenance Facility Capital Project		582,500
Water Sewer Capital Reserve Fund		<u>202,086</u>
	\$	<u>2,216,984</u>

Cash by Fund:

General	\$	4,176,060
General Capital Reserve Fund		19,314
East Fork Sidewalk Capital Project		61,578
Lydia Multi-use Greenway Capital Project		109,705
Oakdale Sidewalk Phase III		114,668
Recreational Maintenance Facility Capital Project		582,500
Water/Sewer		9,186,377
Randleman Reservoir		625,938
Water/Sewer Capital Reserve Fund		<u>202,086</u>
	\$	<u>15,078,226</u>

Cash by Bank:

NCCMT	\$	9,278,999
Pinnacle Bank		4,285,774
First Bank		1,512,103
		<u>15,076,876</u>
	\$	<u>15,076,876</u>

**Town of Jamestown  
 Financial Summary Report  
 Debt Balances  
 as of May 31, 2021**

<b>Installment Purchase Debt:</b>	<b>Balance at 4/30/2021</b>	<b>Final Payment Date</b>	<b>Final Payment Fiscal Year</b>
<b>GENERAL FUND:</b>			
Sanitation truck, financed in 2017	\$ 83,200	12/1/2023	2023/2024
Leaf truck, financed in 2017	85,054	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	117,803	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>433,349</u>	11/3/2027	2027/2028
	<u>\$ 719,406</u>		
<b>WATER &amp; SEWER FUND:</b>			
Water & Sewer Maintenance Facility Construction	<u>\$ 324,979</u>	11/3/2027	2027/2028

Town of Jamestown  
 Financial Summary Report  
 Total Revenues & Expenditures by Fund  
 as of May 31, 2021

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	4,619,980	98,117	5,002,743	32,977	410,484
% of budget received	72%	47%	77%	27%	22%
% of budget, excluding appropriated fund balance, received	91%	98%	92%	83%	92%
Expenditures (and transfers)	4,653,974	187,770	4,773,898	122,237	1,758,125
% of budget expended	72%	91%	74%	99%	96%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>	<u>Fund (#20)</u>	
	<u>East Fork Capital Project</u>	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Ph III Capital Project</u>	<u>Recreational Malnt Facility Capital Project</u>	
Life to Date Revenues & Other Financing Sources	1,614,259 @	1,877,175 @	218,188	582,500	
% of budget received	91%	99%	32%	100%	
Life to Date Expenditures	1,613,324	1,807,490	103,462	-	
% of budget expended	91%	95%	15%	0%	

@ Reimbursement requested and accrued, but not all yet received

10 GENERAL FUND

Account	Received			Revenue	
	Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
3000					
3100 AD VALOREM TAXES	3,414.42	2,209,750.82	2,181,660.00	-27,090.82	101 %
3101 Interest on Ad Valorem Taxes	169.47	2,127.86	3,000.00	872.14	71 %
3102 Tax and Tag revenue	20,222.60	166,973.45	213,850.00	46,876.55	78 %
3103 Interest on Tax and Tag Revenues	191.18	891.45	1,300.00	408.55	69 %
3230 SALES AND USE TAX	56,359.15	535,802.25	675,000.00	139,197.75	79 %
3250 Solid Waste Disposal Tax	825.27	3,253.62	2,500.00	-753.62	130 %
3256 ELECTRICITY SALES TAX	0.00	103,886.77	200,000.00	96,113.23	52 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	19,411.75	40,000.00	20,588.25	49 %
3258 PIPED NATURAL GAS SALES TAX	0.00	5,069.63	16,000.00	10,930.37	32 %
3261 VIDEO PROGRAMMING TAX	0.00	21,858.14	40,000.00	18,141.86	55 %
3310 FEDERAL GRANTS	0.00	30,859.05	98,000.00	67,140.95	31 %
3311 STATE GRANTS	0.00	470.00	0.00	-470.00	** %
3312 GRANTS FROM GUILFORD COUNTY	0.00	55,500.00	55,500.00	0.00	100 %
3316 POWELL BILL	0.00	104,559.61	104,500.00	-59.61	100 %
3322 ALCOHOLIC BEVERAGES TAX	18,218.11	18,218.11	17,000.00	-1,218.11	107 %
3325 ABC DISTRIBUTION	12,500.00	50,000.00	50,000.00	0.00	100 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	175.00	8,198.94	10,000.00	1,801.06	82 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	50.00	200.00	150.00	25 %
3346 CELL TOWER RENTAL FEES	4,211.73	78,789.51	80,800.00	2,010.49	98 %
3348 REFUSE COLLECTION FEES	13,580.00	150,390.00	168,000.00	17,610.00	90 %
3600 GREEN FEES	64,943.00	490,228.75	515,000.00	24,771.25	95 %
3610 MECHANICAL CART RENTALS	34,080.00	271,658.00	270,000.00	-1,658.00	101 %
3620 PULL CART RENTALS	15.00	299.00	300.00	1.00	100 %
3650 DRIVING RANGE	6,796.00	52,024.00	50,000.00	-2,024.00	104 %
3660 GOLF SHOP CONCESSIONS SALES	10,625.54	78,206.07	82,800.00	4,593.93	94 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	0.00	6,252.57	9,500.00	3,247.43	66 %
3675 Golf Clubhouse Rental Fees	0.00	300.00	1,500.00	1,200.00	20 %
3831 INVESTMENT EARNINGS	65.50	22,943.00	25,500.00	2,557.00	90 %
3832 Sponsorships	0.00	1,000.00	1,000.00	0.00	100 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	1,333.00	1,000.00	-333.00	133 %
3836 SALES - PRO SHOP GOLF INVENTORY	6,378.71	52,549.67	55,000.00	2,450.33	96 %
3837 SHELTER RENTALS	1,200.00	3,400.00	2,500.00	-900.00	136 %
3838 Building lease revenue	0.00	11.00	5,111.00	5,100.00	0 %
3839 MISCELLANEOUS REVENUES	62.03	4,114.81	3,500.00	-614.81	118 %
3840 Rental Golf Sets	245.00	1,615.00	2,200.00	585.00	73 %
3841 Ball Field Rentals	3,600.00	8,381.25	5,000.00	-3,381.25	168 %
3910 Insurance Recoveries	0.00	1,833.44	1,850.00	16.56	99 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	58,769.58	78,200.00	19,430.42	75 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	195,000.00	195,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,151,164.63	1,151,164.63	0 %
<b>Account Group Total:</b>	<b>259,877.71</b>	<b>4,619,980.10</b>	<b>6,421,535.63</b>	<b>1,801,555.53</b>	<b>72 %</b>
<b>Fund Total:</b>	<b>259,877.71</b>	<b>4,619,980.10</b>	<b>6,421,535.63</b>	<b>1,801,555.53</b>	<b>72 %</b>

2

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100 GOVERNING BODY EXPENDITURES							
	1019 PROFESSIONAL SERVICES	14,668.19	54,673.37	15,326.63	70,000.00	70,000.00	0.00
	2100 DEPARTMENT SUPPLIES	0.00	632.57	0.00	632.57	2,000.00	1,367.43
	2200 FOOD AND PROVISIONS	4.48	468.15	0.00	468.15	1,500.00	1,031.85
	2600 OFFICE SUPPLIES	33.77	165.36	0.00	165.36	200.00	34.64
	2900 ASSETS NOT CAPITALIZED	0.00	3,870.61	0.00	3,870.61	5,250.00	1,379.39
	3100 TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	3150 CONFERENCE FEES AND SCHOOLS	0.00	300.00	0.00	300.00	2,500.00	2,200.00
	3200 COMMUNICATIONS	0.00	0.00	0.00	0.00	250.00	250.00
	3400 PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
	3700 MARKETING / ADVERTISING	0.00	94.25	0.00	94.25	600.00	505.75
	3800 DATA PROCESSING SERVICES	4.17	498.82	355.78	854.60	1,010.00	155.40
	3950 DUES AND SUBSCRIPTIONS	0.00	2,467.21	0.00	2,467.21	2,500.00	32.79
	3955 Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
	3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	300.00	300.00
	4300 EQUIPMENT RENTAL	0.00	710.00	0.00	710.00	2,600.00	1,890.00
	4990 OTHER CONTRACTED SERVICES	550.00	975.00	6,000.00	6,975.00	7,800.00	825.00
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	1,740.00	1,740.00
	<b>Account Total:</b>	<b>15,260.61</b>	<b>64,855.34</b>	<b>21,682.41</b>	<b>86,537.75</b>	<b>100,350.00</b>	<b>13,812.25</b>
4200 ADMINISTRATION EXPENDITURES							
	1000 SALARIES AND WAGES	20,226.00	284,449.28	0.00	284,449.28	328,594.77	44,145.49
	1003 LONGEVITY PAY	0.00	3,449.00	0.00	3,449.00	5,100.00	1,651.00
	1009 FICA EXPENSE	1,472.38	20,358.56	0.00	20,358.56	25,441.81	5,083.25
	1010 RETIREMENT EXPENSE	1,267.46	20,248.01	0.00	20,248.01	28,955.05	8,707.04
	1011 HEALTH INSURANCE EXPENSE	1,446.68	24,355.51	0.00	24,355.51	33,000.00	8,644.49
	1012 FLEX ADMINISTRATION FEES	6.00	160.60	139.40	300.00	300.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	773.59	8,544.77	0.00	8,544.77	10,800.00	2,255.23
	1014 WORKER'S COMPENSATION	0.00	456.65	0.00	456.65	900.00	443.35
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
	1016 Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
	1017 401K EXPENSE	559.12	8,686.25	0.00	8,686.25	12,500.00	3,813.75
	1019 PROFESSIONAL SERVICES	0.00	15,675.00	0.00	15,675.00	16,700.00	1,025.00
	2100 DEPARTMENT SUPPLIES	168.41	1,206.95	0.35	1,207.30	1,700.00	492.70
	2200 FOOD AND PROVISIONS	66.14	242.50	0.00	242.50	750.00	507.50
	2600 OFFICE SUPPLIES	46.48	1,461.11	0.00	1,461.11	2,000.00	538.89
	2900 ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	3100 TRAVEL	1,030.40	4,291.84	3,024.00	7,315.84	8,000.00	684.16
	3150 CONFERENCE FEES AND SCHOOLS	270.00	4,886.69	0.00	4,886.69	5,500.00	613.31
	3200 COMMUNICATIONS	397.64	5,145.09	1,294.91	6,440.00	8,000.00	1,560.00
	3400 PRINTING	0.00	69.50	0.00	69.50	500.00	430.50
	3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
	3800 DATA PROCESSING SERVICES	43.00	10,174.69	5,372.70	15,547.39	16,400.00	852.61
	3950 DUES AND SUBSCRIPTIONS	195.00	8,527.13	0.00	8,527.13	9,500.00	972.87
	3960 BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	100.00	100.00
	3980 MISCELLANEOUS EXPENSE	0.00	137.01	0.00	137.01	750.00	612.99
	4300 EQUIPMENT RENTAL	0.00	2,319.22	410.08	2,729.30	3,000.00	270.70
	4400 SERVICE & MAINTENANCE CONTRACTS	103.05	9,048.09	0.00	9,048.09	11,000.00	1,951.91
	4500 INSURANCE AND BONDING	0.00	750.00	0.00	750.00	1,000.00	250.00
	4990 OTHER CONTRACTED SERVICES	4,163.57	21,871.87	2,250.00	24,121.87	27,000.00	2,878.13



3

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6620	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	100.00	100.00
<b>Account Total:</b>		<b>32,234.92</b>	<b>456,515.32</b>	<b>15,491.44</b>	<b>472,006.76</b>	<b>564,141.63</b>	<b>92,134.87</b>
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	11,778.78	96,930.26	0.00	98,930.26	122,000.00	23,069.74
1003	LONGEVITY PAY	0.00	2,388.00	0.00	2,388.00	2,500.00	112.00
1009	FICA EXPENSE	894.78	7,661.43	0.00	7,661.43	9,575.00	1,913.57
1010	RETIREMENT EXPENSE	1,201.44	10,334.52	0.00	10,334.52	13,100.00	2,765.48
1011	HEALTH INSURANCE EXPENSE	1,642.89	11,692.77	0.00	11,692.77	16,500.00	4,807.23
1012	FLEX ADMINISTRATION FEES	6.00	112.20	87.80	200.00	200.00	0.00
1014	WORKER'S COMPENSATION	0.00	91.33	0.00	91.33	300.00	208.67
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	300.00	300.00
1017	401K EXPENSE	711.38	4,814.48	0.00	4,814.48	5,500.00	685.52
2100	DEPARTMENT SUPPLIES	201.51	1,443.59	0.35	1,443.94	2,000.00	556.06
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	420.00	420.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	579.28	624.37	0.00	624.37	2,500.00	1,875.63
2900	ASSETS NOT CAPITALIZED	458.48	3,918.06	0.00	3,918.06	6,000.00	2,081.94
3100	TRAVEL	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	338.75	0.00	338.75	1,920.00	1,581.25
3200	COMMUNICATIONS	185.51	1,713.76	336.24	2,050.00	3,000.00	950.00
3400	PRINTING	0.00	501.50	715.00	1,216.50	1,750.00	533.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	166.50	2,041.25	0.00	2,041.25	3,500.00	1,458.75
3800	DATA PROCESSING SERVICES	34.21	4,357.62	1,532.42	5,890.04	8,060.00	2,169.96
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	109.00	91.00	200.00	500.00	300.00
3950	DUES AND SUBSCRIPTIONS	260.43	3,838.58	0.00	3,838.58	4,500.00	661.42
3980	MISCELLANEOUS EXPENSE	0.00	12.00	0.00	12.00	650.00	638.00
4300	EQUIPMENT RENTAL	0.00	1,055.00	0.00	1,055.00	1,750.00	695.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	350.00	0.00	350.00	800.00	450.00
4500	INSURANCE AND BONDING	0.00	262.05	0.00	262.05	300.00	37.95
4990	OTHER CONTRACTED SERVICES	11,145.00	72,695.00	61,607.00	134,302.00	133,760.00	-542.00
4991	Telecommunications Contracted	0.00	0.00	0.00	0.00	7,500.00	7,500.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6620	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>29,266.19</b>	<b>229,285.52</b>	<b>65,369.81</b>	<b>294,655.33</b>	<b>354,635.00</b>	<b>59,979.67</b>
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	915.01	6,184.38	1,218.59	7,402.97	8,000.00	597.03
2140	SEED and SOD	0.00	576.00	0.00	576.00	600.00	24.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	448.00	0.00	448.00	500.00	52.00
2144	MULCH & PINE NEEDLES	0.00	83.82	900.00	983.82	4,000.00	3,016.18
2400	CONSTRUCTION & REPAIR SUPPLIES	599.90	2,302.25	0.00	2,302.25	3,150.00	847.75
2900	ASSETS NOT CAPITALIZED	0.00	6,509.10	0.00	6,509.10	13,500.00	6,990.90
3200	COMMUNICATIONS	150.07	1,612.76	297.24	1,910.00	2,000.00	90.00
3300	UTILITIES	863.88	17,977.59	895.21	18,872.80	27,350.00	8,477.20
3350	Water Utilities	0.00	183.48	0.00	183.48	400.00	216.52

*Comp Plan*

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
	3500 REPAIRS AND MAINTENANCE	7,760.32	31,384.97	6,500.00	37,884.97	49,225.00	11,340.03
	3940 LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
	3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	150.00	150.00
	4300 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00
	4400 SERVICE & MAINTENANCE CONTRACTS	2,422.69	33,838.64	1,365.00	35,203.64	35,250.00	46.36
	4500 INSURANCE AND BONDING	0.00	21,666.82	0.00	21,666.82	25,000.00	3,333.18
	4990 OTHER CONTRACTED SERVICES	0.00	2,998.19	0.00	2,998.19	15,000.00	12,001.81
	5500 CAPITAL OUTLAY EQUIPMENT	0.00	19,867.65	5,500.00	25,367.65	39,750.00	14,382.35
	5700 CAPITAL OUTLAY - LAND IMPR -	0.00	18,067.50	0.00	18,067.50	19,000.00	932.50
	5800 CAPITAL OUTLAY - BUILDINGS &	0.00	26,187.26	29,200.00	55,387.26	65,275.00	9,887.74
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>12,611.87</b>	<b>189,888.41</b>	<b>45,876.04</b>	<b>235,764.45</b>	<b>309,350.00</b>	<b>73,585.55</b>
5100	PUBLIC SAFETY EXPENDITURES						
	4910 SHERIFF CONTRACT	0.00	252,717.88	0.00	252,717.88	400,000.00	147,282.12
	4911 Sheriff Off Duty - Town events	0.00	0.00	0.00	0.00	5,600.00	5,600.00
	4912 Sheriff off-duty for non-profit	0.00	287.08	0.00	287.08	3,000.00	2,712.92
	4920 ANIMAL CONTROL CONTRACT	0.00	5,226.00	0.00	5,226.00	12,500.00	7,274.00
	<b>Account Total:</b>	<b>0.00</b>	<b>258,230.96</b>	<b>0.00</b>	<b>258,230.96</b>	<b>421,100.00</b>	<b>162,869.04</b>
5300	FIRE EXPENSES						
	3956 Fire Inspection Fees	83.50	3,723.50	0.00	3,723.50	10,000.00	6,276.50
	3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
	4900 PINECROFT SEDGEMOUNT FIRE CONTRACT	0.00	680,060.88	0.00	680,060.88	680,070.00	9.12
	5500 CAPITAL OUTLAY EQUIPMENT	0.00	2,038.61	0.00	2,038.61	6,700.00	4,661.39
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>83.50</b>	<b>685,822.99</b>	<b>0.00</b>	<b>685,822.99</b>	<b>696,970.00</b>	<b>11,147.01</b>
5600	STREET MAINTENANCE EXPENDITURES						
	2100 DEPARTMENT SUPPLIES	371.30	1,127.77	0.00	1,127.77	6,000.00	4,872.23
	2400 CONSTRUCTION & REPAIR SUPPLIES	74.80	405.49	3,042.00	3,447.49	3,490.00	42.51
	2500 VEHICLE SUPPLIES	4,983.53	5,191.91	0.00	5,191.91	7,000.00	1,808.09
	2520 FUELS - GAS & OIL	0.00	1,560.43	0.00	1,560.43	3,000.00	1,439.57
	2900 ASSETS NOT CAPITALIZED	0.00	0.00	28,206.64	28,206.64	28,250.00	43.36
	3300 UTILITIES	1,733.24	70,620.88	0.00	70,620.88	134,000.00	63,379.12
	3500 REPAIRS AND MAINTENANCE	0.00	1,669.73	0.00	1,669.73	8,000.00	6,330.27
	3700 MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	300.00	300.00
	3940 LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	3955 Permit Fees	0.00	1,060.00	0.00	1,060.00	1,100.00	40.00
	3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
	4500 INSURANCE AND BONDING	0.00	1,066.20	0.00	1,066.20	1,200.00	133.80
	4980 STORMWATER FEES	0.00	5,681.00	0.00	5,681.00	5,700.00	19.00
	4990 OTHER CONTRACTED SERVICES	0.00	30,727.50	36,406.50	67,134.00	67,174.00	40.00
	5400 CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	32,506.00	32,506.00	32,510.00	4.00
	5500 CAPITAL OUTLAY EQUIPMENT	0.00	11,149.98	0.00	11,149.98	11,500.00	350.02
	5700 CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	187,500.00	187,500.00
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	450.00	450.00
	<b>Account Total:</b>	<b>7,162.87</b>	<b>130,260.89</b>	<b>100,161.14</b>	<b>230,422.03</b>	<b>499,274.00</b>	<b>268,851.97</b>

*Sidewalk  
TH*

5

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL BILL							
	4990 OTHER CONTRACTED SERVICES	0.00	0.00	275,000.00	275,000.00	275,000.00	0.00
	5700 CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>275,000.00</b>	<b>275,000.00</b>	<b>295,000.00</b>	<b>20,000.00</b>
5800 SANITATION EXPENDITURES							
	1000 SALARIES AND WAGES	7,651.53	92,687.13	0.00	92,687.13	114,000.00	21,312.87
	1003 LONGEVITY PAY	0.00	978.00	0.00	978.00	1,500.00	522.00
	1009 FICA EXPENSE	573.42	6,963.18	0.00	6,963.18	8,900.00	1,936.82
	1010 RETIREMENT EXPENSE	783.01	9,574.30	0.00	9,574.30	12,000.00	2,425.70
	1011 HEALTH INSURANCE EXPENSE	2,317.37	27,023.50	0.00	27,023.50	33,000.00	5,976.50
	1012 FLEX ADMINISTRATION FEES	12.00	160.20	239.80	400.00	400.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	767.28	7,761.86	0.00	7,761.86	10,800.00	3,038.14
	1014 WORKER'S COMPENSATION	0.00	6,393.06	0.00	6,393.06	6,950.00	556.94
	1015 Unemployment Compensation	0.00	1,767.11	0.00	1,767.11	2,000.00	232.89
	1017 401K EXPENSE	380.56	4,190.94	0.00	4,190.94	5,000.00	809.06
	2100 DEPARTMENT SUPPLIES	0.00	1,845.33	0.00	1,845.33	5,000.00	3,154.67
	2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
	2500 VEHICLE SUPPLIES	194.04	5,737.06	0.00	5,737.06	8,500.00	2,762.94
	2520 FUELS - GAS & OIL	1,221.24	9,879.98	8,559.59	18,439.57	20,000.00	1,560.43
	3200 COMMUNICATIONS	63.01	605.10	79.90	685.00	1,000.00	315.00
	3400 PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
	3500 REPAIRS AND MAINTENANCE	530.88	5,606.83	0.00	5,606.83	6,500.00	893.17
	3700 MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
	3900 DRUG TESTING & BACKGROUND CHECKS	0.00	444.00	56.00	500.00	500.00	0.00
	3940 LANDFILL FEES/DUMPSTER P/U	5,896.64	50,898.06	9,101.92	60,000.00	60,000.00	0.00
	3945 Recycle Fees	8,209.18	90,113.80	9,428.20	99,542.00	102,000.00	2,458.00
	3980 MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	200.00	164.00
	4500 INSURANCE AND BONDING	0.00	1,572.31	0.00	1,572.31	1,800.00	227.69
	4990 OTHER CONTRACTED SERVICES	414.00	10,148.19	4,586.00	14,734.19	14,750.00	15.81
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>29,014.16</b>	<b>334,385.96</b>	<b>32,051.41</b>	<b>366,437.37</b>	<b>415,500.00</b>	<b>49,062.63</b>
6200 RECREATION EXPENDITURES							
	1000 SALARIES AND WAGES	8,058.41	95,546.04	0.00	95,546.04	107,000.00	11,453.96
	1003 LONGEVITY PAY	0.00	2,120.00	0.00	2,120.00	2,300.00	180.00
	1009 FICA EXPENSE	611.05	7,409.35	0.00	7,409.35	8,500.00	1,090.65
	1010 RETIREMENT EXPENSE	736.99	9,024.44	0.00	9,024.44	10,000.00	975.56
	1011 HEALTH INSURANCE EXPENSE	1,517.18	19,806.30	0.00	19,806.30	22,000.00	2,193.70
	1012 FLEX ADMINISTRATION FEES	6.00	112.20	87.80	200.00	200.00	0.00
	1014 WORKER'S COMPENSATION	0.00	2,054.91	0.00	2,054.91	3,500.00	1,445.09
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
	1017 401K EXPENSE	324.04	3,873.86	0.00	3,873.86	4,300.00	426.14
	2100 DEPARTMENT SUPPLIES	1,350.55	8,471.48	50.10	8,521.58	9,000.00	478.42
	2140 SEED and SOD	444.00	660.00	0.00	660.00	1,000.00	340.00
	2141 CHEMICALS	745.00	3,200.00	0.00	3,200.00	3,200.00	0.00
	2142 FERTILIZER AND LIME	891.00	1,712.00	0.00	1,712.00	1,800.00	88.00
	2143 IRRIGATION SUPPLIES	67.91	67.91	0.00	67.91	800.00	732.09
	2144 MULCH & PINE NEEDLES	1,800.00	2,756.00	900.00	3,656.00	5,500.00	1,844.00
	2145 TOPSOIL (Sand)	841.50	841.50	8.50	850.00	1,500.00	650.00
	2200 FOOD AND PROVISIONS	0.00	44.22	0.00	44.22	50.00	5.78



6

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	749.96	1,310.88	0.00	1,310.88	3,000.00	1,689.12
2500	VEHICLE SUPPLIES	0.00	338.02	0.00	338.02	591.00	252.98
2520	FUELS - GAS & OIL	0.00	1,776.65	0.00	1,776.65	5,000.00	3,223.35
2550	EQUIPMENT SUPPLIES	460.56	3,390.42	0.00	3,390.42	4,500.00	1,109.58
2600	OFFICE SUPPLIES	0.00	51.46	0.00	51.46	300.00	248.54
2900	ASSETS NOT CAPITALIZED	0.00	6,771.00	600.00	7,371.00	6,900.00	-471.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	145.00	0.00	145.00	1,500.00	1,355.00
3200	COMMUNICATIONS	142.03	1,057.91	164.01	1,221.92	2,000.00	778.08
3300	UTILITIES	329.81	11,022.03	0.00	11,022.03	14,500.00	3,477.97
3350	Water Utilities	124.67	182.99	0.00	182.99	650.00	467.01
3500	REPAIRS AND MAINTENANCE	0.00	2,146.38	0.00	2,146.38	2,500.00	353.62
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	0.00	213.65	42.35	256.00	820.00	564.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	345.00	0.00	345.00	370.00	25.00
3990	MISCELLANEOUS EXPENSE	0.00	24.00	0.00	24.00	500.00	476.00
3981	Special Events	0.00	2,635.67	0.00	2,635.67	7,300.00	4,664.33
4101	Library Services	0.00	107,500.00	0.00	107,500.00	107,500.00	0.00
4102	Recreation Services	0.00	12,625.00	0.00	12,625.00	25,250.00	12,625.00
4103	Culture/Historical Services	0.00	4,730.00	0.00	4,730.00	10,500.00	5,770.00
4300	EQUIPMENT RENTAL	-2,520.33	12,966.97	145.42	13,112.39	21,300.00	8,187.61
4400	SERVICE & MAINTENANCE CONTRACTS	180.00	2,880.00	180.00	3,060.00	3,000.00	-60.00
4500	INSURANCE AND BONDING	0.00	1,902.01	0.00	1,902.01	2,000.00	97.99
4990	OTHER CONTRACTED SERVICES	0.00	2,058.04	5,400.00	7,458.04	7,159.00	-299.04
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	6,621.93	6,621.93	6,700.00	78.07
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	0.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>16,860.35</b>	<b>333,773.29</b>	<b>14,700.11</b>	<b>348,473.40</b>	<b>417,290.00</b>	<b>68,816.60</b>
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	23,392.70	293,944.98	0.00	293,944.98	351,200.00	57,255.02
1003	LONGEVITY PAY	0.00	6,834.00	0.00	6,834.00	7,000.00	166.00
1009	FICA EXPENSE	1,641.00	22,300.16	0.00	22,300.16	27,700.00	5,399.84
1010	RETIREMENT EXPENSE	2,236.67	27,125.34	0.00	27,125.34	32,265.00	5,139.66
1011	HEALTH INSURANCE EXPENSE	4,732.46	47,741.07	0.00	47,741.07	51,000.00	3,258.93
1012	FLEX ADMINISTRATION FEES	6.00	106.20	193.80	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	2,675.37	0.00	2,675.37	3,800.00	1,124.63
1014	WORKER'S COMPENSATION	0.00	4,109.82	0.00	4,109.82	5,000.00	890.18
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	1,026.41	10,709.48	0.00	10,709.48	12,800.00	2,090.52
2100	DEPARTMENT SUPPLIES	1,229.74	7,007.81	459.10	7,466.91	8,500.00	1,033.09
2140	SEED and SOD	0.00	836.00	0.00	836.00	2,000.00	1,164.00
2141	CHEMICALS	0.00	38,561.50	1,326.00	39,887.50	40,000.00	112.50
2142	FERTILIZER AND LIME	7,058.00	20,929.12	1,467.00	22,396.12	30,000.00	7,603.88
2143	IRRIGATION SUPPLIES	0.00	1,309.95	1,800.00	3,109.95	7,000.00	3,890.05
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2145	TOPSOIL (Sand)	0.00	6,349.92	2,000.00	8,349.92	10,000.00	1,650.08
2155	TEE AND GREEN SUPPLIES	0.00	3,464.17	100.00	3,564.17	4,000.00	435.83
2200	FOOD AND PROVISIONS	72.92	72.92	0.00	72.92	200.00	127.08

*Reclass to 6300*

7

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	1,827.50	3,727.68	0.00	3,727.68	5,000.00	1,272.32
2500	VEHICLE SUPPLIES	0.00	274.17	0.00	274.17	500.00	225.83
2520	FUELS - GAS & OIL	1,272.50	10,311.49	10,766.18	21,077.67	22,000.00	922.33
2550	EQUIPMENT SUPPLIES	3,580.87	13,647.17	21,232.64	34,879.81	36,500.00	1,620.19
2600	OFFICE SUPPLIES	0.00	77.02	0.00	77.02	300.00	222.98
2900	ASSETS NOT CAPITALIZED	954.24	3,736.86	2,200.00	5,936.86	7,300.00	1,363.14
3100	TRAVEL	0.00	0.00	0.00	0.00	100.00	100.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	100.00	100.00
3200	COMMUNICATIONS	276.55	3,011.83	1,163.17	4,175.00	5,500.00	1,325.00
3300	UTILITIES	808.43	11,993.28	243.70	12,236.98	17,750.00	5,513.02
3350	Water Utilities	151.80	210.12	0.00	210.12	650.00	439.88
3500	REPAIRS AND MAINTENANCE	5,640.05	27,445.23	1,060.00	28,505.23	32,800.00	4,294.77
3700	MARKETING / ADVERTISING	0.00	150.00	0.00	150.00	1,000.00	850.00
3800	DATA PROCESSING SERVICES	0.00	427.46	472.54	900.00	900.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	325.00	541.00	659.00	1,200.00	1,500.00	500.00
3940	LANDFILL FEES/DUMPSTER P/U	151.05	2,228.83	0.00	2,228.83	5,000.00	2,771.17
3950	DUES AND SUBSCRIPTIONS	0.00	999.99	0.00	999.99	2,000.00	1,000.01
3980	MISCELLANEOUS EXPENSE	0.00	310.00	0.00	310.00	500.00	190.00
4300	EQUIPMENT RENTAL <i>Part is reclass from 6200</i>	7,503.51	58,960.06	1,936.12	60,896.18	63,000.00	2,103.82
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	2,996.00	1,251.30	4,247.30	4,250.00	2.70
4500	INSURANCE AND BONDING	0.00	10,638.05	0.00	10,638.05	11,000.00	361.95
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	0.00	5,724.00	0.00	5,724.00	6,000.00	276.00
5500	CAPITAL OUTLAY EQUIPMENT <i>Gift list</i>	7,502.20	7,502.20	0.00	7,502.20	8,000.00	497.80
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	60,029.88	27,650.00	87,679.88	89,700.00	2,020.12
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>71,389.60</b>	<b>719,020.13</b>	<b>75,980.55</b>	<b>795,000.68</b>	<b>917,215.00</b>	<b>122,214.32</b>
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	19,901.67	224,898.03	0.00	224,898.03	258,500.00	33,601.97
1003	LONGEVITY PAY	0.00	2,260.00	0.00	2,260.00	2,300.00	40.00
1009	FICA EXPENSE	1,529.44	17,465.72	0.00	17,465.72	20,000.00	2,534.28
1010	RETIREMENT EXPENSE	1,182.02	14,607.71	0.00	14,607.71	16,950.00	2,342.29
1011	HEALTH INSURANCE EXPENSE	2,275.76	29,709.74	0.00	29,709.74	33,000.00	3,290.26
1012	FLEX ADMINISTRATION FEES	0.00	0.00	60.00	60.00	60.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	4,540.92	0.00	4,540.92	8,800.00	4,259.08
1014	WORKER'S COMPENSATION	0.00	913.29	0.00	913.29	2,000.00	1,086.71
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	521.58	6,214.13	0.00	6,214.13	6,850.00	635.87
2100	DEPARTMENT SUPPLIES	217.09	6,590.75	703.97	7,294.72	9,500.00	2,205.28
2101	Grill Supplies	190.46	1,778.00	3,692.35	5,470.35	8,500.00	3,029.65
2156	RANGE SUPPLIES	0.00	4,841.67	0.00	4,841.67	5,500.00	658.33
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	345.87	0.00	345.87	1,000.00	654.13
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	70.60	539.85	0.00	539.85	1,000.00	460.15
2700	GOLF INVENTORY FOR RESALE	2,640.73	32,111.44	5,751.85	37,863.29	38,900.00	1,036.71
2705	Golf Special Orders - Purchases	0.00	5,033.14	2,050.34	7,083.48	10,300.00	3,216.52
2710	CONCESSION INVENTORY RESALE	3,519.57	25,832.69	4,414.80	30,247.49	52,000.00	21,752.51
2715	Food purchased not in inventory	1,379.37	8,354.09	3,831.60	12,185.69	22,000.00	9,814.31

8

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	0.00	134.99	3,728.00	3,862.99	3,900.00	37.01
3100	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
3200	COMMUNICATIONS	794.36	8,595.57	979.43	9,575.00	11,000.00	1,425.00
3300	UTILITIES	1,001.63	12,146.65	774.86	12,921.51	16,000.00	3,078.49
3350	Water Utilities	118.06	176.38	0.00	176.38	500.00	323.62
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	1,438.30	2,494.87	0.00	2,494.87	3,000.00	505.13
3700	MARKETING / ADVERTISING	60.40	759.40	60.60	820.00	6,000.00	5,180.00
3800	DATA PROCESSING SERVICES	149.68	7,078.54	7,221.14	14,299.68	16,650.00	2,350.32
3900	DRUG TESTING & BACKGROUND CHECKS	109.00	338.00	1,662.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	142.04	1,672.19	0.00	1,672.19	3,600.00	1,927.81
3950	DUES AND SUBSCRIPTIONS	0.00	643.95	0.00	643.95	800.00	156.05
3955	Permit Fees	0.00	220.00	0.00	220.00	200.00	-20.00
3960	BANK AND MERCHANT FEES	2,072.11	18,685.03	1,812.86	20,497.89	21,500.00	1,002.11
3980	MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	250.00	214.00
4300	EQUIPMENT RENTAL	146.81	2,306.48	148.79	2,455.27	4,500.00	2,044.73
4310	GOLF CART RENTALS	5,327.28	58,600.08	5,327.28	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	2,138.94	16,931.96	0.00	16,931.96	17,000.00	68.04
4400	SERVICE & MAINTENANCE CONTRACTS	935.68	12,591.48	535.68	13,127.16	16,000.00	2,872.84
4500	INSURANCE AND BONDING	0.00	12,031.05	0.00	12,031.05	12,000.00	-31.05
4990	OTHER CONTRACTED SERVICES	0.00	2,195.78	0.00	2,195.78	4,000.00	1,804.22
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>47,862.58</b>	<b>543,675.44</b>	<b>42,755.55</b>	<b>586,430.99</b>	<b>704,210.00</b>	<b>117,779.01</b>
8000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	23,706.39	138,430.13	0.00	138,430.13	153,250.00	14,819.87
7200	DEBT INTEREST PAYMENTS	3,398.33	18,240.87	0.00	18,240.87	19,750.00	1,509.13
<b>Account Total:</b>		<b>27,104.72</b>	<b>156,671.00</b>	<b>0.00</b>	<b>156,671.00</b>	<b>173,000.00</b>	<b>16,329.00</b>
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	454,489.59	551,588.66	0.00	551,588.66	553,500.00	1,911.34
<b>Account Total:</b>		<b>454,489.59</b>	<b>551,588.66</b>	<b>0.00</b>	<b>551,588.66</b>	<b>553,500.00</b>	<b>1,911.34</b>
<b>Account Group Total:</b>		<b>743,340.96</b>	<b>4,653,973.91</b>	<b>689,068.46</b>	<b>5,343,042.37</b>	<b>6,421,535.63</b>	<b>1,078,493.26</b>
<b>Fund Total:</b>		<b>743,340.96</b>	<b>4,653,973.91</b>	<b>689,068.46</b>	<b>5,343,042.37</b>	<b>6,421,535.63</b>	<b>1,078,493.26</b>

*repair  
ice maker*

*\$453,500 to Rec. maint. facility CP*



9

06/09/21  
09:30:42

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 21

Page: 2 of 5  
Report ID: B110

11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	0.44	28.51	100.00	71.49	29 %
3981 TRANSFER FROM GENERAL FUND	989.59	98,088.66	100,000.00	1,911.34	98 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	107,100.00	107,100.00	0 %
<b>Account Group Total:</b>	<b>990.03</b>	<b>98,117.17</b>	<b>207,200.00</b>	<b>109,082.83</b>	<b>47 %</b>
<b>Fund Total:</b>	<b>990.03</b>	<b>98,117.17</b>	<b>207,200.00</b>	<b>109,082.83</b>	<b>47 %</b>

06/09/21  
09:30:09

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 5 / 21

Page: 8 of 12  
Report ID: 5100B

10

11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	129,000.00	187,769.58	0.00	187,769.58	207,200.00	19,430.42
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>129,000.00</b>	<b>187,769.58</b>	<b>0.00</b>	<b>187,769.58</b>	<b>207,200.00</b>	<b>19,430.42</b>
	<b>Account Group Total:</b>	<b>129,000.00</b>	<b>187,769.58</b>	<b>0.00</b>	<b>187,769.58</b>	<b>207,200.00</b>	<b>19,430.42</b>
	<b>Fund Total:</b>	<b>129,000.00</b>	<b>187,769.58</b>	<b>0.00</b>	<b>187,769.58</b>	<b>207,200.00</b>	<b>19,430.42</b>

Transfer to Rec Maint. Facility CA

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	110.78	3,220.75	3,200.00	-20.75	101 %
3710 UTILITY CHARGE - WATER	73,453.49	811,079.71	905,000.00	93,920.29	90 %
3720 UTILITY CHARGE - SEWER	98,795.09	2,199,046.60	2,508,000.00	308,953.40	88 %
3741 Meter Fee	300.00	4,520.00	4,200.00	-320.00	108 %
3742 System Development Fees to be transferred	3,075.00	38,375.00	35,300.00	-3,075.00	109 %
3743 System Admin / Installation fee	100.00	1,100.00	1,000.00	-100.00	110 %
3745 Connection Fees - Water and Sewer	1,100.00	11,100.00	10,000.00	-1,100.00	111 %
3750 NONPAYMENT / RECONNECTION FEES	1,300.00	12,350.00	12,100.00	-250.00	102 %
3755 Return Check Fees	75.00	375.00	350.00	-25.00	107 %
3760 LATE FEES	1,720.00	16,809.20	23,000.00	6,190.80	73 %
3765 CREDIT CARD ADMINISTRATION FEES	47.55	299.89	800.00	500.11	37 %
3831 INVESTMENT EARNINGS	135.80	23,668.35	30,000.00	6,311.65	79 %
3839 MISCELLANEOUS REVENUES	0.00	416.00	400.00	-16.00	104 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	122,237.29	123,000.00	762.71	99 %
3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE	0.00	1,758,125.00	1,800,000.00	41,875.00	98 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,019,515.00	1,019,515.00	0 %
<b>Account Group Total:</b>	<b>180,215.71</b>	<b>5,002,742.79</b>	<b>6,475,865.00</b>	<b>1,473,122.21</b>	<b>77 %</b>
<b>Fund Total:</b>	<b>180,215.71</b>	<b>5,002,742.79</b>	<b>6,475,865.00</b>	<b>1,473,122.21</b>	<b>77 %</b>

12

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	47,464.01	549,863.47	0.00	549,863.47	674,500.00	124,636.53
1003	LONGEVITY PAY	0.00	12,188.00	0.00	12,188.00	12,450.00	262.00
1009	FICA EXPENSE	3,620.95	42,918.78	0.00	42,918.78	51,875.00	8,956.22
1010	RETIREMENT EXPENSE	4,841.31	57,028.39	0.00	57,028.39	64,900.00	7,871.62
1011	HEALTH INSURANCE EXPENSE	8,373.30	107,073.54	0.00	107,073.54	118,050.00	10,976.46
1012	FLEX ADMINISTRATION FEES	18.00	337.60	462.40	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	773.18	8,874.50	0.00	8,874.50	11,700.00	2,825.50
1014	WORKER'S COMPENSATION	0.00	9,359.94	0.00	9,359.94	10,000.00	640.06
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	2,130.48	25,159.38	0.00	25,159.38	27,725.00	2,565.62
1019	PROFESSIONAL SERVICES	0.00	11,325.00	0.00	11,325.00	11,350.00	25.00
2100	DEPARTMENT SUPPLIES	2,270.54	20,508.38	1,675.42	22,183.80	30,000.00	7,816.20
2105	WATER METERS	0.00	31,166.16	0.00	31,166.16	32,000.00	833.84
2200	FOOD AND PROVISIONS	0.00	286.04	0.00	286.04	1,000.00	713.96
2400	CONSTRUCTION & REPAIR SUPPLIES	233.84	9,372.42	13,220.00	22,592.42	22,600.00	7.58
2500	VEHICLE SUPPLIES	126.05	4,136.13	0.00	4,136.13	7,500.00	3,363.87
2520	FUELS - GAS & OIL	1,844.76	17,810.44	3,729.02	21,539.46	22,000.00	460.54
2550	EQUIPMENT SUPPLIES	0.00	2,336.50	1,966.53	4,303.03	5,000.00	696.97
2600	OFFICE SUPPLIES	645.74	1,380.86	0.00	1,380.86	2,000.00	619.14
2750	PURCHASE OF WATER	19,566.30	206,498.88	0.00	206,498.88	340,000.00	133,501.12
2755	Water Transmission Fees	2,058.75	19,978.15	0.00	19,978.15	26,000.00	6,021.85
2900	ASSETS NOT CAPITALIZED	958.40	14,120.10	550.00	14,670.10	25,200.00	10,529.90
3100	TRAVEL	0.00	0.00	0.00	0.00	2,250.00	2,250.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	2,455.00	0.00	2,455.00	7,500.00	5,045.00
3200	COMMUNICATIONS	2,219.33	23,711.11	4,278.89	27,990.00	33,500.00	5,510.00
3300	UTILITIES	823.77	13,371.27	0.00	13,371.27	15,000.00	1,628.73
3350	Water Utilities	0.00	296.44	0.00	296.44	500.00	203.56
3400	PRINTING	358.74	4,027.94	703.06	4,731.00	7,000.00	2,269.00
3500	REPAIRS AND MAINTENANCE	6,929.24	16,239.80	1,420.00	17,659.80	25,000.00	7,340.20
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	72.08	13,340.17	6,239.26	19,579.43	23,750.00	4,170.57
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	369.00	1,631.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	580.13	0.00	580.13	1,400.00	819.87
3950	DUES AND SUBSCRIPTIONS	0.00	3,091.63	0.00	3,091.63	3,000.00	-91.63
3955	Permit Fees	0.00	3,235.00	0.00	3,235.00	5,000.00	1,765.00
3960	BANK AND MERCHANT FEES	971.30	10,307.20	2,422.42	12,729.62	14,000.00	1,270.38
3980	MISCELLANEOUS EXPENSE	27.00	265.00	0.00	265.00	1,500.00	1,235.00
4300	EQUIPMENT RENTAL	0.00	9,623.06	410.14	10,033.20	12,500.00	2,466.80
4400	SERVICE & MAINTENANCE CONTRACTS	1,978.05	45,145.06	2,890.62	48,035.68	50,000.00	1,964.32
4401	NC811 Fees	216.75	1,967.25	258.50	2,225.75	3,000.00	774.25
4500	INSURANCE AND BONDING	0.00	47,184.21	0.00	47,184.21	48,000.00	815.79
4950	LAB TESTING	140.00	2,607.00	6,393.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	56,318.56	534,597.04	0.00	534,597.04	800,000.00	265,402.96
4990	OTHER CONTRACTED SERVICES	549.07	61,526.75	53,484.52	115,011.27	230,000.00	114,988.73
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	42,287.73	87,898.89	130,186.62	142,000.00	11,813.38
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,867.04	0.00	5,867.04	5,900.00	32.96
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	155,000.00	150,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	955.00	2,104,839.87	0.00	2,104,839.87	2,676,810.00	571,970.13

Replace hydrant

06/09/21  
09:30:09

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 5 / 21

Page: 10 of 12  
Report ID: B1005

13

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	43,955.60	0.00	43,955.60	45,100.00	1,144.40
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
6810	Payments for Odor Control Project	0.00	7,290.92	0.00	7,290.92	22,000.00	14,709.08
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.83	50,003.32	0.00	50,003.32	50,005.00	1.68
7200	DEBT INTEREST PAYMENTS	2,042.01	8,621.82	0.00	8,621.82	9,000.00	378.18
9600	TRANSFERS TO OTHER FUNDS	0.00	443,132.00	0.00	443,132.00	443,500.00	368.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>181,027.34</b>	<b>4,773,898.30</b>	<b>195,633.67</b>	<b>4,969,531.97</b>	<b>6,475,865.00</b>	<b>1,506,333.03</b>
<b>Account Group Total:</b>		<b>181,027.34</b>	<b>4,773,898.30</b>	<b>195,633.67</b>	<b>4,969,531.97</b>	<b>6,475,865.00</b>	<b>1,506,333.03</b>
<b>Fund Total:</b>		<b>181,027.34</b>	<b>4,773,898.30</b>	<b>195,633.67</b>	<b>4,969,531.97</b>	<b>6,475,865.00</b>	<b>1,506,333.03</b>

38

06/09/21  
09:30:42

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 21

Page: 4 of 5  
Report ID: B110

14

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	4.58	126.96	7,000.00	6,873.04	2 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	32,850.00	32,850.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	83,150.00	83,150.00	0 %
<b>Account Group Total:</b>	<b>4.58</b>	<b>32,976.96</b>	<b>123,000.00</b>	<b>90,023.04</b>	<b>27 %</b>
<b>Fund Total:</b>	<b>4.58</b>	<b>32,976.96</b>	<b>123,000.00</b>	<b>90,023.04</b>	<b>27 %</b>



06/09/21  
09:30:10

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 5 / 21

Page: 11 of 12  
Report ID: B100B

15

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
	Account Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
	Account Group Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
	Fund Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71

06/09/21  
09:30:42

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 21

16  
Page: 5 of 5  
Report ID: B110

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3744 Transfer from W/S - System Development Fees	0.00	0.00	35,300.00	35,300.00	0 %
3831 INVESTMENT EARNINGS	0.60	202.35	300.00	97.65	67 %
3996 TRANSFER FROM ENTERPRISE FUNDS	0.00	410,282.00	410,500.00	218.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,389,200.00	1,389,200.00	0 %
<b>Account Group Total:</b>	<b>0.60</b>	<b>410,484.35</b>	<b>1,835,300.00</b>	<b>1,424,815.65</b>	<b>22 %</b>
<b>Fund Total:</b>	<b>0.60</b>	<b>410,484.35</b>	<b>1,835,300.00</b>	<b>1,424,815.65</b>	<b>22 %</b>
<b>Grand Total:</b>	<b>441,088.63</b>	<b>10,164,301.37</b>	<b>15,062,900.63</b>	<b>4,898,599.26</b>	<b>67 %</b>

06/09/21  
09:30:10

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 5 / 21

Page: 12 of 12  
Report ID: B100B

17

61 WATER AND SEWER CAPITAL RESERVE FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0						
9600 OTHER FINANCING USES						
9600 TRANSFERS TO OTHER FUNDS	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
9600 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	35,300.00	35,300.00
<b>Account Total:</b>	<b>0.00</b>	<b>1,758,125.00</b>	<b>0.00</b>	<b>1,758,125.00</b>	<b>1,835,300.00</b>	<b>77,175.00</b>
<b>Account Group Total:</b>	<b>0.00</b>	<b>1,758,125.00</b>	<b>0.00</b>	<b>1,758,125.00</b>	<b>1,835,300.00</b>	<b>77,175.00</b>
<b>Fund Total:</b>	<b>0.00</b>	<b>1,758,125.00</b>	<b>0.00</b>	<b>1,758,125.00</b>	<b>1,835,300.00</b>	<b>77,175.00</b>
<b>Grand Total:</b>	<b>1,053,368.30</b>	<b>11,496,004.08</b>	<b>884,702.13</b>	<b>12,380,706.21</b>	<b>15,062,900.63</b>	<b>2,682,194.42</b>

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Golf report for May 2021

**AGENDA ITEM #:** II-G

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

Attached is the report of golf operations for May 2021. The golf course was shut down for 7 days in May 2020 for Covid. Thus we would expect to see an increase in golf revenues in May 2021, just based on the number of days open. But due to an increase in golf rounds played of 1716, there is an increase in revenues of 114% from May 2020 to May 2021.

Total revenues for the month of May 2021 were \$123,084 and operating expenditures were \$111,751. Thus there was a net operating gain of \$11,333 for the month. In May 2020, there was an operating loss of \$35,488.

Rounds of play continue to be impressive. For the 11 months of fiscal year end 6-30-21 there have been 27,976 rounds played. For this same time period in 2020, there were 18,792 played. However the course was closed for 43 days in 2020 for Covid. The rounds played for 11 months in 2019 amounted to 22,368. That is a 25% increase over 2019 rounds.

**ATTACHMENTS:** Golf Report for May 2021

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Summary  
FYE 6/30/21

	<u>May 2021</u>	<u>May 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
<i>Golf Course Operating Revenues</i>	123,084	57,635	65,449	113.56%	953,134	617,520	335,614	54.35%
<i>Golf Course Maintenance Expenditures (before capital outlay)</i>	63,888	60,782	3,106	5.11%	651,488	582,915	68,573	11.76%
<i>Golf Course Golf Shop Expenditures (before capital outlay)</i>	<u>47,863</u>	<u>32,341</u>	<u>15,522</u>	47.99%	<u>543,675</u>	<u>447,423</u>	<u>96,252</u>	21.51%
<i>Net exp &lt; or &gt; rev before Capital Outlay</i>	11,333	(35,488)	46,821		(242,029)	(412,818)	170,789	
<i>Capital Outlay</i>	<u>7,502</u>	<u>23,760</u>	(16,258)		<u>67,532</u>	<u>25,960</u>	(41,572)	
<i>Net expenditures &lt; or &gt; revenues</i>	<u>3,831</u>	<u>(59,248)</u>	63,079	106.47%	<u>(309,561)</u>	<u>(438,778)</u>	129,217	29.45%
<i>Golf Rounds Played (not including complimentary play)</i>	3,341	1,625			27,976	18,792		
<i>Bad Weather Days (1)</i>	3	4			72	85		
<i>Days closed for aerification, covered greens, COVID</i>	-	9			4	52		
		COVID						
<i>Golf course employees paid during the month:</i>								
<i>Full-time positions</i>	9	8						
<i>Part-time hours</i>	985	394						

(1) - Defined as rain, snow, 49 degrees or below, 95 degrees or above

ht

**Jamestown Park Golf Course Revenues**  
**Revenues**  
**FYE 6/30/21**

	<u>May 2021</u>	<u>May 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
Greens	64,943	31,009	33,934	109.43%	490,229	322,123	168,106	52.19%
Cart Rentals	34,080	14,924	19,156	128.36%	271,658	161,924	109,734	67.77%
Pull Carts	15	20	(5)	-25.00%	299	186	113	60.75%
Driving Range	6,796	3,017	3,779	125.26%	52,024	29,541	22,483	76.11%
Sales - Golf Shop Inventory	6,379	4,787	1,592	33.26%	58,803	36,354	22,449	61.75%
Sales - Golf Shop Concessions	10,626	3,878	6,748	174.01%	78,206	59,307	18,899	31.87%
Golf Clubhouse Rental Fees	245	-	245	100.00%	1,915	8,085	(6,170)	-76.31%
Ins Recoveries	<u>-</u>	<u>-</u>			<u>-</u>	<u>-</u>		
	<u>123,084</u>	<u>57,635</u>	65,449	113.56%	<u>953,134</u>	<u>617,520</u>	335,614	54.35%

Note: The golf course was shut down for 7 days in May 2020 for Covid.



Jamestown Park Golf Course Operations  
 Golf Maintenance Expenditures  
 FYE 6/30/21

	<u>May 2021</u>	<u>May 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries &amp; Employee Benefits</i>	33,035	41,477	(8,442)	-20.35% (1)	415,546	391,747	23,799	6.08%
<i>Supplies &amp; Materials</i>	15,996	13,030	2,966	22.76% (2)	110,306	100,490	9,816	9.77%
<i>Contractual Services</i>	7,504	4,612	2,892	62.71% (3)	78,318	64,943	13,375	20.59%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>7,353</u>	<u>1,663</u>	<u>5,690</u>	342.15% (4)	<u>47,318</u>	<u>25,735</u>	<u>21,583</u>	83.87%
<i>Total Exp before Capital Outlay</i>	<u>63,888</u>	<u>60,782</u>	<u>3,106</u>	5.11%	<u>651,488</u>	<u>582,915</u>	<u>68,573</u>	11.76%
<i>Capital Outlay</i>	<u>7,502</u>	<u>-</u>	<u>7,502</u>		<u>67,532</u>	<u>2,200</u>	<u>65,332</u>	
	<u>71,390</u>	<u>60,782</u>	<u>10,608</u>	17.45%	<u>719,020</u>	<u>585,115</u>	<u>133,905</u>	22.89%

Explanations for Variances:

- (1) There were 3 payrolls in May 2020 and 2 payrolls in May 2021.
- (2) Increase in fuel costs; also more equipment repairs being done
- (3) In May 2021, an adjustment was made between the Recreation and Golf Maintenance departments to correct a posted payment for leased equipment from the prior month. This accounts for the increase in May.
- (4) There was approximately \$5,600 expended on repairs to the irrigation pumps in May 2021.

Jamestown Park Golf Course Operations  
 Golf Shop Expenditures  
 FYE 6/30/21

	<u>May 2021</u>	<u>May 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries &amp; Employee Benefits</i>	25,410	22,806	2,604	11.42% (1)	300,610	236,916	63,694	26.88%
<i>Supplies &amp; Materials</i>	8,018	1,658	6,360	383.59% (2)	85,561	67,933	17,628	25.95%
<i>Contractual Services</i>	8,549	797	7,752	972.65% (3)	104,657	95,802	8,855	9.24%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>5,886</u>	<u>7,080</u>	<u>(1,194)</u>	-16.86%	<u>52,847</u>	<u>46,772</u>	<u>6,075</u>	12.99%
<i>Total Exp before Capital Outlay</i>	<u>47,863</u>	<u>32,341</u>	<u>15,522</u>	47.99%	<u>543,675</u>	<u>447,423</u>	<u>96,252</u>	21.51%
<i>Capital Outlay</i>	<u>-</u>	<u>23,760</u>	<u>(23,760)</u>		<u>-</u>	<u>23,760</u>	<u>(23,760)</u>	
	<u>47,863</u>	<u>56,101</u>	<u>(8,238)</u>	-14.68%	<u>543,675</u>	<u>471,183</u>	<u>72,492</u>	15.39%

Explanations for Variances:

- (1) More PT hours needed as rounds have increased
- (2) Increase in golf inventory for resale and grill food & supplies
- (3) Due to the course being closed in April 2020, there was no sales tax paid on usage of carts; also 2 golf cart lease payments were made in April 2020, thus none in May 2020.

**Grill Operations  
FYE 6/30/21**

	<u>May 2021</u>	<u>YTD FYE 6/30/21</u>	<u>May 2020</u>	<u>YTD FYE 6/30/20</u>
Golf Shop Grill Revenues	10,626	78,206	3,878	59,307
Golf Shop Rental Revenue	-	300	-	8,085
	<u>10,626</u>	<u>78,506</u>	<u>3,878</u>	<u>67,392</u>
 Expenditures:				
Wages	3,062	37,951	4,092	34,413
FICA	234	2,952	313	2,634
Benefits	1,355	15,534	1,021	12,366
Grill supplies	190	1,778	-	1,663
Food & beverage purchases	4,899	34,187	592	19,352
	<u>9,740</u>	<u>92,402</u>	<u>6,018</u>	<u>70,428</u>
	<u>886</u>	<u>(13,896)</u>	<u>(2,140)</u>	<u>(3,036)</u>

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

---

ITEM ABSTRACT: Notification of Advances Outstanding at 4/30/21 for sidewalk projects      AGENDA ITEM#:      II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

---

MEETING DATE: June 15, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

---

**SUMMARY:**

At the February 15, 2020 Town Council meeting, approval was done to allow the Town Manager or designee to make cash advances from the General Fund to the sidewalk capital project funds in order to pay the construction invoices. These will be reimbursed by NCDOT for all allowable expenditures.

The Town's budget ordinance states that Council must be notified of any advances that will not be repaid within 60 days.

The current balance of advances to cover invoices paid for which reimbursement has been requested but not yet received are as follows:

East Main Street (Lydia) sidewalk project - \$591,775

East Fork Road sidewalk & pedestrian bridge project - \$62,563

Note: We have received reimbursements on all but 2 of our requests from NCDOT. There are other amounts that have been paid but reimbursement not yet requested due to other factors that we are waiting on.

---

**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Budget Amendment #25

**AGENDA ITEM #:** II-I

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

This amendment increases the budget for legal services due to additional services needed for the Lori Herron matter and the demolition of 301 Lee Street. We believe there will be significant time spent by our Town attorneys during the month of June on these matters.

This amendment increases the amount of transfer from the General Fund to the Recreational Maintenance Facility capital project, specifically due to the cost of doing borings.

This amendment increases the budget for the transfer of System Development fees - which must be transferred at the end of each fiscal year to the Water & Sewer Capital Reserve Fund. In addition, it is correcting a budget amendment entry from last month.

**ATTACHMENTS:** Budget Amendment #25

**RECOMMENDATION/ACTION NEEDED:** Approve budget amendment #25

**BUDGETARY IMPACT:** \$31,800 General Fund; \$34,280 Water/Sewer Fund

**SUGGESTED MOTION:** Approve budget amendment #25

**FOLLOW UP ACTION NEEDED:**

**FYE 6/30/21  
BUDGET AMENDMENT #25**

		<u>Debit</u>	<u>Credit</u>
<b>Fund 10:</b>			
a. Professional Services (legal fees)	10-4100-1019	31,800.00	
Appropriated Fund Balance	10-3991		31,800.00
To increase budget for legal services due to additional services for the Lori Herron matter and 301 Lee Street			
b. Transfer to Recreational Maintenance Facility Capital Project	10-9600-9600	1,500.00	
Capital outlay - buildings	10-6300-5800		1,500.00
To increase budget for transfer to Rec Maint CPO; borings were more than anticipated			
<hr/>			
<b>Fund 30:</b>			
a. Transfer to Other Funds - (to correct prior amendment done in May)	30-7100-9600	35,300.00	
Net Position Appropriated - (correct prior amendment done in May)	30-3992		35,300.00
Transfer to Other Funds	30-7100-9600	3,075.00	
System Development Fees	30-3742		3,075.00
Meter Fee	30-3741		920.00
System Admin / Installation Fee	30-3743		100.00
Net Position Appropriated	30-3992	1,020.00	
To adjust budget to set up for transfer of additional system development fees rec'd, as well as to correct budget amendment #23 from prior month.			
<hr/>			
<b>Fund 61:</b>			
a. Reserve for Future Expenditures	61-9600-9800	4,000.00	
Transfer from W/S - System Development Fees	61-3744		4,000.00
Set up budget for transferring fees to W/S Capital Reserve; additional fees came in since the budget amendment done in May.			



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Resolution honoring Steve Monroe's Service as an ETJ PB Member      **AGENDA ITEM #:** IV

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

---

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

---

**SUMMARY:**

Steve Monroe was initially appointed to serve as an Extraterritorial Jurisdiction (ETJ) Member on the Planning Board in January 2015. He was reappointed to serve an additional term in December 2019. Unfortunately, he can no longer serve on the Board because he has moved outside of the Town's limits. He completed over six years of exemplary service on the Board. The Town of Jamestown and its residents have greatly benefited from Monroe's dedication to the Town.

---

**ATTACHMENTS:** Resolution honoring Steve Monroe's service as an ETJ Planning Board Member

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION HONORING STEPHEN "STEVE" MONROE**

**WHEREAS**, Steve Monroe has given of his time and talents serving on the Town of Jamestown Planning Board as an ETJ Member from January 2015 to May 2021; and

**WHEREAS**, he has contributed to constructive change throughout the Town of Jamestown and the ETJ area through his involvement on the Planning Board; and

**WHEREAS**, he has a plethora of unique interests and the residents of the Town of Jamestown have greatly benefited as a result of his desire to serve; and

**WHEREAS**, his sincere concern for equality of opportunity for everyone in the community, no matter their circumstance or background, was apparent to everyone around him; and

**WHEREAS**, he volunteered to serve as a Comprehensive Plan Steering Committee Member; and

**WHEREAS**, the updated Comprehensive Plan will be used by the Planning Board to help guide difficult decisions for the next decade; and

**WHEREAS**, his service in both his public and private life has been given willingly and cheerfully, and he has contributed immeasurably to the success of community endeavors and to the betterment of the quality of life for many of his fellow citizens;

**NOW, THEREFORE**, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express our deep appreciation to Steve Monroe for his distinguished years of service and do extend our best wishes in the next chapter of his life.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be spread upon the pages of the official minute book of the Town of Jamestown to stand as a tribute to the work and service of Steve Monroe.

Adopted this the 15<sup>th</sup> day of June, 2021.

---

Mayor 5. Lynn Montgomery



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of Parks and Rec Committee Members

**AGENDA ITEM #:** V-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

**SUMMARY:**

There are currently three vacancies on the Parks and Recreation Committee. The following citizens have submitted their applications for consideration for appointment: Charles Clapp, Jr., Amy Reese, Phyllis Bridges, Summer Foster, Denise Bowie, and Peggy Levi. Parks and Rec Members serve for two-year terms.

Charles Clapp, Jr. and Amy Reese are both currently serving as Parks and Rec. Alternates. Clapp was appointed in August 2018 and Reese was appointed in May 2019. They were also both involved with the update to the Parks and Recreation Master Plan. They are willing to serve as full-time Committee Members. However, Council will need to appoint two new Parks and Rec Alternates if they are selected for appointment.

Staff recommends that Council appoint three people to serve on the Parks and Rec Committee and that Council appoint two new Parks and Rec Alternates if necessary.

**ATTACHMENTS:** Applications for Clapp, Reese, Bridges, Foster, Bowie, & Levi

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council appoint new Parks and Rec Members/Alternates

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to appoint Parks and Rec Members.  
Council Member makes a motion to appoint Parks and Rec Alternates (if needed).

**FOLLOW UP ACTION NEEDED:** N/A

Appointed as an Alt. - Aug. 2018



**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES**

Name CHARLES R. CLAPP JR.

Gender:  Male  Female Birthdate: 8/24/58 E mail CHAZSS50@YAHOO.COM

Home Phone: 336 804 0881 Daytime Phone: 336-454-2638 Fax: \_\_\_\_\_

Home Address: 104 NEWBERRY ST JAMESTOWN NC

How long have you been a resident of Jamestown? 2 yrs current / Grew up and graduated in Jamestown

Current Occupation/Title: RETIRED  
Employer/Business Name: \_\_\_\_\_ (6th Generation NC)  
Business Address and Zip: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Education: High School ( ) College ( ) Graduate School ( ) Other ( ) Degree/Subject of Study:  
RAGSDALE HS CLASS OF 1976 School/Name Years Attended:  
UNIV OF PHOENIX AA DEGREE 2001

BOARD/COMMITTEE APPLYING FOR (list one): PARKS & REC -

List the Board or Committee on which you currently serve and your term expiration date:  
- NONE -

What are your qualifications for serving on the Board/Committee for which you are applying?  
WORKED SUMMERS AT JAMESTOWN GOLF COURSE - 1976-1977 -

Are you willing to serve on any other Board/Committee: Please list: - NONE -

Are you interested in serving in any other community volunteer activities:  
yes?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

MOAA - MILITARY OFFICERS ASSN.  
CWOA - CHIEF WARRANT OFF ASSN.

JAMESTOWN VETERANS  
COMMITTEE

List two personal references below: Name: USCG - 24 yrs - RETIRED AS CWO3 / UNION PACIFIC R/R  
KRISTI HOLTAN HILL <sup>TRAIN DISPATCHER FOR 13 yrs -</sup> Daytime

Telephone: \_\_\_\_\_ Address: 510 FORESTDALE, JAMESTOWN

Relationship: FRIEND / OVER 50 yrs Name: GERALD HENL

Daytime Telephone: \_\_\_\_\_ Address: 4100 LEINBAH WINSTON-SALEM

Relationship: SITIMATE IN USCG AFFIRMATION OF ELIGIBILITY Has any formal charge of

professional misconduct, criminal misdemeanor or felony ever been filed against you in any

jurisdiction? Yes \_\_\_\_\_ No  if yes, explain complete disposition.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

Yes \_\_\_\_\_ No  if yes, explain \_\_\_\_\_

I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement or conduct will be cause for my removal from any Board or Committee.

Signature of Applicant: Charles R. Clapp Jr. Date: 11/7/19

RETURN COMPLETED FORM TO: Town of Jamestown, P O Box 848,  
Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Appointed as an Alt. - May 2019




CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

			Date:	8/20/18	
Last Name:	Reese	First Name:	Amy	Middle Initial:	E
Birthdate:	01/22/70				
Email:	username Reese@gmail.com	Home Phone:	336.681.7738		
Daytime Phone:	336.275.1654	Cell Phone:	336.681.7738		
Home Address:	205 Brookdale Drive, Jamestown				
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Current Occupation/Title	Clinical Director				
Employer/Business Name	Triad Health Project				
Business Address (with zip code):	801 Summit Avenue, Greensboro, NC 27405				
Supervisor's Name:	Mark Cassity				
Education:	<input type="checkbox"/> High School <input type="checkbox"/> College <input checked="" type="checkbox"/> Graduate School <input type="checkbox"/> Other:				
Degree and Subject of Study:	MSW, Social Work				
School Name/Years Attended:	UNC Chapel Hill- 1, UNC-Greensboro- 4				
Applying for Board/Commission (enter one):	Parks & Rec				
Why are you interested in serving on that Board/Commission?	Environmental interests in protecting the natural resources of Jamestown and promoting the recreational opportunities.				
What Board or Commission are you currently serving?	None				
	Term Expiration Date:				
Are you willing to serve on any other Board/Commission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please list:	Planning				
Are you interested in serving in any other community volunteer activities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, please list:					



Interests/Skills/Areas of Expertise/ Professional Organizations: Member of the National Association of Social Workers and Licensed by the state. I manage staff and many operations for a non-profit in Greensboro. Previous Board experience and skills in working with groups.

<b>List two professional references below:</b>			
1.	Name:	Mark Cassity	Daytime Phone: 336.274.5637
	Address:	Greensboro, NC	
	Relationship:	supervisor	
2.	Name:	Meagan Patillo	Daytime Phone: 336.884.4116
	Address:	Sedgefield, NC	
	Relationship:	co-worker	
<b>AFFIRMATION OF ELIGIBILITY</b>			
Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.			
Signature of Applicant: <i>(Please print and sign.)</i>		<i>Amy Reese</i> 	Date: 8/20/18

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*

# AMY REESE, MSW, LCSW

PHONE 336.681.7738 • E-MAIL USERNAMERESE@GMAIL.COM

## WORK EXPERIENCE

---

May 2002- Present

Triad Health Project  
Greensboro, North Carolina

### *Clinical Director- 2008- present*

- Manage daily operations of Case Management and Clinical team, including Interns from local Universities, providing supervision and evaluation to Client Services and Prevention staff in all agency locations.
- Analyze and monitor client and service data and develop effective programming based on client needs, available community resources, and best practices for effective treatment and prevention. Assist with grant-writing and reporting for Client Services funding.
- Educate and train staff regarding developments in state and local requirements pertaining to agency mission.
- Represent Client Services team in various projects with community partners.
- Complete Case Management Intakes for clients new to the agency.
- Serve as liaison to Executive Director and management regarding clinical and advocacy issues affecting agency.

### *Director of Clinical Services, Greensboro- 2004- 2008*

- Manage daily operations of Greensboro Case Management and Clinical team, providing supervision and evaluation to Client Services staff and Interns.
- Educate and train staff regarding developments in state and local requirements pertaining to agency mission.
- Represent Client Services team in various projects with community partners.
- Complete Case Management Intakes for clients new to the agency.
- Serve as liaison to Executive Director and management regarding clinical and advocacy issues affecting agency.

### *HIV Case Manager/Therapist- 2002-2004*

- Provide comprehensive Case Management services for HIV-positive clients, including intake and ongoing assessment, resource identification and coordination, crisis interventions, and monitoring.
- Identify, diagnose, and treat clients and affected members of their support systems through provision of individual, couples, and family therapy.
- Offer pre- and post-test counseling to individuals seeking HIV and STI testing.
- Chair agency's Quality Assurance Committee, ensuring that agency documentation complies with local, federal, and state regulations, and coordinate Client Services audits with funding sources.
- Assist with reviewing and reporting of agency grants.

### *MSW Intern*

- Performed case management activities including intakes, assessments, development and implementation of care plans, resource identification, service coordination, and monitoring.
- Conducted individual counseling sessions with a culturally diverse client base.
- Served on agency's Quality Assurance Committee, meeting quarterly to review documentation to ensure compliance with agency, state, and federal standards.

April 1995- May 2001

Fresenius Medical Care  
Greensboro, North Carolina

***Renal Social Worker***

- Managed revolving caseload of 100 dialysis patients at three facilities.
- Provided counseling regarding chronic illness for patients and their families.
- Utilized knowledge of community and nationwide resources to assist with needs such as housing, transportation, medications, and finances.
- Oriented new patients to dialysis regimen and performed psychosocial assessments.

June 1993- November 1994

Hospice of Winston-Salem  
Winston-Salem, North Carolina

***Hospice Social Worker***

- Maintained caseload of 20 to 25 patients.
- Offered counseling to patients and their families.
- Developed and utilized plans of care to address patient needs within a multidisciplinary team environment.
- Completed psychosocial and bereavement evaluations.
- Researched and provided appropriate referrals.

**EDUCATION**

---

***Master of Social Work***

2001-2002

University of North Carolina  
Chapel Hill, North Carolina

***Bachelor of Science, Social Work***

1988 – 1993

University of North Carolina  
Greensboro, North Carolina

**PROFESSIONAL AFFILIATIONS**

---

***National Association of Social Workers, member***

2001- present



**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

		Date:	4/22/2021
Last Name:	BRIDGES	First Name:	PHYLLIS
		Middle Initial:	A
Birthdate:	4/15/64		
Email:	pbridgesa@gmail.com	Home Phone:	336-989-0047
Daytime Phone:		Cell Phone:	336-989-0047
Home Address:	115 PARKVIEW TERRACE LANE		
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Current Occupation/Title	DESIGN COORDINATOR		
Employer/Business Name	ROYAL HOMES OF NC, INC.		
Business Address (with zip code):			
Supervisor's Name:	BOB WOODARD		
Education:	<input checked="" type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other: SOME COLLEGE		
Degree and Subject of Study:	INTERIOR DESIGN / AFRICAN AMERICAN STUDIES		
School Name/Years Attended:	HIGH POINT UNIVSERSITY & GUILFORD COLLEGE		
Applying for Board/Commission (enter one):	P&R		
Why are you interested in serving on that Board/Commission?	I HAVE GRANDSONS, SO I WANT TO HELP MAKE SURE THAT THE LOCAL PARKS ARE SAFE AND ENJOYABLE & MEMORABLE TO NOT ONLY THEM, BUT FOR ALL THE CIITZENS OF JAMESTON.		
What Board or Commission are you currently serving?	HIGH POINT PRESERVATION SOCIETY & THE WASHINGTON ST. HISTORICAL PRESERVATION SOCIETY		
	Term Expiration Date:		
Are you willing to serve on any other Board/Commission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	HISTORICAL COMMISSION		
Are you interested in serving in any other community volunteer activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	OPEN		

Interests/Skills/Areas of Expertise/ Professional Organizations: AFRICAN AMERICAN ART & LOCAL AFRICAN AMERICAN HISTORY, INTERIOR DESIGN.

<b>List two professional references below:</b>			
1.	Name:	AVIS ROBINSON	Daytime Phone: 336-989-1056
	Address:	2809 Triangle Lake Rd. HIGH POINT NC 27260	
	Relationship:	BOARD MEMBER	
2.	Name:	Linda Willard	Daytime Phone: 336-454-1903
	Address:	2520 Willard Road HIGH POINT NC 27265	
	Relationship:	HISTORIAN FRIEND	
<b>AFFIRMATION OF ELIGIBILITY</b>			
Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.			
Signature of Applicant: <i>(Please print and sign.)</i>		Phyllis Bridges	Date: 4/22/2021

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*



**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

		Date: 5.25.21
Last Name: Foster	First Name: Summer	Middle Initial: N
Birthdate: 07.24.79		
Email: summerfoster55@gmail.com	Home Phone:	
Daytime Phone:	Cell Phone: 336.209.5833	
Home Address: 2708 Stonewick Court		
Live in Jamestown Town Limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Current Occupation/Title	School of Education/Dean's Office	
Employer/Business Name	UNC Greensboro	
Business Address (with zip code):	1300 Spring Garden Street Greensboro, NC 27402	
Supervisor's Name:	Christina O'Connor	
Education: <input type="checkbox"/> High School <input type="checkbox"/> College <input checked="" type="checkbox"/> Graduate School <input type="checkbox"/> Other:		
Degree and Subject of Study:	Sport & Exercise Studies	
School Name/Years Attended:	Greensboro College 2002	
Applying for Board/Commission (enter one): Parks and Rec Committee		
Why are you interested in serving on that Board/Commission?	I have recently moved to Jamestown. (3 years ago) I was actively involved in the Greensboro community. I served on the War Memorial Commission (appointed by my city council District 3 representative) and had to resign when I moved to Jamestown. I am looking for ways to serve my new community and to become involved.	
What Board or Commission are you currently serving?	I am a current board member for Guilford Green Foundation. I have served on that board for 4 years. I am also on the Board of Directors for Youth Focus, Inc. Both boards serve Guilford County and surrounding communities.	
	Term Expiration Date:	
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:		
Are you interested in serving in any other community volunteer activities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:		

Interests/Skills/Areas of Expertise/ Professional Organizations: I am passionate about diversity and inclusion, social justice, and supporting others. I am a community advocate and am extremely connected (although in Greensboro, NC) My previous non-profit work and employment was centered around book keeping, so I bring some financial background to the mix. I also am passionate about event planning and organization.

<b>List two professional references below:</b>			
1.	Name:	Angela Neblett	Daytime Phone: 336.392.2882
	Address:		
	Relationship:	Former Supervisor UNC Greensboro	
2.	Name:	Jennifer Ruppe	Daytime Phone: 336.337.5916
	Address:		
	Relationship:	Executive Director of Guilford Green Foundation	
<b>AFFIRMATION OF ELIGIBILITY</b>			
Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.			
Signature of Applicant: <i>(Please print and sign.)</i>		Summer Foster	Date: 5/25/2021

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*





---

## SUMMER FOSTER

Business Administrator

---

### PROFILE

Office Manager with over 15 years of experience providing administrative support to staff. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients, customers, vendors and equipment and service providers.

### CONTACT

Summerfoster55@gmail.com

[www.linkedin.com/in/summer-foster-13029216b](http://www.linkedin.com/in/summer-foster-13029216b)

(336)209-5833

2708 Stonewick Ct  
Jamestown, NC 27282

### NOTEWORTHY

- City Academy Graduate 2019
- Board of Directors: Guilford Green Foundation
- Board of Directors: Youth Focus

## EXPERIENCE

### PROJECT MANAGER, UNC-GREENSBORO, GREENSBORO, NORTH CAROLINA

MAY 2020-PRESENT

Responsible for oversight of the PTRP Grant in School of Education. Manage operations and logistics for the Grant, including coordinating professional development, recruiting residents, managing the budget.

### ADMINISTRATIVE SUPPORT ASSOCIATE, UNC- GREENSBORO, GREENSBORO, NORTH CAROLINA

NOVEMBER 2018-MAY 2020

Responsible for oversight of administrative support services in Teacher Education & Higher Education Department.

Management of vendor relationships. Maintain accurate and confidential record management for Faculty and Graduate students.

### OFFICE MANAGER, BOUVIER KELLY, INC.,

### GREENSBORO, NORTH CAROLINA

OCTOBER 2017-OCTOBER 2018

For a staff of 12, prepared daily, weekly, and monthly reports. Performed basic accounting functions including books reconciliation. Audited vendor billing, submitted monthly sales tax and quarterly taxes.

Responsible for weekly timesheet management for all employees.

### BUSINESS ADMINISTRATOR, ISAACSON ISAACSON

### SHERIDAN FOUNTAIN & LEFTWICH, LLP,

### GREENSBORO, NORTH CAROLINA

DECEMBER 2014-MARCH 2017

For a staff of 16, prepared daily, weekly, and monthly reports. Responsible for general account management including daily deposits and check processing. Performed basic accounting functions including monthly books reconciliation. Renegotiate vendor contracts, implement office supplies inventory control, and standardize office ordering procedures. Responsible for HR including payroll, insurances, PTO, and 401(k) management. Renegotiated vendor contracts.

### ACCOUNTING MANAGER, LANIER LAW GROUP,

### GREENSBORO, NORTH CAROLINA

APRIL 2006-2014

Responsible for Trust Account Management including daily deposits, check processing, monthly reconciliation and monthly status reports. Established client and vendor relationships. (Promoted 4 times during employment)

**Summer Foster**  
Business Administrator

## **EDUCATION**

### **BACHELOR OF SCIENCE SPORT & EXERCISE STUDIES**

GREENSBORO COLLEGE, GREENSBORO NORTH CAROLINA  
2002

## **KEY SKILLS AND CHARACTERISTICS**

Strong interpersonal & communication skills • Quickbooks • Banner • Payroll • Time Management • MS Office • Account Reconciliation • Ability to work collaboratively as part of a team • Bookkeeping • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills • Poised under pressure • Deadlines • Event Planner •



**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

			Date:	May 26, 2021	
Last Name:	Bowie	First Name:	Densie	Middle Initial:	A
Birthdate:	10-11-1965				
Email:	dabowie2012@hotmail.com		Home Phone:	336-392-4527	
Daytime Phone:	336-392-4527	Cell Phone:	336-392-4527		
Home Address:	535 Oakdale Road, Jamestown, NC 27282				
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Current Occupation/Title	Life Care and Serve Coordinator				
Employer/Business Name	Church				
Business Address (with zip code):	4440 High Point Road, Kernersville, NC. 27284				
Supervisor's Name:	Debora Hudson				
Education:	<input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:				
Degree and Subject of Study:	Lawyers Assistant				
School Name/Years Attended:	Bryant & Stratton/2 years/Associates Degree				
Applying for Board/Commission (enter one):	Citizen Advisory Board				
Why are you interested in serving on that Board/Commission?	I believe you should be involved in the community where you live.				
What Board or Commission are you currently serving?	Comprehensive Plan Steering Committee				
	Term Expiration Date:	n/a			
Are you willing to serve on any other Board/Commission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please list:	Citizen Advisory Board				
Are you interested in serving in any other community volunteer activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please list:	Planning community events, ie, movie night, music in the park				

Interests/Skills/Areas of Expertise/ Professional Organizations: Enjoy event planning and participation day of. Professional background is Human Resources.

**List two professional references below:**

1.	Name:	Rebecca Madrid	Daytime Phone:	302-236-6477
	Address:	Greensboro, NC		
	Relationship:	Co-worker at Honda Aircraft		
2.	Name:	Bonita Wellington	Daytime Phone:	336-706-3241
	Address:	Whitsett, NC		
	Relationship:	Director at Konica Minolta		

**AFFIRMATION OF ELIGIBILITY**

Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction?  Yes  No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission?  Yes  No

If yes, explain.

I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.

Signature of Applicant:  
*(Please print and sign.)*

Denise Bowie  
*Denise K. Bowie*

Date: 5/26/21

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*

Denise A. Bowie  
535 Oakdale Road  
Jamestown, NC 27282

dabowie2012@hotmail.com  
Cell: (336) 392-4527

## **SUMMARY**

A dependable, efficient and detail-oriented professional. An articulate and focused leader with exceptional interpersonal skills. A key contributor and top performer who proves integral in long-term business and project success.

## **EXPERIENCE**

THE SUMMIT CHURCH, Kernersville, North Carolina 2016-Present  
Life Care/Serve Coordinator (Full-time) 2019-Present

Direct, manage, and oversee the Global needs of Life Care, and responsible for Serve efforts in strategic areas.

### Serve Responsibilities

- Develop and maintain relationships with community organizations and leaders.
- Collaborate with Serve Directors at all locations and Serve at Global initiatives.
- Lead, direct, and delegate serve projects in High Point, Winston, and Thomasville.
- Partner with Groups ministry to connect Groups to serving opportunities
- Represent and advocate for both domestic and global mission trips.
- Be available at all locations to represent Serve ministry.
- Complete yearly planning and budget in conjunction with Serve Directors.
- Manage and maintain monthly budget and projection responsibilities.
- Complete Goals and Targes for regular review.

### Life Care Responsibilities

- Provide assistance in preparation, management and communication with Life Care recipients.
- Provide referral communication to therapists/counselors/coaches/mentors as requested.
- Assist in coordinating the tracking and QI on clients (resources used, assistance monitored, etc.)
- Provide assistance in assessments, referrals, premarital assessments, and emergency counseling direction.
- Coordinate mentor volunteer request which includes interviewing, placement of referrals, communication with mentors and administration of the mentoring database.
- Manage and maintain monthly budget and projection responsibilities.
- Complete Goals and Targes for regular review.

Guest Services Director (Part-Time) 2016-2019

Led Guest Services Teams serving with the Jamestown location including being responsible for overseeing the creative elements for the environment.

- Recruited, empowered, scheduled and equipped volunteers for specific teams.
- Coordinated baptisms and communion.
- Created a welcoming and appealing presence with environmental decor to enhance a sermon series emphasis, special events of the year, or special promotions for the Jamestown location.
- Performed duties of Emergency Coordinator during emergency procedures.
- Coordinated scheduling of Sheriff Deputies for Traffic Control & Safety.
- Maintained the overall appearance of campus/lobby/hallways during service times and assisted the Campus Pastor to ensure the location is left in excellent condition.
- Collaborated with other location Guest Services Directors meeting on a monthly basis to support one another and share best practices.
- Completed annual planning and budgeting.
- Completed Goals and Targets on time for review with the Campus Pastor.

HONDA AIRCRAFT, Greensboro, North Carolina  
Manager Human Resources Operations

2008-2019

Held responsibility for Talent Acquisition, HRIS, Salary and Compensation, Organizational Development, Security and General Services for all levels of the company.

- Managed annual performance management and bonus program.
- Responsible for managing Talent Acquisition team and process for all positions.
- Developed Career & Succession Planning for associates at all levels.
- Involved in implementation of Affirmative Action Plan.
- Oversaw training grant through the State of North Carolina.
- Responsible for development of operating procedures and maintenance of HRIS.
- Developed of policies and procedures.
- Created and implemented training programs for all levels of the company.

SWEDWOOD, Danville, Virginia  
Human Resources Manager

2007-2008

Held responsibility for all aspects of Human Resources, Training & Development, and Health & Safety of start-up furniture manufacturing facility.

- Recruited for start-up operation both hourly and salaried positions.
- Negotiated and implemented benefit programs for new facility.
- Responsible for development of employee handbook, policies and procedures.
- Developed regulatory compliance and OSHA programs.
- Involved in all disciplinary decisions.
- Created and implemented supervisory training programs.
- Prepared annual departmental budget.

KONICA MINOLTA MANUFACTURING U.S.A., INC., Whitsett, North Carolina  
Human Resources Specialist

1993-2007

Held responsibility for all benefit and retirement plans. Managed workers' compensation and disability claims, including investigation of fraudulent claims. Designed and presented supervisory training programs. Directed recruitment process for various company levels.

- Negotiated annual renewals for benefit plans.
- Oversaw and coordinated recruitment process for 350-employee facility.
- Streamlined annual open enrollment process.
- Administered all aspects of the 401(k) Retirement Savings Program.
- Involved in disciplinary decisions.
- Developed and implemented regulatory compliance programs.
- Decreased workers' compensation costs 20% through accident and fraudulent claims investigations.
- Orchestrated training programs for safety, company policy, diversity and harassment.
- Prepared annual departmental budget.

BUSH INDUSTRIES, INC., Jamestown, New York  
Human Resources Manager

1986-1992

Held multiplant responsibility totaling 1,200 union-free and 300 salaried employees. Implemented employee involvement teams. Interviewed and hired hourly employees. Managed benefits including medical, dental, life and 401(k) plans.

## EDUCATION

BRYANT & STRATTON BUSINESS INSTITUTE, Buffalo, New York, Associate Degree, 1984



**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

				Date:	05/26/2021
Last Name:	Levi	First Name:	Margaret "Peggy"	Middle Initial:	A
Birthdate:	02/04/1947				
Email:	bcmahild@aol.com			Home Phone:	336.454.6693
Daytime Phone:	either	Cell Phone:	336.858.7705		
Home Address:	202 Fairidge Dr. ,Jamestown NC 27282				
Live in Jamestown Town Limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Current Occupation/Title	Retired				
Employer/Business Name					
Business Address (with zip code):					
Supervisor's Name:					
Education: <input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:					
Degree and Subject of Study:					
School Name/Years Attended:					
Applying for Board/Commission (enter one):	Parks and Recreation Committee and Planning Board				
Why are you interested in serving on that Board/Commission?	Outdoor areas are wonderful for the residents of all ages to enjoy. The walking trails and parks in the area are important. They encourage a friendly environment and healthy way of life for all. They are a beautiful way to draw people to the community.				
What Board or Commission are you currently serving?	None				
	Term Expiration Date:				
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:					
Are you interested in serving in any other community volunteer activities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:					



Interests/Skills/Areas of Expertise/ Professional Organizations: Piedmont Triad Airport Ambassador for 15years.

**List two professional references below:**

1.	Name:	Susan Joyner	Daytime Phone:	336.686.3675
	Address:	103 Newberry St., Jamestown NC 27282		
	Relationship:	Supervisor when working at Guilford County and friend		
2.	Name:	Renee Carpenter	Daytime Phone:	336.869.0504
	Address:	104 Kory Pl., Jamestown NC 27282		
	Relationship:	Trainer at Guilford County Child Support and friend		

**AFFIRMATION OF ELIGIBILITY**

Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction?  Yes  No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission?  Yes  No

If yes, explain.

I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.

Signature of Applicant:  
(Please print and sign.)

Margaret Levi 

Date: 05/26/2021

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

**Note:** Applications will be kept on file for two years from the date of application.

Margaret A. Levi

**Contact Information**

202 Fairidge Dr.  
Jamestown, NC 27282

336-454-6399-home  
336-858-7705-cell

bcmahild@gmail.com

**Education**

- Wright Junior Collage – 1968-1973

**Experience**

- Jewel Tea Company, Chicago, IL (now Jewel-Osco) – 7/1964 - 5/1968
- American Airlines, Chicago IL – 6/1968 - 11/1975
- Southern Airways Atlanta, GA – 10/1977 - 7/1979
- Republic Airlines – 7/1979 - 10/1986
- Northwest Airlines – 10/1986 - 10/2005
- Guilford County Child Support Enforcement – 12/2005 – 12/2018
- Airport Information Volunteer – 03/2006 - Present

**Qualifications**

- Energetic
- Personable
- Neighborly
- Adventure seeker
- Active listener
- Self-motivated
- 40 years:
  - Public relations
  - Promotional organizer for airlines
  - Communications



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of ETJ Planning Board Members

**AGENDA ITEM #:** V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

**SUMMARY:**

There are currently two vacancies for ETJ Members on the Planning Board. Robert Coon and Donald Dale have both applied for consideration for appointment to the Board. ETJ Members serve five-year terms.

Jason Spangler is serving as an ETJ Alternate and wishes to remain an Alternate at this time. Robert Coon is also an ETJ Alternate and staff has confirmed that he would like to serve as a full-time Member on the Board.

Staff recommends that Council appoint Robert Coon and Donald Dale to serve as ETJ Members on the Planning Board.

**ATTACHMENTS:** Applications for Robert Coon and Donald Dale

**RECOMMENDATION/ACTION NEEDED:** Staff recommends the appointment of Robert Coon and Donald Dale.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to appoint Robert Coon and Donald Dale to serve as ETJ Members on the Planning Board.

**FOLLOW UP ACTION NEEDED:** Staff will submit a letter of recommendation for appointment of Coon and Dale to Guilford County.

Appointed as an AIT - March 2021



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

			Date:	2/17/21	
Last Name:	Coon	First Name:	Robert	Middle Initial:	M
Birthdate:	April 13, 1961				
Email:	rgent156@gmail.com			Home Phone:	
Daytime Phone:		Cell Phone:	336 580-1835		
Home Address:	103 Cottonwood Dr., Jamestown, NC 27282				
Live in Jamestown Town Limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Current Occupation/Title	VP - Surety				
Employer/Business Name	James A Scott & Son, Inc.				
Business Address (with zip code):	628 Green Valley Rd., Ste. 306, Greensboro, NC 27282				
Supervisor's Name:	Hutch Mauck				
Education: <input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:					
Degree and Subject of Study:	BA - Accounting				
School Name/Years Attended:	Louisiana State University, 1979-83				
Applying for Board/Commission (enter one):	Planning Board - ETJ				
Why are you interested in serving on that Board/Commission?	As a long term resident of Jamestown, the recent development activity in the area and ETJ has stoked an interest in the need to keep the town's identity and character while accommodating growth and development.				
What Board or Commission are you currently serving?					
	Term Expiration Date:				
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:	as needed				
Are you interested in serving in any other community volunteer activities? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:					

Interests/Skills/Areas of Expertise/ Professional Organizations: Bd. member: National Assoc. of Surety Bond Producers; Piedmont Chapter of the Construction Financial Management Association. Member: Carolina Association of General Contractors; Associated Building Contractors Carolina Chapter. Licensed Insurance Agent specializing in surety bonds w/37 yrs. experience

**List two professional references below:**

1.	Name:	Doug Beane	Daytime Phone:	366 544 2600
	Address:	Samet Corp., 309 Gallimore Dairy Rd., Ste 102, Greensboro, NC 27409		
	Relationship:	Client		
2.	Name:	Bret Grieves	Daytime Phone:	336 510 0076
	Address:	Scott Ins., 628 Green Valley Rd., Ste 306, Greensboro, NC 27408		
	Relationship:	Co-worker		

**AFFIRMATION OF ELIGIBILITY**

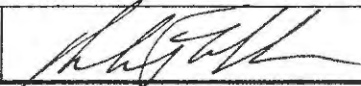
Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction?  Yes  No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission?  Yes  No

If yes, explain.

I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.

Signature of Applicant:  Date: 2/17/21  
*(Please print and sign.)*

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*

# ROBERT M. COON

## PROFESSIONAL EXPERIENCE

---

1999 – Present James A. Scott & Son, Inc. Greensboro, NC

*vice President - Surety*

- Responsible for production and account management of contract and commercial surety accounts. Provide specialized consulting focused on surety bonds and subcontractor default insurance.
- Clients include General, Sub & Specialty Contractors, as well as Developers and other companies and individuals that need surety bonds. They include both domestic and international customers with surety programs of up to \$100,000,000 plus.
- Acts as a resource for other Scott producers with clients needing surety expertise in the nine Scott Insurance offices.

1991 - 1999 Fireman's Fund Insurance Company Greensboro, NC

*Surety Executive Underwriter*

- Primary underwriting responsibility for various accounts with aggregate limits of up to \$1 billion plus.
- Assisted in the development and implementation of the production goals, marketing plan and premium forecast for the Greensboro Branch.
- Secondary responsibility for management of the surety department staff.

1986 - 1991 Fireman's Fund Insurance Company Greensboro, NC

*Surety Senior Underwriter*

- Responsible for underwriting accounts with single project limits of up to \$20 million and aggregates of up to \$30 million.
- Assisted with the implementation of the marketing plan for the Carolinas, including contract and miscellaneous surety production.

1983 - 1986 Fireman's Fund Insurance Company Dallas, TX

*Fidelity & Surety Trainee/Surety Underwriter*

## ADDITIONAL PROFESSIONAL ACTIVITIES

---

- National Association of Surety Bond Producers, Director at Large, Chair - Finance Committee
- Construction Financial Management Assoc. – Piedmont Chapter, Board Member
- Carolinas Association of General Contractors
- Carolinas Association of Builders and Contractors

Licensed Property & Casualty Agent, All 50 States

## EDUCATION

---

B.S. Accounting, Louisiana State University, Baton Rouge, LA

P.O. BOX 1054 • JAMESTOWN, NC 27282  
PHONE (336) 580-1835 • E-MAIL RGENT156@GMAIL.COM





**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

				Date:	5 MAY 2021		
Last Name:	DALE, JR.		First Name:	DUNALD		Middle Initial:	L.
Birthdate:	23 FEB 1950						
Email:	lumberdale@hotmail.com			Home Phone:			
Daytime Phone:			Cell Phone:	(336) 687-2453			
Home Address:	5703 HIDDEN VALLEY ROAD, GREENSBORO, NC 27407						
Live in Jamestown Town Limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
Current Occupation/Title	RETIRED 25 JAN 2021 FROM BEESON HARDWARE CO.						
Employer/Business Name							
Business Address (with zip code):							
Supervisor's Name:							
Education: <input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:							
Degree and Subject of Study:	B.S. BUSINESS ADMINISTRATION						
School Name/Years Attended:	U.N.C. CHAPEL HILL / 1968-1972						
Applying for Board/Commission (enter one):	ETJ PLANNING BOARD						
Why are you interested in serving on that Board/Commission?	I HAVE AN ACTIVE INTEREST IN THE MAINTENANCE, GROWTH, AND DEVELOPMENT OF JAMESTOWN AND ADJOINING NEIGHBOURHOODS, AND A LIFETIME HISTORY OF COMMUNITY ACTIVITY.						
What Board or Commission are you currently serving?	NONE						
	Term Expiration Date:						
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, please list:	LIMITED BY MY RESIDENCE OUTSIDE JAMESTOWN CITY LIMITS.						
Are you interested in serving in any other community volunteer activities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, please list:	CURRENTLY AN ACTIVE MEMBER OF JAMESTOWN ROTARY.						

Interests/Skills/Areas of EXPERTISE/ PROFESSIONAL ORGANIZATIONS: CONSTRUCTION, REAL ESTATE, OLD CARS, N.C. HISTORY, WOODWORK, LICENSED N.C. REAL ESTATE BROKER, CURRENT MEMBER JAMESTOWN ROTARY, PAST MEMBER NATIONAL ASSN. HOMEBUILDERS, NATIONAL ASSN. REALTORS (WILSON), WILSON, NC JAYCEES, KIWANIS CLUB (WILSON), UNC ALUMNI ASSN

**List two professional references below:**

1.	Name:	EDWARD SPIVEY	Daytime Phone:	(336) 821-2100
	Address:	BEESON HARDWARE CO., 201 SHEFFIELD STREET, HIGH POINT 27260		
	Relationship:	PAST EMPLOYER		
2.	Name:	CONNELL WARE	Daytime Phone:	
	Address:	EDWARD JONES - FINANCIAL, 120 E. MAIN ST., JAMESTOWN 27282		
	Relationship:	BUSINESS, ALSO JAMESTOWN ROTARY		

**AFFIRMATION OF ELIGIBILITY**

Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction?  Yes  No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission?  Yes  No

If yes, explain.

I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.

Signature of Applicant: <i>(Please print and sign.)</i>	DONALD L. DALE, JR / <i>Donald L. Dale, Jr</i>	Date:	6 MAY 2021
--	--	-------	------------

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*

## RESUME

Donald Dale, Jr.

5703 Hidden Valley Rd

Greensboro, NC 27407

5 May 2021

Current Status: Retired, effective 25 JAN 2021

### Employment history:

1. 2019-2021  
Beeson Hardware, High Point, NC  
Contractor sales
2. 2014-2019  
Kevin Jones Design Build, LLC, Greensboro, NC  
Construction consultant, purchasing manager, job superintendant
3. 1994-2014  
New Home Building Supply Co., Greensboro, NC  
Vice President and General Manager  
Responsibilities including but not limited to:  
Purchasing commodities, program and price negotiation, maintenance of major contractor accounts, jobsite visits, architect consultation  
Woodworking shop management
4. 1987-1994  
Stronach Management Company, Wilson, NC  
Vice-president and General Manager  
Responsible for management of over 1000 combined single and multifamily residential and commercial properties  
Construction management and real estate development

*Donald Dale*  
6 MAY 2021

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Consideration of adoption of Strategic Plan

**AGENDA ITEM #:** V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Dave Treme, Interim Town Manager

**SUMMARY:**

The Strategic Plan is a 3 to 5 year plan containing Town focus areas, 7 outcomes and 39 goals. All elements of the plan have been reviewed by the Mayor and Town Council. The Town of Jamestown's Strategic Plan will guide the Council and staff in accomplishing outcomes and goals that are beneficial to the Town of Jamestown. It will also give our elected officials an opportunity to evaluate the effectiveness of the Town Manager and staff.

**ATTACHMENTS:** Strategic Plan for the Town of Jamestown

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council adopt the Strategic Plan

**BUDGETARY IMPACT:**

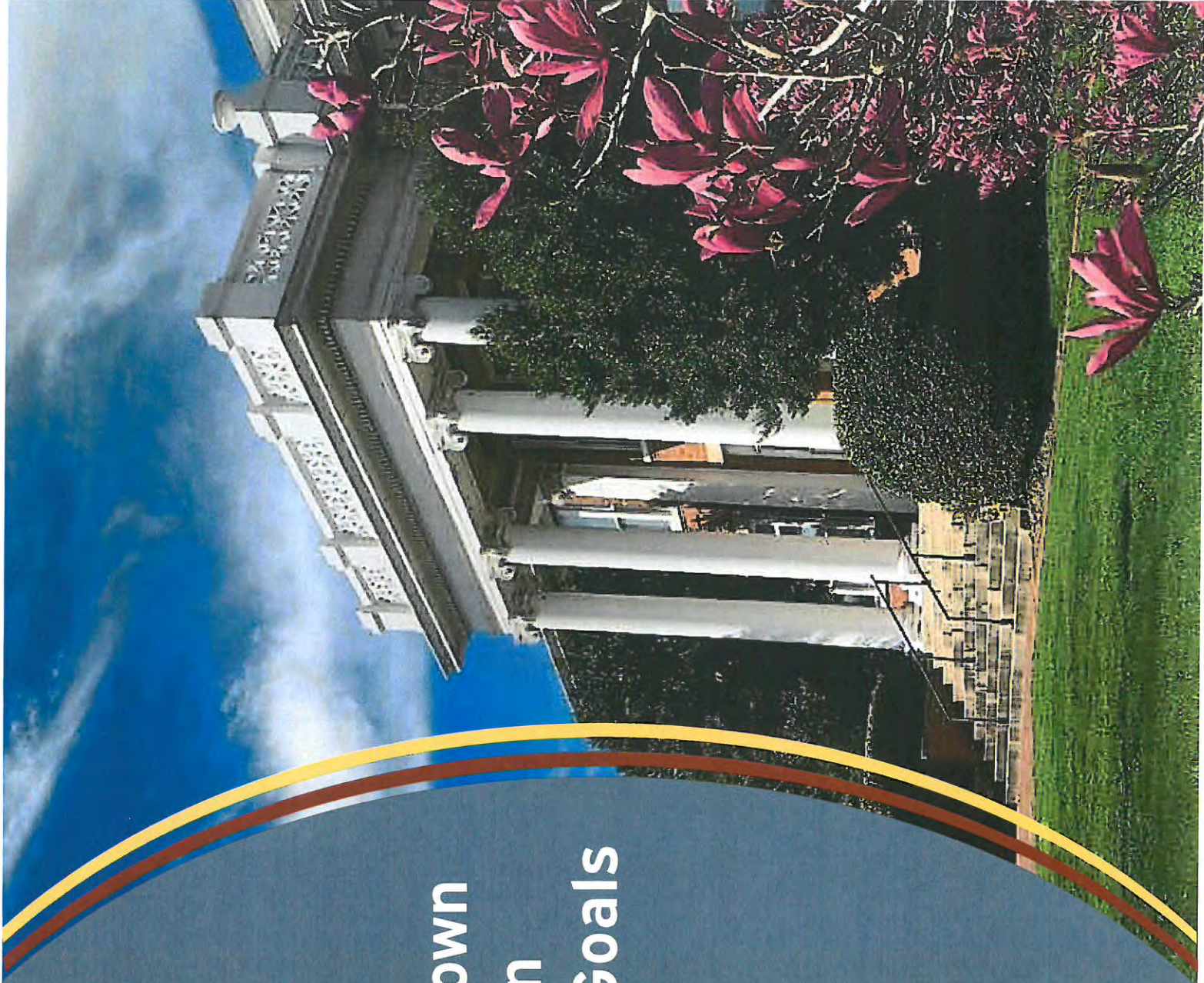
**SUGGESTED MOTION:** Council Member makes a motion to adopt/amend the Town of Jamestown's Strategic Plan.

**FOLLOW UP ACTION NEEDED:** Staff will update Council on progress towards goals regularly.



# Town of Jamestown Strategic Plan Outcomes and Goals

June 2021







## Introduction to the Town's New Strategic Plan

**The Town of Jamestown Strategic Plan** is designed to be a multiyear representation of the Town's mission. It aims to serve as a roadmap for staff and Town Council over the next three to five years.

This new plan—an outgrowth of Council and staff input from earlier this year as well as several pre-existing documents—further defines the Town's strategic priorities.

The structure better links Council and staff plans and employs a format that should be more useable for elected officials, staff, partners and citizens.

The plan includes these components:

- Outcome statements that are the foundation of the Town's mission statement;
- Short and long-range goals that further define and support the outcomes;
- Multiyear (three- to five-year) goals that will be executed to achieve the outcomes; and
- Annual tasks captured in a separate working document and a reporting structure that will be updated regularly to track progress.

### The Town's Vision Statement

**The Town of Jamestown** Council and staff will be meeting in July 2021 to clarify the Town's current mission, vision, and values.



**The Town's Strategic Plan is organized around five focus areas, which make up its mission:**

### **Staff Excellence**

Recruit and retain a team of excellent employees.



### **Outreach and Involvement**

Provide outlets for citizen outreach and engagement.



### **Infrastructure and Facilities**

Ensure logical investment in infrastructure and facilities to meet future needs.



### **Planning & Development**

Grow and maintain a robust, diversified economy.



### **Public Safety**

Procure partnerships to ensure effective services that match community needs.







## Outcomes and Goals Snapshot

The outcomes and goals snapshot represents a graphical method for displaying specific desired outcomes and the goals necessary to bring these to fruition.

Goals are grouped under the five focus areas listed above. Each individual outcome represents an initiative that has been reviewed by staff and the Council together during the annual retreat process to ensure that citizen needs are being met in an effective and efficient manner.

This document will be reviewed quarterly and the Town Manager will communicate progress on each of the goals with the Council as needed.

The Town Council will review this document annually to ensure that goals are still relevant. The document will be updated and adopted as a part of the annual budget process in June.

### STAY CONNECTED!



[www.jamestown-nc.gov](http://www.jamestown-nc.gov)

301 E. Main St. Jamestown, NC 27282

336-454-1138



## OUTCOMES & GOALS SNAPSHOT FY 21-22

Adopted by Town Council on XXX XX, 2021

	Complete or Nearing Completion
	Significant Progress
	Moderate progress
	Pending, Deferred
	Limited progress, currently unscheduled

PRIORITY GOALS ( ★ )

Focus Areas:

Staff Excellence (1 &2)	Outreach and Involvement (3&4)	Infrastructure and Facilities (5)	Public Safety (6)	Planning and Development (7)
-------------------------	--------------------------------	-----------------------------------	-------------------	------------------------------

OUTCOMES AND GOALS		STATUS	
<i>Focus Area: Staff Excellence</i>			
<b>1. To attract, develop, and retain town staff in order to support services and meet community needs.</b>		<b>June 2021</b>	<b>Dec. 2021</b>
★	Goal # 1: Provide employee training opportunities		
★	Goal # 2: Evaluate benefits and insurance for the Town employees		
★	Goal # 3: Prepare succession plan for key positions		
	Goal # 4: Implement strategies to recruit employees from diverse populations		
	Goal # 5: Perform pay classification study to remain competitive in the marketplace		
<b>2. To improve the administration of Town government.</b>		<b>June 2021</b>	<b>Dec. 2021</b>
	Goal # 1: Procure software for asset management (vehicle/technology maintenance/replacement)		
	Goal # 2: Review and upgrade current Town mission, vision, and core values		
	Goal # 3: Prepare a strategic plan for outcomes and goals		
	Goal # 4: Schedule a candidate information session		
	Goal # 5: Promote excellence in customer service		
	Goal # 6: Achieve minimum staffing levels for all departments		
	Goal # 7: Maintain and update Town's Code of Ordinances		



OUTCOMES AND GOALS		STATUS	
<i>Focus Area: Outreach and Involvement</i>			
<b>3. Develop and implement strategies to promote Jamestown</b>		<b>June 2021</b>	<b>Dec. 2021</b>
	Goal # 1: Further develop Music in the Park and other Town-sponsored events		
	Goal # 2: Develop branding and marketing strategies for Jamestown		
<b>4. Conduct community engagement through multiple strategies to increase resident involvement in Town matters</b>		<b>June 2021</b>	<b>Dec. 2021</b>
	Goal # 1: Develop AARP Livable Communities Initiative		
	Goal # 2: Fully utilize Town social media accounts		
	Goal # 3: Establish a process for advertising openings & selecting residents for Town boards and committees		
	Goal # 4: Establish a joint planning retreat for the Planning Board, Council, and Town staff		
<i>Focus Area: Infrastructure and Facilities</i>			
<b>5. Make plans to improve current infrastructure, facilities, and services</b>		<b>June 2021</b>	<b>Dec. 2021</b>
	Goal # 1: Update street pavement condition study		
★	Goal # 2: Prepare strategic growth plan for Jamestown and surrounding ETJ areas		
	Goal # 3: To prepare a plan to implement government mandated stormwater regulations		
	Goal # 4: Evaluate effectiveness of current solid waste collection & recycling services		
	Goal # 5: Complete and adopt Parks & Recreation Master Plan in order to seek grant funding opportunities		
	Goal # 6: Prepare plans for effective utilization of space at Town Hall & Civic Center		
★	Goal # 7: Complete plans for the construction of a new Recreation Maintenance Facility		
	Goal # 8: Prepare Golf Course Strategic Plan		
	Goal # 9: Coordinate joint staff meeting with City of GSO, City of HP and PTRWA to discuss water/sewer cost & capacities		
	Goal # 10: Repair/replace golf course irrigation system		
	Goal # 11: Prepare plans for updating/installing restroom and shelters for golf and recreation facilities		
	Goal # 12: Maintain integrity of water/sewer/stormwater infrastructure		
	Goal # 13: Maintain effective communications with NCDOT and HPMPD		
	Goal # 14: Seek funding through the American Rescue Plan		

OUTCOMES AND GOALS		STATUS	
<i>Focus Area: Public Safety</i>			
<b>6. Continue to develop plans to improve public safety in the Town of Jamestown</b>		<b>June 2021</b>	<b>Dec. 2021</b>
	Goal # 1: Coordinate joint staff meeting to discuss plan of service with PSFD (w/ annual review in January)		
	Goal # 2: Coordinate joint staff meeting to discuss plan of service with GCSD (w/ annual review in January)		
	Goal # 3: Install security measures at Town facilities (parks, maintenance facilities, and Town Hall)		
<i>Focus Area: Planning and Development</i>			
<b>7. Implement a broad program of community planning, development, and land management through zoning</b>		<b>June 2021</b>	<b>Dec. 2021</b>
	Goal # 1: Seek opportunities for grant funding for pedestrian and parks/recreation facilities		
	Goal # 2: Complete update of the Town of Jamestown's Comprehensive Plan		
	Goal # 3: Review and update Comprehensive Pedestrian Transportation Plan		
	Goal # 4: Enhance Code Enforcement capabilities throughout Jamestown to help protect property values		
	Goal # 5: Establish/redefine ordinances for application of commercial maintenance code in Jamestown		

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Presentation of Annual Budget for fiscal year 2021-22

**AGENDA ITEM #:** V-D(1)

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 20 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

### SUMMARY:

The annual budget of the Town for the 2021-22 fiscal year is presented. The budget message, budget ordinance, as well as a budget summary by department and the CIP summaries, will be posted on the website before the Town Council meeting. The approval of the annual budget by Town Council is done by department (not by line item).

There were only a few changes to the budget that was presented at the May Town Council meeting. These changes will show as changes from the previously-presented budget to the final proposed budget.

There will also be a complete budget at Town Hall for which the public may request to look at.

**ATTACHMENTS:** Resolution Adopting a Capital Improvement Plan for the Town of Jamestown FY 2021/2022 - 2025/2026

**RECOMMENDATION/ACTION NEEDED:** After public hearing, approve the 21-22 annual budget and the resolution for the CIP

### BUDGETARY IMPACT:

**SUGGESTED MOTION:** Approve the budget ordinance for the 2021-22 annual budget. Approve the resolution to adopt the Capital Improvement Program (CIP) for the fiscal years beginning 2021-22 through 2025-26 and beyond.

### FOLLOW UP ACTION NEEDED:





Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**A RESOLUTION ADOPTING A CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF  
JAMESTOWN FOR FISCAL YEARS 2021/2022 TO 2025/2026**

**WHEREAS**, capital planning and budgeting is central to delivery of essential services, economic development, transportation, communication, and management of quality of life; and

**WHEREAS**, much of what is accomplished by a local government depends on a sound long-term investment in facilities, infrastructure, and equipment; and

**WHEREAS**, some capital projects and items require the issuance of the debt that results in annual operating debt service repayment, as well as additional annual operating costs; and

**WHEREAS**, these costs should be considered when determining which capital projects and items the Town of Jamestown will pursue;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Jamestown that the Capital Improvement Program for the fiscal years 2021/2022 through 2025/2026 is hereby adopted;

**BE IT FURTHER RESOLVED**, that adoption of this Capital Improvement Program does not constitute approval of the projects listed therein. Each project will be evaluated individually and approval or disapproval given based on the merits of the project. The Town Council directs Town staff to use the adopted document as a guide for proceeding with the implementation of projects detail in fiscal years 2021/2022.

Adopted this the 15<sup>th</sup> day of June, 2021.

---

S. Lynn Montgomery, Mayor

ATTEST:

---

Katie M. Weiner, Town Clerk

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Public hearing for the rezoning of 6014 & 6016 W. Gate City Blv.

**AGENDA ITEM #:** V-D(2)

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 15 min.

**DEPARTMENT:** Planning

**CONTACT PERSON:** Anna Hawryluk, AICP

**SUMMARY:**

A petition for rezoning has been received and reviewed by the Planning Board. The Council set a public hearing date for the consideration of the rezoning of the parcels located at 6014 & 6016 W. Gate City Blvd. for the June 15, 2021, regular meeting at 6pm in the Civic Center.

Attached you will find a copy of the rezoning application and a staff report. At the May 10, 2021, Planning Board meeting, the Planning Board voted unanimously to recommend in favor of rezoning the property as presented by the applicant.

**ATTACHMENTS:** Rezoning application, staff report, and statement of consistency from the Planning Board

**RECOMMENDATION/ACTION NEEDED:** Approve the rezoning from CIV to CZ-C as presented.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to rezone the parcels located at 6014 & 6016 W. Gate City Blvd. from CIV to CZ-C with the conditions restricting the uses of the property as presented.

**FOLLOW UP ACTION NEEDED:** Update zoning map





JAMESTOWN ANNEXATION PETITION

Date \_\_\_\_\_

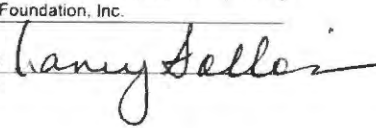
TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

- CONTIGUOUS: We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-31. The area to be annexed is contiguous to the Town of Jamestown and the boundaries of such territory are described below by metes and bounds:
- NON-CONTIGUOUS: We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-58.1. The area to be annexed is non-contiguous to the Town of Jamestown and within an area that the Town of Jamestown is permitted to annex pursuant to N.C.G.S. 160A-58.1, and the boundaries of such territory to be annexed are described below by metes and bounds:

(You may print "See Attached" and attach the description.)

Lots 2 and 3 as shown on the attached Plat recorded in the Guilford County Registry in Plat Book 185 at Page 44

We acknowledge that any zoning vested rights\*\* acquired pursuant to N.C.G.S. 160A-385.1 or N.C.G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such vested rights on this petition shall result in a termination of such vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

	<u>Print or Type Name and Address</u>	<u>Do you declare vested rights?*</u> (Indicate yes or no.)	<u>Signature</u>
1.	<u>GTCC Foundation Properties, LLC</u> <u>601 E. Main Street</u> <u>Jamestown, NC 27282</u>	<u>No</u>	By: <u>Guilford Technical Community College Foundation, Inc.</u> Its: 
2.	_____	_____	_____
3.	_____	_____	_____

Important: Both husband and wife must sign, if applicable.

\*\*These are a special type of vested rights obtained only after the approval of a "site specific development plan" following a public hearing on that plan. Only a small number of plans have received such an approval.

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

PLAT NO. 185-89  
APPLICANT: PROPERTY OF AZAS LLC  
DATE: 8/26/2013

PROPERTY OF AZAS LLC  
JAMESTOWN TOWNSHIP-GUILFORD COUNTY  
JAMESTOWN, NORTH CAROLINA  
AUGUST 23, 2013



Survey Engineering, Inc.  
6029 Dundas Drive  
North Carolina 27606  
Tel: 336-834-0870  
Fax: 336-834-0871

Applies as Right of Way  
for Project of 2012 B. Does  
not apply to internal easements

APPLICANT'S CERTIFICATE  
I, the undersigned, certify that I am the owner of the property described in the foregoing plat and that the same is being offered for public sale.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

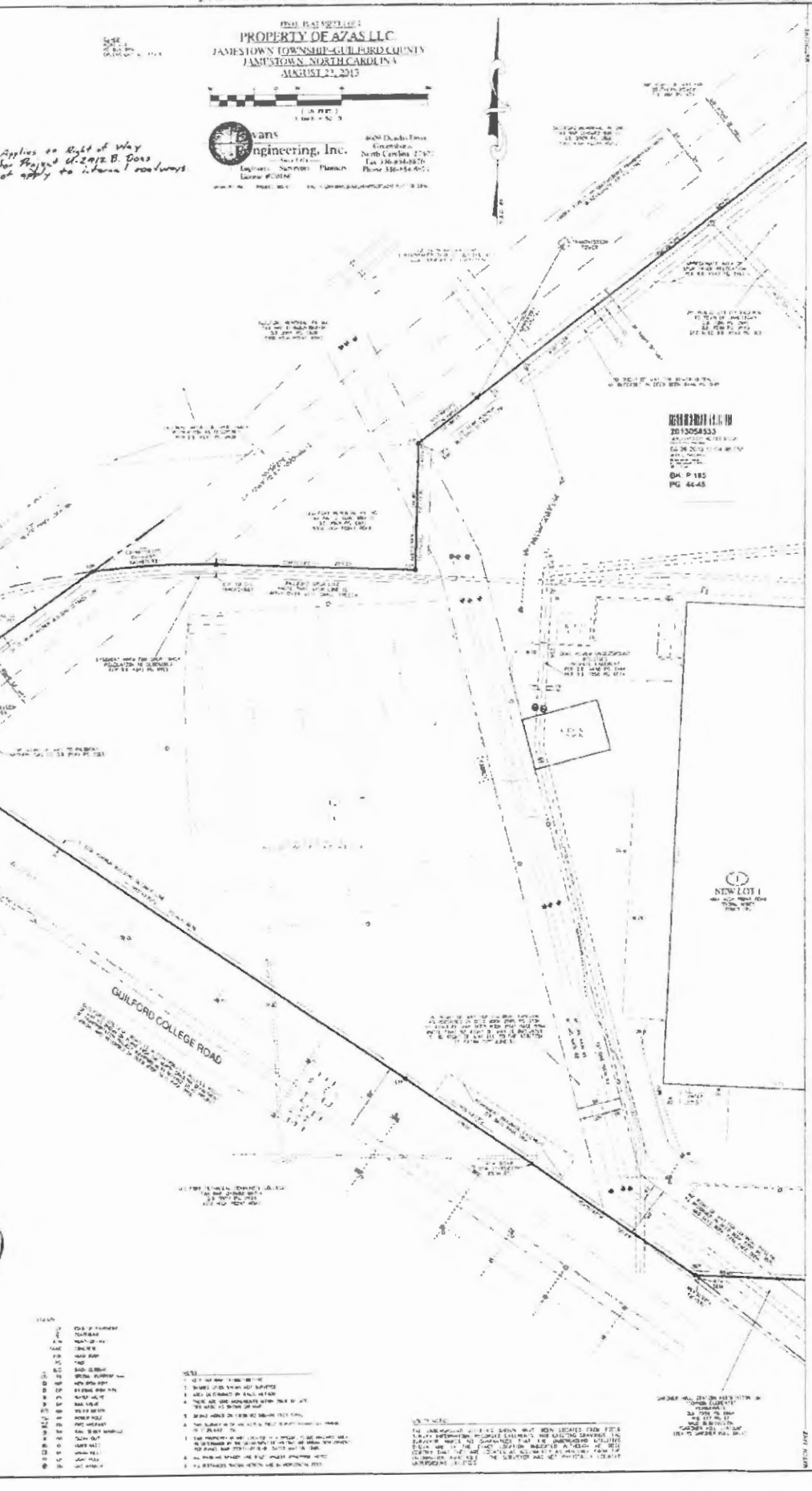
DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.

DEED OF CONVEYANCE  
This deed is made this 23rd day of August, 2013, by and between the undersigned, the Property of Azas LLC, of the County of Guilford, State of North Carolina, and the undersigned, Survey Engineering, Inc., of the County of Guilford, State of North Carolina.



REGISTERED PLAT NO. 2013058523  
DATE OF RECORDATION 8/26/2013  
BOOK 185 PAGE 89

NEW LOT 1

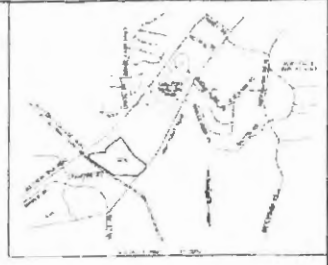
Legend table with symbols for various survey features like easements, boundaries, and roads.

NOTES section containing numbered survey notes and observations.

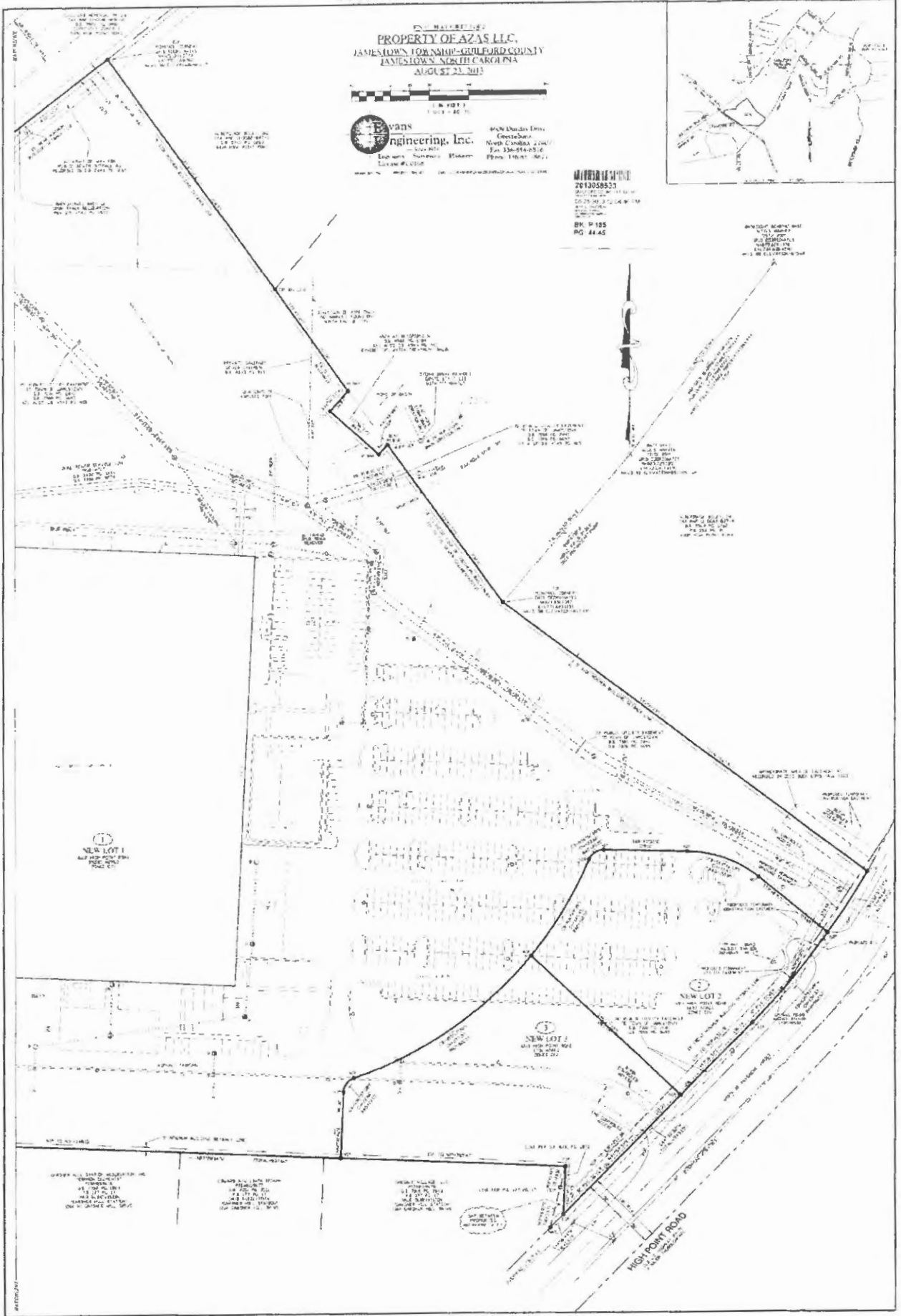
PROPERTY OF AZAS LLC,  
JAMESTOWN TOWNSHIP-GUILFORD COUNTY  
JAMESTOWN, NORTH CAROLINA  
AUGUST 23, 2011



**Evans Engineering, Inc.**  
1000 Evans Drive  
Clemmons, North Carolina 27007  
Tel: 336-744-3116 Fax: 336-744-3117  
License # 10000



2013058533  
BOOKED BY: [unclear]  
DATE: 05/23/2013 10:46 AM  
BK: P 185  
PG: 44-45





Town of Jamestown, North Carolina  
Department of Planning

Application for Zoning Amendment

The following items must be submitted with this form before the application may be processed.  
Please bring the following items with you when submitting your application form:

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
  - Title, preparer, and date of plan
  - Property lines and dimensions
  - Easements affecting the property
  - Physical features such as flood plains
  - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
  - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
  - Location and description of site features such as landscaping, lighting, and signage (if proposed).

Additional Notes:

- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
- *BY SIGNING THIS FORM, YOU ARE GRANTING PERMISSION FOR MEMBERS OF THE STAFF OR ANY APPOINTED OR ELECTED BOARD THE RIGHT TO ACCESS YOUR PROPERTY, INCLUDING BUT NOT LIMITED TO THE USE OF UNMANNED AERIAL SYSTEMS TO OVERFLY YOUR PROPERTY*
- You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

Applicant Information

Applicant Name: Charles E. Melvin, Jr.

PO Box 21927, Greensboro, NC 27420-1927

Street Address or P.O. Box 336-420-9388 City/State/Zip Code cmelvin@foxrothschild.com

Home/Work Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_ Email \_\_\_\_\_

Is the applicant the owner of the parcel(s) to be rezoned? Yes  No

Owner Information

Owner Name: GTCC Foundation Properties, LLC

601 E. Main Street, Jamestown, NC 27282

Street Address or P.O. Box \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Home/Work Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_ Email \_\_\_\_\_

Applicant and Owner Certification and Signature

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)

Applicant Signature: Charles E. Melvin, Jr. Date: 04/07/21

I, THE UNDERSIGNED, AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).

Owner Signature: Nancy Sollasi, Treasurer Date: 4/8/2021

NOTARY STATEMENT:

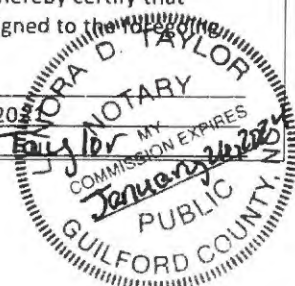
State of North Carolina \_\_\_\_\_, County of Guilford to wit: (SEAL)

I, Lenora D. Taylor a notary public in and for the state and county aforesaid, do hereby certify that Nancy Sollasi whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires January 26, 2024

Given under my hand this 8<sup>th</sup> Day of April, 2021

Notary Signature Lenora D. Taylor Printed Name of Notary: Lenora D. Taylor





<b>Permit Information</b>				
Owner Requests Rezoning of the Following Parcel(s):				
<b>Parcel #1:</b>	<u>220421</u>	Parcel Size:	<u>1.65 acres</u>	<u>6014 W. Gate City Blvd.</u>
	Tax Map ID		Acres/Square Ft	Street Address (see attached for uses)
Current Parcel Zoning:	<u>CIV-CIVIC</u>	Request to Rezone to:	<u>COMMERCIAL (CZ)</u>	
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>
				<u>Vacant/Unused</u>
Owner Requests Rezoning of the Following Parcel(s):				
<b>Parcel #2:</b>	<u>220422</u>	Parcel Size:	<u>1.7 acres</u>	<u>6016 W. Gate City Blvd.</u>
	Tax Map ID		Acres/Square Ft	Street Address (see attached for uses)
Current Parcel Zoning:	<u>CIV-CIVIC</u>	Request to Rezone to:	<u>COMMERCIAL (CZ)</u>	
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>
				<u>Vacant/Unused</u>
Owner Requests Rezoning of the Following Parcel(s):				
<b>Parcel #3:</b>	<u>                    </u>	Parcel Size:	<u>                    </u>	<u>                    </u>
	Tax Map ID		Acres/Square Ft	Street Address
Current Parcel Zoning:	<u>                    </u>	Request to Rezone to:	<u>                    </u>	
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>
				<u>Vacant/Unused</u>

**If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.**

---



---



---



---

<b>Adjoining Property Owner(s)</b>		<b>Tax Map Numbers</b>
Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		
The Trustees of Guilford Technical Community College	6012 W. Gate City Blvd.	155580
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
KV Grandover Village LLC	6021 6023 W. Gate City Blvd.	230932
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Alberdingk Boley Inc	6008 W. Gate City Blvd.	155578
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
DFHC Corporation Inc	1002 Gardner Hill Drive	159678
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	

**Project Questionnaire**

Rezoning requests involve analysis by Town staff, Planning Board, and Town Council members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to the Planning Board, as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.

**Why are you requesting this rezoning?**

In order to enable the parcels to be utilized for the limited uses requested.

**Please provide a description of the site before and after development (if construction is proposed).**

No construction presently is proposed.

**Please describe the operation proposed including number of employees and hours of operation, if applicable.**

No operation presently is proposed for the property.

**Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).**

Proposed uses will be compatible with adjacent properties.

**Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.**

There should be no negative impact arising from proposed uses.

**Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.**

Unknown at this time.

**For Town Use Only**

Date Application Received: \_\_\_\_\_

Town of Jamestown, North Carolina  
301 E. Main St.  
Jamestown, NC 27282  
(336) 454-1138



**Town of Jamestown, North Carolina  
Department of Planning**

**Rezoning Permit  
Process Guide**

**Frequently Asked Questions**

**What is a rezoning?** A rezoning is required if the proposed use of your property is not permitted by right or with a Special Use Permit.

**What is the process?** Applicants submit an application for rezoning to the Planning Department by the second Monday of the month to meet the deadline for the following month's Planning Board meeting. Applications are then considered at a public hearing before the Planning Board which makes a recommendation for consideration by the Town Council.

**How long does the process take?** The process typically takes 2 to 3 months to complete from beginning to end. This time frame can vary if an application requires additional time for review by the Planning Board or Town Council.

**What happens during a public hearing?** All rezoning applications require two public hearings, one by the Planning Board and one by the Town Council. The NC General Statutes requires that a notice of public hearing be placed in the newspaper. Generally, all property owners within a 500 ft. radius of your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

**What can I expect during the meetings?** At the time of your public hearing, the meeting chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask town staff to provide a summary of the application. The applicant and those attendees in support and opposed to the project are then invited to speak.

**Why is it important for the applicant to attend both public hearings?**  
During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Board members and Interested parties in the audience.

**Typical Timeline**

**Step 1.** Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

**Step 2.** Applications are always due on the second Monday of the month. A non-refundable application fee is due upon submittal.

**Step 3.** Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

**Step 4.** Complete applications are advertised for public hearing.

**Step 5.** The Planning Board meeting is held on the 2<sup>nd</sup> Monday of every month.

**Step 6.** The Town Council public hearing is scheduled, generally, for the 3<sup>rd</sup> Tuesday in the following month.

**Step 7.** Approved applications may proceed with the building permit application process.

**Contact Information**

**You may find the following numbers helpful during your application process:**

Planning Department	336-454-1138
Town Manager	336-454-1138
Public Services Department	336-454-1138
Guilford County Health Department	336-641-7777
NC Department of Transportation	336-487-0000
NC Department of Environmental Quality	336-641-3334
NC Department of Motor Vehicles	336-884-1003
NorthState Telecom	336-886-3600
Duke Energy	800-777-9898
Piedmont Natural Gas	800-752-7504
Time Warner Cable	800-892-4357
Utility Location Services	811

**Planning Board Members**

Eddie Oakley	336-454-1552
Ed Stafford	336-669-5106
Sarah Glanville	336-209-1712
Dennis Sholl	336-454-5902
Russ Walker, Jr.	336-454-4405
Richard Newbill**	336-688-2134
Steve Monroe**	336-454-2881
Robert Lichauer**	336-880-3038
Sherrie Richmond**	336-491-8983

\*\*Denotes ETJ member



**I USES:**

<b>The following uses are permitted by right; all other uses are prohibited.</b>
Accounting, Auditing or Bookkeeping Services
Administrative or Management Services
Advertising Agency
Alteration, Clothing Repair
Ambulance, Fire, Rescue Station
Apparel Sales (Clothing, Shoes, Accessories)
Architect, Engineer or Surveyor's Office
Arts and Crafts Store
Bank, Savings and Loan, or Credit Union
Clothing, Shoe and Accessory Store
Computer Sales and Service
Dental, Medical or Related Office
Department, Variety or General Merchandise Store
Drive Through Window as Accessory Use *
Drugstore
Finance or Loan Office
Fire, Ambulance, Rescue Station
Florist
Furniture Sales
Gift or Card Shop
Grocery Store
Hardware Store
Hobby Shop
Home Furnishings Sales
Insurance Agency (no on-site claims inspections)
Jewelry Store
Law Office
Library
Lighting Sales and Service
Martial Arts Instructional Schools
Medical, Dental or Related Office
Museum or Art Gallery
Musical Instrument Sales
Newsstand
Office Machine Sales
Optical Goods Sales
Paint and Wallpaper Sales
Pet Store
Photocopying and Duplicating Services
Photography, Commercial
Photography Studio
Physical Fitness Center, Health Club
Post Office

<b>The following uses are permitted by right; all other uses are prohibited.</b>
Printing and Publishing Operation
Real Estate Office
Restaurant (with drive-thru)
Restaurant (without drive-thru)
Sporting Goods Store
Stationery Store
Stock, Security or Commodity Broker
Travel Agency
Veterinary Service, Pet Grooming, No Outdoor Kennels or Runs

\* Subject to additional development standards

**II SIGNAGE:**

One monument sign per lot shall be permitted, each not to exceed twelve feet in height with maximum sign area not to exceed 60 square feet

**III SIDEWALKS:**

Sidewalks will be extended along W. Gate City Blvd.



Planning Board Hearing Date: May 10, 2021

**GENERAL INFORMATION**

**Applicant:** Charles E Melvin c/o GTCC Foundation Properties, LLC  
**Request:** Request for rezoning of the following parcels:  
 • 6014 W. Gate City Blvd (Parcel #220421) 1.65 +/- acres, From CIV to CZ-C  
 • 6016 W. Gate City Blvd (Parcel #220422) 1.7 +/- acres, From CIV to CZ-C  
**Conditions:** See Attached.  
**Location:** 6014 and 6016 W. Gate City Blvd  
**Parcel ID#:** 220421, 220422  
**Public Notice:** Notice of Pubic Hearing mailed 04/26/2021  
**Tract Size:** Total of all tracts is approximately 3.35 +/- acres  
**Topography:** Generally flat throughout  
**Vegetation:** Undeveloped parcel, cleared of trees and vegetation.  
**TRC Review:** TRC has reviewed the proposed rezoning and a detailed construction plan review will be required prior to the issuance of any construction permits.

**SITE DATA.**

**Existing Use:** Vacant

**Adjacent Uses:**

	Adj. Zoning	Adj Land Uses
North	CIV	Civic
South	CZ-B	Conditional Zoning - Bypass
East	IND	Industrial
West	CZ-C	Conditional Zoning - Commercial

**Zoning History:**

Case #	Date	Summary
N/A	2009	This property was rezoned as part of the LDO update in 2009

**SPECIAL INFORMATION**

**Overlay Districts:** N/A  
**Environmental:**  
**Watershed:** Randleman Lake GWA  
**Floodplains:** Site is not adjacent to any floodplain per FEMA maps.  
**Streams:** There do not appear to be any streams adjacent to the properties in question.  
**Other:** N/A

**Utilities:** Public Water and Sanitary Sewer are available near this site.

**Landscape Requirements:** Landscaping requirements shall be per the TOJ Land Development Ordinance.

**Tree Conservation Areas (TCA):** N/A

**Open Space:** N/A

**Transportation:**

Street Classification: W Gate City Blvd - Major Thoroughfare

Site Access: W Gate City Blvd and GTCC campus entry road (Grandover Village Rd)

Traffic Counts: Counts are NCDOT 2019 data: 17,000 ADT on W Gate City Blvd between Guilford College Rd. and high Point Rd.

Sidewalks: Existing along W Gate City Blvd. Extension of sidewalks will be required by the Jamestown LDO and/or the site specific master plan.

Transit: Not currently serviced by transit.

Traffic Impact Study: No TIS is required

Street Connectivity: N/A

Other: N/A

**IMPACT ANALYSIS**

**Land Use Compatibility and 2020 Land Development Plan (LDP)**

The future land use map identifies these parcels future land use as “industrial”. The 2020 Land Development Plan defines “Industrial” as:

**INDUSTRIAL:** Areas accommodating a variety of existing heavy- and light-industrial, and some new light-industrial, commercial, office and service uses. The intent of this designation is to accommodate large-scale existing employment and industrial uses, and to provide for new office or business parks, research campuses, and a variety of new light-industrial, commercial, institutional, and open space uses.

- Generally located on major thoroughfares & railroad corridors and key intersections.
- Provides easy access to employees in a well-designed, campus-like setting.
- Amenities for workers may include convenient pedestrian access to shops, restaurants, daycare centers and other services, walking trails, picnic areas, and open space.
- Special attention is placed on site, landscape, and building design, by incorporating natural features, protecting environmentally sensitive areas, providing interconnectivity among uses, and providing adequate transitional uses, buffers, and screening to mitigate significant impacts on surrounding uses.

This property was previously home to the Daimler-Chrysler Bus Facility. Guilford Technical Community College (GTCC) purchased the property and it was rezoned in 2013 as a Civic land use. The areas surrounding this property have developed over the past 10 years; primarily with Commercial, Civic, and Bypass land uses.

**2020 LDP Goals and Policies Applying To This Proposal**

**GROWTH MANAGEMENT**

**GOALS:**

- A. Carefully manage growth, making smart growth decisions that maintain and enhance Jamestown’s special community characteristics and heritage.
- B. Strategically locate new land development in the most appropriate places.
- C. Use infrastructure investments as efficiently as possible.
- D. Attract new businesses and jobs and a more diverse tax base.
- E. Preserve our natural, cultural & historic resources and open space as we grow.

**POLICIES:**

- 1.5 Carefully manage land development patterns along existing and planned major roads (e.g. Guilford College Road, High Point Road, future Bypass) to maintain their safety and function and create welcoming, aesthetically pleasing entranceways that reflect our small-town character.
- 1.6 Encourage the design of new activity centers to provide a wider mixture of uses and to serve as pedestrian-friendly community destinations and gathering areas.
- 1.7 Encourage the development of new commercial uses within designated activity centers to be energy efficient, aesthetically pleasing and pedestrian-friendly and the renovation, maintenance and creative re-use of existing commercial buildings to provide more retail, business and office uses in convenient locations.
- 1.15 Carefully balance individual property rights with the good of the whole community by expecting new development to use the best design features of our favorite existing areas and by providing adequate buffers between incompatible uses.
- 1.17 Encourage everyone in our community to use these land development plan goals and policies as guidelines for making smart growth decisions, to strategically locate land development in the most appropriate places, to use existing and future infrastructure investments efficiently, to reduce costly sub-urban sprawl, and to help maintain and enhance the community assets that make Jamestown special.

**PLANNING COORDINATION**

**GOALS:**

Coordinate land development planning and decision-making with surrounding jurisdictions, so that future land development in Jamestown fits well into its regional context, and maintains and enhances the quality of life for citizens in and around its jurisdiction.

**POLICIES:**

- 2.1 Take into account the future growth plans of surrounding jurisdictions (e.g. Guilford County Southwest Area Plan, proposed High Point & Greensboro By-Pass), so Jamestown’s land use planning and growth management approaches are as compatible and mutually supportive as possible. Provide plan documents and outreach to neighboring jurisdictions.
- 2.3 Identify transitional areas (future growth areas) around the Town’s borders, to manage future development that may eventually become part of the Town’s municipal limits.
- 2.4 Build cooperative partnerships with local institutions, agencies and businesses to expand community amenities and services, to create jobs, to maintain a strong tax base, to encourage new development that fits our small-town character, and to prevent conventional strip development along major road corridors.
- 2.5 Encourage inclusion of Jamestown in county-wide economic development efforts to attract and recruit new retail and service uses to meet its local needs and to expand local jobs, and tax base when appropriate.

**COMMUNITY APPEARANCE**

**GOALS:**

Carefully preserve and enhance Jamestown’s small-town character and community appearance as it grows.

**POLICIES:**

- 3.3 Maintain a strong sense of place and community pride as each new land use fits into our vision for the

future – adding quality and value and enhancing our community character and quality of life.

## QUALITY OF LIFE

### GOALS:

Carefully preserve Jamestown’s natural, cultural and historic resources as we grow.

### POLICIES:

4.3 Maintain & improve air quality by recruiting environmentally-friendly industry, and encouraging pedestrian-friendly, mixed-use land use patterns, more sidewalks, bike lanes & greenways, interconnected street patterns, and open space (cluster) development.

## PUBLIC SERVICES AND FACILITIES

### GOALS:

Provide adequate public services as we grow, consistent with our ability to pay for them.

### POLICIES:

5.2 Provide adequate sewer services to accommodate existing land development and plan future sewer system extensions to support new land development in the most appropriate places. Continue on-going sewer system improvements and maintenance.

5.6 Carefully manage access along major thoroughfares and road entranceways, to protect public safety, road function, and community aesthetics.

5.8 Provide an adequate solid waste disposal system and improve recycling efforts through curb collection and education within Town limits.

## CONFORMITY WITH OTHER PLANS

Town Plans: N/A

Other Plans: N/A

## STAFF COMMENTARY:

These parcels were originally owned by Daimler-Chrysler Bus Facility for industrial use and identified as such in the 2007 LDP, they have since been acquired by GTCC. The parcels are adjacent to the GTCC Center for Advanced Manufacturing, the property owner wishes to rezone the parcels to CZ-C, identifying land uses that will compliment campus through conditional zoning (conditions attached).

Public Services Director, Paul Blanchard, has investigated the parcels and found they can be served by Jamestown Public Utilities for both water and sewer.

Staff believe that the request to rezone this property from CIV (Civic) to CZ-C (Conditional Zoning – Commercial) is appropriate, yet it is inconsistent with the 2020 LDP. Therefore staff recommends that the Planning Board and Council follow the “Motion to Approve Zoning Amendment (Even with Inconsistent with Comp Plan)” procedure outlined below. *This will require a third motion - one to consider the proposed zoning amendment, one to adopt the consistency statement, and one additional motion to amend the Comp Plan to conform with the amendment.*

### Suggested timeline for consideration:

Planning Board Public Hearing: May 10, 2021

Town Council Public Hearing: July 12, 2021

\*\*COVID-19 restrictions will be observed. Dates, times and locations are subject to change due to circumstances beyond Town Council and staff control. All dates, locations and times will be advertised according to North Carolina law.\*\*

### WRITTEN RECOMMENDATION ADDRESSING COMPREHENSIVE LAND USE PLAN CONSISTENCY:

Effective October 1, 2017, state law has changed regarding the adoption of “consistency statements” when amending zoning ordinances. I have attached the UNC School of Government’s blog on the topic for your review. However, I thought I would pull some of the pertinent information out and place it below in a bulleted format:

- Boards are not required to take action that is consistent with an adopted Land Development Plan (aka – Comprehensive Plan or “Comp” Plan). They only need to consider what it says.
- The Council and Planning Board **must** adopt a statement that addresses plan consistency when considering zoning ordinance amendments.
- The adopted statement **may not be** something simple like “we find the request to be consistent/inconsistent with adopted policies”. Rather, it must say **how/why** the Council feels as it does.
- The consistency statement must include some modest discussion and explanation about the Planning Board and Council’s feelings on their actions. In other words, the statement should not be crafted beforehand by staff.
- The new law states that the Council must make their statement conform to one of three forms:
  - A statement approving the proposed zoning amendment and describing its consistency with the plan;
  - A statement rejecting the proposed zoning amendment and describing its inconsistency with the plan; or
  - A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community that were taken into account in the zoning amendment.
- Each consistency statement **must** include an **explanation of why the board deems the action to be reasonable and in the public interest.**

All amendments must now follow this approach:

- 1) Consideration of the proposed zoning amendment and public hearing.
- 2) Deliberation by the Board.
- 3) Motion on consistency/inconsistency with the Land Development Plan (Comp Plan).
  - a. ***If the Board finds that the proposed amendment is inconsistent with the Comp Plan, but wishes to approve the amendment, it must also make a motion (separately) to amend the Comp Plan to conform to the amendment.*** The same is true if the Board finds that a proposed amendment is consistent with the Plan, yet wishes to deny the amendment.
- 4) Motion to approve/deny the zoning amendment.

A sample format is provided on the following pages.



**MOTION**  
**FINDING PROPOSED AMENDMENT CONSISTENT WITH COMP PLAN**

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *The proposed zoning amendment is **consistent** with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board further finds that the proposed zoning amendment is consistent with the comprehensive plan because: \_\_\_\_\_.

AND

2. *The proposed zoning amendment is reasonable.* The Planning Board considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is reasonable because: \_\_\_\_\_.

AND

3. *The proposed zoning amendment is in the public interest.* The Planning Board considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is in the public interest because: \_\_\_\_\_.

[Call for second etc.]

**MOTION**  
**FINDING PROPOSED AMENDMENT INCONSISTENT WITH COMP PLAN**

I make a motion that the proposed zoning amendment **be rejected** based on the following:

1. *The proposed zoning amendment is not consistent with the adopted comprehensive plan of the Town of Jomestown.* The Planning Board finds that the proposed zoning amendment is inconsistent with the comprehensive plan because: \_\_\_\_\_.

AND/OR

2. *The proposed zoning amendment is not reasonable.* The Planning Board considers the proposed zoning amendment to be unreasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be unreasonable is adopted by reference.

B. The Board further finds that the proposed zoning amendment is unreasonable because: \_\_\_\_\_.

AND/OR

3. *The proposed zoning amendment is in the public interest.* The Board considers the proposed zoning amendment to be against the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be against the public interest is adopted by reference.

B. The Board further finds that the proposed zoning amendment is against the public interest because: \_\_\_\_\_.

[Call for second etc .]

**MOTION  
TO APPROVE  
ZONING AMENDMENT  
(EVEN IF INCONSISTENT WITH COMP PLAN)**

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *Even though the proposed zoning amendment is inconsistent with the adopted comprehensive plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since plan adoption.* These changes include:  
\_\_\_\_\_.

Furthermore, the Board finds that the proposed zoning amendment meets the development needs of the community because:\_\_\_\_\_.

AND

2. *The proposed zoning amendment is reasonable.* The Board considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Board further finds that the proposed zoning amendment is reasonable because:\_\_\_\_\_.

AND

3. *The proposed zoning amendment is in the public interest.* The Council considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Board further finds that the proposed zoning amendment is in the public interest because:\_\_\_\_\_.

AND

4. By approving this motion, the Board also recommends that the Town Council also hereby amends the Town of Jamestown Land Development Plan (comprehensive plan) to reflect the approved zoning amendment.

[Call for second etc.]

**Zoning Staff Report prepared for the Town of Jamestown Planning Department by Anna Hawryluk.**



## NOTICE OF PUBLIC HEARING

### Town Council

#### ZONING CASE 2021-01

A request for rezoning has been filed with the Town of Jamestown Planning Department for the properties shown on the included map (highlighted in red). The request is described below:

Proposal: Request for rezoning for the following parcels consisting of a total of 3.35 +/- acres:

- 6014 W. Gate City Blvd (Parcel #220421) 1.65 +/- acres, From CIV to CZ-C
- 6016 W. Gate City Blvd (Parcel #220422) 1.7 +/- acres, From CIV to CZ-C

Location: See site map to the right (in red).

Applicant: Charles E Melvin c/o GTCC Foundation Properties, LLC, 601 E Main St, Jamestown, NC 27282

Applicant's

Contact: Charles Melvin, Fox Rothschild LLP – 336-420-9388

You are receiving this notice because public records indicate that you own property adjacent to or within 500 ft. of this rezoning request, which has been scheduled for a public hearing. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted zoning proposal.



The purpose of the public hearing is to allow citizens to comment regarding potential impacts the proposed development would have on their properties or on the area in general, and to identify issues or concerns related to the appropriateness of the request.

The public hearing is not the appropriate setting to learn about a zoning proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The staff recommend that you contact the applicant or the Town of Jamestown prior to the meeting to learn more about the proposal.

#### **PUBLIC HEARING**

PUBLIC HEARING DATE: Tuesday, June 15, 2021      TIME: 6:00 PM

LOCATION: Town of Jamestown Town Hall, Civic Center, 301 E. Main St.

In order to maintain compliance with COVID-19 restrictions, we will be limiting members of the public in attendance at this time. Members of the public may watch the hearing live on the Town's YouTube channel at: <http://www.youtube.com/c/TownofJamestownNC> Be sure to subscribe and tap the bell icon to be alerted when the meeting goes live.

The meeting facilities of the Town of Jamestown are accessible to people with disabilities. Anyone needing special accommodations should call (336) 454-1138. Notice of public hearing shall also be published in the Jamestown News.

Mailed: June 2, 2021



## NOTICE OF PUBLIC HEARING

### Town Council

#### ANNEXATION CASE ANX-2021-01

A request for annexation has been filed with the Town of Jamestown Planning Department for the properties shown on the included map (highlighted in red). The request is described below:

Proposal: Request for annexation for the following parcels consisting of a total of 3.35 +/- acres:

- 6014 W. Gate City Blvd (Parcel #220421) 1.65 +/- acres, From CIV to CZ-C
- 6016 W. Gate City Blvd (Parcel #220422) 1.7 +/- acres, From CIV to CZ-C

Location: See site map to the right (in red).

Applicant: Charles E Melvin c/o GTCC Foundation Properties, LLC, 601 E Main St, Jamestown, NC 27282

Applicant's

Contact: Charles Melvin, Fox Rothschild LLP – 336-420-9388

You are receiving this notice because public records indicate that you own property adjacent to or within 500 ft. of this annexation request, which has been scheduled for a public hearing. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted proposal.



The purpose of the public hearing is to allow citizens to comment regarding potential impacts of annexation and to identify issues or concerns related to the appropriateness of the request.

The public hearing is not the appropriate setting to learn about an annexation request for the first time. It is difficult to gain understanding of a request and offer well thought out comments during the relatively short time of a public hearing. The staff recommend that you contact the applicant or the Town of Jamestown prior to the meeting to learn more about the request.

#### PUBLIC HEARING

PUBLIC HEARING DATE: Tuesday, June 15, 2021      TIME: 6:00 PM

LOCATION: Town of Jamestown Town Hall, Civic Center, 301 E. Main St.

In order to maintain compliance with COVID-19 restrictions, we will be limiting members of the public in attendance at this time. Members of the public may watch the hearing live on the Town's YouTube channel at: <http://www.youtube.com/c/TownofJamestownNC> Be sure to subscribe and tap the bell icon to be alerted when the meeting goes live.

The meeting facilities of the Town of Jamestown are accessible to people with disabilities. Anyone needing special accommodations should call (336) 454-1138. Notice of public hearing shall also be published in the Jamestown News.

Mailed: June 2, 2021





## TOWN OF JAMESTOWN PLANNING BOARD

### CONSISTENCY STATEMENT

The Planning Board of the Town of Jamestown recommends that the proposed zoning amendment **be approved** based on the following:

1. *Even though the proposed zoning amendment is inconsistent with the adopted Comprehensive Plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since plan adoption. These changes include:*

GTCC has purchased this site and used it for civic purposes.

Furthermore, the board finds that the proposed zoning amendment meets the development needs of the community because:

It takes into account the future growth plans of the surrounding jurisdiction and encourages inclusion of Jamestown in countywide economic development.

2. *The proposed zoning amendment is reasonable.* The Planning Board considers the proposed zoning amendment to be reasonable because:

- A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.
- B. The board finds that the proposed zoning amendment is reasonable because: The proposed rezoning is consistent with the current zoning and usage of surrounding lots.

AND

3. *The proposed zoning amendment is in the public interest.* The Planning Board considers the proposed zoning amendment to be in the public interest because:

- A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.
- B. The Planning Board further finds that the proposed zoning amendment is in the public interest because: the proposed rezoning will allow for business development that can meet the needs of a larger portion of the growing population than does the properties' current zoning.

AND

4. By approving this motion, the Board hereby also recommends that the Town Council also hereby amends the Town of Jamestown Land Development Plan (Comprehensive Plan) to reflect the approved zoning amendment.

Adopted this the 10<sup>th</sup> day of May, 2021, by the Town of Jamestown Planning Board.

Sarah Glanville, Chair

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Public hearing on the question of annexation

**AGENDA ITEM #:** V-D(3)

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 15 min.

**DEPARTMENT:** Planning

**CONTACT PERSON:** Matthew Johnson, Asst. Town Mgr.

**SUMMARY:**

Under GS 160A-31, the Town has received a petition for annexation of property 6014 & 6016 W. Gate City Blvd. A Resolution directing the Clerk to investigate the petition was passed at the April 20, 2021, meeting, and the Council has adopted the Certificate of Sufficiency at the May 18, 2021, meeting.

The Council set a public hearing date for the consideration of the annexation of the parcels located at 6014 & 6016 W. Gate City Blvd. for the June 15, 2021, regular meeting at 6pm in the Civic Center.

**ATTACHMENTS:** Ordinance annexing the proposed parcels into the Town of Jamestown corporate limits.

**RECOMMENDATION/ACTION NEEDED:** Adopt ordinance of annexation as proposed.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to adopt the Ordinance of Annexation for 6014 & 6016 W. Gate City Blvd. as proposed.

**FOLLOW UP ACTION NEEDED:** Clerk and staff will notify the proper agencies.



AN ORDINANCE TO EXTEND THE CORPORATE LIMITS  
OF THE TOWN OF JAMESTOWN, NORTH CAROLINA

WHEREAS, the Town Council has been petitioned under G. S. 160A-31 to annex the area described below; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Town Hall at 6:00 pm on June 15, 2021, after due notice by publication on June 2, 2021; and

WHEREAS, the Town Council finds that the petition meets the requirements of G. S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Jamestown, North Carolina that:

Section 1. By virtue of the authority granted by G. S. 160A-31, the following described territory is hereby annexed and made part of the Town of Jamestown as of June 15, 2021.

LEGAL DESCRIPTION FOR 6014 W GATE CITY BLVD  
JAMESTOWN TOWNSHIP~GUILFORD COUNTY NORTH CAROLINA  
PLAT BOOK 185 PG. 44 LOT 2

BEGINNING AT A NEW IRON PIPE ON THE NORTHERN 100 FOOT WIDE RIGHT OF WAY FOR WEST GATE CITY BOULEVARD (F.K.A. HIGH POINT ROAD) AND BEING AS SHOWN RECORDED ON PLAT BOOK 185 PAGES 44 AND 45 IN THE GUILFORD COUNTY REGISTER OF DEEDS, SAID NEW IRON PIPE ALSO BEING THE EASTERN MOST CORNER OF LOT 3 AS RECORDED IN SAID PLAT BOOK 185 PAGES 44 AND 45, THENCE WITH THE NORTHERN LINE OF SAID LOT 3 AND BEING A NORTHERN LINE OF GTCC FOUNDATION PROPERTIES, LLC AS RECORDED IN DEED BOOK 7526 PAGE 1270 NORTH 46 DEG. 37 MIN. 48 SEC. WEST DISTANCE BEING 265.99 FEET TO A NEW IRON PIPE IN THE SOUTHERN LINE OF THE TRUSTEES OF GUILFORD TECHNICAL COMMUNITY COLLEGE AS RECORDED IN DEED BOOK 7526 PAGE 1267, THENCE WITH THE SOUTHERN LINE OF THE SAME BEING A CURVE TO THE LEFT A CHORD BEARING OF NORTH 30 DEG. 49 MIN. 39 SEC. EAST CHORD DISTANCE BEING 145.45 FEET ARC-LENGTH BEING 145.97 FEET AND HAVING A RADIUS OF 500.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE RIGHT A CHORD BEARING OF NORTH 56 DEG. 52 MIN. 08 SEC. EAST CHORD DISTANCE BEING 22.60 FEET ARC-LENGTH BEING 24.02 FEET AND HAVING A RADIUS OF 20.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME SOUTH 88 DEG. 43 MIN. 35 SEC. EAST DISTANCE BEING 109.11 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME

BEING A CURVE TO THE RIGHT A CHORD BEARING OF SOUTH 69 DEG. 46 MIN. 13 SEC. EAST CHORD DISTANCE BEING 97.45 FEET ARC-LENGTH BEING 99.25 FEET AND HAVING A RADIUS OF 150.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME SOUTH 50 DEG. 48 MIN. 51 SEC. EAST DISTANCE BEING 115.60 FEET TO A NEW IRON PIPE ON THE NORTHERN 100 FOOT WIDE RIGHT OF WAY RIGHT OF WAY FOR WEST GATE CITY BOULEVARD (F.K.A. HIGH POINT ROAD), THENCE WITH SAID NORTHERN RIGHT OF WAY BEING A CURVE TO THE RIGHT A CHORD BEARING OF SOUTH 39 DEG. 57 MIN. 49 SEC. WEST CHORD DISTANCE BEING 152.33 FEET ACR-LENGTH BEING 152.49 FEET AND HAVING A RADIUS OF 962.52 FEET TO AN EXISTING IRON PIPE, THENCE WITH THE SAME SOUTH 44 DEG. 30 MIN. 32 SEC. WEST DISTANCE BEING 131.79 FEET TO THE POINT AND PLACE OF BEGINNING CONTAINING 1.655 ACRES MORE OR LESS.

LEGAL DESCRIPTION FOR 6016 W GATE CITY BLVD  
JAMESTOWN TOWNSHIP~GUILFORD COUNTY NORTH CAROLINA  
PLAT BOOK 185 PG. 44 LOT 3

BEGINNING AT A NEW IRON PIPE ON THE NORTHERN 100 FOOT WIDE RIGHT OF WAY FOR WEST GATE CITY BOULEVARD (F.K.A. HIGH POINT ROAD) AND BEING AS SHOWN RECORDED ON PLAT BOOK 185 PAGES 44 AND 45 IN THE GUILFORD COUNTY REGISTER OF DEEDS, SAID NEW IRON PIPE ALSO BEING THE SOUTHERN MOST CORNER OF LOT 2 AS RECORDED IN SAID PLAT BOOK 185 PAGES 44 AND 45, THENCE WITH THE NORTHERN 100 FOOT WIDE RIGHT OF WAY FOR WEST GATE CITY BOULEVARD (F.K.A. HIGH POINT ROAD) SOUTH 44 DEG. 30 MIN. 32 SEC. WEST DISTANCE BEING 217.36 FEET TO AN EXISTING IRON PIPE, THENCE WITH AN EASTERN LINE OF DFHC CORPORATION INC., AS DESCRIBED IN DEED BOOK 7619 PAGE 1198 NORTH 02 DEG. 34 MIN. 37 SEC. EAST DISTANCE BEING 62.73 FEET TO AN EXISTING IRON PIPE, THENCE WITH THE SAME NORTH 87 DEG. 28 MIN. 14 SEC. WEST DISTANCE BEING 289.47 FEET TO A NEW IRON PIPE IN THE NORTHERN LINE OF LOT 3 OF THE GARDNER HILL STATION PLAT AS SHOWN RECORDED IN PLAT BOOK 177 PAGE 17, THENCE WITH A SOUTHERN LINE OF THE TRUSTEES OF GUILFORD TECHNICAL COMMUNITY COLLEGE AS RECORDED IN DEED BOOK 7526 PAGE 1267 ALSO BEING LOT 1 AS SHOWN RECORDED IN PLAT BOOK 185 PAGES 44 AND 45 NORTH 02 DEG. 31 MIN. 46 SEC. EAST DISTANCE BEING 86.32 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE RIGHT A CHORD BEARING OF NORTH 36 DEG. 57 MIN. 38 SEC. EAST CHORD DISTANCE BEING 22.62 FEET ARC-LENGTH BEING 24.04 FEET AND HAVING A RADIUS OF 20.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE LEFT A CHORD BEARING OF NORTH 55 DEG. 17 MIN. 28 SEC. EAST CHORD DISTANCE BEING 277.32 FEET ARC-LENGTH BEING 281.00 FEET AND HAVING A RADIUS OF 500.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SOUTHERN LINE OF GTCC FOUNDATION PROPERTIES, LLC AS

DESCRIBED IN DEED BOOK 7S26 PAGE 1270 SOUTH 46 DEG. 37 MIN. 48 SEC. EAST DISTANCE BEING 265.99 FEET TO THE POINT AND PLACE OF BEGINNING CONTAINING 1.701 ACRES MORE OR LESS.

Section 2. Upon and after June 15, 2021, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Jamestown and shall be entitled to the same privileges and benefits as other parts of the Town of Jamestown. Said territory shall be subject to municipal taxes according to G. S. 160A-58.10.

Section 3. The Mayor of the Town of Jamestown shall cause to be recorded in the office of the Register of Deeds of Guilford County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Guilford County Board of Elections, as required by G. S. 163-288.I.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Jamestown.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

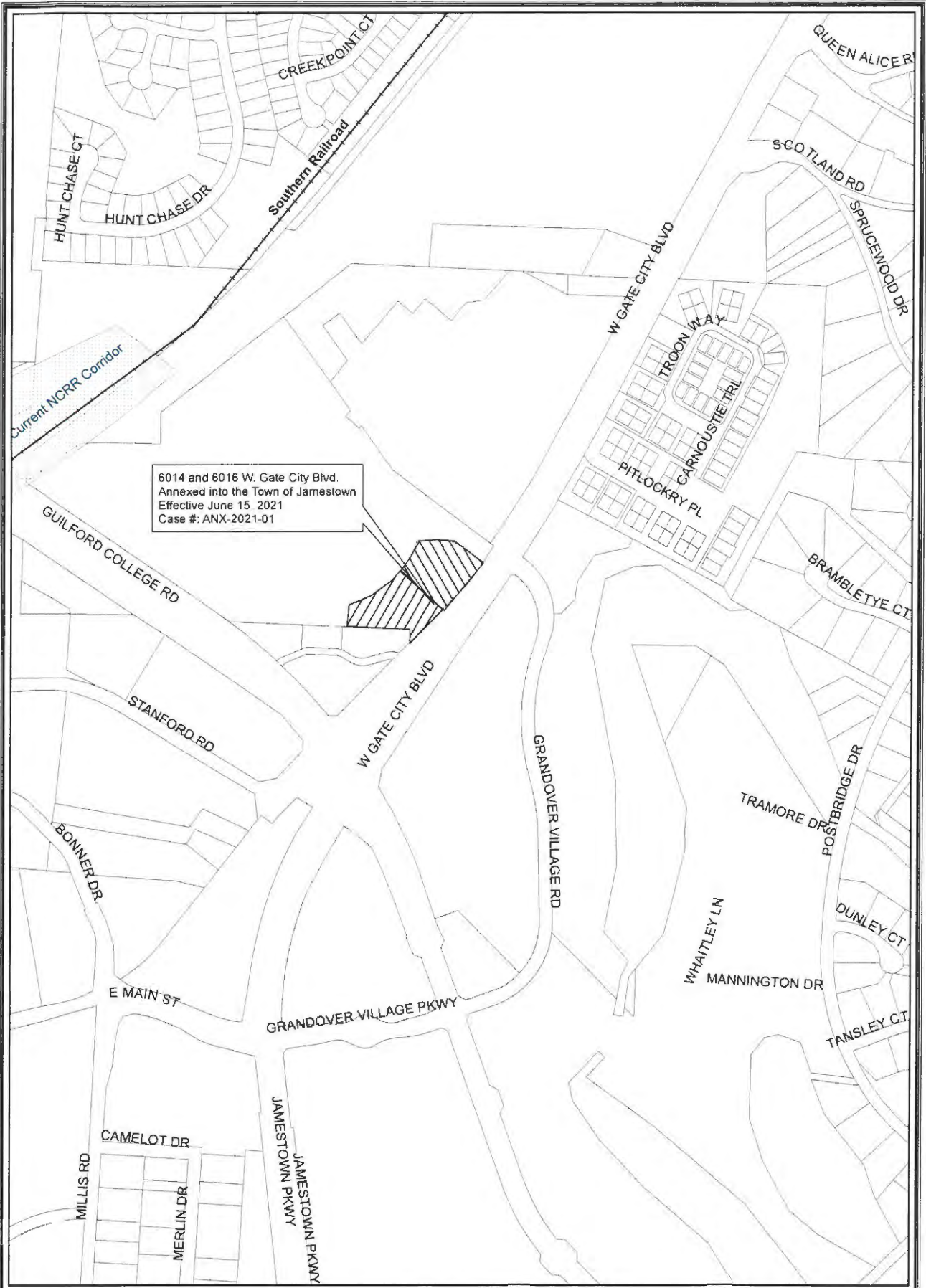
\_\_\_\_\_  
Mayor Lynn Montgomery

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Katie M. Weiner, CMC  
Town Clerk

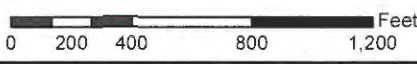
\_\_\_\_\_  
Beth Koonce, Town Attorney



6014 and 6016 W. Gate City Blvd.  
 Annexed into the Town of Jamestown  
 Effective June 15, 2021  
 Case #: ANX-2021-01

**Annexation of 6014 & 6016 W. Gate City Blvd.**  
**Effective June 15, 2021**

1 in = 400 feet



Town of Jamestown	
Legend	Symbol
Water	Blue
Highway	Yellow
County	Orange
City	Green
Other	Grey
Water	Blue
Highway	Yellow
County	Orange
City	Green
Other	Grey

This information is preliminary and has not been through a quality control review. This information is subject to inaccuracies. The data is provided to you "as is" with no claim made as to its accuracy or its appropriateness to your intended use of the data. This information should not be used for engineering, design or in any other way that may be construed as an endorsement or warranty by the Town of Jamestown. The Town of Jamestown will not be held responsible for any inaccuracies in this information. Therefore, under no circumstances shall the Town of Jamestown or its representatives be held responsible for any direct, indirect, or consequential damages to any person or property that arises from the use of the information provided.



Map Prepared by:  
 Planning Dept. - Town of Jamestown, NC  
 Current as of June 15, 2021





## NOTICE OF PUBLIC HEARING

### Town Council

#### ZONING CASE 2021-01

A request for rezoning has been filed with the Town of Jamestown Planning Department for the properties shown on the included map (highlighted in red). The request is described below:

Proposal: Request for rezoning for the following parcels consisting of a total of 3.35 +/- acres:

- 6014 W. Gate City Blvd (Parcel #220421) 1.65 +/- acres, From CIV to CZ-C
- 6016 W. Gate City Blvd (Parcel #220422) 1.7 +/- acres, From CIV to CZ-C

Location: See site map to the right (in red).

Applicant: Charles E Melvin c/o GTCC Foundation Properties, LLC, 601 E Main St, Jamestown, NC 27282

Applicant's

Contact: Charles Melvin, Fox Rothschild LLP – 336-420-9388

You are receiving this notice because public records indicate that you own property adjacent to or within 500 ft. of this rezoning request, which has been scheduled for a public hearing. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted zoning proposal.



The purpose of the public hearing is to allow citizens to comment regarding potential impacts the proposed development would have on their properties or on the area in general, and to identify issues or concerns related to the appropriateness of the request.

The public hearing is not the appropriate setting to learn about a zoning proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The staff recommend that you contact the applicant or the Town of Jamestown prior to the meeting to learn more about the proposal.

#### **PUBLIC HEARING**

PUBLIC HEARING DATE: Tuesday, June 15, 2021      TIME: 6:00 PM

LOCATION: Town of Jamestown Town Hall, Civic Center, 301 E. Main St.

In order to maintain compliance with COVID-19 restrictions, we will be limiting members of the public in attendance at this time. Members of the public may watch the hearing live on the Town's YouTube channel at: <http://www.youtube.com/c/TownofJamestownNC> Be sure to subscribe and tap the bell icon to be alerted when the meeting goes live.

The meeting facilities of the Town of Jamestown are accessible to people with disabilities. Anyone needing special accommodations should call (336) 454-1138. Notice of public hearing shall also be published in the Jamestown News.

Mailed: June 2, 2021





## NOTICE OF PUBLIC HEARING

### Town Council

#### ANNEXATION CASE ANX-2021-01

A request for annexation has been filed with the Town of Jamestown Planning Department for the properties shown on the included map (highlighted in red). The request is described below:

Proposal: Request for annexation for the following parcels consisting of a total of 3.35 +/- acres:

- 6014 W. Gate City Blvd (Parcel #220421) 1.65 +/- acres, From CIV to CZ-C
- 6016 W. Gate City Blvd (Parcel #220422) 1.7 +/- acres, From CIV to CZ-C

Location: See site map to the right (in red).

Applicant: Charles E Melvin c/o GTCC Foundation Properties, LLC, 601 E Main St, Jamestown, NC 27282

Applicant's

Contact: Charles Melvin, Fox Rothschild LLP – 336-420-9388

You are receiving this notice because public records indicate that you own property adjacent to or within 500 ft. of this annexation request, which has been scheduled for a public hearing. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted proposal.



The purpose of the public hearing is to allow citizens to comment regarding potential impacts of annexation and to identify issues or concerns related to the appropriateness of the request.

The public hearing is not the appropriate setting to learn about an annexation request for the first time. It is difficult to gain understanding of a request and offer well thought out comments during the relatively short time of a public hearing. The staff recommend that you contact the applicant or the Town of Jamestown prior to the meeting to learn more about the request.

#### **PUBLIC HEARING**

PUBLIC HEARING DATE: Tuesday, June 15, 2021      TIME: 6:00 PM

LOCATION: Town of Jamestown Town Hall, Civic Center, 301 E. Main St.

In order to maintain compliance with COVID-19 restrictions, we will be limiting members of the public in attendance at this time. Members of the public may watch the hearing live on the Town's YouTube channel at: <http://www.youtube.com/c/TownofJamestownNC> Be sure to subscribe and tap the bell icon to be alerted when the meeting goes live.

The meeting facilities of the Town of Jamestown are accessible to people with disabilities. Anyone needing special accommodations should call (336) 454-1138. Notice of public hearing shall also be published in the Jamestown News.

Mailed: June 2, 2021

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Discussion about recycling services in the Town of Jamestown

**AGENDA ITEM #:** VI-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Public Services

**CONTACT PERSON:** Paul Blanchard

**SUMMARY:**

Green for Life Environmental USA Inc. is the recycling contractor for the Town of Jamestown. The Town contracts recycling services as it is a market driven field, which requires more equipment, facilities, and expertise than small municipalities can manage. The Town has seen the need and benefits of having a curbside recycling program.

Seth Heath, General Manager of GFL, will discuss our recycling program and will be available to answer questions about the program.

**ATTACHMENTS:** none

**RECOMMENDATION/ACTION NEEDED:** none

**BUDGETARY IMPACT:** none

**SUGGESTED MOTION:** n/a

**FOLLOW UP ACTION NEEDED:** n/a



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Oakdale Sidewalk Ph II Capital Project Fund & Budget Amend. #26

**AGENDA ITEM #:** VI-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

NCDOT appropriated federal funds in the amount of \$160,000 for Oakdale Phase 2 sidewalk construction. The Town match is \$40,000. Design work for this project has been completed; this work was posted in the General Fund, as was the 80% reimbursement from NCDOT. Now that the project can be constructed, we want to set up a capital project ordinance multi-year fund for this construction. We also need to transfer the Town match into the capital project fund. The remaining amount of the Town match, after participating in the design costs, should be \$30,103. Thus budget amendment #26 will adjust the budget so this match can be transferred into the capital project fund.

**ATTACHMENTS:** Capital Project Ordinance & Budget Amendment #26

**RECOMMENDATION/ACTION NEEDED:** Approve Capital Project Ordinance & budget amendment #26

**BUDGETARY IMPACT:** \$30,103 from appropriated fund balance

**SUGGESTED MOTION:** Approve resolution setting up Oakdale Sidewalk Phase 2 Capital Project Ordinance Fund and Approve budget amendment #26



**FOLLOW UP ACTION NEEDED:**



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**Adoption of Capital Project Ordinance – Oakdale Sidewalk – Phase 2**

**BE IT ORDAINED** by the Town Council of Town of Jamestown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**Section 1.** The project authorized is the construction of 5' wide sidewalk along Oakdale Road that will connect residential neighborhoods to downtown Jamestown businesses and providing a safe walking route across railroad tracks, to be financed with federal funds and with Town matching funds.

**Section 2.** The officers of this unit are hereby directed to proceed with the capital project within the terms of the grant documents, and the budget contained herein.

**Section 3.** The following amounts are appropriated for the project:

Construction	\$200,000
--------------	-----------

**Section 4.** The following revenues are anticipated to be available to complete this project:

Federal CMAQ funds	\$160,000
Town match from General Fund	\$40,000

**Section 5.** The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

**Section 6.** The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

**Section 7.** The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Council.

**Section 8.** Copies of this capital project ordinance shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this 15th day of June, 2021.

ATTEST:

\_\_\_\_\_  
S. Lynn Montgomery, Mayor

FYE 6/30/21  
BUDGET AMENDMENT #26

		<u>Debit</u>	<u>Credit</u>
<b>Fund 10:</b>			
Transfer to Oakdale Sidewalk Phase 2 Capital Project Fund	10-9600-9600	30,103.00	
Appropriated Fund Balance	10-3991		30,103.00
To adjust budget for transfer of funds to CP fund			

**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Consideration of Amendment to Employment Contract of Interim T.M. **AGENDA ITEM #:** VI-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

---

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:**

**CONTACT PERSON:** Beth Koonce, Town Attorney

---

**SUMMARY:**

Beth Koonce, Town Attorney, has prepared an amendment to the employment contract of the Interim Town Manager. The amendment would allow Treme to serve as the Interim Town Manager through December 31, 2021. It would also require the Interim Town Manager to work a minimum of 26.5 hours per week. The amendment to the employment contract is attached.

---

**ATTACHMENTS:** Amendment to the Employment Contract for the Interim Town Manager

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council approve the amendment.

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:** Council Member makes a motion to approve/deny the amendment to the employment contract for the Interim Town Manager.



**FOLLOW UP ACTION NEEDED:**

**FIRST AMENDMENT**

TO

**AGREEMENT FOR EMPLOYMENT AS INTERIM TOWN MANAGER**

This First Amendment to Agreement is made this the 15<sup>th</sup> day of June, 2021, by and between the Town of Jamestown, North Carolina (hereinafter "Town") and David W. Treme (hereinafter "Interim Manager").

**WITNESSETH**

WHEREAS, the Town and the Interim Manager entered into an Agreement for Employment as Interim Town Manager, dated December 21, 2020, (the "Agreement") which Agreement sets forth the terms and conditions under which the Interim Manager was to be employed by the Town; and

WHEREAS, the Town and the Interim Manager now desire to amend "Section 2. Term" and "Section 7. Hours of Work" in said Agreement.

NOW, THEREFORE, in consideration of the Interim Manager continuing employment with the Town and the Term continuing to employ the Interim Manager, and other good and valuable consideration, including the mutual covenants herein contained, the receipt and legal sufficiency of which are hereby acknowledged, the Town and the Interim Manager hereby contract, covenant, and agree as follows:

- A. Section 2. Term shall be replaced in its entirety and shall read as follows:

**Section 2. Term**

Subject to earlier termination as provided for in Section 8, Subsection D hereof, the term of this Agreement shall continue, and Interim Manager shall serve as Interim Town Manager until a permanent Town Manager commences work, but in no event later than December 31, 2021.

- B. Section 7. Hours of Work shall be replaced in its entirety and shall read as follows:

**Section 7. Hours of Work**

The Interim Manager shall work at least a minimum of 26.5 hours per week, and may work additional hours based on need and necessity, particularly in emergency situations. The Interim Manager further agrees to be available by telephone for consultation and advice at times when he is not physically working in the Town.

C. All other terms and conditions set forth in the Agreement shall remain the same, and this First Amendment shall become effective June 15, 2021.

IN WITNESS WHEREOF, the Town and the Interim Manager have executed this First Amendment on the 15<sup>th</sup> day of June, 2021.

**TOWN OF JAMESTOWN**

BY: \_\_\_\_\_  
**LYNN MONTGOMERY**, Mayor

ATTEST:

\_\_\_\_\_  
**KATIE WEINER**, Town Clerk

AGREED AND ACCEPTED, this the 15<sup>th</sup> day of June, 2021.

\_\_\_\_\_  
**DAVID W. TREME**, Interim Town Manager

This instrument has been preaudited  
in the manner required by the Local  
Budget and Fiscal Control Act.

Judy Hall  
Finance Director

10-4200-1000



**Mayor**  
Lynn Montgomery

**Interim Town Manager**  
Dave Treme

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Manager Report

**AGENDA ITEM #:** VII-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** June 15, 2021

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Dave Treme, Interim Town Manager

**SUMMARY:**

The Manager's Report for the June 15th Regular Town Council meeting is attached.

**ATTACHMENTS:** Manager Report for June 15th TC Meeting, High Point Fire Line Letter, & Penny Road Sewer Agreement

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

Memorandum:

To: Mayor and Council

From: David W. Treme, Interim Town Manager

Subject: Town Manager Update

Date: June 6, 2021

- In accordance with a request from Mayor and Council, I have requested that the Town Attorney prepare an amendment to the current agreement for my employment as Interim Town Manager which would allow me to serve as Town Manager through December 31, 2021. In addition to changing the term of the contract from September 10, 2021 to December 31, 2021 the contract will require that the Interim Town Manager work a minimum of 26.5 hours per week.
- Mr. Paul Blanchard, Public Services Director, under longstanding water and sewer agreements with the City of High Point has approved the City of High Point to tap on to a fire line owned by the Town of Jamestown in order to provide fire protection to a building owned by the City of High Point. There will be no water used unless there is a fire. The agreement prevents unnecessary pump stations, metering stations, maintenance, and meter reading. Both parties have seen this arrangement as a “wash” (revenue neutral) and feel that it has been mutually beneficial.
- Town staff and I have met with representatives of Ramsay, Burgin and Smith Friday, May 30<sup>th</sup> and Thursday, June 3, 2021 to review the revised floor plan of the Town’s planned maintenance facility. Paul Blanchard led a group discussion regarding the relocation of water and sewer service, the relationship of the wash down area with drain and fueling station, information on the relocation of the current lift, information regarding the compressor, air drops, convenience power outlets, evaluation of chemicals stored for safety, and rearrangement of toilet/shower room layouts and drainage. RBS and the Town are currently seeking quotes for soil borings on the maintenance building site.
- The Mayor and Council in selecting various Goals in support of broad Outcomes contained in the Town’s recommended Strategic Plan have included in Outcome #1: Goal 5: **Implementing strategies to recruit employees from diverse populations** and Outcome #4: Goal 3: **Establishing a process for advertising openings & selecting residents for Town Boards and Committees**. As such, I am recommending that Staff participate in the North Carolina League of Municipalities **Inclusivity and Belonging in the Workplace for Municipal Officials** program from 10:00 am to 12:00 pm on June 15<sup>th</sup>. In addition, I am recommending that both elected and appointed officials in the Town of Jamestown also participate in an NCLM program, **Direct**, a new racial equity program for League members. The Town can either choose to participate in **Direct Consulting** or **Direct Conversations**. Direct consultants will work one-on-one with our municipal leadership in a retreat-style setting and Direct Conversations will provide a six-month training program that brings together up to ten municipalities to work through the Direct Four-Step Approach.

- I have preliminarily scheduled a workshop for Mayor and Council and staff from 9:00 am to 12:00 pm on Thursday, July 15, 2021 in the Civic Center in order to begin the process of reviewing and updating the Town's current mission, vision, and values. This is a very important element in our Strategic Planning Process and is listed as Outcome #2: Goal 2: **Review and upgrade current Town mission, vision, and core values.** Warren Miller of Fountain Works will be assisting the Town in this process. In addition Warren Miller will be meeting that afternoon to assist the staff and other outside contributors to develop a game plan for Outcome #5: Goal 2: **Prepare a strategic growth plan for Jamestown and surrounding ETJ area.** Warren will be helping kickoff the game planning process with the Leadership Team and staff the next morning from 9:00 am until 12:00 pm.

Town of Jamestown

Public Services



June 2, 2021

Mr. David W. Treme  
Town of Jamestown  
301 E. Main Street  
Jamestown, NC 27282

Dear Mr. Treme,

We have learned that the City of High Point needs to install a fire line at the City Lake Park area. They propose to tap the Town of Jamestown water main that runs along W. Main Street. Jamestown and High Point water and sewer agreements have served both parties well for decades, which allows Jamestown to provide water and sewer services without operating water and wastewater plants.

We have had some long-standing agreements with the City of High Point at that property as it is an "island" within the Town of Jamestown. The agreement has been mutually beneficial to Jamestown and High Point. Generally, the sewer agreement works as follows:

The Penny Road area and Cedar Creek Townhomes in Jamestown goes into High Point's sewer outfall unmetered. High Point's pool and gym drain into Jamestown's sewer unmetered. This arrangement prevents unnecessary pump stations, metering stations, maintenance, and meter reading. Both parties have seen this arrangement as a "wash" (revenue neutral).

The water in the area is metered to each municipality conventionally. This new water tap is for a fire line, so there will be no usage except in the event of a fire. Since our hydrants are near, those would be used unmetered in the event of a fire anyway. Thus, I respectfully request that we allow High Point to tap the line without the usual fees, but that construction materials and methods be in accordance with our specifications.

Thank you very much for your consideration of this request. Please let me know if I need to provide any additional information.

Sincerely,

A handwritten signature in black ink that reads "Paul R. Blanchard".

Paul Blanchard, Public Services Director

c Matthew L. Johnson, AICP, Assistant Town Manager  
file



CITY OF HIGH POINT  
NORTH CAROLINA

April 2, 2003

It is in agreement that the **City of High Point** will maintain the section of sanitary sewer line located on Penny Road and owned by the **Town of Jamestown** as shown on the attached map and being more particularly described as follows: Beginning at manhole number PB-35, station 0+00, and then running in a northwesterly direction between the house addresses of 117 & 121 Penny Road, 232' to manhole number PB-34, station 2+32, then continuing in a northwesterly direction 165' to manhole number PB-9, station 3+97, said manhole being on a sanitary sewer outfall line owned by the **City of High Point**.

It is further agreed that the **Town of Jamestown** will continue to accept the sanitary sewer effluent from the City Park pool house and gymnasium facilities located on Greensboro Road and owned by the **City of High Point**.

Winn Underhill  
Town of Jamestown  
Director of Public Works

Terry Hotk  
City of High Point  
Assistant Director of Public Services

TLH/tab



**CITY OF HIGH POINT - TOWN OF JAMESTOWN  
SANITARY SEWER AGREEMENT**

DATE: 4-2-03

NOT TO SCALE

