

**Regular Meeting of the Town Council  
July 20, 2021  
6:00 pm in the Civic Center  
Minutes & General Account**

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

**Staff Present:** Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Jamey Claybrook, Marcy Newton, & Beth Koonce, Town Attorney

**Visitors Present:** Cliff Paddock, Derek Carson, & Carol Brooks

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

- Roll Call- Weiner took roll call as follows:
  - Council Member Wolfe- Present
  - Council Member Capes- Present
  - Mayor Montgomery- Present
  - Council Member Straughn- Present
  - Council Member Rayborn- Present

Weiner stated that a quorum was present.

- Pledge of Allegiance- 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. There were no changes requested.

Council Member Wolfe made a motion to approve the agenda for the July 20<sup>th</sup> Town Council meeting as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

**Consent Agenda-** The consent agenda included the following items:

- Approval of minutes from the June 15<sup>th</sup> Regular Town Council Meeting
- Approval & Sealing of the June 15<sup>th</sup> Closed Session Minutes
- Resolution honoring Win Scott, High School Representative
- Resolution to join North Carolina League of Municipalities (NCLM) Workers' Compensation Insurance Program
- Resolution to join NCLM Property/Liability Insurance Program
- Analysis of the financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #1
- Budget Amendment #2

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

(Resolution honoring Win Scott, High School Representative, Resolution to join NCLM Workers' Compensation Insurance Program, NCLM Property/Liability Insurance Program, Budget Amendment #1, & Budget Amendment #2)

**Public Comment-**Nobody signed up.

**Old Business-**

- Consideration of approval of Amendment to Interlocal Agreement with Guilford County regarding Funding for the Jamestown Public Library- Treme stated that Guilford County had submitted a contract regarding funding for the Jamestown Public Library for Council's consideration. He added that the County had approved the contract at their July meeting. However, he noted that staff and the Town Attorney had found several typos that needed to be corrected. He requested that Council continue their consideration of the contract to the August 17<sup>th</sup> Town Council meeting.

Council Member Wolfe made a motion to continue the consideration of the Amendment to the Interlocal Agreement with Guilford County regarding Funding for the Jamestown Public Library to the August 17<sup>th</sup> Town Council meeting. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Interlocal Agreement with Guilford County for Animal Shelter and Control Services- Treme requested that Council continue their consideration of the contract to the August 17<sup>th</sup> Town Council meeting.

Council Member Wolfe made a motion to continue the consideration of the Interlocal Agreement with Guilford County for Animal Shelter and Control Services to the August 17<sup>th</sup> Town Council Meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Discussion about Non-Profit Contracts and Funding for Services- Gallman stated that the Town had contracted with the YMCA, JYL, the Jamestown Public Library, and the Historic Jamestown Society in the last fiscal year. She noted that the contracts were for recreation, library, and historic/cultural services. She added that staff had received requests from the agencies for funding for contracted services in the current fiscal year. She stated that JYL had requested \$25,500 and that the YMCA had requested \$23,545. Gallman said that the total amount budgeted for recreation programs was \$25,500. She recommended that Council allocate \$10,710 to JYL and \$14,790 to the YMCA based on the number of actual Jamestown participants that were involved in the programs the previous year. Gallman stated that half of the amounts would be paid out in advance and the remainder would be paid upon documentation of participation by Jamestown residents.

Gallman said that the Library had requested \$54,000. She noted that this was the amount budgeted for library services in the current fiscal year. She recommended that Council contract with the Jamestown Public Library in the amount of \$54,000 for library services.

She stated that the Historic Society had submitted a request for funding. However, she had some additional questions about their programming. She added that staff would like to discuss the contract for historic/cultural services at the August 17<sup>th</sup> regular Town Council meeting.

Council Members briefly discussed the details of the recreation participation with Gallman. Council Members requested that the YMCA and JYL provide more detailed lists about those that were participating in their programs this year. They were specifically concerned about whether or not the participants were actually Jamestown residents or if they just had a Jamestown mailing address. They wanted to ensure that the funding allocation was fair.

Council Member Capes made a motion to provide \$14,790 for services to be provided by the YMCA, \$10,710 for services to be provided by JYL, and \$54,000 for services to be provided by the Jamestown Public Library and to allow the Finance Director to update contracts and enter into the contracts for services specified.

#### **New Business-**

- Consideration of approval of special event permit request for the Jamestown Rotary Christmas Parade- Paddock presented the special event permit request on behalf of the Jamestown Rotary Club. He stated that the Christmas Parade would be held on December 5<sup>th</sup>. He added that the request included the typical non-profit funding for law enforcement, postage, and Town staff support for the event.

Council Members praised the Rotary Club for their work on the event and expressed their excitement that the parade would be held in December.

Council Member Straughn made a motion to approve the Jamestown Rotary Christmas Parade special event request with \$850 in funding for law enforcement, \$150 in funding for postage, and assistance from the Public Services staff during the event. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Jamestown Park and Golf Course Quarterly Report- Newton presented the quarterly report to Council. She noted that the golf course was continuing to do extremely well. She stated that the total number of paid rounds for the fourth quarter was 10,169. She added that green fee and cart and range revenues were up. She added that the grill was open on a reduced schedule due to staffing shortages.

Council thanked Newton for her report.

- Jamestown Park and Golf Course Maintenance Report- Claybrook said that staff had sold several unused pieces of equipment in order to better utilize space. He added that he was excited about the new deep tine aerifier machine which would be arriving soon. He stated that staff continued to focus on beautifying the course. Claybrook noted that staff had been using a new software system to keep track of specific jobs, equipment repairs, and equipment services. He said that this information would be beneficial when budgeting in the future because it kept a detailed account of specific maintenance functions. He stated that staff continued to repair and monitor irrigation leaks on the course.

- Consideration of approval of Budget Amendment #3- Gallman stated that the Town had received half of the total amount of American Rescue Plan (ARP) funding that would be allocated over a two-year period. She added that the first installment had been \$714,997.72. She noted that the budget amendment would allow staff to put the total amount of \$1,429,995.44 into the budget. She added that Council had established a grant project ordinance fund at their previous meeting. She said that the amendment would put the revenue and allowable expenditures into the budget. Gallman stated that the U.S. Treasury was in charge of the funds and would determine what would be considered an allowable expense. Therefore, she stated that there would not be any funding expended until the U.S. Treasury had finalized the spending requirements. Gallman requested that Council approve Budget Amendment #3.

Council Member Wolfe made a motion to approve Budget Amendment #3. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #3)

- Consideration of approval of Financing for Golf Equipment- Gallman stated that the purchase of a sprayer and a Sand Pro machine had been included in the CIP for the current fiscal year. She said that she sent out requests for proposals to three local banks. She added that she had received three responses. She presented an overview of the financing details included in the responses. She recommended that Council approve the selection of First Bank for the financing of the golf equipment.

Council Member Wolfe made a motion to approve First Bank to finance the sprayer and Sand Pro machine, to approve the terms of the loan agreement, to authorize the Finance Director to sign the loan documents on behalf of the Town, and to approve a resolution which authorizes the Town to accept the loan proposal. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Financing for new Sanitation Truck- Gallman said that the purchase of a sanitation truck had been included in the CIP for the current fiscal year. She added that she had sent out requests for proposals to three local banks. She stated that she had received two responses. Gallman noted that staff would like to use the same bank for financing of the golf equipment and the sanitation truck for efficiency purposes. She recommended that Council approve the selection of First Bank for the financing of the new sanitation truck.

Council Member Wolfe made a motion to approve First Bank to finance the new sanitation truck, to approve the terms of the loan agreement, to authorize the Finance Director to sign the loan documents on behalf of the Town, and to approve a resolution which authorizes the Town to accept the loan proposal. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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

- Manager Report- Treme presented his monthly Manager report to Council. He noted that staff planned to request bids for the recreation maintenance facility project in the coming months. He added that staff had met with United Way and had agreed to be a pacesetter again for the coming year. He stated that one of the Council's goals was to examine the insurance that was provided by the Town. He said that staff had researched various options and had joined the

North Carolina League of Municipalities (NCLM) insurances programs. He noted that this would save the Town about \$50,000. Treme added that staff was continuing to work on a strategic growth plan. He also spoke about the upcoming candidate information session and the joint Town Council/Planning Board meeting.

- **Council Member Committee Reports-**
  - Council Member Wolfe stated that the Comprehensive Plan Steering Committee had met via zoom on June 28<sup>th</sup> and in person on July 13<sup>th</sup>. They had discussed future land use, main street, downtown design concepts, and future land use designations. She stated that there was a TAC meeting on July 12<sup>th</sup> to discuss safety performance measures for the transit system in High Point. She added that she would be meeting with Wright Archer, NCDOT Representative, and Blanchard on Thursday.
  - Council Member Rayborn said that the AARP Committee met via zoom on July 8<sup>th</sup>. She stated that they had discussed the first draft of the Town’s proposal for inclusion in AARP’s network of Age-Friendly States and Communities. She added that Mark Hensley, AARP Representative, was in the process of reviewing the proposal before final submittal.
  - Mayor Montgomery stated that she and Johnson had attended a PTRC meeting on June 16<sup>th</sup>.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Wolfe thanked Judy and her staff for helping to save the Town money by researching other insurance options.

Mayor Montgomery presented Gallman with a certificate for excellence in financial reporting. Council Member Wolfe also presented her with a trophy for the “World’s Greatest Finance Director 2021 & Beyond” on behalf of Council. They all thanked her for her hard work and dedication to the Town.

**Closed Session Per. G.S. 143.11 to discuss matters related to Personnel and Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown-** Council Member Capes made a motion to go into closed session per G.S. 143.11 to discuss matters related to personnel and attorney client privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown. Council Member Straughn 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 Capes made a second to the motion. The motion passed by unanimous vote.

**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 7:55 pm.

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Mayor

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Town Clerk