

**Regular Meeting of the Town Council
August 18, 2020
6:00 pm in the Civic Center
Minutes & General Account**

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

Staff Present: Kenny Cole, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Scott Coakley, & Beth Koonce, Town Attorney

Visitors Present: Cliff Paddock

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

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda.

Cole requested to add item "II-J Budget Amendment #6" to the Consent Agenda.

Council Member Wolfe made a motion to approve the agenda for the August 18th Regular Town Council meeting. Council Member Straughn 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 July 21, 2020 Regular meeting
- Approval & Sealing of the July 21, 2020 Closed Session minutes
- Reappointment of Sarah Glanville and Russ Walker to the Planning Board
- Resolution directing the Clerk to investigate a petition received under G.S. 160A-31
- Analysis of financial position of the Town of Jamestown
- Analysis of the Jamestown Park & Golf Course
- Budget Amendment #5
- Notification of Advances
- Update on Sidewalk Projects
- Budget Amendment #6

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 directing the Clerk to investigate a petition received under G.S. 160A-31, Budget Amendment #5, & Budget Amendment #6)

Public Comment- Nobody signed up.

Old Business-

- Public Hearing to consider an amendment to the Town Code of Ordinances: Chapter 30: Town Council- Cole stated that Council had discussed changing the time of their Regular meetings from 6:30 pm to 6:00 pm during their June 16th meeting. He added that the Town of Jamestown’s Code of Ordinances would need to be amended in order to change the meeting time. A public hearing was required in order to amend the Code of Ordinances.

Mayor Montgomery opened the public hearing to anyone that would like to speak on the issue. There was no one. Mayor Montgomery closed the public hearing and opened the floor to Council for discussion.

Council Member Wolfe made a motion to amend Chapter 30 of the Town Code of Ordinances. Council Member Straughn made a second to the motion.

Weiner took a roll call vote as follows:

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

The motion passed by unanimous vote.

(Amendment to the Town Code of Ordinances: Chapter 30: Town Council)

- Consideration of amendment to the Town Council Rules of Procedure- Cole stated that the Rules of Procedure would need to be amended to reflect the meeting time change. He requested that Council change “6:30 pm” in the second sentence under “Rule 9: Regular Meetings” to “6:00 pm.”

Council Member Straughn made a motion to approve the amendment to the Town Council Rules of Procedure. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Amendment to the Town Council Rules of Procedure)

- Consideration of amendments to Town Council Regular Meeting Schedule- Cole stated that the Town Council Regular Meeting Schedule would need to be amended in order to reflect the new meeting time. He noted that the meetings from September through January would be recorded as starting at 6:00 pm instead of 6:30 pm.

Council Member Straughn made a motion to approve the amended Town Council Regular Meeting Schedule. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Amended Town Council Regular Meeting Schedule)

- Consideration of approval of Parks and Recreation Master Plan- Johnson stated that Council had discussed the Parks and Recreation Master Plan at their July 21st Regular meeting. He said that Council had directed staff to request that the consultant provide a cost estimate for an alternate plan that would keep the baseball fields in their current location. He noted that the quote was in their packet and that the estimated cost for the additional plan would be \$2,050. He stated that he was available to answer any questions that Council may have. He added that Scott Coakley, Parks and Recreation Superintendent, was also present if they had any questions for him.

Council Member Wolfe stated that she appreciated all the work that the Steering Committee, staff, and the consultant had put into the Plan. However, she said that it was important to have another plan that would keep the baseball fields at the Jamestown Park. She spoke about the details of the amendment to the project with Johnson.

Johnson said that there had not been any plans done that would keep the baseball fields in their current location. He added that the developers that were working on the Johnson property had offered to donate a 30 acre tract of land for a recreation amenity to the Town. He noted that staff believed it would be a good location for the ball fields. Johnson stated that the developer had offered to build the fields to the Town's specs, donate them, and allow the Town to operate the fields at that location. He said that the original scope of the Parks and Rec Master Plan was to consider new types of uses and amenities that would be eligible for PARTF funding.

Mayor Montgomery asked Johnson if there was a timeline that required the Plan to be approved in the near future. He said that it did not necessarily need to be approved immediately. However, he added that staff wanted to make sure that the efforts that were put into the Plan's creation were not futile. Mayor Montgomery said that she thought it may be wise to wait to approve the Plan until there was more clarity about the potential recreation donation.

Council Member Capes noted that the Plan detailed a multi-million dollar project. He added that there was a significant amount of repair that would need to be done to the ball fields.

Johnson stated that Coakley could present the quotes that he had received regarding the repairs to the baseball fields.

Council Member Rayborn added that that the repairs to the ball fields were not actually as expensive as they seemed if they were compared to the cost of the upgrades included in the Master Plan. She believed Council should reconsider the approval of the Master Plan at a later date.

Council Member Capes encouraged everyone to consider the Master Plan in stages and what would be actionable in Phase 1. He noted that some of the upgrades included within the Master Plan could be made without spending the entire amount. He highlighted that the Plan could be revised and that the baseball fields could be included at a later date.

Council Member Rayborn stated that the Plan could not be amended if the Town were awarded grant funding.

Coakley thanked Council for taking the time to consider the upgrades to the Jamestown Park. He stated that the baseball fields were in dire need of repair. He said that the lights on the fields

had been an issue for several years. He added that he received a quote for the installation of lights and that it would cost the Town between \$318,000 and \$325,000. He noted that the cost did not reflect the cost of repairing the drainage issues, irrigation, scoreboards, concession stands, or the fences. Coakley added that he would continue to get quotes for the rest of the repairs.

Council Member Capes asked about the size and the age of those that could utilize the fields for baseball. Coakley stated that the players would age out of using the fields at 12 years old.

Council Member Straughn discussed the details of the quotes with Coakley.

Council Member Capes discussed the details of the grading issues of the fields with Coakley.

Council Member Wolfe spoke about the cost estimate included in the amendment. She asked Johnson if the consultants would provide a cost estimate of all the necessary repairs to the baseball fields if the amendment were approved. Johnson stated that the consultants would use the cost of improvements to baseball fields from previous plans they had worked on and would provide that information to Council.

Council Members continued to discuss the Master Plan with Johnson.

Council Member Rayborn stated that the condition of the ball fields and the pertinent repairs had been discussed by the Town Council for years. She said that she was under the impression that the ball fields were going to be included in the Master Plan when it came time to create a new one.

Council Member Capes said that there was a lot of effort that was put forth throughout the creation of the Plan. He stated that he did not believe that additional money needed to be spent to create an additional plan. He added that the Master Plan would just provide a starting point for potential improvements. He said that he was not against keeping the fields, but he did not want to delay the approval of the current Plan.

Cole stated that Council could approve the Plan as presented and then direct staff not to move forward with the changes until a later date.

Council Member Wolfe said that she believed Council either needed to approve the budget amendment for an additional plan or the Master Plan would not be approved.

Johnson recommended that Council not spend the money for an additional plan at that time. He said that if they wanted to keep the fields where they were that they needed to set aside about \$1 million for the repairs. He added that the money may be better spent when the time came to discuss the Johnson property with McAdams consulting firm. He stated that the Master Plan was essentially for the application for the PARTF grant which required new recreational uses at the Jamestown Park.

Mayor Montgomery stated that she wanted to wait to vote on the approval of the Master Plan until everyone had additional information about the proposed Johnson property development.

Council Member Capes said that it could be years until there were concrete plans for the recreational amenity that may be provided by the developers. Johnson stated that the plan for the potential development would have to go through the appropriate planning process. He noted that the Planning Board and the Town Council needed to be very clear about what they wanted to see in that recreational area before it was brought to Council for a final vote.

Council Member Capes stated that it would be at least a year before the recreational area at the Johnson property was decided upon. He noted that whomever was elected to be on Council at that time would realistically want to have their visions for the Jamestown Park included in a Master Plan. He was concerned that the effort that was put into the creation of the Plan would be futile.

Council Member Wolfe said that she did not think that the approval of the Master Plan should be based on something that was so uncertain. She said that she had wanted to salvage the time and effort that went into the Master Plan by having an alternate option that kept the ball fields. She said she was either in favor of approving the amendment for an additional Plan or tabling the issue to a later date.

Council Member Capes reiterated that he did not think the Town needed to spend additional money.

Council Member Straughn stated that he disagreed. He said that he appreciated all the work that went into the Master Plan. However, he had spoken to a several citizens that were concerned about the baseball fields being removed.

Council Member Capes stated that if there were going to be Council representatives that serve on Committees that the communication needed to be improved.

Council Member Rayborn stated that a decision regarding the Plan should be postponed to a later date.

Council Member Wolfe agreed that there was a communication issue because Council was not aware of the fields being removed from the Plan.

There was no motion made on the issue. Mayor Montgomery stated that the approval of the Plan would be postponed until more discussion was necessary.

- Consideration of amendment to lease agreement with Jamestown Public Library- Cole stated that the lease agreement had been discussed at the previous Town Council meeting. He said that he and Gallman had spoken with Gary Hanes about the agreement. Cole stated that the Town had entered into the original lease agreement in 1995 and it had been extended to 2025. He noted that the amendment would make the Town responsible for some of the anticipated library building improvements. He highlighted that the Town owned the building and that staff was striving to maintain the Town's assets. Cole requested that Council approve the amendment to the lease agreement.

Council Member Straughn made a motion to approve the amendment to the lease agreement with the Jamestown Public Library as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of contracts with nonprofits in order to provide services for the Town of Jamestown- Gallman stated that the contract included in the Council packet was for library services. She noted that it was not related to the lease agreement. Gallman added that the contract would specify the amount of money that the Town would pay the library to provide library services. She stated that the amount that was proposed in the contract was \$52,000. She requested that Council approve the contract for library services.

Council Member Straughn made a motion to approve the contract with the Jamestown Public Library to provide library services with the proposed \$52,000 amount. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

New Business-

- Consideration of permit request for the Jamestown Rotary Christmas Parade- Paddock presented the permit request for the annual Christmas Parade on behalf of the Rotary Club. He stated that he was requesting the approval of a permit for the Christmas Parade. He noted that the parade was scheduled for December 6th. He said that he was also requesting some nonprofit funding to pay for the cost of postage and law enforcement. Paddock added that the Rotary Club was aware that the Christmas Parade may not happen because of Coronavirus restrictions. He said that they were going to plan for the event with the hope that it would be a possibility by December. Paddock stated that he knew that the Town could not fund an event that did not happen. He said that he would like to modify his request for \$950. He noted that he was requesting that the Town reimburse the Rotary Club with the contingency that the parade would actually be held.

Council Members expressed their gratitude to Paddock and the Rotary Club for their hard work on the Christmas Parade.

Council Member Straughn made a motion to approve the special event permit request for the Jamestown Rotary Christmas Parade as presented. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of appointment of ETJ Planning Board Member- Weiner stated that there was currently a vacancy for an ETJ Planning Board Member. She said that Robert Lichauer had stepped down from the Board. Weiner added that Jason Spangler was currently serving as the ETJ Planning Board Alternate, but he could not be physically present at the meetings due to the Coronavirus. Weiner stated that Cara Arena had applied to serve as the new ETJ Planning Board Member. She requested that Council appoint Arena to fill the vacancy.

Council Member Wolfe asked if Arena was the only person that had an application on file. Weiner stated that it was the only one on file.

Council Member Straughn made a motion to appoint Cara Arena to serve as the new ETJ Planning Board Member. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Coronavirus Intergovernmental Agreement- Cole stated that Guilford County had approved funding for municipalities within the County that had been impacted by the Coronavirus. He noted that the Town of Jamestown had been approved for up to \$40,070. He added that the money could only be used for Coronavirus related expenses. However, he said that the Town would have to apply to FEMA for relief before being eligible for the funding from Guilford County. He stated that the funds would cover expenditures between the dates of March 27th and December 30th. He requested that Council approve the Coronavirus Intergovernmental Agreement.

Council Member Wolfe asked Koonce if she had reviewed the contract. Koonce said that she had not.

Council Member Wolfe stated that it takes a long time to get reimbursement from FEMA. She asked if the County had set a deadline for the requests for funding. She added that it could take a couple of years to get anything from FEMA.

Gallman said she knew that some other Counties had similar contracts. However, she noted that they did not require municipalities to apply to FEMA first.

Council Member Wolfe stated that it seemed like it would be difficult for the Town to actually receive money from the County. She also noted that the indemnity clause required the Town to reimburse the County with interest if the Town received money for an ineligible expenditure.

Cole said he thought it was essentially a placeholder in case the Town did meet the required threshold for relief.

Council Members discussed the details of the contract with staff. Gallman stated that there would be single-audit costs associated with a FEMA grant. She added that the Town did not have enough Coronavirus related expenditures to offset the cost of the required audit. She noted that the County would only reimburse the Town if FEMA did not provide relief for the Town.

Koonce stated that it seemed that Gallman was hesitant about whether the agreement was worthwhile for the Town. She added that she could review the contract for Council and speak with staff about the agreement.

Council Member Wolfe requested that Cole contact other Town Managers in the County in order to determine if they approved the agreement.

Council Member Wolfe made a motion to continue the consideration of the Coronavirus Intergovernmental Agreement to the September 15th Regular meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Cole presented his monthly report to Council. He noted that the Town had hired a new employee in the sanitation department. He highlighted that David Ingram was featured in the employee spotlight.

Council Member Wolfe stated that the houses on the Oakdale Cotton Mill property still looked dilapidated. Cole said that he had been in communication with the owner of the property. He added that they had put locks on some of the doors in order to make the homes more secure. Council Members discussed the next steps to address the condition of the Oakdale Cotton Mill with Cole. Council Members agreed that it may be time to move forward with condemnation.

Koonce said that it may be possible to properly secure the homes and the mill by boarding everything up without demolition. She noted that condemnation would be a more complicated process. Council Members discussed whether or not the property was designated as an historic landmark with Johnson. Council decided to table the item until their regular September 15th meeting.

- Council Member Committee Reports-
 - Council Member Wolfe stated that the Benchmark consultants had held several in-person and virtual meetings with people throughout the community. She added that there would be a virtual Comprehensive Plan Steering Committee meeting on August 31st at 4:00 pm.
 - Council Member Rayborn said that the Planning Board had met last Monday. She noted that the meeting allowed for Diamondback to give a presentation on the Johnson property development plans. She added that the Planning Board had begun to speak about several issues including school overcrowding and buffer areas. She stated that the next meeting would be held on August 24th.

Public Comment- Nobody signed up.

Other Business- Council Member Capes stated that he would like to discuss the maintenance of the Golf Course. He added that he had taken several pictures that day of the area. He believed that the equipment needed to be better organized and that the general standards of the area needed to be raised. Council Member Capes said that there needed to be a focus on capitalizing on the business aspects of the Golf Course. He stated that it may be beneficial to look at the Golf Course in terms of the hospitality and the customer service that they provide. He added that the leaders at the Golf Course would need to work together in order to make positive changes.

Council Members discussed the photos that Council Member Capes had taken around the Golf Course.

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

The meeting ended at 7:45 pm.

Mayor

Town Clerk