

**Regular and Organization Meeting of the Town Council
December 19, 2023 at 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 November 21st Regular Town Council Meeting
 - B. Analysis of the Financial Position of the Town of Jamestown
 - C. Analysis of the Financial Position of the Jamestown Park & Golf Course
 - D. Budget Amendment # 11
 - E. Schedule special meeting for January 9, 2024 from 9 am – noon for Closed Session Personnel to administer Town Manager review
 - F. Amended contract with auditor for extension request
- III. **Public Comment**
- IV. **Old Business-**
 - A. Continuation of Public Hearing on of adoption of 'Chapter 55: Storm Water Utility Fee' in 'Title Public Works' of the Town's Code of Ordinances
 - B. Schedule Public Hearing for consideration of a text amendment to the solid waste ordinance at the January 16th meeting
 - C. Recommendation on unsealing 2023 Closed Session minutes- Beth Koonce, Attorney
 - D. Resolution of Appreciation –Mike Tester
 - E. Resolution of Appreciation – Lawrence Straughn
 - F. Resolution of Appreciation – John Capes
- V. **New Business-**
 - A. Oaths of Office for newly elected Town Council members - Justice Paul Newby
 - B. Consideration of election of Mayor Pro Tem
 - C. Consideration of appointment of Council Representative to Planning Board
 - D. Consideration of appointment of Council Representative to Parks & Recreation Advisory Committee
 - E. Consideration of appointment of Council Representative to Transportation Advisory Committee
 - F. Consideration of appointment of Council Representative to Piedmont Triad Regional Council
 - G. Consideration of appointment of Council Liaison to Guilford County School Board
 - H. Consideration of appointment of Council Liaison to Livable Communities Committee
- VI. **Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

Working Agenda for the December 19th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	N. Avery	Clerk Avery 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
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the November 21st Regular Town Council Meeting B. Analysis of the Financial Position of the Town of Jamestown C. Analysis of the Financial Position of the Jamestown Park & Golf Course D. Budget Amendment #11 E. Schedule special meeting for January 9, 2024 from 9 am – noon for Closed Session Personnel to administer Town Manager review F. Amended contract with auditor for extension request		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:10 pm	IV. Old Business		
6:10 pm	A. Continuation of Public Hearing on consideration of adoption of Chapter 55: Storm Water Utility Fee in Title Public Works of the Town's Code of Ordinances	Call on M. Johnson	Manager Johnson to present an overview of the Chapter 55 Storm Water Utility Fee Ordinance. Mayor Montgomery to open the Public Hearing to anyone that would like to speak. Mayor Montgomery to close the Public Hearing and open the floor to Council for discussion. Council Member makes a motion to approve/deny the Chapter 55 Storm Water Utility Fee Ordinance as presented. Council Member makes a second to the motion. Roll call vote.
6:15 pm	B. Schedule Public Hearing for consideration of a text amendment to the solid waste ordinance at the January 16 th meeting	Call on M. Johnson	Manager Johnson to present an overview of the proposed text amendment to the solid waste ordinance and request Council schedule a Public Hearing at the January 16 th meeting Council Member makes a motion to schedule a Public Hearing on a proposed text amendment to the solid waste ordinance for the January 16, 2024, meeting. Council Member makes a second to the motion. The vote.
6:20 pm	C. Recommendation on unsealing 2023 Closed Session minutes- Beth Koonce, Attorney	Call on Attorney Koonce	Attorney Koonce to state her review of closed minutes for 2023 contained either Personnel or Attorney-Client privilege matters. She will recommend keeping these Closed Session minutes sealed. This does not require an action.
6:25 pm	D. Resolution of Appreciation –Mike Tester	Mayor Montgomery	Mayor to present Resolution
6:25 pm	E. Resolution of Appreciation – Lawrence Straughn	Mayor Montgomery	Mayor to present Resolution
6:30 pm	F. Resolution of Appreciation – John Capes	Mayor Montgomery	Mayor to present Resolution
	V. NEW BUSINESS		
6:35 pm	A. Oaths of Office for newly elected Council Members	Call on M. Johnson	Manager Johnson to introduce N.C. Supreme Court Chief Justice Paul Newby to administer the Oath of Office to newly elected Council Members: Pam Burgess and Sarah Glanville

6:45 pm	B. Consideration of election of Mayor Pro Tem	Mayor Montgomery	Council Member makes a motion to appoint a member to serve as Mayor Pro Tem. Council Member makes a second to the motion. Then vote.
6:50 pm	C. Consideration of appointment of Council Representative to Planning Board	Mayor Montgomery	Council Member makes a motion to appoint a member to serve as representative to the Planning Board. Council Member makes a second to the motion. Then vote.
6:55 pm	D. Consideration of appointment of Council Representative to Parks & Recreation Advisory Committee	Mayor Montgomery	Council Member makes a motion to appoint a member to serve as representative to the Parks & Recreation Advisory Committee. Council Member makes a second to the motion. Then vote.
7:00 pm	E. Consideration of appointment of Council Representative to Transportation Advisory Committee	Mayor Montgomery	Council Member makes a motion to appoint a member to serve as representative to the Transportation Advisory Committee. Council Member makes a second to the motion. Then vote.
7:05 pm	F. Consideration of appointment of Council Representative to Piedmont Triad Regional Council	Mayor Montgomery	Council Member makes a motion to appoint a member to serve as representative to the Piedmont Triad Regional Council. Council Member makes a second to the motion. Then vote.
7:10 pm	G. Consideration of appointment of Council Liaison to Guilford County School Board	Mayor Montgomery	Council Member makes a motion to appoint a member to serve as representative to the Guilford County School Board. Council Member makes a second to the motion. Then vote.
7:15 pm	H. Consideration of appointment of Council Liaison to Livable Communities Committee	Mayor Montgomery	Council Member makes a motion to appoint a member to serve as representative to the Planning Board. Council Member makes a second to the motion. Then vote.
7:20 pm	VI. Manager/Committee Reports		
7:25 pm	A. Manager Report	Call on M. Johnson	Manager Johnson to present his monthly Manager's Report to Town Council.
7:30 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:30 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:35 pm	VIII. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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 11.21.23 TC meeting

AGENDA ITEM #: IIA

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 19, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery

SUMMARY:

Approval of minutes from the November 21, 2023 Town Council meeting

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT: None

SUGGESTED MOTION: Approve as part of the Consent Agenda

FOLLOW UP ACTION NEEDED: None

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

Council Members Absent: Council Member Rayborn

Staff Members Present: Town Manager Matthew Johnson, Director of Public Services Paul Blanchard, Deputy Finance Officer Heather Lunsford, Interim Town Clerk Nancy Avery, Town Attorney Beth Koonce.

Visitors Present: Bill Rothermel, Sherrie and Lee Richmond, Jane W. Payne, Jamie Hall, Sarah Glanville.

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

Roll Call – Interim Town Clerk Avery took roll call as follows:

- Council Member Wolfe – Present
- Council Member Capes – Absent
- Mayor Montgomery – Present
- Council Member Straughn – Present
- Council Member Rayborn – Absent

Interim Clerk Avery stated that a quorum was present to open the meeting but there was not a majority of voting members present to conduct business.

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

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

Recess - Mayor Montgomery stated the two absent Council members were in traffic and called for a 15 minute break at 6:03 pm to give them time to arrive.

Mayor Montgomery resumed the meeting at 6:17 pm and asked the clerk to call the roll.

Clerk Avery called the roll as follows:

- Council Member Wolfe – Present
- Council Member Capes – Present
- Mayor Montgomery – Present
- Council Member Straughn – Present
- Council Member Rayborn – Absent

Clerk Avery stated a quorum and majority of voting members was present.

Approval of the agenda

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

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Consent Agenda

The Consent Agenda included the following items:

- Approval of minutes from October 24, 2023, Regular Town Council Meeting
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Budget Amendment # 10

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 a unanimous vote.

(Budget Amendment # 10)

Public Comment

Sherrie Richmond, 601 Tangle Drive, stated that John (Capes) and Lawrence (Straughn) both have had different insights into the changes that we are looking forward to. They have both done a remarkable job remaining cool and calm and thinking through all kinds of situations and how to make it the best that we can have for Jamestown. She thanked them both for that saying they always had the best interest at heart for Jamestown.

Jamie Hall, 210 Misty Waters Lane, said she owns the Emerge Skin Studio in town and serves as the president of the Jamestown Business Association (JBA). She thanked the Mayor and Council for everything they have done on behalf of herself and the JBA. The last couple of years have been very challenging. The JBA is getting ready for the Christmas on Main event. Bethany Medical and Dr. Lenny Peters is sponsoring it this year. Christmas on Main is a holiday stroll in Jamestown. It highlights the local businesses of Jamestown. It is a family fun time for shopping, food, music, and it of course encompasses the spirit of Christmas. The event is every Wednesday night in December before Christmas. The dates this year are December 6th, 13th and 20th. Each Wednesday night it starts at 5:30 pm to 8:00 pm. We have had a fabulous response this year. We have 32 stops and is the biggest one we have ever had. It will span the entire length of Main Street, so we had to get two trolleys this year. We will have photo spots this year. We encourage everyone to post their own photos on our Christmas on Main Facebook group page. We are going to have three contests: one each Wednesday night; the ugly sweater contest, a coloring contest, and Finders Keepers solve the riddle contest. Pick up your stamp cards at any participating merchant. Get the stamp at each of the 32 stops, drop your completed stamp card off at Town Hall. You can leave it in the slot if it is after business hours. You will be entered to win one of the gift baskets that we have that will be filled with gifts from the participating merchants. For more detailed information go to the JBA website which is Jamestown Business Association.

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Krisdena Reeser, 2621 Glass House Road, stated that during the October 24th Town Council meeting, she spoke during public comments after staying to watch a very hyped up but yet very disappointing storm water and drinking water presentation. Shortly after leaving Town Hall she was approached by both Sarah Glanville and Pamaila Burgess. While Sarah's interaction was civil, Pamaila's interaction was threatening and aggressive. She said she hopes the Town will speak with Mrs. Burgess regarding her actions and reinforce the Town of Jamestown Code of Ethics because she will become a liability if she chooses to react to constructive criticism and factual information in this manner. What you do or say is recorded, documented and becomes part of the public record. I can guarantee you this information will be used against you. Regarding the October 24th storm water and drinking water speakers; how did this serve to educate the public about persistent and ongoing issues? The storm water presentation focused mostly on High Point and barely mentioned Jamestown. The drinking water presentation basically focused on Greg Flory requesting more money, \$600,000.00, from the Town for improvements. Yet nothing was spoken about the fact that the City of High Point's Eastside Wastewater Treatment plant and the Town of Jamestown storm water program are both operating with an expired permit. The most damning evidence of the evening was from Councilman Lawrence Straughn, who truly believes PFAS can be filtered out of the water. Had he done his research he would know that PFAS cannot be filtered out of drinking water as even the most expensive equipment available failed to perform the remediations of Seaborn Chemical which continues to contaminate a stretch of Deep River today and eventually makes it into our drinking water. Just ask your town appointed PTRWA representative Rich Glover who is a non - Jamestown resident who has worked on and continues to work on the Seaboard remediation as well as the Harvey Road development and most likely other projects in and around Jamestown. And if residents and community members have not heard Alberdingk Fully once again had a release of untreated wastewater in a purported unnamed tributary reported to Jamestown News the day after municipal elections. Mind you the unnamed tributary is Bull Run in Deep River. Per Councilman John Capes the Town of Jamestown is not responsible for managing the spill. However Guilford accounting assessing and the Town of Jamestown zoning map says something completely different. Alberdingk Fully property resides in the Town's ETJ which means the Town's planning department is responsible for coding and code enforcement. Mind you previously in October 2022, after Alberdingk Fully spilled approximately 16,000 gallons of wastewater NCDEQ's report noted equipment in disrepair. Thirty days later the equipment was still in disrepair. She presumes this equipment was never repaired since the Town had incorrectly absolved themselves from any responsibility regarding Alberdingk Fully. How is it similar unreported events happened last year and now, after much scrutiny the most recent event was reported only to the Jamestown News. Her question is does the Town even have an emergency management plan in place for various scenarios including harmful chemical spills into our drinking water? Thank you.

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Robert Frederick, 500 Wyndwood, stated a year ago almost to the day, an unusual series of events occurred in Jamestown. The events of this unusual story are pulled from the invoices of Tom Terrell, Jamestown's hired Land Use attorney, which he got through a public records request. On November 22, 2022, Terrell began drafting changes to Jamestown's Land Development Ordinance. The next day he completed the draft and sent the proposed changes to the Town Manager and unexpectedly to DR Horton's attorney. Then on November 30th, DR Horton misrepresented Terrell's work as its own. So a billion dollar company took the attorney's work that our tax dollars paid for, that Jamestown's Town Manager had reviewed and represented that work as DR Horton's. Terrell's invoices also record a meeting about a week later on December 5, 2022, between Terrell, Jamestown staff, Jamestown's Council and representatives from DR Horton. What happened at that meeting? Only those present know. He said he only learned about the December 5, 2022, meeting because it was recorded in Terrell's invoices. But because Council was present, the public should have been invited to attend. The public should have known about the meeting in advance. Notes should have been taken. So this December 5, 2022, meeting appears to have violated North Carolina's open meetings law. As we all know, Council then voted a month later this past January to accept DR Horton's changes to the Land Development ordinance, which paved the way for the high density development DR Horton wants to build. A development that will double our population and a development that Jamestown Council ultimately voted to approve. As we have since learned the version of the development agreement Council voted on was authored, backdated and password protected by DR Horton's attorney Mark Isaacson even though it says on the front page that it was prepared by Jamestown's attorney Tom Terrell. Since January, he has been seeking public records to understand Terrell's influence in this manner beyond what his invoices show, but the Town Manager demanded over \$3,000 for these public records citing staffs' time. Public records belong to the public and even says so in Jamestown's Code of Ethics, and Jamestown staff time is already paid for by our taxes. The Town Manager ceased communication on this topic with me in April. None of you (Council) have responded either. And you have had my most recent email to you for two full days now. And so it is this lack of transparency that prompted me to make this statement publicly. Thank you.

Old Business –

Public Hearing for the consideration of adoption of 'Chapter 55: Storm Water Utility Fee' in 'Title Public Works' of the Town's Code of Ordinances - Town Manager Johnson stated this has been discussed for quite a while since at least 2021 and has been discussed as part of the budget talks for a couple of years. The purpose of this fee is to help maintain and upgrade storm water infrastructure and to fund the storm water management directives which are mandated by the State through the Town's NPDES permit. The fee will be applied to all properties located within the corporate limits through the utility billing system. The rate will be \$5 per month for residential customers and is based on an "Equivalent Residential Unit" (ERU) of measure. The

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ERU reflects the average impervious area of residential properties in Jamestown. This value has been calculated at 4,000 square feet. Therefore, each residential customer will be billed one (1) ERU or \$5/month.

Commercial/Industrial customers will be billed based on the actual amount of impervious surfaces located on their property. For example, if a commercial property has 200,000 square feet of impervious area, that total will be divided by 4,000 (1 ERU) to reach the ERU's for that property. In this case, $200,000/4,000=50$ ERUs. $50 \text{ ERUs} \times \$5 = \$250/\text{month}$ for that property.

The attached ordinance will establish the Storm Water Utility Fee and provide the authority for the Town to begin billing for this utility fee on January 1, 2024.

Manager Johnson requested Council establish the rate and provide the authority for the Town to begin billing for this utility fee on January 1, 2024.

He invited Danica Heflin with PTRC Storm Water Smart and Lindsey Lengyel with Blue Stream Environmental to give a little more information on this particular topic. They were kind enough to come this evening to do our storm water symposium. We had several attendees.

Council Member Wolfe said we talked a little bit about how apartments would be handled or townhomes or condominiums.

Council Member Straughn said if the townhome has an individual meter, we will assess that at one ERU or \$5 per month. If it is an apartment complex, for example, and there are multiple units and there is not an individual meter per unit, we will assess them by measuring all of the impervious area, then billing the Property Owners Association, or the homeowners.

Council Member Wolfe stated there is an exemption if you have less than 600 square feet of impervious surface.

Council Member Straughn said the 600 feet is just the national average and North Carolina is 600 feet. His concern was that some parking or driveways are going to be much bigger than others and his is probably smaller than others. He said he had questions about the walkways going from the driveway to the front porch or rear of the house to the driveway, those sorts of things, but Paul (Director of Public Services) explained that it is going to be flat \$5 fee for residences.

Ms. Lengyel stated the UNC School of Finance did a whole storm water dashboard for municipalities in North Carolina. They compared all the municipalities that have a storm water utility fee, and compared what that fee was per month for the ERU amount. There is a standard fee versus a tiered fee. The tier fee being used when there up to two or three or four thousand square feet you paid one fee. If you had above that you might pay a different fee. A lot of the larger communities opted to go with a tiered fee, because they had wide ranges. It impacted a lot of people. A number of smaller communities looked at what the administrative burden was to do

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that, because now you are having to measure every single property. And if you have an addition of a patio or a shed, or if you wanted to expand your driveway, it could bump you into a different tier, which has to be re-measured. We looked at the possibility of a tiered system and found that the administrative burden year in and year out was very high based on the revenue we would get. She said she lived in Greensboro when they enacted this and it was quite a big storm. People were up and down and asked if it did not rain for six months would they have to pay for it. This fee is for compliance of your storm water permit. A lot of the residents believe that this is going to fix a storm water issue or a storm water pipe but most of this is really funding the compliance of your permit. By regulation there are six minimum measures such as public outreach and education; public involvement; litter cleanup; planting a rain garden; illicit discharge detection that involves inspections, reporting, documentation, and construction site cleanup. Most of the erosion control is handled by the county, but there are some components in your new permit that Jamestown will have to do. Then you also have post construction, inspecting all of those storm water devices that your commercial properties and your HOAs have. And lastly is good housekeeping and pollution prevention. That is training your staff on how to identify illicit discharges, how to do dry weather screening at your outfalls, how to ensure that your staff that is doing landscaping has its pesticide license, and proper storage.

Ms. Heflin said she will be at the Christmas on Main event. She asked if there is a storm water related question that Council would like her to ask residents so she can provide feedback. She would be more than happy to have both a paper survey and maybe a postcard with a little QR code on it, where people can go online and ask a question. She said she is curious to see the turn out for the event.

Council Member Wolfe said an open ended question would be best such as what do they know about storm water or would like to know.

Council Member Capes stated the amount of foot traffic during the event depends on the weather. He thinks there would be a lot of benefit to have a QR code on a card that actually leads to a site with a more detailed synopsis.

Council Member Straughn asked Town Attorney Koonce if she reviewed the ordinance and if it is appropriate for Jamestown.

Attorney Koonce replied yes, she reviewed it and statute allows it.

Public Hearing comments:

Mayor Montgomery opened the Public Hearing at 6:54 pm.

Robert Frederick stated he sees this as pretty much a done deal. This \$5 fee is going to be added because it was already passed, essentially this past June in the budget. However, Councilman Straughn made an objection to the storm water fee being passed on to the citizens and that was really the only time that we actually knew that it existed. In the actual budget that was put out in

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the June meeting there is no mention of any fees whatsoever. And the Council's packet from June 20, 2023 mentions no fees at all, and certainly no increases in fees. We knew about the \$30 fee, because that seemed like a lot of money. But the \$5 fee added to it did not seem like a lot. So it never ended up in there. And Council Member said they wanted a less complicated budget so that people can better understand it. He is one of those people. He would like to understand how that money is going to be spent before you (Council) vote to spend it. So going forward we had had a budget message that has not been published in time violating state law, as he understands it. So we need this information in advance. Because we are at a point now in November, where we are considering exactly how to implement something that was passed back in June, about which we should have known about in May, so that we could come to a public hearing and comment on it with our collected thoughts. This is again the transparency issue that came up in this past election, and for which he continues to have concerns. Now, the one thing that Lindsay (Lengyel) just mentioned about how many towns in North Carolina have a fee. But how many towns in North Carolina also have a budget surplus every year? All this is really for you to dedicate some of that money that we have millions of dollars in the bank. And instead of charging \$5 fee for each person for each month, let us just put a little of that aside, because it is not going to end up much. On page 32 of your packet, you already say you are going to start transferring two plus two cents out of every \$100 valuation of taxes, now to the storm water capital project. So there is money available, you just need to reallocate it. Thank you.

Mayor Montgomery closed the Public Hearing at 6:57 pm as there were no others speakers.

Mayor Montgomery stated one thing that stands out to her that keeps coming up is that people talk in terms of June and July as far as when all these things come to a head. But the thing that keeps getting passed by is that these discussions start in January, every year. And that is when our budget starts. That is where the conversations begin. If you do not attend those meetings, especially at the beginning of the year, then you are not talking with all the facts, because you have to be there to understand it, or at least go online and see it and be able to ask questions about it at a much earlier point. There is a lot that leads up to this and goes into it. None of it is arbitrary. And it is definitely geared towards taking care of the business of Jamestown and the people within it. She thinks that is important and gets missed a lot.

Council Member Wolfe asked if we want to continue the vote until we have a full Council.

Council Member Straughn said if it is continued, he wants to be able to vote on it.

Mayor Montgomery said it will be on the Old Business section of the December meeting so he can vote on it.

Council Member Wolfe made a motion to continue the Public Hearing to the December 19th meeting at 6 pm without further advertising. Council Member Capes made a second to the motion. The motion passed by a unanimous vote.

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Manager/Committee Reports-

Manager Report – Manager Johnson presented the following report to the Council stating:

I. Several major projects are currently underway or completed.
A. Recreation Maintenance Building – Finalizing interior components. (Council Strategic Plan Goal 5.6). Estimated completion date is late November.

B. Golf Course bathrooms – 98% complete. An architectural design issue required us to pivot slightly and we lost a few weeks with that issue, but we are now moving forward. Estimate completion by early December. (Goal 5.10)

II. Loose leaf collection began on Monday, October 23rd. Crews will make continuous rounds throughout the season which will run until February 23, 2024. Please keep piles clear of sticks and other debris. Be sure to place leaves in areas which are away from cars, trash cans, mailboxes, or other obstructions. To date, crews have collected over 40 tons of leaves and have made over three (3) complete circuits around the Town. Leaves tend to fall quickly and our heaviest volumes are likely to occur in the next couple of weeks. Crews will do their best to collect them as quickly as possible.

III. The Jamestown Business Association will be sponsoring the “Christmas on Main” event again this year. On December 6th, 13th, and 20th, businesses will remain open until 8 pm to allow shoppers to come visit local shops and experience food, music, and the spirit of Christmas. More information can be found on the JBA Facebook site at:
<https://www.facebook.com/Jamestownbusinessassociation>.

We are offering an opportunity for children who would like to send a letter to Santa Claus to grab a free letter here at Town Hall, fill it out, and return it to the Santa mailbox that is at Town Hall. Letters will be mailed to Santa on December 8th. As long as you put a return address on the letter yourself, Santa should be able to send his response.

Council Member Wolfe said the Town Hall lobby will be open during Christmas on Main with hot chocolate from 5:30 pm – 8:00 pm.

Council Member Straughn said a person called him saying he is a qualified contractor and could have done the bathrooms at the golf course for less and still made a profit. He explained the bidding process to him as best he could and encouraged folks to get on bid lists. He asked how many bids were received.

Manager Johnson replied that one responsible bid was received.

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Council Member Reports –

Council Member Wolfe said she attended the TRC meeting and there was nothing discussed specific to Jamestown. They will not meet in December.

Council Member Straughn – no report

Council Member Capes – no report

Public Comment

None

Closed Session

Council Member Capes made a motion to go into Closed Session at 7:06 pm as per NCGS 143.318-11 (a) (3) Attorney Client privilege (301 Lee St.) Council Member Straughn made a second to the motion. The motion passed by a unanimous vote.

Return to open session

Council Member Wolfe made a motion to return to Open Session at 7:24 pm. Council Member Straughn made a second to the motion. The motion passed by a unanimous vote.

Adjournment

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

The meeting ended at 7:25pm.

Lynn Montgomery, Mayor

ATTEST: Nancy Avery, Interim Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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 November 2023

AGENDA ITEM #:



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: December 19, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Heather Lunsford

SUMMARY:

Summary schedule of cash & deposits, debt balances, and total revenues collected to date and expenditures to date is provided. A detailed budget to actual statements is also included as of 11-30-23

Expenditures during November include monthly lease payments and debt service payments on the clubhouse and water sewer facility. Services during the month include the quarterly payment for fire services.

Investment earnings are still earning strong.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

**Town of Jamestown
Financial Summary Report
Cash Balances
as of November 30, 2023**

Petty Cash	\$	1,350
Operating Cash		3,244,541
Certificates of Deposit		3,029,939
Money Market Accounts - First Bank		1,029,939
North Carolina Capital Management Trust		<u>10,195,624</u>
	\$	<u>17,501,393</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	386,634
Cash reserved by Powell Bill for street improvements		96,048
General Capital Reserve Fund		138,049
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,271
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		180,516
Water Sewer Capital Reserve Fund		<u>1,319,419</u>
	\$	<u>2,316,040</u>

Cash by Fund:

General	\$	5,470,657
General Capital Reserve Fund		138,049
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,271
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		180,516
Water/Sewer		9,810,745
Randleman Reservoir		386,634
Water/Sewer Capital Reserve Fund		<u>1,319,419</u>
	\$	<u>17,501,393</u>

Cash by Bank:

NCCMT	\$	10,195,624
Pinnacle Bank		5,244,541
First Bank		2,059,878
		<u>17,500,043</u>
	\$	<u>17,500,043</u>

**Town of Jamestown
Financial Summary Report
Debt Balances
as of November 30, 2023**

Installment Purchase Debt:	Balance at 11/30/2023	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 7,806	12/1/2023	2023/2024
Leaf truck, financed in 2017	7,978	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	52,830	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>266,689</u>	11/3/2027	2027/2028
	<u>\$ 335,302</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 199,970</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of November 30, 2023

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#50)</u>	<u>Water/Sewer Capital Reserve Fund (#51)</u>
Current Year Revenues (and transfers)	3,671,359	104,246	2,127,996	27,472	1,674
% of budget received	46%	63%	30%	23%	0%
% of budget, excluding appropriated fund balance, received	51%	83%	48%	110%	0%
Expenditures (and transfers)	2,704,381	18,481	1,351,919	118,376	-
% of budget expended	34%	15%	19%	100%	0%
	<u>Fund (#18)</u>	<u>Fund (#20)</u>	<u>Fund (#21)</u>	<u>Fund (#23)</u>	
	<u>Oakdale Sidewalk Ph 3 Capital Project</u>	<u>Recreational Maint Facility Capital Project</u>	<u>Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Penny Road Sidewalk Capital Project</u>	
Life to Date Revenues & Other Financing Sources	218,953	1,079,334	79,589	51,000	
% of budget received	32%	100%	40%	4%	
Life to Date Expenditures	103,987	906,185	49,488	-	
% of budget expended	15%	84%	25%	0%	

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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 November 2023

AGENDA ITEM #:



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: December 19, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Heather Lunsford

SUMMARY:

Attached is the report for golf operations for November 2023.

Total revenues for the month of November 2023 were \$42,611 and operating expenditures were \$119,933. Thus there was a net operating loss of \$77,322 for the month. The loss of revenue is due to the dam repair work at the golf course which resulted in less rounds of golf played for the month. In November 2022, there was an operating loss of \$54,282.

For the month of November 2023 there were 1,214 rounds played, and 1,724 rounds played in November 2022.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

FYE 6/30/24

	<u>November 2023</u>	<u>November 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Golf Course Operating Revenues	42,611	66,375	(23,764)	-35.80%	610,075	548,247	61,828	11.28%
Golf Course Maintenance Expenditures (before capital outlay)	76,801	57,835	18,966	32.79%	356,496	342,665	13,831	4.04%
Golf Course Golf Shop Expenditures (before capital outlay)	43,132	62,822	(19,690)	-31.34%	314,992	338,239	(23,247)	-6.87%
Net exp < or > rev before Capital Outlay	(77,322)	(54,282)	(23,040)	42.4%	(61,413)	(132,657)	71,244	
Capital Outlay	-	88,134	(88,134)		48,894	28,250	(20,644)	
Net expenditures < or > revenues	<u>(77,322)</u> (a)	<u>(142,416)</u>	<u>65,094</u>	45.71%	<u>(110,307)</u>	<u>(160,907)</u>	<u>50,600</u>	31.45%
Golf Rounds Played (not including complimentary play)	1,214	1,724			12,166	11,109		
Bad Weather Days (1)	1	9			6	20		
Days closed for aerification, covered greens	0	1			-	1		
Golf course employees paid during the month:								
Full-time positions	9	11						
Part-time hours	719	598						
	(1)	(1)						

Variances:

a. Revenues declined for the month of November 2023 due to the dam work on the golf course.

Revenues
FYE 6/30/24

	<u>November 2023</u>	<u>November 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Greens	21,233	62,860	(41,627)	-66.22%	305,938	251,142	54,795	21.82%
Golf Now Booking Fees	342		342	1	1,899		1,899	100.00%
Cart Rentals	11,356	30,700	(19,344)	-63.0%	165,706	133,101	32,605	24.50%
Pull Carts	7	37	(30)	-81.08%	94	108	(14)	-12.96%
Driving Range	3,580	3,284	296	9.01%	45,577	15,111	30,466	201.61%
Sales - Golf Shop Inventory	2,447	6,800	(4,353)	-64.02%	35,039	33,779	1,260	3.73%
Sales - Golf Shop Concessions	3,001	10,078	(7,078)	-70.23%	50,277	44,890	5,387	12.00%
Golf Clubhouse Rental Fees and golf clubs	<u>645</u>	<u>1,520</u>	<u>(875)</u>	<u>-57.57%</u>	<u>5,545</u>	<u>3,740</u>	<u>1,805</u>	<u>48.26%</u>
	<u><u>42,611</u></u>	<u><u>62,860</u></u>	<u><u>(72,668)</u></u>	<u><u>-115.60%</u></u>	<u><u>610,075</u></u>	<u><u>251,142</u></u>	<u><u>128,203</u></u>	<u><u>51.05%</u></u>

Variances:

Jamestown Park Golf Course Operations
Golf Maintenance Expenditures
FYE 6/30/24

	<u>November 2023</u>	<u>November 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	52,251	43,777	8,475	19.36%	251,071	235,543	15,527	6.59%
Supplies & Materials	16,970	7,515	9,456	125.82%	61,380	50,903	10,477	20.58%
Contractual Services	5,792	4,849	943	19.45%	75,477	41,794	33,682	80.59%
Other Operating Expenditures (utilities, communications, etc)	<u>1,787</u>	<u>1,695</u>	<u>92</u>	5.45%	<u>13,188</u>	<u>14,425</u>	<u>(1,237)</u>	-8.58%
Total Exp before Capital Outlay	<u>76,801</u>	<u>57,835</u>	<u>18,966</u>	32.79%	<u>401,115</u>	<u>342,665</u>	<u>58,450</u>	17.06%
Capital Outlay		<u>57,304</u>	<u>(57,304)</u>		<u>48,894</u>	<u>57,304</u>	<u>(8,410)</u>	
	<u>76,801</u>	<u>115,139</u>	<u>(38,338)</u>	-33.30%	<u>450,009</u>	<u>399,969</u>	<u>50,040</u>	12.51%

Variances:

Jamestown Park Golf Course Operations
Golf Shop Expenditures
FYE 6/30/24

	<u>November 2023</u>	<u>November 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	22,317	43,777	(21,460)	-49.02%	153,342	235,543	(82,201)	-34.90%
Supplies & Materials	8,103	7,515	588	7.82%	62,484	50,903	11,581	22.75%
Contractual Services	7,304	4,849	2,455	50.63%	43,213	41,794	1,419	3.40%
Other Operating Expenditures (utilities, communications, etc)	<u>5,409</u>	<u>1,695</u>	<u>3,714</u>	219.16%	<u>27,062</u>	<u>14,425</u>	<u>12,637</u>	87.60%
Total Exp before Capital Outlay	<u>43,132</u>	<u>57,835</u>	<u>(14,703)</u>	-25.42%	<u>286,100</u>	<u>342,665</u>	<u>(56,565)</u>	-16.51%
Capital Outlay	<u>-</u>	<u>57,304</u>	<u>(57,304)</u>		<u>-</u>	<u>57,304</u>	<u>(57,304)</u>	
	<u>43,132</u>	<u>115,139</u>	<u>(72,007)</u>	-62.54%	<u>286,100</u>	<u>399,969</u>	<u>(113,869)</u>	-28.47%

Variances:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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 #11

AGENDA ITEM #:



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: December 19, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Budget amendment is necessary to comply with GASB 87, Leases and GASB96, Subscriptions. This budget amendment includes additional Christmas parade expenditures.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #11

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #11

FOLLOW UP ACTION NEEDED:

**FYE 6/30/24
BUDGET AMENDMENT #11**

Fund 10:

		Debit	Credit
a.	Lease Principal Payments	9,146.00	
	Lease Interest	166.00	
	Copier leases		423.00
	Recreation equipment leased		1,851.00
	Golf Equipment leased		1,552.00
	Golf Equipment		158.00
	Golf Equipment		5,328.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Principal	1,650.00	
	Subscription Interest	31.00	
	Data Processing Services		838.00
	Data Processing Services		403.00
	Data Processing Services		13.00
	Data Processing Services		34.00
	Data Processing Services		392.00
	Data Processing Services		1.00
	To adjust budgets for GASB96 subscriptions/principal & interest		
c.	Special Events	300.00	
	Sheriff off-duty for non-profits events	1,100.00	
	Reserve for Future Expenditures		1,400.00
	To adjust budget for Christmas Parade expenditures		

Fund 30:

a.	Lease Principal Payments	403.00	
	Lease Interest	21.00	
	Copier leases		424.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Interest	15.00	
	Data Processing Services		15.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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: Amended Audit Contract

AGENDA ITEM #:



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: December 19, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

This amended contract for FY23 audit is required by the Local Government Commission due to audit being completed after December 1. The date is the only item that has changed on the contract.

ATTACHMENTS:

RECOMMENDATION / ACTION NEEDED: Approve Amended Audit Contract FY 23

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve Amended Audit Contract for FY23

FOLLOW UP ACTION NEEDED: Mayor Montgomery to sign audit contract

Whereas	Primary Government Unit Town of Jamestown
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Strickland Hardee PLLC

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/23	and originally to be submitted to the LGC on	Date 10/31/23
-----	--------------------------------	--	------------------

hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC <input type="checkbox"/> Modification to fee	Original date 10/31/23	Modified date 02/28/24
	Original fee	Modified fee

Primary Other
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- Change in scope
- Issue with unit staff/turnover
- Issue with auditor staff/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

This is an initial audit and has taken longer to complete than originally planned. The auditor and the Town do not anticipate any delays in submitting future audits by the original due date.

Additional Information

Please provide any additional explanation or details regarding the contract modification.

None.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Strickland Hardee PLLC	
Authorized Firm Representative* (typed or printed) Nicholas Wicker	Signature* <i>Nick Wicker</i>
Date* 12/06/20	Email Address nick@shcpa.cpa

GOVERNMENTAL UNIT

Governmental Unit* Town of Jamestown	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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 Stormwater Utility Fee Ordinance

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: Dec. 19, 2023

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Town Council included provisions budgeting for a stormwater utility fee in the FY 23-24 budget. The purpose of this fee is to help maintain and upgrade stormwater infrastructure and to fund the stormwater management directives which are mandated by State through the Town's NPDES permit. The fee will be applied to all properties located within the corporate limits through the utility billing system. The rate will be \$5 per month for residential customers and is based on an "Equivalent Residential Unit" (ERU) of measure. The ERU reflects the average impervious area of residential properties in Jamestown. This value has been calculated at 4,000 sq. ft. Therefore, each residential customer will be billed 1 ERU or \$5/month.

Commercial/Industrial customers will be billed based on the actual amount of impervious surfaces located on their property. For example, if a commercial property has 200,000 sq. ft. of impervious area, that total will be divided by 4,000 (1 ERU) to reach the ERU's for that property. In this case, $200,000/4,000=50$ ERUs. $50 \text{ ERUs} \times \$5 = \$250/\text{month}$ for that property.

The attached ordinance will establish the Stormwater Utility and provide the authority for the Town to begin billing for this utility on January 1, 2024.

This item is a continuation from the Nov. 21, 2023, regular Council meeting.

ATTACHMENTS: Stormwater Utility Fee Ordinance

RECOMMENDATION/ACTION NEEDED: Adopt the ordinance as presented.

BUDGETARY IMPACT: This will begin funding the stormwater division. Budgeted revenues for 2023-24 are approx. \$50,000.

SUGGESTED MOTION: Move to approve the Stormwater Utility Fee Ordinance as presented.

FOLLOW UP ACTION NEEDED: Town staff will begin to send notices to utility customers about the new fees in the coming month.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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: Set Public Hearing Date for Amendment to Solid Waste Ordinance

AGENDA ITEM #: IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: Dec. 19, 2023

ESTIMATED TIME FOR DISCUSSION: 2 min.

DEPARTMENT: Public Service

CONTACT PERSON: Paul Blanchard, Public Services Dir.

SUMMARY:

Set a public hearing date for the Jan. 16, 2024, Council meeting to discuss a minor amendment to the Solid Waste Ordinance.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Set a public hearing date for 1/16/2024 in the Civic Center at 6 pm.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to set a public hearing date for 1/16/2024 in the Civic Center at 6 pm.

FOLLOW UP ACTION NEEDED: Advertise the public hearing as required.

Town of Jamestown Code of Ordinances

Title V. "Public Works", Chapter 55. Stormwater Utility Fee

Authority

N.C.G.S 160A-314 Authorizes the Town of Jamestown to establish and revise, as needed, schedules of rates, fees, & charges to fund the stormwater management program activities as well as structural and natural stormwater and drainage systems.

Purpose and Intent

The purpose of this ordinance is to create and establish a Stormwater Utility Fee to address the stormwater management needs of the Town including but not limited to the continued implementation and management of the State mandated NPDES phase 2 stormwater permit and management of structural and natural stormwater and drainage systems with the overall goal of safeguarding the public health, safety, and general welfare of Jamestown citizens and protect water quality and aquatic resources.

Jurisdiction & Applicability

The Stormwater Utility Fee shall be applicable to all properties within the Town limits of Jamestown. This ordinance shall be effective immediately upon adoption, the associated fee will be implemented beginning January 1, 2024.

Establishment of Fees

The Stormwater Utility Fee shall be based on the area of impervious surface located upon each tax parcel and is calculated and applied utilizing Equivalent Residential Units (ERUs) as a unit of measure. Each residential property equates to one (1) ERU; non-residential properties will be measured and the impervious area shall be converted to ERUs by measuring the square footage of impervious area and dividing by the ERU equivalent. The Town Council shall establish a Stormwater Utility Fee and a collection procedure (please see the adopted Fee Schedule for current rates).

Appeals

Any person who considers the Stormwater Utility Fee billed pursuant to the provisions of this Ordinance to be inaccurate or erroneous may request a review thereof by the Public Services Director or their designee. The findings of the Public Service Director shall be considered final.

Exemptions

Properties that contain less than 600 square feet of impervious area are exempt from the Stormwater Utility Fee.



This the 19th day of December, 2023.

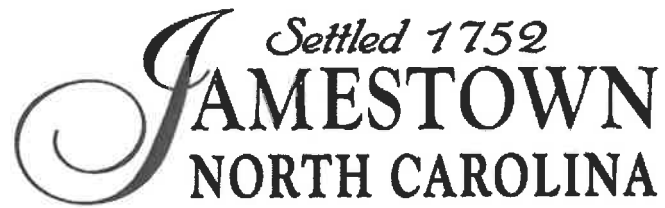
NORTH CAROLINA
TOWN OF JAMESTOWN
GUILFORD COUNTY

OATH OF OFFICE for Pam Burgess

I, Pam Burgess, do solemnly swear that I will support the Constitution of the United States and I do solemnly and sincerely swear that I will be faithful, and bear true allegiance to the State of North Carolina and to the constitutional powers and authorities which are, or may be established for the government thereof, and that I will endeavor to support and maintain and defend the constitution of the United States to the best of my knowledge and ability and I do solemnly swear that I will well and truly execute the duties of the office of Council Member of the Town of Jamestown, North Carolina, so help me God.

Pam Burgess

Oath administered by _____
Paul Newby, Chief Justice N.C. Supreme Court



This the 19th day of December, 2023.

NORTH CAROLINA
TOWN OF JAMESTOWN
GUILFORD COUNTY

OATH OF OFFICE for Sarah Glanville

I, Sarah Glanville, do solemnly swear that I will support the Constitution of the United States and I do solemnly and sincerely swear that I will be faithful, and bear true allegiance to the State of North Carolina and to the constitutional powers and authorities which are, or may be established for the government thereof, and that I will endeavor to support and maintain and defend the constitution of the United States to the best of my knowledge and ability and I do solemnly swear that I will well and truly execute the duties of the office of Council Member of the Town of Jamestown, North Carolina, so help me God.

Sarah Glanville

Oath administered by Paul Newby, Chief Justice N.C. Supreme Court

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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's Report

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: Dec. 19, 2023

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's Report is attached.

ATTACHMENTS: Manager's Report

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None



- I. Several major projects are currently underway or completed.
 - A. Recreation Maintenance Building – Finalizing punch list items and awaiting final certificate of occupancy by Guilford County. (Council Strategic Plan Goal 5.6). .
 - B. Golf Course bathrooms – 99% complete. Awaiting a final building inspection from Guilford County. (Goal 5.10)
- II. Loose leaf collection began on Monday, Oct. 23rd. Crews will make continuous rounds throughout the season which will run until Feb. 23, 2024. Please keep piles clear of sticks and other debris. Be sure to place leaves in areas which are away from cars, trash cans, mailboxes, or other obstructions.
- III. The Jamestown Business Association will be sponsoring the “Christmas on Main” event again this year. On Dec. 6th, 13th, and 20th, businesses will remain open until 8pm to allow shoppers to come visit local shops and experience food, music, and the spirit of Christmas. More information can be found on the JBA Facebook site at: <https://www.facebook.com/Jamestownbusinessassociation>.
- IV. The Town will be closed on Monday, Dec. 25th through Wednesday, Dec. 27th in observance of the Christmas Holiday, and on January 1, 2024, in observance of the New Year's holiday. Garbage and recycling schedules WILL BE IMPACTED on Dec. 26th and 27th. Tuesday's normal pickup will be collected on Thurs., Dec. 28th and Wednesday's normal pickup will be collected on Friday, Dec. 29th. That is a two-day delay from your normal pickup. There will not be any impact for the New Year's holiday week and all collections will be on their normal schedule. As a reminder, all waste MUST be placed within the can and the lid must close to allow our crews to service your container.
- V. We are pleased to announce that our Finance team has received the Excellence in Financial Reporting award from the Government Finance Officers Association. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management. Congratulations to our entire Finance team, particularly Faith, Heather, and Judy (retired) for their continued efforts to provide accurate and transparent financial reporting to our citizens. This marks the 17th consecutive year the Town has received this award.
- VI. I'd like to wish everyone a Merry Christmas!

Key Dates:

December 6th, 13th, 20th – Christmas on Main (JBA)
 December 25th-27th – Town offices closed for Christmas holiday.
 January 1 – Town offices closed for New Year's holiday.
 January 4th – Bulky Item pickup
 January 16th – Town Council meeting
 January 23rd – Town Council Budget Retreat – 9 AM – Civic Center