



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council

June 24, 2025

6:00 pm in the Civic Center

Agenda

- I. Call to Order-**
 - A. Roll Call**
 - B. Pledge of Allegiance**
 - C. Moment of Silence**
 - D. Approval of Agenda**
- II. Consent Agenda-**
 - A. Approval of minutes from the May 27th Town Council meeting**
 - B. Approval of minutes from the May 29th Town Council Budget Retreat**
 - C. Approval and sealing of the May 29th Closed Session minutes**
 - D. Reappointment of Charles Clapp, Jr. and Amy Reese to the Parks and Recreation Committee**
 - E. Resolution Calling for a Regular Election for the Town of Jamestown**
 - F. Approval of the Purchasing and Procurement Policy**
 - G. Approval of Local Government Rider for Contracts**
 - H. Financial Position of the Town of Jamestown**
 - I. Budget Amendment #9**
- III. Public Comment**
- IV. Resolution honoring Benjamin Arnold, High School Representative- Council Member Glanville**
- V. Resolution honoring the service of Daniel McDaniel on the Parks and Recreation Committee- Council Member Rayborn**
- VI. Resolution honoring Debra Mullis, Lead for North Carolina Fellow- Mayor Montgomery**
- VII. Citizen Academy Graduation- Mayor Montgomery**
- VIII. Council's Community Corner**
- IX. Monthly Reports**
 - A. Manager Report**
 - B. High School Representative Report**
 - C. Council Member Committee Reports**
 - D. Guilford County Sheriff Department Report**
- X. Old Business-**
 - A. Public Hearing on rezoning request for property located at 5125 R1 Atwater Drive from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-5FR)- José Colón, Planning Director**
 - Consideration of approval/denial of rezoning request
 - Consideration of consistency/inconsistency statement
 - B. Public Hearing on Question of Annexation pursuant to G.S. 160A-31 for property located at 5125 R1 Atwater Drive- José Colón, Planning Director**
 - C. Public Hearing for the consideration of adoption of the Proposed Budget and CIP FY 2025/2026- Matthew Johnson, Town Manager**
 - D. Consideration of adoption of the Town of Jamestown's updated Strategic Plan- Matthew Johnson, Town Manager**
- XI. Public Comment**
- XII. Other Business**
- XIII. Adjournment**

Working Agenda for the June 24th Regular Town Council Meeting

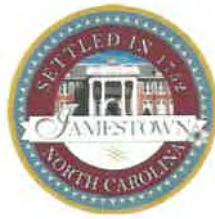
Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted.
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the May 27 th Town Council meeting B. Approval of minutes from the May 29 th Town Council Budget Retreat C. Approval and sealing of the May 29 th Closed Session minutes D. Reappointment of Charles Clapp, Jr. and Amy Reese to P & R E. Resolution calling for a regular election for the Town of Jamestown F. Approval of the Purchasing and Procurement Policy G. Approval of Local Government Rider for Contracts H. Financial Position of the Town of Jamestown I. Budget Amendment #9		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
6:20 pm	IV. Resolution honoring Benjamin Arnold, High School Representative	Council Member Glanville	Council Member Glanville to present the resolution to Benjamin Arnold, High School Representative.
6:25 pm	V. Resolution honoring the service of Daniel McDaniel on the P & R Committee	Council Member Rayborn	Council Member Rayborn to present the resolution to Daniel McDaniel.
6:30 pm	VI. Resolution honoring Debra Mullis, Lead for NC Fellow	Mayor Montgomery	Mayor Montgomery to present the resolution to Debra Mullis.
6:35 pm	VII. Citizen Academy Graduation	Call on M. Johnson	Johnson to acknowledge the graduation of the first cohort of the Citizen Academy and thank the participants for their commitment to learning more about local government.
6:45 pm	VIII. Council Community Corner	Mayor Montgomery	Mayor Montgomery to ask Council if they have anyone to recognize during the Council Community Corner.
6:50 pm	IX. Monthly Reports		
6:50 pm	A. Manager Report	Call on M. Johnson	Johnson to present his monthly Manager’s Report to Town Council.
6:55 pm	B. High School Representative Report	Call on Benjamin Arnold	Arnold to present his High School Representative Report.
7:00 pm	C. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:05 pm	D. Guilford County Sheriff’s Department Report	Captain Howell	Mayor Montgomery to call Captain Howell forward to present the monthly Guilford County Sheriff Department Report
7:10 pm	X. Old Business		
7:10 pm	A. Public Hearing on rezoning request for property located at 5125 R1 Atwater Drive from AG to CZ-SFR	Call on J. Colón	Colón to present his staff report on the rezoning request for 5125 R1 Atwater Drive from AG to CZ-SFR. Mayor Montgomery to call the applicant, Jeff Guernier, forward to speak. Mayor Montgomery to open the public hearing to anyone that would like to speak regarding the rezoning request for 5125 R1 Atwater Drive. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to open the floor to Council for discussion. Council Member makes a motion to approve/deny the rezoning of 5125 R1 Atwater Drive from Agriculture (AG) to Conditional Zoning-Single Family Residential (CZ-SFR). Council Member makes a second to the motion. Roll Call Vote. Council Member makes a motion to approve the consistency/inconsistency statement. Council Member makes a second to the motion. Then vote.

7:40 pm	B. Public Hearing on Question of Annexation pursuant to G.S. 160A-31 for property located at 5125 R1 Atwater Drive	Call on J. Colón	Colón to present information on the annexation petition. Mayor Montgomery to call the applicant, Jeff Guernier, forward to speak. Mayor Montgomery to open the public hearing to anyone that would like to speak regarding the annexation request. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to open the floor to Council for discussion. Council Member makes a motion to approve/deny the ordinance extending the corporate limits of the Town of Jamestown for the annexation of 5125 R1 Atwater Drive. Council Member makes a second to the motion. Roll Call Vote.
7:50 pm	C. Public Hearing for the consideration of adoption of the Proposed Budget and CIP FY 2025/2026	Call on M. Johnson	Johnson to present information on the Proposed Budget and CIP FY 2025/2026. Mayor Montgomery to open the public hearing to anyone that would like to speak regarding the Proposed Budget and CIP FY 2025/2026. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to open the floor to Council for discussion. Council Member makes a motion to adopt the Budget Ordinance for FY 2025/2026. Council Member makes a second to the motion. Roll Call Vote. Council Member makes a motion to approve the Resolution adopting a Capital Improvement Program for Fiscal Years 2025/2026 to 2029/2030. Council Member makes a second to the motion. Then vote.
8:05 pm	D. Consideration of adoption of the Town of Jamestown’s updated Strategic Plan	Call on M. Johnson	Johnson to request that Council adopt the updated Strategic Plan for the Town of Jamestown. Council Member makes a motion to adopt the updated Strategic Plan for the Town of Jamestown. Council Member makes a second to the motion. Then vote.
8:10 pm	XI. Public Comment		Please state your name and address and adhere to the 3 minute time limit
8:25 pm	XII. Other Business		
8:30 pm	XIII. 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
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the May 27th Town Council Meeting

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Minutes from the May 27th regular Town Council meeting

ATTACHMENTS: Minutes from the May 27th regular Town Council meeting

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: Approved minutes will be posted on the Town's website.

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**Regular Town Council Meeting
May 27, 2025
6:00 pm in the Civic Center
Minutes & General Account**

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

Council Members Absent – None

Staff Members Present: Matthew Johnson, Katie M. Weiner, Paul Blanchard, Faith Wilson, Debra Mullis, José Colón, & Robert Brown, Town Attorney

Visitors Present: Denise Johnson, Shemika Summers, Nick Wicker, Ronald Summers, Karen Hicks, Donna Vail, Jeff Vail, Erica Magnante, Richard Magnante, Robert Garland, Alex Bissinger, John Capes, Douglas Hayworth, Robert Frederick, Karen Lisenby, Tricia Payne, Emily Wagoner, & Carol Brooks

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

- Roll Call – Weiner took roll call as follows:
 - Council Member Glanville Present
 - Council Member Rayborn Present
 - Mayor Montgomery Present
 - Council Member Burgess Present
 - Council Member Wolfe Present

Weiner stated a quorum was present.

Pledge of Allegiance – Council Member Rayborn led the Pledge of Allegiance.

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

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

Council Member Rayborn made a motion to add the ‘Approval of the Amended Audit Contract for the 2024 fiscal year’ to the Consent Agenda and move the ‘Resolution honoring the Sisters at Pennybyrn’ to the last item on the Consent Agenda. Council Glanville made a second to the motion. The motion passed by a unanimous vote.

Consent Agenda– The consent agenda included the following items:

- March 20th Budget Retreat amended minutes
- April 7th Special Town Council meeting minutes
- April 15th regular Town Council meeting minutes
- April 24th Budget Retreat minutes
- Reappointment of Phyllis Bridges and Lamar Lee to the Parks and Recreation Committee

- Certificate of Sufficiency for annexation of property located at 5215 Atwater Drive
- Resolution fixing date of Public Hearing on Question of Annexation pursuant to G.S. 160A-31 for the June 24th regular Town Council Meeting
- Financial position of the Town of Jamestown
- Budget Amendment #8
- Amended audit contract with Strickland Hardee PLLC
- Resolution honoring the the Sisters of the Poor Servants of the Mother of God at Pennybyrn

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

(Certificate of Sufficiency, Resolution fixing date of Public Hearing on Question of Annexation, Budget Amendment #8, & Resolution honoring the Sisters of the Poor Servants of the Mother of God at Pennybyrn)

Public Comment –

- Robert Frederick, 500 Wynwood Drive- Frederick encouraged the Town to follow the rules of transparency so that residents can have faith in government. He said giving proper notice, being transparent in the budgeting process, publishing documents on time and keeping accurate records are important rules to follow to establish public trust.
- John Capes, 704 O'Neill Drive- Capes expressed concern about the repeat criticism the Town Council and staff receive over things alleged but never followed up on. No one attending the budget meetings made negative comments. He believes the ones most critical are hiding behind a keyboard.

Presentation of Proclamation for Public Works Week 2025 – Council Member Rayborn read and presented the Proclamation for Public Works Week 2025 to Public Services staff.

(Proclamation Public Works Week 2025)

Presentation declaring Peace Officers Memorial Day and Police Week in the Town of Jamestown – Council Member Burgess read and presented the Proclamation declaring Peace Officers Memorial Day and Police Week to members of the Sheriff's Department.

(Proclamation declaring Peace Officers Memorial Day and Police Week)

Citizen Academy Graduation – Johnson spoke about the completion of the Town's first Citizen's Academy. He praised Debra Mullis, Lead for North Carolina Fellow, for all her hard work.

Mullis thanked all the members of the first cohort for their participation and for their commitment to learning more about their local government. Mullis and Mayor Montgomery presented certificates to graduates of the Town's first Citizen Academy. The graduates included the following participants: Erica Magnante, Richard Magnante, Donna Vail, Denise Johnson,

Karen Hicks, Tricia Payne, John Fendrich, Jim Daubenspeck, Shemika Summers, and Emily Wagoner

Monthly Reports

- Manager Report – Johnson gave an update on the status of ongoing projects highlighting that the website for the Golf Course is complete and plans for the renovation of the Fire Station are beginning.
- High School Representative Report – Arnold reported Senior Awards were held and graduation is June 11th.
- Council Member Reports
 - Council Member Wolfe reported she attended a PART Committee meeting on the 14th and a TAC meeting today.
 - Council Member Burgess reported that the Planning Board will meet on June 9th.
- Guilford County Sheriff's Department Report- Guilford County Sheriff's Department reported 81 calls, 103 self-directed calls, and a response rate of 7.22 minutes and a reaction time of 4.42 minutes.

Old Business-

- Presentation of audit report summary FY 2023/2024– Nick Wicker, Strickland Hardee, PLLC Representative, stated they issued an unmodified (clean) opinion for the audit, found no material weaknesses or deficiencies, made no formal recommendation to the Town, found no difficulties completing the audit, no uncorrected misstatements or material modifications were required, and there were no disagreements with management. Wicker presented an overview of the audit report summary.
- Public Hearing for the recommended 2025/2026 Fiscal Year Budget and Capital Improvement Plan (CIP) – Johnson reviewed the recommended budget and CIP highlighting that the budget is balanced with a tax rate of .655 cent. The Town's tax rate remains the same at 62.5 cents. The difference of 3 cents is due to a proposed tax rate increase by Guilford County to support the Pinecroft Sedgfield Fire Department. This is a passthrough amount. Ad valorem tax is estimated at \$3.9 million.

Council prioritized developing and offering senior citizen programming, construction of bathrooms at Wrenn Miller Park, enhancing pedestrian safety of Main Street and downtown, reviewing historic assets and creating plans to preserve them, researching and adopting a short-term rental ordinance, and working towards the revitalization and redevelopment of Oakdale Cotton Mill.

The budget totals \$19,984,997 for all Town operations, Capital Improvements, Transfers and Debt Service. The budget includes an increase in Water rates by 11.5% which is a passthrough increase by our partners at Piedmont Triad Regional Water Authority (PTRWA), the City of Greensboro, and the City of High Point. Also included is an 8.7%

increase in the Sewer rate based on rates the Town pays the City of High Point for sewer treatment.

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

- Robert Frederick, 500 Wynwood Drive- Frederick said if this budget is passed the Town's tax rate for towns of similar size in the state of North Carolina will be the highest. He reviewed tax rate increases since 2015. He stated salaries are also proposed to increase by 11.82% and additional staff would be added.
- John Capes, 704 O'Neill Drive- Capes said the tax rate is not being raised. It includes a passthrough amount for the Fire Department. The Town has done a great job of maintaining the tax rate.

Council Member Wolfe said the Fire Department has not had an increase in five years. They are having trouble with retention of staff.

Council Member Rayborn made a motion to continue the Public Hearing to the June 24, 2025, regular Town Council meeting at 6:00 pm in the Civic Center at Town Hall without further advertisement. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

New Business-

- Consideration of appointment of Parks and Recreation Committee Member and Alternates – Weiner informed Council that two vacancies exist (one for a full-time Member and one for an Alternate Member) and five people have applied. One of the applicants, Duane Willis is currently serving as an Alternate, so if appointed as a full-time Member, there will be another vacancy for an alternate.

Council Member Wolfe made a motion to appoint Duane Willis as a full-time Member on the Parks and Recreation Committee. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

Council Member Rayborn made a motion to appoint Douglas Hayworth and Alison Greeson to serve as Alternate members on the Parks and Recreation Committee. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

- Request to set a public hearing date for the rezoning of 5125 R1 Atwater Drive from Agriculture (AG) to Conditional Zoning – Single Family Residential (CZ-SFR)– Colón explained that an application was received to rezone 5125 R1 Atwater Drive from Agriculture (AG) to Conditional Zoning – Single Family Residential (CZ-SFR). The application was reviewed by the Planning Board at their April meeting. The applicant is True Homes LLC, a residential building company. They have requested to rezone 18.02 acres that is west of Pine Tuck Road and west of the Fox Hollow subdivision in the

DRAFT

Extraterritorial Jurisdiction (ETJ) area. He requested Council set a date for a Public Hearing.

Council Member Burgess made a motion to set a date for the Public Hearing for the consideration of the rezoning of 5125 R1 Atwater Drive from Agriculture (AG) to Conditional Zoning – Single Family Residential (CZ-SFR) for the June 24th Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

Public Comment – Nobody signed up.

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

The meeting ended at 7:10 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Gianville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the May 29th TC Budget Retreat

AGENDA ITEM #: II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Minutes from the May 29th Town Council Budget Retreat

ATTACHMENTS: Minutes from the May 29th Town Council Budget Retreat

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: Approved minutes will be posted on the Town's website.

**Town Council Budget Retreat
May 29, 2025
10:00 am in the Civic Center
Minutes & General Account**

DRAFT

Council Members Present: Mayor Montgomery, Council Members Wolfe, Rayborn, Glanville, and Burgess

Council Members Absent: None

Staff Members Present: Matthew Johnson, Katie M. Weiner, Faith Wilson, Scott Coakley, José Colón, Debra Mullis, Rebecca Ashby, Heather Lunsford, Paul Blanchard, & Robert Brown, Town Attorney

Visitors Present: Richard Clapp, Robert Frederick, and Carol Brooks

Call to Order – Mayor Montgomery called the meeting to order:

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

Discussion about the 2025/2026 Fiscal Year (FY) Budget and Capital Improvement Plan (CIP) – Johnson explained a few changes were made to the Fee Schedule to be competitive with other Towns, but the proposed budget did not change. The Sheriff's Department just notified us of a rate increase of about 30%. The goal today is not to change the budget, but time is needed to review the increase.

Brown stated the Sheriff's Department accepted the terms negotiated in their contract. Jamestown's citizens already pay taxes through the County for services by the Sheriff's Department, but the Sheriff's Department has not been willing to negotiate costs to the Town with a reduction for that consideration. Their costs increased 29%. Options are to maintain the current level of service at about \$600,000 annually or take deputies off the roster for the Town. Removal of one deputy would reduce the cost to \$428,000. He and the Manager suggest adopting a Resolution that the Town will continue service at the same level at the budgeted amount of \$500,000. The adoption of the Resolution would allow the Town to continue negotiations with the Sheriff's Office and consider other alternatives.

Council Members discussed their disappointment with this increase and how to move forward.

Council Member Rayborn made the motion to approve the Resolution authorizing continued negotiations on contract execution with the Guilford County Sheriff's Office. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

(Resolution authorizing continued negotiations and contract execution with the Guilford County Sheriff's Office)

DRAFT

Council Member Wolfe stated she thinks the Main Street Corridor Study on the Capital Improvement Projects list should be moved to next year due to work on the Oakdale sidewalk, the Main Street water line replacement project, and the stamping of the crosswalks. She said that once that is done, a consultant will be able to see Main Street as it is supposed to be and not torn up. She said she supports the Planning Technician position. She added that she struggles with hiring two positions for the Recreation Department because the Golf Course costs more to operate than it generates.

Closed Session per G.S. 143-318 to discuss a Personnel Matter

Council Member Glanville made a motion to go into Closed Session as per G.S. 143-318 to discuss a Personnel Matter. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

-----**Closed Session**-----

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

Council Member Rayborn made a motion to increase the Town Manager's salary to \$148,000 to be effective July 1, 2025, without any changes to the travel allowance, and to instruct the Finance Director to extend benefits as provided to all other employees. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

Adjournment

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

The meeting ended at 12:25 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval and sealing of the May 29th Closed Session Minutes

AGENDA ITEM #: II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

The Town Council went into closed session per G.S. 143-318 to discuss a Personnel Matter at the May 29th Special Town Council meeting.

Staff recommends that Council approve and seal the May 29th closed session minutes.

ATTACHMENTS: None

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Reappointment of Charles Clapp & Amy Reece to P & R Committee

AGENDA ITEM #: II-D



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Amy Reese's second term on the Parks and Recreation Committee expired this month. She has agreed to serve an additional term.

Charles Clapp, Jr.'s second term on the Parks and Recreation Committee also expired this month. He has agreed to serve an additional term.

If reappointed, Amy and Charles will both serve an additional two-year term on the Committee. Their third terms will expire in June 2027.

Staff recommends that Council approve the reappointment of Amy Reese and Charles Clapp, Jr. to the Parks and Recreation Committee.

ATTACHMENTS: None

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution calling for a Regular Election for the Town of Jamestown

AGENDA ITEM #: II-E



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

The Town of Jamestown is required to submit a Resolution calling for a Regular Election to the Guilford County Board of Elections. Any person that wants to be a candidate for the Office of Council Member or Mayor must file a statement of candidacy with the Guilford County Board of Elections between 8:00 am on Monday, July 7th, 2025, and 12:00 pm on Friday, July 18th, 2025. There is a \$10.00 filing fee.

A primary Election will be held on Tuesday, October 7th, 2025, if necessary. The regular election will be held on Tuesday, November 4th, 2025. Citizens may vote for candidates for Council and Mayor in the Civic Center at Town Hall.

ATTACHMENTS: Resolution calling for a regular election for the Town of Jamestown

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: The adopted Resolution will be sent to the Guilford County Board of Elections.



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION CALLING FOR A REGULAR ELECTION FOR THE TOWN OF JAMESTOWN

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

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

SECTION 1. That a Primary Election is hereby called, if needed, on Tuesday, October 7th, 2025, for the purpose of nominating no more than four candidates for Council and no more than two candidates for Mayor.

SECTION 2. That an election is hereby called for Tuesday, November 4th, 2025, for the purpose of electing two Town Council Members and the Mayor.

SECTION 3. That any person desiring to become a candidate for Town Council or Mayor must file a statement of such candidacy with the Guilford County Board of Elections between 8:00 am on Monday, July 7th, 2025, and ending at 12:00 pm Friday, July 18th, 2025, and shall pay to the Guilford County Board of Elections a sum of \$10.00.

SECTION 4. That the polling place shall be the Civic Center at Town Hall.

SECTION 5. That the registration of voters, the holding of election, appointment of election officials, and the tabulation of voters shall be the duty of the Guilford County Board of Elections.

Adopted this the 24th day of June, 2025.

Mayor S. Lynn Montgomery

ATTEST:

Katie M. Weiner, MPA, CMC
Assistant Town Manager/Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Purchasing and Procurement Policy

AGENDA ITEM #: II-F



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

The Purchasing and Procurement Policy has been updated to reflect current State and Federal requirements. The Town Attorney has reviewed the policy and it is in line with the LGR.

ATTACHMENTS: Purchasing and Procurement Policy

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED:

Town of Jamestown			
Purchasing and Procurement Policy			
Adopted:			

ARTICLE I. GENERAL PURCHASING GUIDELINES

Section 1. Introduction

The purpose of this policy is to establish policies and procedures to serve as guidelines for all departments and divisions of the Town to purchase the goods and services that are needed for Town operations.

The understanding and cooperation of all employees is essential if the Town is to obtain the maximum value for each tax and utility dollar spent. While this manual does not answer all questions related to purchasing, it does provide the foundation for a sound centralized purchasing system.

The basic goals of the Town's purchasing program are:

1. To comply with the legal and ethical requirements of public purchasing and procurement.
2. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Town.
3. To receive the maximum value for each dollar spent by awarding purchase orders to the lowest responsive, responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors.
4. To provide Town departments with the required goods, equipment, and services at the time and place needed, and in the proper quantity and quality.
5. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.
6. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.
7. To reach maximum feasible standardization of products used within and among departments to minimize stock levels and obtain better price.

If the procedures and guidelines established in this manual are followed, each department can efficiently manage, control, and plan its available resources to meet present and future departmental needs and help the Town meet these goals. Should you have any questions about this manual or procedures, contact the Finance Department.

Section 2. Applicability

This policy applies to the procurement of supplies, materials, apparatus, equipment, services, and any combination thereof, which are purchased by any division or department of the Town of Jamestown. It shall apply to the expenditure of all public funds, irrespective of the source of the funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with the applicable federal law and regulations. Nothing in this policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with the law.

Section 3. Planning

Planning for purchases should be made on both a short-term and long-term basis, thereby minimizing small orders and last-minute purchases. Planning will also reduce the number of trips required to obtain materials and minimize clerical and supervisory time spent on documenting purchases.

Section 4. Buying Proper Quality

Quality and service are as important as price. It is the duty of the requesting department to secure the best, most economical quality that will meet, but not exceed, the requirements for which the goods or services are intended.

Section 5. Future Commitments to Vendors

Employees do not have the authorization to commit in writing, or verbally, future Town business to vendors.

ARTICLE II. ETHICS

Section 1. Ethical Conduct

The policies of the Town of Jamestown require that all business be transacted in compliance with the law and should be conducted in conformance to the highest ethical standards. The proper operation of government requires that public employees be independent, impartial, and responsible to the citizens, and that public positions not be used for personal gain.

Section 2. Conflict Of Interest

Pursuant N.C.G.S. 14-234, no elected official or employee who is involved in making or administering a contract on behalf of the Town may derive a direct benefit from the contract.

An elected official or employee who will derive a direct benefit from a contract with the Town, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract.

No employee shall engage in any transaction which is incompatible with the proper discharge of their official duties would tend to impair independent judgment or would interfere with the performance of official duties.

Section 3. Gifts and Favors

Elected officials or employees of the Town shall not directly accept or solicit any gift, favor, reward, or promise of a reward in exchange for recommending, influencing, or attempting to influence a purchase or an award of a contract by the Town.

Section 4. Benefit From Confidential Information

It is unethical and unlawful for any employee or former employee to use or divulge to other person(s) confidential information for personal gain while purchasing goods and services or the awarding of contracts.

ARTICLE III. VENDOR SELECTION AND SET-UP

Section 1 Selection Policy

It is the policy of the Town of Jamestown to prohibit discrimination against any person or business based on race, color, sex, religion, or national origin. The Town of Jamestown shall conduct its procurement programs to prevent such discrimination.

Vendors will be selected on a competitive basis. Formal bids, informal bids, or telephone quotations will be solicited by Department Heads. Bid awards, purchase orders, and/or contracts will generally be issued to the lowest responsive, responsible bidder.

Section 2. Vendor Selection Procedures

For the procurement of supplies, materials, apparatus, and equipment, the Town will observe the following procedures:

- a. North Carolina General Statutes (N.C.G.S.) require informal bids for purchases of \$30,000 to \$89,999.99. However, to ensure that the Town is being a good

steward of public funds, the Town requires that informal bids be obtained for purchases of \$10,000 to \$89,999.99 (\$30,000 - \$499,999.99 for construction and repair). This requirement will be discussed in more detail in the article titled "The Competitive Bidding Process."

- b. In accordance with N.C.G.S. 143-129, a formal bid process shall be used for purchases of \$90,000 and greater (\$500,000 and greater for construction and repairs). Electronic forms of advertising are deemed appropriate for announcing invitations to bid.

For the procurement of services, the Town will observe the following procedures:

- a. In accordance with Mini-Brooks Act Requirements (N.C.G.S. 143-64.31) a qualifications-based selection process will be used for architectural, engineering, and surveying services. A request for qualifications (RFQ) will be posted on the Town's website and sent to vendors. Cost shall not be the predominant factor in selecting a vendor for these services.

Section 3. Vendor Set-up Process

Department Heads should work with the Finance Department to set up accounts with new vendors. If there is a need for a new account to be established, a department head should contact the Finance Department for assistance with this process. The Finance Director or Director's designee must sign all applications establishing charge accounts.

All vendors will be required to submit the following documents **before** a vendor may be established in the Town's Accounts Payable system.

- a. Internal Revenue Service Form W-9.
 - b. Certificates of Liability and Workers Comp Insurance (for construction and service providers).
 - c. E-Verify Affidavit. *
 - d. Non-debarred status in SAMS.gov (for Federal Contracts).
- * Effective July 1, 2013, employers with 25 or more employees were required to use E-Verify to check work authorization for all new hires.

ARTICLE IV. PURCHASING REQUIREMENTS AND RESPONSIBILITIES

Section 1. Legal Requirements

The statutory provision for purchasing by local governments and regulations are contained primarily in North Carolina General Statutes, Chapter 143 (multiple sections, but generally Article 8 at N.C.G.S. 143-129 – 143-135). Other specific duties, responsibilities, and authorities are contained in Chapters 14, 44A, 160A, and 159, the

Local Government Budget and Fiscal Control Act. By virtue of these statutes, the Town is empowered to enter into the purchasing of materials and the contracting of services.

The Town Manager must sign all procurement contracts. The Town Manager may sign any contract up to \$89,999.99 without Town Council approval. All contracts over \$90,000 require Council approval.

The Town Council authorizes the Town Manager to amend this policy as follows:

1. As changes or additions occur to the General Statutes that affect the Purchasing Policy.
2. In portions of the policy not specifically reserved for the Town Council.

Section 2. Department Responsibilities

Department Heads are responsible for the purchase and acquisition of supplies, materials, apparatus, equipment and services needed for their departmental operations. Department Heads are also the first step in the purchase authorization process, and they are responsible for determining the following:

1. There is a budget appropriation for the expenditure.
2. There are unencumbered, unexpended funds available to pay for the expenditure in the fiscal year for which the expenditure has been made.
3. The planned purchase or expenditure is for a public purpose.

These three requirements must be certified by the department before a purchase is made and/or funds are expended.

No obligation can be incurred for any program, function, or activity funded by the budget ordinance unless the ordinance includes an appropriation to authorize it, and there is enough unencumbered balance in the appropriation to cover the obligation for the current fiscal year.

The penalties for incurring an obligation for which there is not a sufficient or valid budget appropriation are as follows:

If an officer or employee of a local government or public authority incurs an obligation or pays out or causes to be paid out any funds in violation of this section, he/she and the sureties on his/her official bond may be liable for any sums so committed or disbursed.

Section 3. Pre-Audit Requirements and The Local Government Budget and Fiscal Control Act

Under the Local Government Budget and Fiscal Control Act, all monetary obligations must be supported by an appropriation that authorizes the expenditure. Appropriations are detailed in the annual budget approved by the Town Council, and at the time an obligation is incurred, there must be an unencumbered balance remaining in the appropriation sufficient to pay the obligation in the current fiscal year.

ALL documents obligating the Town to expend and/or disburse funds shall contain a signed statement by the Finance Director or Deputy Finance Director(s) with the following wording:

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

The pre-audit process shall take place before funds are obligated and/or a purchase is made.

In addition to compliance with budgetary appropriations, all purchases must be made for a public purpose, which means that any goods or services procured should be for the good of the citizens of Jamestown.

ARTICLE V. PURCHASING METHODS

Section 1. Purchases of \$999.99 or less

Purchases of \$999.99 or less may be made without the use of a purchase order (PO) upon Department Head approval. **However, these purchases must be pre-audited.** All requisitions for purchases can be entered through the current accounting software through the remote requisition module. This will trigger an electronic approval system for pre-audits and purchase orders.

The pre-audit may be performed through one of the options below:

1. A requisition will be created in the current accounting software and will go through an electronic approval process.
2. Purchases can be pre-audited by approval of the Finance Director or Deputy Finance Officer and must include a signed and dated pre-audit statement to the invoice or receipt stating the following: “This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.”

Section 2. Routine Purchases Under \$999.99

Purchases that are small but routine in nature shall be made using a blanket or open purchase order. **These purchases must be pre-audited.**

Section 3. Purchases from \$999.99 - \$9,999.99

Purchases of \$999.99 to \$9,999.99 will be approved with a pre-audit and purchase order by the Finance Director or Deputy Finance Officer once presented with a quote from a vendor.

Section 4. Purchases of \$10,000 +

Expenditures of funds totaling or exceeding \$10,000 will be handled in accordance with the Town policy. Purchases above \$10,000 must have written price quotes from at least two (2) vendors. In cases where available or appropriate vendors are limited, every effort will be made to obtain price quotes from at least two (2) vendors. The solicitation of multiple price quotes must be attached to the purchase order request form. In cases when the item or service is available from a single source, this information must be stated on the purchase order request form. If the item can be obtained through a vendor that has the state contract for the specified item, the two (2) required quotes are not necessary.

Section 5. Pre-Dominant Aspect Rule

Some purchases will involve both a service and the purchase of tangible property. In these cases, the Town will use the pre-dominant aspect rule in determining the best approach for obtaining the services and goods.

If the service component is the pre-dominant aspect of the procurement in terms of relative cost or importance to the requesting unit, the procurement should be characterized as a service and the procurement procedures for services should be followed.

If the purchase of supplies or equipment is the pre-dominant aspect of the procurement, then the procurement procedures for goods, supplies, materials, equipment and apparatus should be used.

ARTICLE VI. THE PURCHASE ORDER PROCESS

Section 1. Purchase Order Requests

All supplies, equipment, etc. with a value of \$1,000 or more, shall be ordered using a purchase order (PO). Purchase orders can be initiated by using the remote requisition module in the Town's accounting system. Once created, the requisition will move through the proper channels for approval electronically.

Remote requisitions should be submitted far enough in advance of the date needed to enable the Finance Department to review the purchase information and to have the system generate a purchase order.

Paper versions may also be submitted by completing the purchase order request form with supporting documentation to the Finance Department.

All purchase order request forms must contain the following information, or the form will be returned to the requesting department:

- a. Department account code.
- b. Date of Request.
- c. Requesting Employee Signature.
- d. Department Head Signature (if applicable).
- e. Quantity of Items Needed.
- f. Complete Item Description.
- g. Vendor Name.

Section 2. Purchase Orders

The purchase order (PO) is a contract, and it serves as authorization to a vendor to furnish a product or service to the Town at the prices shown thereon. It also serves as the basis for encumbering department funds and assures the supplier that funds are available for the purchase. The encumbrance of funds provides management and Department Heads with a much more accurate and complete statement of financial position and is instrumental in preventing departments from overspending their budget.

All purchase orders shall be prepared by the Finance Department and signed by the Finance Director, or the Director's designee. The issuance of purchase orders by unauthorized Town employees or officials will not be recognized by the Town and the payment of these obligations will not be approved. Obtaining supplies, materials, equipment, services, or other items without a PO is considered an unauthorized purchase. **Unauthorized purchases are classified as a personal expense and may be required to be paid for by the employee responsible.**

Upon receipt of the signed purchase order the ordering department is authorized to place their order with the selected vendor.

Section 4. Partial Deliveries

Some purchase orders may list several items. Vendors may not ship all the items at the same time. This is referred to as a "partial delivery." Upon receipt of a partial delivery, a copy of the signed delivery receipt or invoice should be labeled "partial delivery" with the correct purchase order number and forwarded to the Finance Department for payment of only those items that have been received.

Section 5. Complete Deliveries

Upon complete receipt of the merchandise, the receiving department should verify the items and quantities received on the billing invoice, sign and date the invoice and send it to the Finance Department for payment

Section 6. Cancellation of Purchase Orders

If a department desires to cancel a purchase order, a request should be made directly to the Finance Department. The Department Head shall return the original purchase order to the Finance Department with the word CANCEL on the purchase order. The written request shall include the reason for cancellation. The department head will notify the vendor of the cancellation and the reason.

Section 7. Purchase Returns

To ensure proper credit is obtained for items being returned to vendors, it is important that the proper procedures be followed.

1. Departments may return supplies to vendors, but the Finance Department should be notified of the return.
2. Departments should send written notices to the Finance Department indicating which items are being returned, the date of the return, and the signature of the employee returning the items.

ARTICLE VII. BLANKET OR OPEN PURCHASE ORDERS

Section 1. Blanket/Open Purchase Order Preparation

This procedure is to provide an additional purchasing tool for obtaining small dollar amount items that are routine in nature. Some examples of this type of purchase are regular maintenance on vehicles, such as oil changes, park concession supplies, chemicals, etc. The procedure for use of a blanket or open purchase order is as follows:

1. The department must make a request to the Finance Department (by purchase order request form) giving the following information:
 - a. Account Number.
 - b. Date of Request.
 - c. Requesting Employee Signature.
 - d. Department Head Signature.
 - e. Period of Request (i.e. Monthly, Quarterly, Annually).
 - f. Maximum Amount Anticipated to be Purchased.
 - g. Vendor's Name.
2. The maximum amount of the purchase order will be encumbered until the period that the blanket purchase order was issued for has expired. Departments are not to exceed the total amount in funds encumbered for the period of the purchase

order. It is the responsibility of each department to ensure that purchases made against blanket purchase orders do not exceed the total dollar amount of the purchase order. Each department will monitor purchases against purchase orders for their department to ensure compliance.

3. Blanket or open purchase orders shall not be issued for items that can be purchased more effectively and economically through normal purchasing procedures. In addition, blanket purchase orders shall not be used to purchase unusual or special items or items on purchases that exceed \$500.
4. Blanket or open purchase orders shall not be mailed to the vendor because the dollar amounts and items on these purchase orders are estimates, and the Town should not be legally obligated for the estimated dollar amounts on blanket purchase orders.

ARTICLE VIII. EMERGENCY PURCHASES

Section 1. Emergency Defined

According to the North Carolina General Statutes, an emergency is defined as an immediate and present condition involving the health and safety of people and/or their property. It does not include situations that may or may not arise in the future, are apt to arise, or may be expected to arise.

Essential elements that constitute an emergency are:

1. The emergency must be present, immediate, and existing.
2. Harm cannot be averted through temporary measures.
3. The emergency cannot be self-created (due to a failure to care for equipment properly, perform routine maintenance, etc.)

Section 2. Emergency Purchase Procedures

When an emergency does arise and can be rectified only by immediate purchase or rental of equipment, supplies, materials, or services, the following procedures must be followed:

1. During business hours, e-mail the Finance Department to secure a purchase order number and pre-audit certification. If the emergency occurs when offices are closed, the department head should proceed to acquire only the materials or services necessary to meet the emergency.
2. On the next working day, the department head must submit a requisition to the Finance Director with the following information:
 - a. Nature of the Emergency

- b. Itemized List of the Purchases Made
 - c. Cost Per Item
 - d. Vendor's Name and Address
 - e. Account Number
 - f. Authorizing Signature of the Department Head
 - g. Purchase Order Number (if one was given)
3. The Finance Department will prepare a confirmed purchase order and send the department requesting a copy of the purchase order. The employee receiving the requested items should verify that the purchase order information is correct. The employee should also make sure that the vendor knows who to invoice and the correct address for billing.

The use of emergency procedures should be limited and will be monitored for abuse. Use of emergency purchasing procedures for items that are not an emergency are prohibited and may result in a department head's personal liability for non-emergency purchases that are made using this process.

Section 3. Exception to Competitive Bidding Requirements

The formal bidding statute provides that bidding is not required "in case of special emergency involving the health and safety of the people or their property."

ARTICLE IX. SPECIAL PROCUREMENT PROCEDURES

Section 1. State of North Carolina Purchasing Contract

Departments are encouraged to utilize the State of North Carolina Purchasing Contract when it is determined to be more advantageous to the Town based on prices, terms, and conditions. This system expedites the purchase of goods, offers pricing compatible with quotes received from formal and informal bids, and satisfies North Carolina General Statutes. Examples of goods on State Contract are law enforcement vehicles, office furniture, copiers, copier paper, etc.

If goods are purchased using the State of North Carolina Purchasing Contract, then the competitive bidding process is not required to be used. However, departments must use the State contract vendor that is listed on the State purchasing website. If a vendor that is not on the State contract agrees to give the Town the State contract price and the department decides to take the vendor's offer, then quotes from other vendors must be obtained.

Section 2. Piggybacking

The piggyback process allows North Carolina local governments to purchase apparatus, supplies, materials, or equipment from any person or entity that has,

Town of Jamestown

within the previous twelve (12) months, after having completed a public, formal bid process, contracted to furnish the apparatus, supplies, materials, or equipment to:

1. The United States of America or any federal agency.
2. The State of North Carolina or any agency or political subdivision of the State.
3. Any other state or any agency or political subdivision of that state, if the person or entity is willing to furnish the items at the same or more favorable prices, terms, and conditions as those provided under the contract with the other unit or agency.

The Town of Jamestown may utilize the piggyback exception for the purchase of apparatus, supplies, materials, or equipment within the formal bidding requirements (\$90,000 or greater), and it may be utilized to purchase goods without separate bidding procedure when the following statute requirements are met:

1. Price and other terms and conditions of the contract must be at least as favorable as the prior contract.
2. The contract must be one that was entered into following a public, formal bid process "substantially similar" to the one set forth in N.C.G.S. 143-129.
3. The Town Council must approve all piggyback purchases at a regularly scheduled meeting and cannot delegate this authority.
4. Notice of intent to award the contract without bidding must be publicly advertised no less than ten (10) days prior to the Council's regular meeting at which the contract is to be awarded; and
5. Purchases may be made under piggyback authority only when the Town Council determines it to be in the best interest of the Town. A determination must be made that the price and terms offered by the supplier are as good, or better than those that could be obtained through bidding.

Before recommending a contract under the piggybacking exception to the Town Council, the Finance Department shall take the following actions:

1. Obtain a certified copy of the contract, verifying the existence of the contract and that the contract is not more than twelve (12) months old.
2. Obtain proof that the prior bid was the result of a public, formal bid process. The key aspects should include public advertisement, sealed, competitive bids.
3. Any modifications to the original contract are not outside the scope of what was originally bid or would substantially increase the price. Another vendor could

provide the same item with more favorable terms or prices than those offered under the original contract.

Purchases made through the piggybacking process are exempt from the competitive bidding process under N.C.G.S 143-129(g). This exception cannot be used for construction or repair contracts and is not required for contracts and purchases in the informal range of less than \$90,000.

Section 3. Cooperative Purchasing

Purchases can be made through a competitive bidding group purchasing program, which is a formally organized program that offers competitively bid purchasing services at discount prices to two or more public agencies.

Purchases made through cooperative purchasing are exempt from the competitive bidding laws.

Section 4. Purchases from Other Governmental Units

Purchases of apparatus, supplies, materials, or equipment can be made directly from any federal agency or any other governmental unit within the United States (i.e. municipalities, counties).

Purchases from other governmental units are exempt from the competitive bidding laws.

Section 5. Purchases of Used Apparatus, Supplies, Materials, or Equipment

Town departments may purchase used apparatus, supplies, materials, and equipment from vendors.

Purchases of used items are exempt from the competitive bidding laws. Remanufactured, demo type, and re-fabricated apparatus, supplies, materials, or equipment are not included in this exemption.

ARTICLE XI. THE COMPETITIVE BIDDING PROCESS

Section 1. Soliciting Bids

The purpose of soliciting bids is both to seek and to obtain competition and, in turn, to receive the most favorable pricing that can be obtained at the desired level of service and quality. Bid documents will be prepared by the Finance Director's Designee, or the Purchasing Coordinator.

Bid documents will be posted on the Town's website and will be sent directly to a curated list of relevant vendors. These vendors may include those with prior experience

working with the Town, those who have expressed interest in future collaborations, and those identified through industry directories, referrals, online research, trade shows and conferences.

Section 2. Informal Bid Procedures

Informal proposals involve the solicitation of informal bids, either verbal or written, from qualified suppliers. Informal proposal procedures must be utilized for purchases of apparatus, supplies, materials, or equipment expected to require an expenditure equal to or greater than \$10,000 but less than \$90,000. Requests for informal bids do not have to be advertised, nor do they have to be publicly opened. Whenever possible, the department head will solicit two (2) or more proposals from representative suppliers based on previous experience and knowledge of the market. It is not permissible to divide a proposal to avoid formal bid requirements in favor of informal bids.

If bids are unsatisfactory or under conditions when effective competition is not available, purchases or leases may be made or services acquired by direct negotiation.

Section 3. Formal Bid Procedures

Formal bid procedures involve the solicitation of sealed bids from qualified vendors. Formal bid procedures must be utilized for purchases of apparatus, supplies, materials, or equipment expected to require an expenditure equal to or greater than \$90,000. Requests for formal bids must be legally advertised. Formal bid procedures may be used for purchases totaling less than \$90,000 if deemed advantageous to secure the best pricing.

Formal, sealed bids shall not be opened before a public bid opening. Opening a formal, sealed bid is a misdemeanor. It is the responsibility of the Finance Department and the department head to open and read bids publicly prior to the award of the contract. The bid opening shall be at a date, time, and place that are specified in the bid document. After the bids have been opened, they shall be analyzed and compared with respect to cost, compliance with specifications, quality and suitability of the products, time and delivery, and any other pertinent factors.

Bids will be awarded to the lowest responsive, responsible bidders.

Section 4. Cancellation of Bid Solicitations

An Invitation to Bid, Requests for Proposals, Request for Qualifications, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interest of the Town. Notice of cancellation shall be sent to all businesses originally solicited. Cancellations are in the discretion of the Finance Department and the requesting department.

Section 5. Special Exceptions to the Competitive Bidding Process

There are several statutory exemptions from the competitive bidding requirements. They are as follows:

1. Purchases Using a Sole Source Vendor.
2. Emergencies.
3. Gasoline, Fuel and Oil Purchases.
4. Force Account Work.
5. Purchasing under State or Federal Contracts.
6. Piggybacking.
7. Change Orders.
8. Purchases from other units of Government.
9. Purchasing through a Group Purchasing Program.
10. Purchases of Used Items.

Section 6. Bids for Construction, Renovation, or Repairs

Procurement guidelines for construction, renovation, or repairs, are found in Title 2 of the Code of Federal Regulations (CFR) and specify the following:

1. Small purchase procedure for construction and repair contracts costing \$10,000 - \$149,999.99 are as follows:
 - a. Obtain price or rate quotes from 2 qualified sources
 - b. Take affirmative action to solicit price quotes from M/WBE (Minority/Women Business Enterprise Program) vendors and suppliers as required under 2 CFR §200.321
 - c. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer
 - d. Award the contract for a fixed price or not to exceed basis.
 - e. Award the contract to the lowest responsive, responsible bidder. Town Council approval is not required for amounts up to \$89,999.99.
2. Sealed bid procedure for construction and repair contracts costing \$150,000 to \$499,999.99 as follows:
 - a. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer)
 - b. Complete specifications must be made available to all bidders.
 - c. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of the opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time and location of the public bid opening and indicate where specifications may be obtained.

- d. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 CFR §200.321.
 - e. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received to open all bids.
 - f. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required on the winning bidder.
 - g. Award the contract on a firm fixed price basis or a not to exceed amount.
 - h. Award the contract to the lowest responsive, responsible bidder. Any or all bids may be rejected only for "sound documented reasons."
- 3. Construction and repair contracts costing \$500,000 and above will be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure and the state formal bidding procedures as follows:
 - a. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
 - b. Complete specifications must be made available to all bidders.
 - c. Formally advertise the bid on the Town website and send directly to vendors on the Town's compiled list for at least seven full days between the date of the advertisement and the date of the public bid opening. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
 - d. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 CFR §200.321.
 - e. Open the bids at the public bid opening on the date, time, and location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received to open all bids.
 - f. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price are required of the winning bidder.
 - g. Award the contract on a firm fixed-price basis or a not to exceed the amount.
 - h. Award the contract to the lowest responsive, responsible bidder. Town Council approval is required and cannot be delegated. The Town Council may reject any and all bids only for "sound documented reasons."
- 4. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:
 - a. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.

- b. Separate specifications shall be drawn up for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
 - c. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129 et al.
- 5. Contracts for architectural, engineering, and surveying services as well as for alternative construction delivery methods – construction management at risk, design-build, design-build bridging and public-private partnerships shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:
 - a. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in RFQ.
 - b. Take affirmative steps to solicit qualifications from M/WBE vendors and suppliers as provided for under 2 CFR §200.321.
 - c. Evaluate the qualifications of respondents based on the evaluation criteria developed by the requesting department.
 - d. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in evaluation. Preference may be given to in-state (but not local) firms.
 - e. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
 - f. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated.

Section 7. Exceptions

Non-competitive contracts are allowed only under the following conditions and with the written approval of the federal agency or state pass-through agency that awards the federal funds:

1. Sole Source. A contract may be awarded without competitive bidding when the item is available from only one source. The Finance Director and/or requesting department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the Town Council.
2. Public Exigency. A contract may be awarded without competitive bidding when there is a public exigency. Public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not allow for the delay resulting from competitive bidding.
3. Inadequate Competition. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from several sources as required under this Policy does not result in a qualified winning bidder.

4. Federal Contract. A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
5. Awarding Agency Approval. A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without completion is consistent with state law.

Section 8. Minimum Number of Bids for Public Construction Contracts

No formal bid contract for construction or repairs shall be awarded by the Town Council unless at least three (3) consecutive bids have been received from reputable and qualified contractors regularly engaged in their respective lines of endeavor. If at least three (3) competitive bids are not received, bids will be solicited again, and the Town Council will have the option of awarding the contract to the lowest responsible bidder of the second bid solicitation, regardless of the number of bids received.

Section 9. Rejection of Bids

Any and all offers received in proposals may be rejected in whole, or in part. Basis for rejection may include:

- a. The proposal is deemed unsatisfactory as to quantity, quality, delivery, price or service offered.
- b. The proposal does not comply with the specifications or with the intent of the proposed contract.
- c. Lack of sufficient competition.
- d. Errors in specifications or indication that revision would be to the Town's advantage.
- e. Cancellation of, or changes in the intended project or other determination that the proposed requirement is no longer needed.
- f. Limitation or lack of available funds.
- g. Circumstances which prevent determination of the lowest responsible or most advantageous bid.
- h. A determination that rejection would be in the best interest of the Town.

Proposals or bids may not be rejected for the following purposes:

- a. To evade the provisions of the competitive bid statutes.

- b. To show favoritism to a particular vendor.

Bids should not be rejected under circumstances that give the appearance of corruption or unfairness. To properly reject all bids under the competitive bidding laws, the individual circumstances of the bid process need to be examined carefully. An internal decision-making process to determine these factors, and to ensure bids are rejected fairly should always be conducted by the Finance Department. If uncertainties remain about a particular situation, the Town Attorney should be consulted.

A memorandum requesting the rejection of all bids in the formal range shall be prepared by the Finance Director's Designee, or the Purchasing Coordinator, and forwarded to the Town Council for approval. The memo should state the Bid/Proposal Name and the reason for request.

ARTICLE XII. PROCUREMENT OF SERVICES

Section 1. Procurement of Architectural/Engineering/Surveying Services

Although professional services are not subject to competitive bidding requirements, North Carolina General Statutes include special requirements for the procurement of architectural, engineering, and surveying services. The Town of Jamestown will select architectural, engineering, and surveying firms for Town projects based on the firm's qualifications for the project and will attempt to negotiate an acceptable contract with the best qualified firm. The Town of Jamestown will not award contracts for architectural, engineering, and surveying services based on cost.

The Town of Jamestown shall follow the process outlined below to identify the best qualified firm for a project:

1. The need for architectural, engineering, or survey services shall be announced by the Town of Jamestown via direct notice, advertisement, posting on the Town's website, or other acceptable means.
2. The Town will solicit requests for qualifications (RFQ) from interested firms. The responses to the RFQs, personal interviews, and references from similar clients shall be the basis of determining the best qualified firm for the project
3. The Town will then attempt to negotiate a mutually acceptable contract with the best qualified firm. If the Town is unable to negotiate a mutually acceptable contract with the best qualified firm, the Town will commence negotiations with the next best qualified firm.

ARTICLE XIII. AFTER THE PURCHASE

Section 1. Paying Invoices

All paperwork, including invoices, receipts, packing slips, etc., related to a purchase must be turned in promptly to the Finance Department with the department account number listed. It must be signed by the employee who made the purchase or received the goods. Incomplete documents will be returned to the department for completion, which will result in delayed payment to the vendor. In the case of purchase orders and blanket purchase orders, the purchase order number should also be written on the invoice.

Section 2. Delivery and Performance

A completed and accepted purchase order or a contract signed by both the Town and a vendor must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements regarding the service, supplies, and equipment.

If a vendor fails to meet the requirement(s) of the specifications or terms and conditions of a contract or purchase order, the vendor can be cited for non-performance. The seriousness of non-performance will be evaluated based upon the circumstances of each violation.

Section 3: Inspection and Testing

Life and safety, as well as the successful operation of expensive equipment and supplies, may depend upon how well a purchased item meets its design and performance specifications.

Goods and materials should be checked at the time of receipt for damage or defects. The inspection shall include assuring goods comply with specifications. Immediately inspecting goods or materials upon receipt is to detect any visible damage. When it is apparent that the extent of the damage causes the goods to be worthless, they will not be accepted. If the damage is not apparent until after the goods have been accepted, the department head will notify the vendor of the reason for rejection and arrange for the goods to be returned to the vendor as soon as possible.

Item(s) shall be rejected as outlined below:

To protect the Town's rights in the event of rejection, for whatever reason, the vendor shall be informed immediately of the reason for rejection. Reasons for the rejection must be documented in written form, attached to a copy of the purchase order, and forwarded to the Finance Department.

ARTICLE XIV. PROPERTY DISPOSAL

Section 1. Basic Procedures

Procedures contained in these requirements apply based on the type of property (real or personal) and the value of the property at the time of sale. Most methods of disposal require Town Council approval and published notice.

Section 2. Competitive Sale

Competitive procedures are required for most property disposal transactions and may be used in all instances even if a special conveyance method is authorized. Three methods of competitive sale are authorized:

1. Sealed bid.
2. Negotiated offer and upset bid.
3. Public auction (which includes electronic auction).

Section 3 Private Negotiation and Sale

1. Small Surplus Items

Personal property valued at less than \$30,000 may be sold by private negotiation and sale. The Town Council may delegate to an individual official or employee the authority to dispose of personal property valued at less than \$30,000 and to use informal procedures designed to obtain fair market value for this property.

2. Special Conveyances

The Town has the authority to dispose of both real and personal property by private negotiation and sale in specified instances, including when the disposal involves the following:

- a. Real and personal property with significant historical, cultural, artistic, or architectural characteristics
- b. Real property sold in community development areas
- c. Real and personal property conveyed or leased when acquired for economic development purposes
- d. Real and personal property conveyed for the continued public use to nonprofit organizations to which the local government has the authority to appropriate funds
- e. Personal property donated to other units of government, nonprofits or sister cities
- f. Real property conveyed to volunteer fire departments and rescue squads for facilities

Section 4. Conveyances between Governments

State law authorizes governmental units to provide for the joint use of property, to sell or lease property to each other, or to exchange it with each other on a negotiated basis under terms and conditions deemed wise by the governing board.

Section 5. Exchanges with Private Entities

A local government may exchange real or personal property with real or personal property owned by a private individual or entity for full and fair consideration.

Section 6. Leases

A local government may lease or rent its real or personal property to a private entity or individual. Leases with a term of under one year may be entered into by the manager or by another employee authorized by the Town Council. Leases for a term of between one and ten years require Town Council approval. Any lease for a term greater than ten years must be treated as a sale of the property, except for leases of up to twenty-five years for the siting and operation of renewable energy facilities located on a government property.

Section 7. Worthless Property

A local government may discard property deemed to have no value if it remains unsold or unclaimed after the unit has exhausted efforts to sell the property using applicable procedures or if which poses a threat to public health or safety. No statutory procedures are required when discarding worthless property.

Section 8. Trade-In

Personal property may be disposed of by including it in the specifications for the purchase of apparatus, supplies, materials or equipment for a bidder to purchase as a "trade-in" for other specified personal property. The unit may award a contract for both the purchase and sale to the lowest, responsive, responsible bidder, taking into consideration the trade-in amount offered in the bid. Property may be sold under this provision without complying with the otherwise applicable procedures.

ARTICLE XV. EMPLOYEE NON-COMPLIANCE WITH PURCHASING POLICY

Section 1. General

Every effort should be made to comply with the Town's purchasing policy. This policy is in place to ensure that the Town is following North Carolina General Statutes, and that the Town is being a good steward of taxpayer funds.

Section 2. Consequences

Failure to follow the Town's purchasing procedures may result in the following actions:

1. The Town may refuse to pay invoices for which purchasing procedures have not been followed. Department Heads and/or employees that fail to follow proper procedures may be personally liable for these purchases.
2. Unauthorized purchases may result in disciplinary action or termination of employment depending on the severity of the offense.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: LGR - Local Government Rider

AGENDA ITEM #: II-G



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Matthew Johnson/Faith Wilson

SUMMARY:

The Local Government Rider (LGR) was developed by the Town Attorney to use in conjunction with all Town contracts. This rider protects the Town and is in line with the Purchasing and Procurement Policy.

ATTACHMENTS: LGR - Local Government Rider

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED:

NC LOCAL GOVERNMENT STANDARD CONTRACTUAL TERMS & CONDITIONS RIDER

THIS LGR is hereby made and entered into by and between THE TOWN OF JAMESTOWN (the "Town") and any and all parties entering into any contract, memorandum of understanding, or other agreement of any kind, for the provision of goods, services, or other consideration of any kind, to the Town referencing its existence or inclusion as a part thereof (the "Contractor").

Any such instrument(s) together with any and all exhibits, addenda, riders and/or any other instruments attached to, or incorporated by reference therein, shall be collectively referred to hereinafter as the "Contract".

WITNESSETH:

WHEREAS, Town is a body politic of the State of North Carolina, subject by operation of law to certain additional rules, regulations, and laws applicable to public and/or governmental bodies including without limitation certain operational and contractual requirements; and

WHEREAS, the risk of financial default under a contract entered into by such a governmental body is substantially lower than the ordinary risk of financial default attributable to private or commercial entities; and

WHEREAS, Town has established this LGR for the non-exclusive purposes of expediting its contract review and approval process, to document notice of its governmental status, and to protect its citizens and the public at large from illegal or unfair obligations otherwise imposed under certain adhesion contracts; and

WHEREAS, Town is prohibited by applicable law from executing the Contract without modification by this LGR, or has otherwise determined it is not in the best interests of its citizens and the public at large to do so without the additional terms and conditions of this LGR being made a part thereof.

NOW THEREFORE, in exchange of the mutual covenants made herein, and for other good and valuable consideration exchanged between the parties, the sufficiency of which is hereby acknowledged, including but not limited to the inducement of Town to enter into the Contract as modified by this LGR, the parties agree as follows:

PART A: CONTRACTUAL INCORPORATION & PRECEDENCE OF LGR WITHIN CONTRACT:

1. Contract Incorporation: **THE TERMS AND PROVISIONS OF THIS LGR SHALL BE DEEMED FULLY AND COMPLETELY INCORPORATED INTO, AGREED TO, AND ACCEPTED BY, ALL PARTIES ENTERING INTO ANY CONTRACT WHICH REFERENCES THEIR EXISTENCE IN ANY WAY;** including to the fullest extent permitted by law, incomplete or non-specific references to their existence where any party could with reasonable due diligence have ascertained the existence and content of its terms. This LGR shall continue to apply to any modification or amendment to the Contract made hereafter unless this LGR is specifically made inapplicable and described with particularity therein. Partial performance by any party under such a Contract without formal execution thereof, shall be considered as agreement to, and acceptance of, these LGR terms and conditions.
 - a. Without limiting the generality of the foregoing statement, the LGR may be incorporated by specific reference into any Contract by reference by inserting the following suggested italicized language therein prior to its execution:

Notwithstanding any statement or provision herein to the contrary, the terms and provisions of that "NC Local Government Standard Contractual Terms & Conditions Rider" or "LGR" are hereby incorporated into this instrument by reference, as if fully set out herein, and shall supersede, control over and prevail in the event of any conflict with the provisions of this instrument and/or any exhibit, addenda, or attachment hereto.

NTE Limit: \$ _____

The total annual compensation to be paid hereunder shall not exceed the NTE Limit stated without the prior written approval of the Town Manager.

Pre-Audit Certification: This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Town Finance Officer

2. **Condition Precedent:** Each party entering into any such Contract further agrees that the incorporation of this LGR into the terms and conditions of the Contract shall be deemed to be a **MATERIAL CONDITION PRECEDENT** to Town's acceptance of such Contract, and to the validity and enforceability of said Contract against Town by any party thereto as well as to any later amendment or modification to the primary Contract.
3. **Contractual Conflict & Precedence:** **NOTWITHSTANDING ANY STATEMENT OR PROVISION WITHIN THE CONTRACT TO THE CONTRARY, AND EXCEPT FOR ANY "ADDITIONAL TERMS & CONDITIONS" AGREED TO BETWEEN THE PARTIES PURSUANT TO THE IMMEDIATELY FOLLOWING PARAGRAPH, THE TERMS AND CONDITIONS OF THIS LGR SHALL SUPERSEDE, CONTROL OVER, AND PREVAIL IN THE EVENT OF ANY CONFLICT WITH ANY DIFFERING OR CONTRARY TERMS OR CONDITIONS OF THE CONTRACT.** Except to the extent they are inconsistent with or modified by this LGR, the terms and conditions of the contract shall remain in full force and effect.
4. **Additional Terms & Conditions:** To the extent the parties require any additional or specific modifications or amendments to the Contract, or to this LGR itself, the same shall be reduced in writing and attached to the Contract labeled as **"Additional Terms & Conditions"** which shall clearly reference the Contract to which it applies, shall state that it takes precedence over, and shall control in the event of any conflicts with, both the Contract and any Local Government Rider", and shall be separately signed by all parties concurrently with their execution of the Contract instrument(s).

PART B: STANDARD LOCAL GOVERNMENT PROVISIONS:

1. **Public Records & Confidentiality:** Town is required to comply with certain applicable statutes of the State of North Carolina regarding open meetings and/or open records. Notwithstanding anything to the contrary within the Contract, Town shall not be liable to any party for disclosing the Contract, or any documents or communications made or received in relation thereto, to any third party or the public at large, if such disclosure is made by Town in a good faith effort within its sole discretion, to comply with any public records request or other applicable laws.
2. **Limitation on Contractual Authority:** For Agreements in amounts of Fifty Thousand (\$50,000) or more, only the Mayor on behalf of the Town Board of Commissioners or another specifically designated in writing by said person(s) to exercise their respective authority related to the Agreement shall be authorized to enter into, modify or otherwise bind the Town to the Agreement in any way. For any Agreement in an amount under Fifty Thousand (\$50,000), only the Town Council, the Town Manager, or another agent specifically designated in writing by either to exercise their respective authority related to the Contract shall be authorized to enter into, modify, or otherwise bind the Town to the Contract in any way. Any such action shall be taken only by the signed written consent thereof, and no party shall rely upon any verbal communications, or otherwise upon the authority of any other agent of the Town in lieu thereof. This provision shall apply to prevent any inadvertent or passive modifications to the terms of the Contract through communications between the parties as may otherwise be allowed by law, including but not limited to any such provisions of the North Carolina Uniform Commercial Code, if applicable.

3. Limitation Upon Partial/Progress Payments for Goods/Materials to be Delivered: Payment (partial or otherwise) for any physical goods or materials to be provided to the Town pursuant to the Contract, shall not be due or owed by the Town until after actual delivery and acceptance of any such physical items.
4. E-Verify Certification: At all times during performance of the Contract, all parties shall fully comply with Article 2 of Chapter 64 of the General Statutes, and shall ensure compliance by any subcontractors utilized. All parties shall execute an affidavit verifying such compliance upon request by Town.
5. Divestment Act Certification: The Contractor hereby certifies that as of the date listed below, it is not on any of the Final Divestment Lists as created by the state Treasurer pursuant to The Sudan (Darfur) Divestment Act of 2007, as amended, The Iran Divestment Act of 2015, as amended, or the Divestment from Companies Boycotting Israel Act of 2017, as amended, respectively codified in NCGS §147-86.41 et seq., NCGS §147-86.55 et seq. and NCGS §147-86.80 et seq. Contractor shall not utilize in the performance of the contract any subcontractor that is identified on any Final Divestment List.
6. Constitutional Limitation on Town Indemnification: The parties acknowledge and understand that an unlimited indemnification by Town constitutes a violation of the North Carolina Constitution, and is void and unenforceable by operation of law. Any indemnifications given by Town to any party under the Contract shall be deemed to be given only to the fullest extent allowed by law.
7. Contingent Funding/Non-Appropriations Clause: Notwithstanding anything to the contrary within the Contract or this LGR, all financial obligations of the Town under the Contract are dependent upon, and subject to, the continuing allocation of funds by the Town Board of Commissioners for such purpose. The Contract shall automatically terminate if such funds cease to be allocated or available for any reason.
8. Not to Exceed (NTE) Limit: Unless otherwise approved in writing by Town, the total amount of compensation payable by Town to all parties under the Contract during each fiscal year of Town (running from July 1 to June 30 of the following calendar year) shall not exceed the amount, if any, which is specifically listed within the Contract as an "NTE Limit" or which is otherwise described as a maximum annual compensation amount to be paid hereunder and not exceeded, without the Town Manager's prior written approval. This amount typically represents the total combined budget normally allocated for the services to be rendered under the Contract, and may be increased unilaterally by Town from time to time, only through the written approval of the Town Manager for amounts totaling less than Fifty Thousand (\$50,000) and only through the written approval of the Town Board of Commissioners via the Mayor for amounts totaling Fifty Thousand (\$50,000) or more. Such approval may be given via email and said increased amount approved and preaudited by the Finance Director.
9. Pre-audit & Purchasing Policy Notices: Per NCGS § 159-28 no contract with a local government including the Town requiring the payment of any public funds is valid unless properly pre-audited in the manner required by said statute. The Contract must contain a Pre-audit Certificate signed by the Town Finance Officer or their Deputy which shall take substantially the following form "This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act." Failure to obtain a pre-audit upon the Contract makes the contract invalid and unenforceable per state law. Additionally, pursuant to Town purchasing policies, no obligation of \$500 or more for any goods sold or services rendered to Town is validly enforceable without a valid signed contract, or a signed Purchase Order for such goods or services.
Contact the Town Finance Office at 336-454-1138 with any questions or for further information related to this provision.
10. General Legal Compliance: Any party providing goods or services of any kind to the Town pursuant to this Contract hereby agrees to do so in compliance with any and all applicable local, state, or federal rules, regulations, or laws, and shall be solely responsible for the failure to abide by the same unless otherwise agreed in writing by the Town. Without limiting the generality of the foregoing paragraph:
 - a. Non-Discrimination. During the performance of the Agreement, all parties agree not to discriminate against any employee or applicant for employment in terms of initial employment, tenure, terms of employment or otherwise because of race, color, religion, sex, national origin, political affiliation or belief, age, sexual orientation, ancestry or disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. All parties will post, when appropriate, all notices related to nondiscrimination as may be required by applicable law.

- b. **Federal Uniform Guidance Requirements:** If the source of funds for this Contract are federal funds, the following non-exclusive federal provisions shall apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable), and all parties hereto agree to comply with any and all such applicable provisions.
- i. Equal Employment Opportunity (41 C.F.R. Part 60);
 - ii. Davis-Bacon Act (40 U.S.C. 3141-3148);
 - iii. Copeland "Anti-Kickback" Act (40 U.S.C. 3145);
 - iv. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708);
 - v. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387);
 - vi. Debarment and Suspension (Executive Orders 12549 and 12689);
 - vii. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352);
 - viii. Procurement of Recovered Materials (2 C.F.R. § 200.322); and
 - ix. Record Retention Requirements (2 CFR § 200.324)
- c. **Worker's Compensation Insurance, Certifications, & Indemnification:** Each party is solely responsible for obtaining and maintaining at all times any and all policies of Worker's Compensation Insurance to lawfully cover itself, and any and all of its employees, contractors, or subcontractors employed in the provision of any work or services under the Contract, or as otherwise required by law.
- i. Unless specifically agreed to in writing as part of the terms of the Contract, Town shall not be required to obtain any such insurance for any of the employees, contractors, or subcontractors of any other party to the Contract, and all such parties hereby agree to promptly provide certificates of such coverage, or other adequate proof thereof upon Town's request, and further to immediately notify Town in the event of any loss or disruption of any such coverage during the term of the Contract as a material term hereof.
 - ii. Town is hereby authorized to withhold payments under the Contract pending receipt of proof of such insurance coverage if applicable without being in breach of the Contract.
 - iii. All parties also hereby agree to indemnify and hold each other harmless from any and all damages or liability arising from any subsequent determinations by any parties including without limitation each party's own insurance auditors, that any Worker's Compensation Insurance required to be obtained and maintained by any party to the Contract as stated above was not actually obtained or maintained.

PART C: OTHER GENERAL PROVISIONS

Notwithstanding anything within the Contract to the contrary:

1. **Choice of Law, Forum, & Pre-Litigation Mediation:** This Contract is made and entered into in The Town of Jamestown, North Carolina and shall be governed by and construed in accordance with North Carolina law. Any claim for breach or enforcement of this Contract shall be filed in the appropriate court located in the jurisdiction of Guilford County, North Carolina. The parties agree in good faith to first submit any disputes to that formal process known as mediation being that process which is described by North Carolina in its Alternative Dispute Resolution Program through the Dispute Resolution Commission. The parties agree that they will attempt to agree on a North Carolina Certified Superior Court Mediator with the understanding that this list is maintained by the North Carolina Dispute Resolution Commission. Should the parties be unable to agree, then that mediator who is next to be assigned on a case by Court Administration in Guilford County North Carolina will be used as the mediator. The parties shall share the costs of mediation equally and the parties agree to mediate in good faith.
2. **Construction & Headings:** No rule of construction shall apply against any party as the drafter of the Contract which is the result of an arms-length negotiation between the parties. The titles/captions/headings of any and all portions of the Contract are intended for reference purposes only, and shall not be deemed to affect the meaning or interpretation of the Contract terms and conditions.

3. Merger: The Contract is the entire agreement between the parties with respect to the foregoing matter and there are no other verbal or written agreements with respect thereto between the parties which have not been reduced to writing and specifically incorporated into the Contract.
4. Modification: No modifications of the Contract shall be valid unless reduced to writing signed by all parties hereto.
5. Severability: The provisions of this Contract are intended to be severable. Any and all provisions of this Contract that are prohibited, unenforceable, or otherwise not authorized in any jurisdiction shall, as to such portion and/or jurisdiction only, be deemed ineffective to the extent of such prohibition, unenforceability, or non-authorization, without invalidating the remaining provision(s) hereof in such jurisdiction, or affecting the continuing validity, enforceability, or legality hereof in any other jurisdiction.
6. Signature Warranty: Any party executing the Contract as a corporate or other legal entity represents to the other parties hereto that such entity is duly organized, validly existing, and in good standing under the laws of the State of North Carolina or otherwise under the laws of the state of its formation, and is qualified to transact the business contemplated herein within the State of North Carolina, and further that any such party executing the Contract on behalf thereof, has the full power and authority to do so without any further authorization being required from any party, and thereby legally binds said entity to the terms and conditions of this Contract.
7. Additional Limitation of Scope of Town Indemnification: If applicable, any indemnification given by Town shall be deemed and further limited to indemnify against claims or actions arising from the action or inaction of Town's own officers, officials, employees or agents only; and shall not be deemed to indemnify any party against claims or actions arising from any action or inaction of any other parties.
8. Waiver of Consequential/Punitive Damages: Under no circumstances whatsoever, shall any party be entitled to recover, and all parties hereby waive their right to seek, any indirect, punitive, special or consequential damages of any kind whatsoever, incurred in connection with any breach of the Contract. Notwithstanding the foregoing, the reasonable costs incurred in connection with successfully enforcing the Contract against another party, including court costs, fees, and reasonable attorneys' fees associated therewith shall be recoverable by such a prevailing party.
9. Savings Provision: Town shall not be held in default of the Contract or otherwise deemed in breach thereof, unless it has first failed to cure any condition causing such default within fifteen days (15) days written notice thereof by the party alleging such default. If Town cures any default within that period, no breach of the Contract shall be deemed to have occurred.
10. Electronic and/or Duplicate Execution & Order of Execution: The Contract may be executed in multiple counterparts, in which event each executed copy shall be deemed an original document as between the parties. An electronic signature and/or copy of the Contract shall have the same force and affect as the original. Due to the need to comply with statutory auditing requirements, all parties contracting with Town shall execute the Contract first and deliver a fully signed copy thereof to the Town for its counter-execution and delivery of a fully signed copy to all parties.
11. Notices. All notices and other communications required or permitted by the Agreement shall be in writing and shall be given either by personal delivery, fax or certified United States mail, return receipt requested, addressed as follows:

To the Town: Attn: Town Manager 301 E. Main Street Jamestown, NC 27282	To Contracting Party(ies): Attn: _____ _____ _____
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12. The Agreement and/or relationship among the parties shall not be used for any advertising purposes, including referrals or testimonials, by either party without the express written consent of the other party.

[Remainder of Page Intentionally Blank – Signatures to Follow]

IN WITNESS WHEREOF, the parties hereby set their respective hands and seals on the dates noted below.

TOWN OF JAMESTOWN

BY: _____ (SEAL) Date: _____

ATTEST: _____ Date: _____

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

_____, Acting Finance Director Date: _____

(COMPANY_NAME)

BY: _____ (SEAL) Date: _____

ATTEST: _____ Date: _____

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for May 2025

AGENDA ITEM #: II.H



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

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 05-31-2025.

Sales tax came in higher at 27.19% compared to May 2024. The sales tax distributed in May is for February sales. Property tax revenue is at 100% received. Revenue is on track for the fiscal year.

Expenditures during May include monthly lease payments, code enforcement, debt service payment on the Water Sewer Facility and the Golf Shop was made, and final debt service payment on the knuckleboom was made (paid in full), and payment for services for Jamestown Historical Society was made. Capital expenditures include exterior painting at Town Hall, repairs on the irrigation pump started at the Golf Course, and payments to Ferguson Waterworks out of Water Sewer for the AMI project.

Rounds played in May 2025 were up from May 2024. There was 3,657 rounds of golf played in May 2025 compared to 3,540 rounds played in May 2024. May was a good month for golf. May had 2 bad weather days and no closed days. The golf course hosted 3 golf outings and 4 room rentals in May.

ATTACHMENTS: Summary of financial analysis

RECOMMENDATION/ACTION NEEDED: none

BUDGETARY IMPACT: none

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: none



**Town of Jamestown
FINANCIAL SUMMARY REPORT
FOR PERIOD OF 07/01/2024 - 06/30/2025**

GENERAL FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/24 PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 10)					
PROPERTY TAXES	\$ 3,875,577	\$ 3,995,872	\$ (120,295)	103.10%	\$ 3,492,281
MOTOR VEHICLE FEES	112,570	81,858	30,712	72.72%	38,136
SALES TAXES/HOLD HARMLESS	1,071,000	821,460	249,540	76.70%	545,118
UTILITIES SALES TAXES	310,700	190,797	119,903	61.41%	85,891
GRANTS FROM GUILFORD COUNTY	55,500	55,500	-	100.00%	55,500
GARBAGE & RECYCLING FEES	245,000	231,852	13,148	94.63%	188,812
POWELL BILL	130,551	130,551	(0)	100.00%	119,978
STORMWATER FEES	171,600	155,900	15,700	90.85%	56,565
GOLF COURSE FEES	1,171,000	1,223,023	(52,023)	104.44%	845,372
RECREATION FEES	22,000	19,000	3,001	86.36%	21,135
INVESTMENT EARNINGS	165,000	230,230	(65,230)	139.53%	172,446
ISSURANCE OF INSTALLMENT PURCHASE FINANCING	280,000	279,989	11	100.00%	322,186
OTHER REVENUES	573,998	426,217	147,781	74.25%	251,414
TRANSFER FROM GENERAL CAPITAL RESERVE FUND	72,000	72,000	-	100.00%	72,108
BALANCING APPROPRIATION	928,511	-	928,511	0.00%	-
	\$ 9,185,007	\$ 7,914,249	\$ 1,270,758	86.16%	\$ 6,266,943

**CAPITAL RESERVE FUND (FUND 11)
REVENUE**

INTEREST	\$ 100	\$ 314	\$ (214)	314.25%	\$ 280
TRANSFER FROM GENERAL FUND	146,926	146,926	-	100.00%	143,831
	\$ 147,026	\$ 147,240	\$ (214)	100.15%	\$ 144,111

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/24 PRIOR YEAR ACTUAL TO DATE
EXPENDITURES & ENCUMBRANCES (FUND 10)						
GOVERNING BODY	\$ 146,825	\$ 51,060	\$ 52,518	\$ 43,247	70.55%	\$ 44,745
ADMINISTRATION	1,117,076	925,870	23,637	167,569	85.00%	750,533
PLANNING	232,600	158,861	16,873	56,866	75.55%	168,662
BUILDINGS & GROUNDS	344,496	167,941	118,054	58,502	83.02%	270,173
PUBLIC SAFETY	528,000	891,874	133,233	2,893	99.45%	236,652
FIRE	886,100	873,284	6,314	6,502	99.27%	648,394
STREET	908,079	530,735	198,633	178,710	80.32%	191,011
POWELL BILL	262,551	-	231,550	31,001	88.19%	-
STORMWATER	171,600	52,618	17,200	101,782	40.69%	31,993
SANITATION	498,350	241,260	42,910	214,180	57.02%	320,196
RECREATION	1,021,503	882,139	25,675	113,690	88.87%	441,248
GOLF COURSE MAINTENANCE	1,488,176	1,148,906	70,169	269,101	81.92%	1,113,944
GOLF SHOP	737,270	507,486	34,714	195,070	73.54%	434,786
DEBT SERVICE	494,700	334,045	67,180	93,475	81.10%	211,940
OTHER FINANCE USES	347,681	347,681	-	-	100.00%	199,331
	\$ 9,185,007	\$ 6,613,759	\$ 1,028,660	\$ 1,532,588	83.31%	\$ 5,063,606

**EXPENDITURES & ENCUMBRANCES (FUND 11)
TRANSFERS TO OTHER FUNDS
RESERVE FOR FUTURE EXPENDITURES**

TRANSFERS TO OTHER FUNDS	\$ 72,000	\$ 72,000	\$ -	\$ -	100.00%	\$ 72,108
RESERVE FOR FUTURE EXPENDITURES	75,026	-	-	75,026	0.00%	-
	\$ 147,026	\$ 72,000	\$ -	\$ 75,026	48.97%	\$ 72,108

WATER RESERVE FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/24 PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 30)					
WATER CHARGES	\$ 1,100,000	\$ 1,027,566	\$ 72,434	93.42%	\$ 753,490
SEWER CHARGES	3,500,000	3,578,807	(78,807)	102.25%	2,460,655
INVESTMENT EARNINGS	260,000	361,744	(101,744)	139.13%	358,347
OTHER REVENUES	629,463	658,869	(29,406)	104.67%	59,334
TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	118,400	118,376	24	99.98%	118,376
TRANSFER FROM WATER SEWER CAPITAL RESERVE	148,080	-	148,080	0.00%	-
BALANCING APPROPRIATION	5,884,073	-	5,884,073	0.00%	-
	\$ 11,639,996	\$ 5,745,361	\$ 5,894,635	49.36%	\$ 3,750,202

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)

REVENUE					
INVESTMENT EARNINGS	\$ 8,000	\$ 13,381	\$ (5,381)	167.26%	\$ 17,557
TRANSFER FROM ENTERPRISE FUNDS	32,100	32,100	-	100.00%	32,100
APPROPRIATED NET ASSETS	78,300	-	78,300	0.00%	-
	\$ 118,400	\$ 45,481	\$ 72,919	38.41%	\$ 49,657

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)

REVENUE					
TRANSFER FROM W/S-SYSTEM DEVELOPMENT FEES	\$ 495,789	\$ 495,789	\$ -	100.00%	\$ -
INVESTMENT EARNINGS	1,000	3,298	(2,298)	329.76%	3,108
TRANSFER FROM ENTERPRISE FUNDS	500,000	478,634	21,366	0.00%	-
	\$ 996,789	\$ 977,721	\$ 19,068	98.09%	\$ 3,108

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/24 PRIOR YEAR ACTUAL TO DATE
EXPENDITURES & ENCUMBRANCES (FUND 30)						
PERSONNEL	\$ 1,667,900	\$ 1,272,690	\$ 1,404	\$ 393,806	76.39%	\$ 920,332
WATER PURCHASES	445,593	276,287	165,155	4,151	99.07%	205,486
SEWER TREATMENT	825,000	672,166	145,473	7,361	98.11%	519,668
DEBT SERVICE	249,386	246,731	2,655	0	100.00%	215,098
CONTRACT SERVICES & MAINTENANCE	874,080	226,763	337,436	309,881	84.55%	290,086
CAPITAL	5,599,060	1,379,401	321,401	3,898,258	30.38%	186,405
TRANSFER TO OTHER FUNDS	1,258,489	1,249,223	-	9,266	99.26%	32,100
OTHER OPERATING EXPENDITURES	720,488	485,132	89,459	145,897	79.75%	240,568
	\$ 11,639,996	\$ 5,808,393	\$ 1,062,983	\$ 4,768,620	59.03%	\$ 2,809,743

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)

TRANSFER TO OTHER FUNDS	\$ 118,400	\$ 118,376	\$ -	\$ 24	99.98%	\$ 118,376
	\$ 118,400	\$ 118,376	\$ -	\$ 24	99.98%	\$ 118,376

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)

TRANSFER TO OTHER FUNDS	\$ 148,060	\$ -	\$ -	\$ 148,060	0.00%	\$ -
RESERVE FOR FUTURE EXPENDITURES	\$ 833,529	\$ -	\$ -	\$ 833,529	0.00%	\$ -
	\$ 981,589	\$ -	\$ -	\$ 981,589	0.00%	\$ -



Town of Jamestown
FINANCIAL SUMMARY REPORT
 As of June 30, 2025

CAPITAL PROJECTS

	<u>Fund (#18)</u>	<u>Fund (#20)</u>	<u>Fund (#21)</u>	<u>Fund (#23)</u>	<u>Fund (#24)</u>
	Oakdale Sidewalk Ph 3 Capital Project	Recreational Maint Facility Capital Project	Oakdale Sidewalk Ph 2 Capital Project	Penny Road Sidewalk Capital Project	Sidewalk Project Guilford County ARPA Capital Project
Life to Date Revenues & Other Financing Sou	219,201	1,079,363	79,589	51,000	2,294,795
% of budget received	3%	100%	40%	4%	100%
Life to Date Expenditures	135,112	962,519	50,686	-	652,861
% of budget expended	20%	89%	25%	0%	28%
	<u>Fund (#26)</u>	<u>Fund (#27)</u>	<u>Fund (#28)</u>	<u>Fund (#29)</u>	
	Parks and Rec PARTF Guilford County ARPA Capital Project	Parks and Rec AFP Guilford County ARPA Capital Project	Forestdale East Stormwater Project Capital Project	Jamestown Park Restroom Project Capital Project	
Life to Date Revenues & Other Financing Sou	430,410	600,000	1,011,700	702,000	
% of budget received	100%	100%	100%	100%	
Life to Date Expenditures	180,882	498,443	22,010	-	
% of budget expended	42%	83%	4%	0%	



Town of Jamestown
FINANCIAL SUMMARY REPORT
As of June 30, 2025

DEBT SERVICE

Installment Purchase Debt:	Balance at 6/30/2025	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Knuckleboom truck, financed in 2020	0	5/7/2025	2024/2025
Golf Clubhouse Renovation	166,694	11/3/2027	2027/2028
Golf Equipment	285,435	6/5/2028	2027/2028
2024 Leaf truck	266,120	6/30/2031	2030/2031
	<u>\$ 718,250</u>		

WATER & SEWER FUND:

Water & Sewer Maintenance Facility Construction	<u>\$ 124,965</u>	11/3/2027	2027/2028
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**Town of Jamestown
Financial Summary Report
as of June 30, 2025**

CASH BALANCES

Petty Cash	\$ 1,350
Operating Cash	4,901,554
Certificates of Deposit	3,073,742
Money Market Accounts - First Bank	923,451
North Carolina Capital Management Trust	12,554,987
	<u>\$ 21,455,084</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$ 341,074
Cash reserved by Powell Bill for street Improvements	\$ 399,580
General Capital Reserve Fund	204,983
Oakdale Sidewalk Phase 3	83,515
Oakdale Sidewalk Phase 2	28,903
Penny Road Sidewalk Capital Project	51,000
Recreational Maintenance Facility Capital Project	45,809
Water Sewer Capital Reserve Fund	2,770,671
	<u>\$ 3,925,534</u>

Cash by Fund:

General	\$ 6,931,520
General Capital Reserve Fund	204,983
Oakdale Sidewalk Phase 3	83,515
Oakdale Sidewalk Phase 2	28,903
Penny Road Sidewalk Capital Project	51,000
Recreational Maintenance Facility Capital Project	45,809
Forestdale East Stormwater Project	220,690
Jamestown Park Restroom	201,842
Water/Sewer	10,575,078
Randleman Reservoir	341,074
Water/Sewer Capital Reserve Fund	2,770,671
	<u>\$ 21,455,084</u>

Cash by Bank:

NCCMT	\$ 12,554,987
Pinnacle Bank	6,901,554
First Bank	1,997,193
	<u>\$ 21,453,734</u>

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #9

AGENDA ITEM #: II.1



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

This amendment address the budget for items that should be adjusted before year-end. This includes the following:

-transferring System Development Fees to the W/S Capital Reserve, where they must be held until they are used for allowable purposes; nothing is budgeted until fees are received.

-to adjust excess or under budgeted items as needed & thus appropriated fund balance/net position

-to adjust for delayed services/payments (as for Riverside)

-GASB 87 and 96 entries-Leases and Subscriptions

ATTACHMENTS: Budget Amendment #9

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #9

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #8

FOLLOW UP ACTION NEEDED: N/A

FYE 6/30/25
BUDGET Amendment #9

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a.	Data Processing Services	10-4100-3800	500
	Data Processing Services	10-4200-3800	5,000
	Data Processing Services	10-4900-3800	1,000
	Subscription Fees	10-4800-3805	1,000
	Data Processing Services	10-6200-3800	5,000
	Data Processing Services	10-6300-3800	5,000
	Subscription Fees	10-6300-3805	10,000
	Data Processing Services	10-6301-3800	2,000
	Subscription Principal	10-8000-7102	10,000
	Fund Balance Appropriated	10-3991	39,500

GASB 67 and 96 entries

b.	Communications	10-5000-3200	1,000	
	Communications	10-6300-3200	2,000	
	Landfill Fees/Computer	10-6300-3940	1,000	
	Golf Cart Rentals	10-6301-4310	3,000	
	Sales Tax Paid	10-6301-4311	5,000	
	Retirement Expense	10-4200-1010	2,000	
	Health Insurance Expense	10-4200-1011	4,000	
	FICA	10-6200-1009	1,000	
	Health Insurance Expense	10-6200-1011	6,000	
	401K Expense	10-6200-1017	1,000	
	Retirement Expense	10-6301-1010	1,000	
	Health Insurance Expense	10-6301-1011	1,000	
	401K Expense	10-6301-1017	1,000	
	Ad Valorem Taxes	10-3100		159,280
	Tax and Tag Revenue	10-3102		2,300
	Interest on Tax and Tag Revenues	10-3103		1,000
	Interest on Motor Vehicle Fee	10-3105		8,800
	Review Fees	10-3343		5,300
	Green Fees	10-3600		29,800
	School Golf Fees	10-3602		3,700
	Mechanical Cart Rentals	10-3610		61,700
	Driving Range	10-3650		14,800
	Golf Shop Concessions Sales	10-3680		24,800
	Golf Special Orders-Sales	10-3685	11,700	
	Golf Course Outings	10-3675		1,200
	Investment Earnings	10-3831		58,000
	Shelter Rentals	10-3637	3,200	
	Bolt Field Rentals	10-3841		13,000
	Fund Balance Appropriated	10-3901	336,480	

Year End entries-excess/under budgeted items

c.	Fund Balance Appropriated	10-3991	28,229	
	Insurance Recoveries	10-3810		28,229

Insurance recovery for power surge on irrigation pump at the golf course

d.	Sheriff Contract	10-5100-4910	20,000	
	Fund Balance Appropriated	10-3991		20,000

To increase budget line for pay increase for Sheriff's

Fund 30:

a.	Subscription Fees	30-7100-3805	4,000	
	Data Process Services	30-7100-3800	2,000	
	Lease Principal	30-7100-7101	2,000	
	Lease Interest	30-7100-7201	2,000	
	Subscription Interest	30-7100-7202	5,000	
	Net Position Appropriated	30-3992		15,000

GASB 67 and 96 entries

b.	Water Transmission Fees	30-7100-2755	4,000	
	NC811 Fees	30-7100-4401	1,000	
	Utility Charge-Sewer	30-3720		78,800
	Meter Fee	30-3741		13,500
	System Admin/Installation Fee	30-3743		5,000
	Late Fees	30-3760		5,400
	Investment Earnings	30-3831		101,700
	Net Position Appropriated	30-3992	109,400	

Year End entries-excess/under budgeted items

c.	Transfer to W/S Capital Reserve Fund	30-7100-9000	82,400	
	System Development Fees	30-3742		82,400

To budget for system development fees to be transferred

d.	Capital Outlay-Water Improvements	30-7100-5900		1,400,000
	Capital Outlay-Equipment	30-7100-5500		230,000
	Net Position Appropriated	30-3992	1,630,000	

Projects that will roll into FY 25-26-Jet Vac (will be here Nov 25), Generator for pump station that will be here in Aug/Sept 25, Main street water line project, Penny Road water line project

e.	Transfer from Water Sewer Capital Reserve Fund	30-3998	148,060	
	Capital Outlay-Sewer Improvements	30-7100-5910		148,060

To adjust for Riverdale payments to CHIP being delayed

Fund 61:

a.	System Development Fee Transferred to Capital Reserve	61-5742		82,400
	Reserve for Future Expenditures	61-9900-9900	82,400	

Budget for transfer of system development fees

b.	Transfer to Water/Sewer Fund	61-9900-9000		148,060
	Reserve for Future Expenditures	61-9900-9900	148,060	

To adjust transfer-did not need to transfer to W/S as Riverdale payment was delayed

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution honoring Benjamin Arnold, High School Representative

AGENDA ITEM #: IV

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CONSENT AGENDA ITEM

☐

ACTION ITEM

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INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Benjamin Arnold has served as the Ragsdale High School Representative to the Town Council since September 2024. He was highly recommended to the Town by Dr. Karen Meadows, School Counselor at Ragsdale High School. The Town appreciates his commitment to being involved in his community and his willingness to learn about his local government. He graduated from Ragsdale High School this month, and the Town wishes him well on all his future endeavors.

ATTACHMENTS: Resolution honoring Benjamin Arnold, High School Representative

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



**RESOLUTION HONORING HIGH SCHOOL REPRESENTATIVE
BENJAMIN ARNOLD**

WHEREAS, the youth in our community are the Town's most valuable resource; and

WHEREAS, it is important for our youth to learn about and understand the role of our local government; and

WHEREAS, Benjamin has volunteered his time to be involved in the process of local government by serving as the Ragsdale High School Representative to the Jamestown Town Council; and

WHEREAS, Benjamin has demonstrated academic excellence throughout his educational career by completing Advanced Placement (AP) and honors courses; and

WHEREAS, he has been inducted into the National Beta Club and the National Honor Society, competitive and premier organizations established to recognize outstanding students; and

WHEREAS, he has shown his ability to expertly balance a challenging academic courseload while also dedicating his time to participating in the Eagle Scouts, the Book Club, the Gaming Club, the Ragsdale Choir, and through his service as the High School Representative; and

WHEREAS, it is apparent that Benjamin is a very hardworking individual that is deeply committed to his community and will be successful in his future endeavors.

NOW THEREFORE, BE IT RESOLVED, I, Council Member Glanville, on behalf of the Mayor and the Town Council, do hereby express our deep appreciation to Benjamin Arnold for the dedication of his time and talents to our community and convey to Benjamin our best wishes for his academic career and the pursuit of his goals in life.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be spread upon the pages of the official minutes of the Town of Jamestown to stand as a tribute to the service of Benjamin Arnold.

Adopted this the 24th day of June, 2025.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution honoring the service of Daniel McDaniel on P&R Com.

AGENDA ITEM #: V

☐ **CONSENT AGENDA ITEM**

☐ **ACTION ITEM**

☒ **INFORMATION ONLY**

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Daniel McDaniel has been a Member of the Parks and Recreation Committee since May 2019 and has served as the Vice Chair of the Committee since March 2023. He has been supportive of grant opportunities that staff have sought, and received, for the Town. He has been a very engaged and active member of the community through his service on the Parks and Recreation Committee and his participation in the Town's first Citizen Academy. The Town appreciates all the work that he has done for the Town and wishes him well on all his future endeavors.

ATTACHMENTS: Resolution honoring Daniel McDaniel's service on the Parks and Recreation Committee

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



RESOLUTION HONORING DANIEL MCDANIEL

WHEREAS, Daniel McDaniel has served on the Town of Jamestown's Parks and Recreation Committee since May 2019 and has served as the Vice Chair of the Committee since March 2023; and

WHEREAS, his work on the Jamestown Park Master Plan has provided the Town with opportunities to receive grant money to make the recreational areas in Jamestown more enjoyable for everyone in the community; and

WHEREAS, he supported Town staff in submitting the Parks and Recreation Trust Fund (PARTF) and Accessibility for Parks (AFP) grants, both of which were awarded to the Town; and

WHEREAS, the citizens of Jamestown have benefited from his dedication to improving and creating areas in which they can participate in recreational activities with their family and friends; and

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

WHEREAS, Daniel McDaniel was an engaged and active participant in the Town's first Citizen Academy; and

WHEREAS, through his steadfast commitment to understanding and participating in local government, he has garnered the respect of civic leaders and the heartfelt appreciation of countless members of the community; and

NOW, THEREFORE, I, Council Member Rayborn, on behalf of Mayor Montgomery and the Town Council, do hereby express our deep appreciation to Daniel McDaniel for his distinguished years of service and do extend our best wishes in the next chapter of his life.

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

Adopted this the 24th day of June, 2025.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution honoring Debra Mullis

AGENDA ITEM #: VI

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CONSENT AGENDA ITEM

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ACTION ITEM

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INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Debra Mullis began her work with the Town through the Lead for North Carolina fellowship program. She was selected by the Town to develop and implement the Town's first Citizen Academy. She has successfully created a program that is engaging and that will help citizens learn more about their local government for years to come. The Town is so grateful for all the time that she has dedicated to assisting us with the completion of this goal. We wish her well on all her future endeavors.

ATTACHMENTS: Resolution honoring Debra Mullis

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



RESOLUTION HONORING DEBRA MULLIS, LEAD FOR NORTH CAROLINA FELLOW

WHEREAS, Debra Mullis began her work with the Town of Jamestown through the Lead for North Carolina Fellowship program; and

WHEREAS, the Lead for North Carolina Fellowship is a premier local government fellowship for recent college graduates that connects promising young leaders with local governments; and

WHEREAS, Debra Mullis was selected by the Town of Jamestown to develop and implement the Town's inaugural Citizen Academy Program; and

WHEREAS, the Town of Jamestown recognizes the importance of fostering civic engagement and transparency through educational initiatives such as a Citizen Academy; and

WHEREAS, Mullis possesses an extensive skillset and has proven to be extraordinarily impressive by creating a program that is not only engaging and informative but also creative, effectively communicating broad and complex topics in a clear and comprehensive manner; and

WHEREAS, she has become an integral part of the Town of Jamestown staff, consistently demonstrating a strong work ethic and a willingness to assist with any task presented to her; and

WHEREAS, her ability to work independently on difficult projects is a testament to her internal drive for success and her passion for public service and citizen engagement.

NOW, THEREFORE, BE IT RESOLVED, I, Mayor Montgomery, on behalf of the Town Council and the Town of Jamestown, do hereby recognize and commend Debra Mullis for her outstanding service and leadership in the creation and successful implementation of the Citizen Academy, which will serve as a lasting resource for community education and engagement.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be spread upon the pages of the official minutes of the Town of Jamestown to stand as a tribute to the service of Debra Mullis.

Adopted this the 24th day of June, 2025.

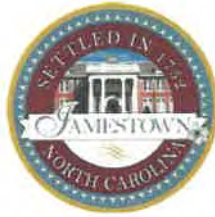
Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Citizen's Academy Graduation

AGENDA ITEM #: VII



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Administration

CONTACT PERSON: Debra Mullis, LFNC Fellow

SUMMARY:

The Town of Jamestown is proud to recognize the inaugural cohort of our Citizen's Academy graduates. This group of engaged residents dedicated their time to learning about the inner workings of local government, building connections with Town staff, and gaining a deeper understanding of how municipal services are delivered.

The Citizen's Academy reflects our commitment to transparency, education, and community involvement. By providing accurate and comprehensive information about Town operations, we empower our residents to become more informed advocates and partners in shaping Jamestown's future. We commend these graduates for their curiosity, commitment, and civic spirit.

Debra Mullis, our Lead for NC Fellow, will be sharing some information on this project and we are thankful for her guidance in bringing this project to fruition.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: IX-A

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CONSENT AGENDA ITEM

☐

ACTION ITEM

☒

INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's report attached.

ATTACHMENTS: Manager's Report

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None

- A. I want to thank Debra Mullis for her leadership and hard work during the past year with us as a Lead for NC Fellow. She spearheaded the Citizen's Academy, the Audio Series, and contributed greatly to the Finance Department during her time with us. We are deeply grateful for her thoughtful contributions to our community and her efforts to promote citizen engagement.
- B. The Town is in the process of selecting a design-build solution to replace/renovate the Fire Station (Station 46). Over the coming months, we will be bringing more information to the public and are working on a possible "Open House" during National Night Out in August to allow citizens to tour the station. This represents Outcome 5-C in the Strategic Plan.
- C. Town offices will be closed on Friday, July 4th, but there will be a Music in the Park event that evening! No changes to the solid waste schedules are expected.
- D. Music in the Park will be continue on Friday, July 4th at 6 PM in Wrenn Miller Park. We will be featuring the Special Occasion Band. They will be bringing the 'beach music' sound back to Jamestown and will be sure to be a big hit!

Key Dates:

July 3rd – Bulk Pickup Day

July 4th - Town offices closed for July 4th holiday

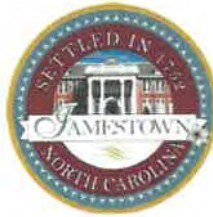
July 14th – Regularly scheduled Planning Board meeting – 6 PM Civic Center Chambers

July 15th – Town Council meeting – 6 PM – Civic Center Chambers

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Public Hearing on Rezoning of 5125 R1 Atwater Dr.

AGENDA ITEM #: X-A

☐ **CONSENT AGENDA ITEM**

☒ **ACTION ITEM**

☐ **INFORMATION ONLY**

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 30 min

DEPARTMENT: Planning

CONTACT PERSON: José Colón Rivera-Planning Director

SUMMARY:

A petition for rezoning has been received and reviewed by the Planning Board. The Council set a public hearing date for the consideration of the rezoning of the parcel located at 5125 R1 Atwater Dr. (West of Pinetuck Dr.) for the June 24, 2025, regular meeting at 6pm in the Civic Center.

Attached you will find a copy of the rezoning application and a staff report. At the April 14, 2025 Planning Board meeting, the Planning Board made a motion that the proposed zoning amendment be approved. The Planning Board voted 6-2, (with Levi and Richmond voting in opposition) to recommend in favor of rezoning the property as presented by the applicant and adopted a statement of consistency statement that can be found in the staff report.

ATTACHMENTS: Rezoning Application, Staff Report

RECOMMENDATION/ACTION NEEDED: Approve/Deny the rezoning from AG to CZ-SFR as presented.

BUDGETARY IMPACT:

SUGGESTED MOTION: Move to rezone the parcels located at 5125 R1 Atwater Dr. from AG to CZ-SFR with the conditions restricting the uses of the property as presented. (Council will also adopt a consistency statement)

FOLLOW UP ACTION NEEDED: Staff will update zoning map



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

Application for Zoning Amendment

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

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

Additional Notes:

- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
- By signing this form, you are granting permission for members of the staff or any appointed or elected board the right to access your property, including but not limited to the use of unmanned aerial systems to overfly your property.
- You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

Applicant Information

Applicant Name: True Homes LLC, Attn: Jeff Guemier

2649 Brekonridge Centre Dr., Suite 104

Monroe, NC 28110

Street Address or P.O. Box

City/State/Zip Code

336-451-6682

336-451-6682

jguemier@truhomesusa.com

Home/Work Phone Number

Mobile Number

Email

Is the applicant the owner of the parcel(s) to be rezoned?

Yes

No

Owner Information

Owner Name: Lynne Futrell Garrison

2317 Acorn Ridge Rd

Greensboro, NC 27407

Street Address or P.O. Box

City/State/Zip Code

336-209-1818

336-209-1818

ecircle@aol.com

Home/Work Phone Number

Mobile Number

Email

Applicant and Owner Certification and Signature

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

Applicant Signature: True Homes, LLC BY:

Date:

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

Owner Signature: Lynne Garrison

Date: 3/7/2025

NOTARY STATEMENT:

State of NC County of Guilford to wit:

ASHTON CARTER
Notary Public - North Carolina
Guilford County

My Commission Expires August 12, 2026

I, Ashton Carter a notary public in and for the state and county of North Carolina and Guilford hereby certify that Lynne Garrison whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires August 12 2026

Given under my hand this 7th Day of March

Notary Signature Ashton Carter

Printed Name of Notary: Ashton Carter 20 25

Permit Information			
Owner Requests Rezoning of the Following Parcel(s):			
Parcel #1: 155994	Parcel Size: 18.02 Acres	2317 Acom Ridge Rd ^{Address on Record (OC)} 5125 R1 Atwater Dr.	
Tax Map ID	Acres/Square Ft	Street Address	
Current Parcel Zoning: Agriculture		Request to Rezone to: CZ-SFR	
Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused			
Owner Requests Rezoning of the Following Parcel(s):			
Parcel #2: _____ Parcel Size: _____			
Tax Map ID	Acres/Square Ft	Street Address	
Current Parcel Zoning: _____		Request to Rezone to: _____	
Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused			
Owner Requests Rezoning of the Following Parcel(s):			
Parcel #3: _____ Parcel Size: _____			
Tax Map ID	Acres/Square Ft	Street Address	
Current Parcel Zoning: _____		Request to Rezone to: _____	
Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused			
If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.			
Adjoining Property Owner(s)			
Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.			Tax Map Numbers
Lynne F Garrison	2317 Acom Ridge Rd - Greensboro, NC 27407	155995	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')		
DR Horton Inc.	2207 Guilford College Rd - Greensboro, NC 27407	159106	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')		
Adams Farm Comm Assoc	1 Open Remington Trce - Greensboro, NC 27407	65411	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')		
Telila, Mesfin Ruga, Hiwot Tadesse	5604 Pinetuck Dr - Greensboro, NC 27407	156041	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')		
See Attached			
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')		

Project Questionnaire

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

Why are you requesting this rezoning?

SO that single family detached residential lots can be developed

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

Before development the site is wooded. Post development it will be a residential subdivision.

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

N/A

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

The surrounding properties are residential. This project will be of the same character and not have a significant impact.

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

There will be some additional children being schooled by Guilford County. Current infrastructure has the capacity to serve this proposed residential subdivision. There will be a modest increase in the vehicles per day count on the roads accessing this property.

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

Permits will be required from NCDEQ, NCDOT, Guilford County and the Town of Jamestown for water, sewer, street connection, erosion control and watershed plans. A 404 permit from USACE is not anticipated.

For Town Use Only

Date Application Received: March 7, 2025

Town of Jamestown, North Carolina

301 E. Main St.
Jamestown, NC 27282
(336) 454-1138

Garrison Additional Adjoining Properties

Owner	Parcel Address		Parcel Number
Tetto, Andrea Peters	5803 Pinetuck Dr	Greensboro, NC 27407	156040
Williams, April & Williams, Jeffrey	2328 Adams Farm Pkwy	Greensboro, NC 27407	156059
Salazar, Frances & Salazar, Richard J	2330 Adams Farm Pkwy	Greensboro, NC 27407	156058
Wright, Jack Bradley & Wright, Sharon K	2400 Adams Farm Pkwy	Greensboro, NC 27407	156057
Carter, Kelly M	2402 Adams Farm Pkwy	Greensboro, NC 27407	156081
Murdock, Dynisha G & Ransom, Dossie L Jr	2404 Adams Farm Pkwy	Greensboro, NC 27407	156082
Shu, Jane E & Shu, Paul	2406 Adams Farm Pkwy	Greensboro, NC 27407	156083
Rogers, Jordan & Andrews, Taylor	5604 Stone Kirk Ct	Greensboro, NC 27407	156087
Tan Trust; Tan, Philip; Tan, Alina Maria Ama	5606 Stone Kirk Ct	Greensboro, NC 27407	156088
Tingle, Thelma M	5608 Stoke Kirk Ct	Greensboro, NC 27407	156089
Fox Hollow HOA, Inc	2502 Near Adms Farm Pkwy	Greensboro, NC 27407	156094
Fox Hollow HOA, Inc	5616 Wesley Dr E	Greensboro, NC 27407	156130
Town of Jamestown & Guilford County	5613 Wesley Dr E	Greensboro, NC 27407	156131

Proposed Conditions – True Homes LLC

1. Maximum number of single family units shall be limited to 68.
2. Use shall be limited to Single Family Residential.
3. Proposed rear setback shall be 15 feet.
4. Minimum lot size shall be 4,000 square feet.
5. Impervious surface coverage shall conform to the Randleman Watershed Requirements and shall not be subject to any building coverage limitations per lot.
6. All interior streets shall be provided in conformance with Town of Jamestown standards, with a minimum centerline radius of 50 feet allowed at offset bulbs and minimum centerline radius of 200 feet entering the site on Pinetuck Dr.
7. Parking off the public street will be allowed at the U.S Postal Cluster Box Unit (CBU), if required.



Planning Board Hearing Date: April 14, 2025
Town Council Hearing Date: June 24, 2025

GENERAL INFORMATION

Applicant: True Homes, LLC, Jeff Guernier

Request: Request for rezoning of the following parcel:

- 5125 R1 Atwater Drive, west of Pinetuck Dr. (Parcel #155994) 18.02 +/- acre parcel, from AG to CZ-SFR

Conditions: See attached application.

Location: 5125 R1 Atwater Drive, west of Pinetuck Dr. See application for proposed subdivision concept plan.

Parcel ID#: Parcel #155994

Public Notice: Notice of Pubic Hearing mailed 03/27/2025 for Planning Board, 06/10/2025 for Town Council

Tract Size: Total acreage of parcel is 18.02 +/- acres

Topography: Gently sloping

Vegetation: Wooded, undeveloped parcel

TRC Review: TRC reviewed the proposed rezoning on 3/27/2025. A detailed subdivision and construction plan review will be required prior to the issuance of any construction and Development Clearance Certificates (DCC)

SITE DATA

Existing Use: Vacant

Adjacent Uses:

Direction	Adj. Zoning	Adjacent Land Uses
North	AG	Agriculture (Residential, Single Family Use)
South	SFR	Single Family Residential
East	SFR	Single Family Residential
West	CZ-PUD	Conditional Zoning, Planned Unit Development, Residential Use (Ongoing Development)

Zoning History:

Case #	Date	Summary
N/A	N/A	N/A

REQUESTED ZONING – Conditional Zoning –Single Family Residential

LDO 8.3(C) – The Single-Family Residential District (SFR) provides for the completion of existing residential neighborhoods and the development of new residential neighborhoods in a pattern that encourages the wise use of land. Allowed building/lot types in the Single-Family District are detached house and civic building. Permitted uses are restricted to single family homes and their accessory uses, a limited number of related uses that serve the residential neighborhoods, and civic uses. Neighborhoods in this district are the dominant land use in Jamestown and are a major element in defining the character of the community.

Conditions:

1. Maximum number of single family units shall be limited to 68.
2. Use shall be limited to Single Family Residential.
3. Proposed rear setback shall be 15 feet.
4. Minimum lot size shall be 4,000 square feet.
5. Impervious surface coverage shall conform to the Randleman Watershed Requirements and shall not be subject to any building coverage limitations per lot.
6. All interior streets shall be provided in conformance with Town of Jamestown standards, with a minimum centerline radius of 50 feet allowed at offset bulbs and minimum centerline radius of 200 feet entering the site on Pinetuck Dr.
7. Parking off the public street will be allowed at the U.S Postal Cluster Box Unit (CBU), if required.

SPECIAL INFORMATION**Overlay Districts:** N/A**Environmental:****Watershed:** Lower Randleman Lake – General Watershed Area (GWA)**Floodplains:** AE Floodplain located on northwestern, west, and southwest portions of the property along Bull Run**Streams:** Bull Run is located west of the property, and Bull Run unnamed tributaries encroach onto the north and south sides of the property**Other:** N/A**Utilities:** Public Water and Sanitary Sewer are available near this site.**Landscape Requirements:** Landscaping requirements shall be per the TOJ Land Development Ordinance.**Tree Conservation Areas (TCA):** Per LDO and to be reviewed by TRC. LDO requires six percent (6%) of lot area be preserved in a TCA. This amounts to 1.08 +/- ac.**Open Space:** Per LDO and to be reviewed by TRC. LDO Table 21.1: Single-family residential: 10% of subdivision lot area. This amounts to 1.802 +/- ac**Transportation:****Street Classification:** Pinetuck Dr. - NCDOT**Site Access:** Adams Farm Pkwy. (NCDOT/Greensboro)**Traffic Counts:** Traffic Counts for Pinetuck Dr. and Adams Farm Pkwy. (south of Mackay Rd.) are not available. Mackay Rd. west of Adams Farm Pkwy. (4,600 AADT*) and Mackay Rd. east of Adams Farm Pkwy (12,500 AADT*) *Annual Average Daily Trips****Sidewalks:** No sidewalks available on Pinetuck Dr.**Transit:** N/A**Street Connectivity:** Pinetuck Dr. connects to Adams Farm Pkwy., which connects to Mackay Rd.**Other:** N/A**IMPACT ANALYSIS****Land Use Compatibility and Envision Jamestown Comprehensive Plan**

The future land use map identifies these parcels future land use as “Suburban Residential”.

The Envision Jamestown Comprehensive Plan defines “Suburban Residential” as:

The Suburban Residential land use classification is the most prevalent of the future land use classifications applied on the Future Land Use map, encompassing the majority of the planned residential neighborhoods in the community outside of the Town’s traditional core area. Although primarily developed in larger single-family residential subdivisions, this land use classification is also intended to accommodate lower intensity attached residential development in the same context,

along with low intensity civic uses, such as churches. Where undeveloped land is included in this classification, it is intended to be developed in a manner similar to adjacent suburban residential development.

Envision Jamestown Comprehensive Guiding Principles Applying To This Proposal

Guiding Principle #1: Jamestown will actively facilitate high-quality growth that is both compatible with the Town's traditional development pattern and innovative in how it meets the needs of our diverse and dynamic community.

- Ensure that infill development is compatible with its surroundings, from both a use and aesthetic perspective

Guiding Principle #2: As the strength of our community is directly tied to the long-term success of our neighborhoods, we will work diligently to promote and maintain the quality of life and aesthetic standards that our residents expect in Jamestown.

- Protect established neighborhoods from encroachment by adjacent incompatible land uses through the appropriate application of zoning regulations.
- Ensure that Jamestown's residents have access to housing that is appropriate for all stages of life and family situations, including housing to allow older residents to "age in place".

Guiding Principle #10: Jamestown is a welcoming and inclusive community that values the benefits of diversity in all aspects of the Town and its residents.

- Promote the development (and retention) of a wide range of housing types that meet the needs of current and future residents of all ages, abilities, family compositions, and socioeconomic backgrounds.

CONFORMITY WITH OTHER PLANS

Town Plans: N/A

Other Plans: N/A

STAFF COMMENTARY:

This parcel is located on Pinetuck Dr. is adjacent to the existing Fox Hollow Subdivision. The applicant wishes to rezone the parcel from AG to CZ-SFR. The primary reason for rezoning is to allow for development of a single-family lot subdivision. Concept plan show open space designed to buffer or protect environmental features, such as unnamed tributaries north and south of the site.

True Homes, LLC held a community meeting at Town Hall – Civic Center on March 26, 2025 for residents to learn about the proposed project and provide input. One resident attended the meeting.

The Technical Review committee met on March 27, 2025. Water and sewer are available.

TRC believe the request to rezone the properties from AG to CZ-SFR is appropriate and consistent with the Envision Jamestown Comprehensive Plan. Therefore, staff recommends that the Planning Board and Council follow the "Motion Finding Proposed Amendment Consistent with Comp Plan" procedure outlined below. This will require two motions - one to consider the proposed zoning amendment and one to adopt the consistency statement.

PLANNING BOARD OPINION

The Planning Board met on April 14, 2025 on case 2025-01, 5125 R1 Atwater Dr (Parcel #155994). The Planning Board made a motion that the proposed zoning amendment be approved. The Planning Board voted 6-2, (with Levi and Richmond voting in opposition) to support the zoning amendment and the following consistency statement.

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

1. The proposed zoning amendment is consistent with the adopted comprehensive plan of the Town of Jamestown. The Planning Board further finds that the proposed zoning amendment is consistent with the comprehensive plan because: the proposed single-family development aligns with the suburban residential future land use designation and Guiding Principles # 1, 2, and 10 of the adopted Comprehensive Plan.

AND

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

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

B. The Planning Board further finds that the proposed zoning amendment is reasonable because: the zoning is consistent with the goals and policy of the Town's Comprehensive Plan, promotes an orderly transition of land use in the area and supports the development of compatible housing types.

AND

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

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

B. The Planning Board further finds that the proposed zoning amendment is in the public interest because: it will facilitate the development of single-family housing that meets current and future community needs, supports neighborhood stability, and maintains the character of adjacent residential areas.

Zoning Staff Report prepared for the Town of Jamestown Planning Department by José Colón Rivera, AICP, CZO.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Public Hearing on Annexation of 5125 R1 Atwater Dr.

AGENDA ITEM #: X-B

☐

CONSENT AGENDA ITEM



ACTION ITEM

☐

INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 20 min

DEPARTMENT: Planning

CONTACT PERSON: José Colón Rivera-Planning Director

SUMMARY:

Under GS 160A-31, the Town has received a petition for annexation for the properties located at 5125 R1 Atwater Dr. (West of Pinetuck Dr.) As a first step, the Town Council directed the Clerk to investigate the petition by adopting a resolution instructing her to do such. The Clerk and the Town Attorney have investigated the petition and have found it to be sufficient and a public hearing on the matter was scheduled.

The Council set a public hearing date for the consideration of the annexation of the parcels located at 5125 R1 Atwater Dr. for the June 25, 2024, regular meeting at 6pm in the Civic Center.

ATTACHMENTS: Annex. Petition, Certificate of Sufficiency, Res. fixing the Public Hearing, and Ordinance to extend Corporate Limits

RECOMMENDATION/ACTION NEEDED: Approve/Deny the annexation.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt/deny the Ordinance to extend the corporate limits for the annexation of the parcels located at 5125 R1 Atwater Drive.

FOLLOW UP ACTION NEEDED: Staff update zoning map as needed



JAMESTOWN ANNEXATION PETITION

Date 3/7/2025

TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

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

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

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

	Print or Type Name and Address	Do you declare vested rights? ** (Indicate yes or no.)	Signature
1.	Lynne Garrison - Parcel #155994 only 2317 Acorn Ridge Rd Greensboro, NC 27407	NO	
2.			
3.			

Important: Both spouse must sign, if applicable.

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

NOTARY STATEMENT:

State of North Carolina County of Guilford to wit: (SEAL)
I, Dana Phoeun a notary public in and for the state and county aforesaid, do hereby certify that
Lynne Garrison whose name(s) is (are) signed to the foregoing
statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires November 23, 2027
Given under my hand this 4 Day of April 20 25
Notary Signature Dana Phoeun Printed Name of Notary: Dana Phoeun



Staff Receipt:

Date Received: 4/4/25

Received By: José Colón Amador

BEGINNING at an iron pin located in the northwestern corner of that tract conveyed to Lynn Futrell Garrison and husband John Garrison by deed recorded in Book 5779, Page 3039 of the Guilford County Register of Deeds, said point also being in the eastern line of the D. R. Horton Inc. tract recorded in Deed Book 8474, Page 1882, thence from the point of beginning the following 4 calls along Garrison's southern line (1) south 78 Deg 15 Min 03 Sec east, 177.90 feet to an iron pin; (2) thence south 87 Deg 01 Min 35 Sec east, 50 feet to an iron pin; (3) thence north 72 Deg 44 Min 13 Sec east, 485.80 feet to an iron pin; (4) thence north 89 Deg 24 Min 02 Sec east, 136.46 feet to an iron pin, the southwest corner of Remington Trace Section 1 as recorded in Plat Book 104, Page 96, of the Guilford County Register of Deeds, and being the southeast corner of the Garrison tract; thence south 87 Deg 05 Min 18 Sec east, 57.16 feet to an iron pin in the southern line of Remington Trace Section 1, and being the northwest corner of Fox Hollow Phase 1 recorded in Plat Book 113, Page 110; thence along the western lines of Fox Hollow Phase 1, Fox Hollow Phase 2 Section 1 as recorded in Plat Book 114, Page 121, and Fox Hollow Phase III Section 1 as recorded in Plat Book 117, Page 82, south 03 Deg 17 Min 54 Sec west, 616.57 feet to an existing iron; thence along the western lines of Fox Hollow Phase III Section 1, and the western line of Fox Hollow Phase III Section 2 as recorded in Plat Book 119, Page 55, south 35 Deg 23 Min 38 Sec west, 657.58 feet to an iron pin; thence continuing along the northern line of Fox Hollow Subdivision Phase III Section 2, and along the northern line of Fox Hollow Subdivision Phase IV Section 1 as recorded in Plat Book 123, Page 12, and the northern line of the Town of Jamestown property as recorded in Plat Book 123, Page 12, south 79 Deg 32 Min 52 Sec west, 441.04 feet to an iron pin; thence along the eastern line of the D. R. Horton Inc. tract as recorded in Deed Book 8474, Page 1822 the following 3 calls; (1) north 04 Deg 49 Min 47 Sec east, 886.62 feet to a stone; (2) thence south 79 Deg 16 Min 16 Sec west, 126.56 feet to an iron pin; (3) thence north 03 Deg 53 Min 11 Sec east, 268.45 feet to the point and place of BEGINNING, containing approximately 18.02 acres according to a survey by Jamestown Engineering Group, Inc. dated December 11, 1992, Job No. 92208.



Settled 1752
JAMESTOWN
NORTH CAROLINA

Certificate of Sufficiency

To the Town Council of the Town of Jamestown, North Carolina,

I, Katie M. Weiner, CMC, Clerk of the Town of Jamestown, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation (Tax Map ID 7832045950, 18.02 acres, 5125 R1 Atwater Dr.). A metes and bounds description for the proposed area of annexation is attached.
- b. The area described in the petition is contiguous to the Town of Jamestown primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes the addresses of all owners of real property lying in the area described therein.
- d. The Town Attorney has performed a title search and has verified that the owners of record have signed the petition.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Jamestown, this the 27th day of May, 2025.

(SEAL)



Katie M. Weiner

Katie M. Weiner, MPA, CMC
Assistant Town Manager/Town Clerk



Settled 1752
JAMESTOWN
NORTH CAROLINA

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT
TO G.S. 160A-31**

WHEREAS, a petition requesting annexation of the area described herein has been received; and

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

WHEREAS, certification by the Town Clerk and the Town Attorney as to the sufficiency of the petition has been made;

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

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Town Hall on June 24, 2025, at 6:00 pm.

Section 2. The area proposed for annexation is described as follows:

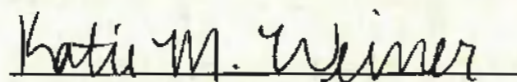
(See attached metes and bounds description and map)

Section 3. Notice of the public hearing shall be published in a newspaper having general circulation in the Town of Jamestown, at least (10) days prior to the date of the public hearing.

Adopted this the 27th day of May, 2025.


S. Lynn Montgomery, Mayor

ATTEST:


Katie M. Weiner, MPA, CMC
Assistant Manager/Town Clerk





Settled 1752
JAMESTOWN
NORTH CAROLINA

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

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

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

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Civic Center at the Town Hall at 6:00 pm on June 24, 2025, after due notice by publication on June 11, 2025; and

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

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

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Jamestown as of June 24, 2025.

**LEGAL DESCRIPTION FOR 5125 R1 ATWATER DRIVE
JAMESTOWN TOWNSHIP~GUILFORD COUNTY NORTH CAROLINA
Deed Book 4061 Page 2031**

BEGINNING at a new iron pin located in the northwestern corner of that tract conveyed to Lynne Futrell Garrison by deed recorded in Book 4061, Page 2031 of the Guilford County Register of Deeds, said point also being the southwest corner of Lynne F. Garrison property recorded in Deed Book 5779, Page 3039, and being in the eastern line of the D. R. Horton Inc. tract recorded in Deed Book 8474, Page 1822; thence from the point of beginning the following 4 calls along Lynne F. Garrison's southern line (1) south 78 Deg 16 Min 31 Sec east, 177.90 feet to a new iron pin; (2) thence south 87 Deg 03 Min 03 Sec east, 50.00 feet to a new iron pin; (3) thence north 72 Deg 42 Min 45 Sec east, 485.80 feet to a new iron pin; (4) thence north 89 Deg 28 Min 12 Sec east, 136.42 feet to an existing iron pin, the southwest corner of Remington Trace Section 1 as recorded in Plat Book 104, Page 96, of the Guilford County Register of Deeds, and being the southeast corner of the Lynne F. Garrison tract; thence south 87 Deg 20 Min 26 Sec east, 57.20 feet to an iron pin in the southern line of Remington Trace Section 1, and being the northwest corner of Fox Hollow Phase 1 recorded in Plat Book 113, Page 110; thence along the western lines of Fox Hollow Phase 1 south 04 Deg 00 Min 21 Sec west, 20.33 feet to an existing copper coated rod; thence continuing along the west lines of Fox Hollow Phase 2 Section 1 as

recorded in Plat Book 114, Page 121, and Fox Hollow Phase III Section 1 as recorded in Plat Book 117, Page 82, south 03 Deg 15 Min 46 Sec west, 596.67 feet to an existing iron; thence continuing along the western lines of Fox Hollow Phase III Section 1 south 35 Deg 37 Min 47 Sec west, 31.90 feet to an existing iron rebar, the southwest corner of Fox Hollow Subdivision Phase III Section 1; thence along the western line of Fox Hollow Phase III Section 2 as recorded in Plat Book 119, Page 55, south 35 Deg 21 Min 32 Sec west, 625.78 feet to an existing iron pin; thence continuing along the northern line of Fox Hollow Subdivision Phase III Section 2, and along the northern line of Fox Hollow Subdivision Phase IV Section 1 Map 1 as recorded in Plat Book 123, Page 12, and the northern line of the Town of Jamestown property as recorded in Plat Book 123, Page 12, south 79 Deg 27 Min 06 Sec west, 440.90 feet to an iron pin in the eastern line of the D. R. Horton Inc. tract as recorded in Deed Book 8474, Page 1822; thence along the eastern line of D. R. Horton Inc., line also being the Town of Jamestown Corporate Limits, the following 3 calls; (1) north 04 Deg 47 Min 53 Sec east, 887.66 feet to a stone; (2) thence south 79 Deg 17 Min 20 Sec west, 126.58 feet to an existing iron pin; (3) thence north 03 Deg 52 Min 37 Sec east, 268.32 feet to the point and place of BEGINNING, containing approximately 18.03 acres according to a survey by Jamestown Engineering Group, Inc. dated May 25, 2025, Job No. 2025002.

Section 2. Upon and after June 24, 2025, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Jamestown and shall be entitled to the same privileges and benefits as other parts of the Town of Jamestown. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Jamestown shall cause to be recorded in the office of the Register of Deeds of Guilford County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Guilford County Board of Elections, as required by G.S. 163-288.1.

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

Adopted this 24th day of June, 2025.

Mayor S. Lynn Montgomery

ATTEST:

APPROVED AS TO FORM:

Katie M. Weiner, MPA, CMC
Assistant Manager/Town Clerk

Beth Koonce, Town Attorney

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Public Hearing for the Recommended FY 25/26 Budget and CIP

AGENDA ITEM #: X-C

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CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

As required by North Carolina General Statutes, the Town of Jamestown is holding a public hearing to receive input on the proposed Fiscal Year 2025–2026 Annual Budget. The proposed budget reflects the Town's continued commitment to fiscal responsibility while maintaining high-quality services, strategic investments in infrastructure, and alignment with the Town's long-term goals.

The public hearing provides an important opportunity for residents to share their feedback and engage in the budgeting process. The Public Hearing was continued from the May 27, 2025, meeting.

In accordance with North Carolina General Statutes §159-13, the Town of Jamestown is required to adopt an annual balanced budget ordinance prior to July 1st. The proposed FY 2025–2026 Budget Ordinance reflects the priorities discussed during 4 public Council workshops, multiple Council briefings, and public input sessions and includes appropriations for general government operations, capital projects, and debt service. The staff presented a balanced budget in the April workshop and no substantive changes have been made to the budget. It is the staff's recommendation to adopt the annual budget ordinance and Capital Improvements Plan as presented.

ATTACHMENTS: Recommended FY 25/26 Budget Ordinance and Resolution adopting a CIP for FY 2025/2026 to 2029/2030

RECOMMENDATION/ACTION NEEDED: Adopt annual budget as presented.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt the annual budget ordinance and capital improvements plan as presented.

FOLLOW UP ACTION NEEDED: None

**TOWN OF JAMESTOWN
BUDGET ORDINANCE
FISCAL YEAR 2025-2026**

BE IT ORDAINED by the Town Council of the Town of Jamestown, NC meeting in session on the 24th day of June, 2025;

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Governing Body	\$ 209,500
Administration	1,132,749
Planning	401,174
Buildings and Grounds	289,600
Public Safety	528,000
Fire	1,115,526
Streets	853,540
Stormwater	310,000
Powell Bill	130,000
Sanitation	412,247
Recreation	864,320
Golf Course - Maintenance	1,365,918
Golf Course - Golf Shop	853,312
Debt Service	555,100
Other Financing Uses - Transfer to Gen. Capital Reserve Fund	153,466
Total Appropriations	\$ 9,174,452

SECTION 2. It is estimated that the following revenues and other financing sources will be available in the General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Ad valorem taxes (including tax & tag)	\$ 4,270,144
Unrestricted intergovernmental	1,558,100
Restricted intergovernmental	401,440
Services and fees	1,860,522
Investment income	165,000
Miscellaneous	1,000
Proceeds from Issuance of Installment Debt	-
Other Financing Sources - Transfer from Gen. Capital Res Fund	70,100
Other Financing Sources - Powell Bill Reserve	-
Other Financing Sources - Appropriated Fund Balance	848,146
Total Appropriations	\$ 9,174,452

SECTION 3. The following amounts are hereby appropriated in the General Capital Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Other Financing Uses - Transfer to Other Funds	\$ 70,100
Reserve for Future Expenditures	83,446
Total Appropriations	\$ 153,546

SECTION 4. It is estimated that the following revenues and other financing sources will be available in the General Capital Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Investment income	\$ 100
Other Financing Sources - Transfer from General Fund	153,446
Total Appropriations	\$ 153,546

SECTION 5. The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer system for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Water and Sewer Utility Operations	\$ 7,980,618
Debt Service	249,181
Other Financing Uses - Transfers to W/S Capital Reserve funds	532,100
	<hr/>
Total Appropriations	\$ 8,761,899
	<hr/>

SECTION 6. It is estimated that the following revenues and other financing sources will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Charges for Services	\$ 5,420,000
Other Operating Revenues	49,000
Nonoperating Revenues	201,300
Other Financing Sources - Transfer from W/S Capital Reserve funds and Appropriated Net Position	3,091,599
	<hr/>
Total Appropriations	\$ 8,761,899
	<hr/>

SECTION 7. The following amounts are hereby appropriated in the Water and Sewer Capital Reserve Fund for the accumulation of funds for water and sewer system improvements for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Transfer to Other Funds	\$ 1,776,724
Reserve for Future Expenditures	-
	<hr/>
Total Appropriations	\$ 1,776,724
	<hr/>

SECTION 8. It is estimated that the following revenues and other financing sources will be available in the Water and Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Nonoperating Revenues	\$ 1,000
Other Financing Sources - Transfer from Water & Sewer Fund	500,000
Other Financing Sources - Net Position Appropriated	1,275,724
	<hr/>
Total Appropriations	\$ 1,776,724
	<hr/>

SECTION 9. The following amounts are hereby appropriated in the Randleman Reservoir Capital Reserve Fund for payment of debt payments to PTRWA for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

Other Financing Uses - Transfer to Water & Sewer Fund	\$ 118,376
	<hr/>
Total Appropriations	\$ 118,376
	<hr/>

SECTION 10. It is estimated that the following revenues and other financing sources will be available in the Randleman Reservoir Capital Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Nonoperating Revenues	\$ 5,000
Other Financing Sources - Transfer from Water & Sewer Fund	32,100
Other Financing Sources - Net Position Appropriated	81,276
	<hr/>
Total Appropriations	\$ 118,376
	<hr/>

SECTION 11. There is hereby levied a tax at the rate of \$.655 per one hundred dollars (\$100) assessed valuation of taxable property, as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 2 of this ordinance. This rate is based on a total estimated valuation of property for purposes of taxation of \$600,761,933 and the Fiscal Year 2025-2026 estimated rate of collection of 98%, plus a tax and tag valuation of motor vehicles of \$56,250,786. The Town taxes will be payable under the same discount rate applicable to Guilford County taxes.

SECTION 12. - Pursuant to authority granted to the Budget Officer by North Carolina General Statute 159-15, the Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He/she may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in salaries.
- b. He/she may transfer amounts up to \$25,000 between departments, including contingency appropriations, within the same fund. He/she must make an official report on such transfers at the next regular meeting of the Governing Board.
- c. He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

SECTION 13. - The Town Manager, Assistant Town Manager, and Finance Director are hereby authorized to execute contractual documents on behalf of the Town of Jamestown for the purchase of apparatus, supplies, materials, or equipment up to \$89,999.99 upon the condition that they are in compliance with the requirements of Article 8 of Chapter 143 of the North Carolina General Statutes. The Town Manager, Assistant Town Manager, and Finance Director are further authorized to enter into general contracts and agreements on behalf of the Town of Jamestown up to \$89,999.

SECTION 14. - The Town Manager or a designee may make cash advances between funds without the approval of the Town Council. Advances will be reported to the Town Council monthly.

SECTION 15. - Appropriation herein authorized and made shall have the amount of outstanding purchase orders as of June 30, 2025, added to each appropriation as it applies, in order to honor legal and contractual commitments that have been made in accordance with budgetary authorizations under the 2025-2026 annual budget and in order to properly account for the payment in the fiscal year in which it is paid. Corresponding changes shall be made to Appropriated Fund Balance/Net Position, or other revenue category if applicable as the funding source, and/or Addition to Fund Balance/Net Position.

SECTION 16. - Copies of the Ordinance shall be furnished to the Finance Director of the Town of Jamestown, to be kept for direction in the disbursement of the funds.



**A RESOLUTION ADOPTING A CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF
JAMESTOWN FOR FISCAL YEARS 2025/2026 TO 2029/2030**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jamestown that the Capital Improvement Program for the fiscal years 2025/2026 to 2029/2030 is hereby adopted;

BE IT FURTHER RESOLVED, that adoption of this Capital Improvement Program does not constitute approval of the projects listed therein. Each project will be evaluated individually and approval or disapproval given based on the merits of the project. The Town Council directs Town staff to use the adopted document as a guide for proceeding with the implementation of projects detail in fiscal years 2025/2026.

Adopted this the 24th day of June, 2025.

S. Lynn Montgomery, Mayor

ATTEST:

Katie M. Weiner, MPA, CMC
Assistant Town Manager/Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Strategic Plan Adoption

AGENDA ITEM #: X-D

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CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 24, 2025

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Council's Strategic Plan serves as a guiding framework for aligning the Town Council's vision with operational goals, community priorities, and long-term investments. Developed through a collaborative process involving Council input, staff engagement, and community feedback, the plan outlines key focus areas, goals, and strategic initiatives intended to guide decision-making over the next 3–5 years.

This document is not intended to replace the annual budget or capital improvement plan but to serve as a complementary tool to help prioritize resources, monitor progress, and ensure accountability. The adoption of the Strategic Plan demonstrates the Council's ongoing commitment to proactive governance, thoughtful planning, and transparent leadership.

ATTACHMENTS: Draft Strategic Plan FY 25-26

RECOMMENDATION/ACTION NEEDED: Adopt strategic plan as presented.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt the Council Strategic Plan as presented.

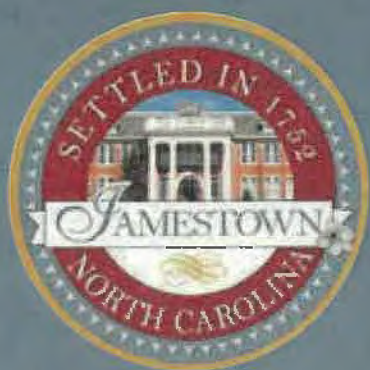
FOLLOW UP ACTION NEEDED: None

Town of Jamestown Strategic Plan

Outcomes and Goals

Adopted: June 15, 2021

Last Update: January 23, 2025





Introduction to the Town's Strategic Plan

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

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

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

The plan includes these components:

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

Outcomes and Goals Snapshot

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

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

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

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



Mission

Creating an exceptional quality of life for all citizens by providing superior services.

Jamestown will be a thriving community with strong roots in our history. One dedicated to a high quality of life for residents of all ages, including: recreation, education, and supporting businesses. A community of clean, beautiful, and safe surroundings and welcoming neighborhoods where everyone can feel at home.

Values

Creating an exceptional quality of life for all citizens by providing superior services.

Primary

Compassion/Fairness - We show compassion to everyone, our citizens, our staff, and our visitors. When we make decisions as a Town we are thoughtful and understanding of how those decisions will affect our citizens. We ensure that everyone gets equal consideration.

Accountability - We hold ourselves accountable and remember that we are always accountable to the citizens of Jamestown. We take ownership of the actions and decisions made by the Town and the results of those decisions.

Servant Leadership - We believe that we are leaders who have been placed here to serve our citizens and engage them while also putting their needs first.

Ability to Work Together - We will find a way to work together. Diverse backgrounds and experiences will not preclude us from finding a way to hear all voices and incorporating them into our work.

Secondary

Listening - We actively listen to the needs and desires of our Town and reflect on what we've heard.

Open-Mindedness - We keep our minds open so that we are able to respond effectively to the changing needs of Jamestown.

Making a Positive Impact - We strive to set goals that will have a positive impact on the lives of the people of Jamestown and allow for our values to guide us in meeting or exceeding those goals.

Respect - We will always remain respectful in our interactions with one another, Town staff, and especially the citizens of Jamestown.

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

Staff Excellence

Recruit and retain a team of
excellent employees



Outreach and Involvement

Provide outlets for citizen
outreach and engagement



Infrastructure and Facilities

Ensure logical investment in
infrastructure and facilities to
meet future needs



Public Safety

Provide partnerships to ensure
effective services that match
community needs



Planning and Development

Grow and maintain a robust
diversified economy





Jamestown Strategic Plan

Focus Areas, Outcomes, and Goals

Adopted: June 15, 2021 Updated: January 23, 2025

Staff Excellence

Outcome 1: To attract, develop, and retain town staff in order to support services and meet community needs		June 2024	Jan 2025
A.	Seek training for improved customer service. Seek specific training for working with groups with specific needs and implement safety training and security options for staff		
B.	Update website to expand functionality and ease of use for		
C.	Complete/update pay classification study	New Goal	
Outcome 2: To improve the administration of Town government		June 2024	Jan 2025
A.	Update purchasing policies for Town Staff		
B.	Engage with partners to provide quarterly reports to Council	New Goal	

Outreach and Involvement

Outcome 3: Develop and implement strategies to promote Jamestown		June 2024	Jan 2025
A.	Further develop Music in the Park and other Town-sponsored events		
B.	Schedule work session to discuss the Town's goals and role in marketing opportunities		
Outcome 4: Conduct community engagement through multiple strategies to increase resident involvement in Town matters		June 2024	Jan 2025
A.	Fully utilize Town social media accounts		
B.	Establish a process for advertising openings and selecting residents		
C.	Develop and implement a Citizen Academy		
* D.	Develop and offer senior citizen programing and resources	New Goal	
E.	Research and implement improved communication strategies between the town and citizens	New Goal	

* Edited

Priority Goal	Limited Progress / Unscheduled	Pending / Deferred	Moderate Progress	Significant Progress	Complete / Near Completion
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Infrastructure and Facilities

Outcome 5: Make plans to improve current infrastructure, facilities, and services		June 2024	Jan 2025
A.	Prepare a plan to implement government mandated stormwater regulations		
B	Repair/replace golf course irrigation system, bunkers, and cart paths		
C	Work with PSFD to create a plan for Fire Station improvements		
D	Increase internet capabilities at all Town facilities		
E	Update Civic Center facility use policy*		
F	Clarify and update the bid process		
G	Evaluate and Plan for overflow parking at the Charles Turner Athletic Complex		
H	<i>Seek grant funding for Jamestown Golf Course improvements</i>	New Goal	
I	<i>Evaluate options to fully utilize the Grill at Jomestown Golf Course</i>	New Goal	
J	<i>Complete current captial improvement projects before adding additional projects</i>	New Goal	
K	<i>Provide heat to Civic Center bathrooms</i>	New Goal	
★ K	<i>Construct bathrooms at Wrenn Miller Park</i>	New Goal	

Public Safety

Outcome 6: Continue to develop plans to improve public safety in the Town of Jamestown		June 2024	Jan 2025
A.	Install security measures at Town facilities (parks, maintenance facilities, and Town Hall)		
★ B.	<i>Enhance the pedestrian-friendliness and safety of Main Street/Downtown</i>	New Goal	
C.	<i>Evaluate street lighting in targeted areas of Jamestown</i>	New Goal	

* Edited

Priority Goal	Limited Progress / Unscheduled	Pending / Deferred	Moderate Progress	Significant Progress	Complete / Near Completion
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Planning and Development

Outcome 7: Implement a broad program of community planning, development, and land management through zoning			June 2024	Jan 2025
★	A.	Review historic assets and create plans to preserve and protect them		
	B.	Seek grant funding to complete projects included in the BiPed Plan	New Goal	
	C.	Support Main St/Downtown economic development and improvement	New Goal	
	D.	Schedule UNC School of Govt. training for Planning Board/Council	New Goal	
	E.	Consider and plan beautification and aesthetic improvements to Downtwon/Main St	New Goal	
★	F.	Research and adopt short-term rental ordinance	New Goal	
★	G.	Discuss and work toward Oakdale Mill redevelopment/improvement	New Goal	

Ongoing Goals		
8. Ongoing Goals		
	A.	Provide employee training opportunities
	B.	Evaluate benefits and insurance for Town employees
	C.	Maintain and update the Town's Code of Ordinances and Land Development Ordinance
	D.	Maintain and Update Strategic Plan Outcomes and Goals
	E.	Provide for the repair, improvement, and replacement of vehicle and facility needs
	F.	Seek AARP Livable Communities/Community Challenge Grant Opportunities*
	G.	Hold a joint planning retreat for the Planning Board, Council, and Town staff
	H.	Maintain integrity of water/sewer/stormwater infrastructure
	I.	Seek opportunities for grant funding for pedestrian and parks/recreation facilities
	J.	Utilize Comprehensive Parks and Recreation Plan/Golf Strategic Plan to guide park
	K.	Promote excellence in customer service
	L.	Seek marketing opportunities to promote Jamestown
	M.	Maintain effective communications with NCDOT and HPMPO
	N.	Schedule candidate information sessions for election cycles
	O.	Implement Strategies to recruit employees from diverse populations
	P.	Coordinate a joint staff meeting to discuss plan of service with PSFD and GCSD (w/ annual
	Q.	Utilize the ADA plan to increase compliance in public facilities
	R.	Fully utilize Town social media accounts*
	S.	Continue to develop stormwater programing utilizing available funding sources*
	T.	Install security measures at Town facilities (parks, maintenance facilities, and Town Hall)*

* Edited

*Completed, moved to Ongoing

★ Priority Goal	● Limited Progress / Unscheduled	● Pending / Deferred	● Moderate Progress	● Significant Progress	✓ Complete / Near Completion
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COMPLETED

COMPLETED

July 2021

- A. Prepare a strategic plan for outcomes and goals (*Staff Excellence*)
- B. Complete and adopt a Parks and Recreation Master Plan to seek grant funding opportunities (*Infrastructure and Facilities*)

January 2022

- A. Review and upgrade current Town mission, vision, and core values (*Staff Excellence*)
- B. Schedule a candidate information session (*Staff Excellence*)
- C. Complete update of the Town of Jamestown's Comprehensive Plan (*Planning and Dev.*)
- D. Enhance Code Enforcement capabilities throughout Jamestown to help protect property values (*Planning and Dev.*)

June 2022

- A. Prepare operations continuity plan for key positions (*Staff Excellence*)
- B. Complete plans for the construction of a new recreation maintenance facility (*Infrastructure and Facilities*)
- C. Establish/redefine ordinances for the application of a commercial maintenance code (*Planning and Dev.*)
- D. Prepare operations continuity plan for key positions (*Staff Excellence*)

January 2023

- A. Update street pavement condition study (*Infrastructure and Facilities*)
- B. Prepare strategic growth plan for Jamestown and surrounding ETJ areas (*Infrastructure and Facilities*)
- C. Evaluate effectiveness of current solid waste collection and recycling services (*Infrastructure and Facilities*)
- D. Prepare plans for effective utilization of space at Town Hall and the Civic Center (*Infrastructure and Facilities*)
- E. Seek Funding through the American Rescue Plan (*Infrastructure and Facilities*)
- F. Update the Solid Waste Collection Policy

June 2023

- A. Perform pay classification study to remain competitive in the marketplace (*Staff Excellence*)
- B. Update facility use policy and forms for all Town Facilities (*Staff Excellence*)
- C. Develop Branding and marketing strategies for Jamestown (*Outreach and Involvement*)
- D. Prepare Golf Course Strategic Plan (*Infrastructure and Facilities*)
- E. Review and update the Comprehensive Pedestrian Transportation Plan (*Planning and Dev.*)
- F. Utilize the Bicycle and Pedestrian Plan to improve and build sidewalk and cycling connectivity (*Planning and Dev.*)



Town of Jamestown
301 E. Main St
PO Box 27282
Jamestown, NC 27282