



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
January 20, 2026
6:00 pm in the Council Chambers
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 the minutes from the December 16th Regular Town Council meeting
 - B. Financial Position of the Town of Jamestown
- III. **Public Comment**
- IV. **Monthly Reports**
 - A. Manager Report
 - B. Council Member Committee Reports
 - C. High School Representative Report
 - D. Guilford County Sheriff Department Report
- V. **Old Business-**
 - A. Consideration of approval of Capital Asset Policy for the Town of Jamestown- Matthew Johnson, Town Manager
- VI. **New Business-**
 - A. Presentation regarding Guilford County Animal Control Services - Jorgé Ortega, Animal Services Director
 - B. Request to set a public hearing date for the consideration of the rezoning of 207, 209, 301, and 305 W Main St. from Main Street (MS) and Commercial Main Street Transitional (C/MST) to Conditional Zoning- Residential Main Street Transitional (CZ-R/MST)- José Colón, Planning Director
 - C. Parks and Recreation Quarterly Report- Scott Coakley, Parks and Recreation Director
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Closed Session per G.S. 143-318 to discuss a matter related to attorney client privilege (545 A Oakdale Road) and (301 Lee Street) and a Personnel Matter**
- X. **Adjournment**

Working Agenda for the January 20th 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 Dickenson	Mayor Dickenson to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Dickenson	Mayor Dickenson to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Dickenson	Mayor Dickenson 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 the minutes from the December 16 th Town Council meeting B. Financial Position of the Town		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
6:25 pm	IV. Monthly Reports		
6:25 pm	A. Manager Report	Call on M. Johnson	Johnson to present his monthly Manager's Report to Town Council.
6:30 pm	B. Council Member Committee Reports	Mayor Dickenson	Mayor Dickenson to request that Council Members give reports for any Committees that they serve on.
6:35 pm	C. High School Representative Report	Call on Eli Arnold	Arnold to present Council his High School Representative report.
6:40 pm	D. Guilford County Sheriff's Department Report	Call Deputy Peck	Mayor Dickenson to call the Deputy Peck forward to present the monthly Guilford County Sheriff Department Report
6:45 pm	V. Old Business		
6:45 pm	A. Consideration of approval of Capital Asset Policy for the Town of Jamestown	Call on M. Johnson	Johnson to present an overview of the Capital Asset Policy for the Town of Jamestown. Johnson to request that Council approve the Capital Asset Policy as presented. Council Member makes a motion to approve the Capital Asset Policy for the Town of Jamestown. Council Member makes a second to the motion. Then vote.
7:10 pm	VI. New Business		
7:10 pm	A. Presentation regarding Guilford County Animal Control Services	Call on Jorge Ortega	Ortega to present an overview of the services provided by Guilford County Animal Control to the community.
7:30 pm	B. Request to set a public hearing date for the consideration of the rezoning of 207, 209, 301, and 305 W Main St. from Main Street (MS) and Commercial Main Street Transitional (C/MST) to Conditional Zoning- Residential Main Street Transitional (CZ-R/MST)	Call on José Colón	Colón to request that the Town Council set a public hearing date for the rezoning request. Council Member makes a motion to set a public hearing date for the consideration of the rezoning of 207, 209, 301, and 305 West Main Street from Main Street and Commercial Main Street Transitional to Conditional Zoning-Residential Main Street Transitional for the February 10 th Town Council meeting at 6:00 pm in the Council Chambers at Town Hall. Council Member makes a second to the motion. Then vote.
7:35 pm	C. Parks and Recreation Quarterly Report	Call on S. Coakley	Coakley to present his Parks and Recreation quarterly report to the Town Council.
8:05 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
8:15 pm	VIII. Other Business		
8:20 pm	IX. Closed Session per G.S. 143-318 to discuss a matter related to attorney client privilege (545 A Oakdale Road) and (301 Lee Street) and a Personnel Matter		Council Member makes a motion to go into closed session per G.S. 143-318 to discuss a matter related to attorney client privilege (545 A Oakdale Road) and (301 Lee Street) and a Personnel Matter. Council Member makes a second to the motion. Then vote. Council Member makes a motion to resume open session. Council Member makes a second to the motion. Then vote.
8:40 pm	X. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Susan Dickenson

Town Manager
Matthew Johnson

Town Attorneys
Beth Koonce
Robert Brown



Council Members
Pam Burgess, Mayor Pro Tem
Sarah Glanville
Jim Gibson
Jim Westmoreland

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of the minutes from the December 16th TC meeting

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: January 20, 2026

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Minutes from the December 16th Town Council meeting

ATTACHMENTS: Minutes from the December 16th 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.

DRAFT

**Regular Town Council Meeting
December 16, 2025
6:00 pm in the Council Chambers
Minutes & General Account**

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

Staff Members Present: Paul Blanchard, Scott Coakley, José Colón, Elizabeth Greeson, Gordon Holton, Matthew Johnson, Tammy Salyards, Katie M. Weiner, & Faith Wilson

Visitors Present: Eli Arnold, Sergeant Joseph, Robert Frederick, Rusty Meehan, Cory Rayborn, Krisdena Reeser, Rich Salyards, Ed Stafford, Loren Hill, Amy Dorra, Richard Ojeda, Richard Clapp, Karen Lisenby, Carl Burgess, Stephanie Coakley, Doug Jones, & 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 – Mayor Montgomery 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 the agenda.

Council Member Rayborn requested to add the approval and sealing of the November 18th Closed Session Minutes as the last item under the consent agenda. She requested to remove the request to set a public hearing date for the consideration of the rezoning of 207, 209, 301, and 305 W Main St. from the agenda. Council Member Rayborn asked to remove the approval of the Capital Asset Policy for the Town of Jamestown from the consent agenda and add it as the last item under new business. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Consent Agenda– The consent agenda included the following items:

- Approval of the minutes from the November 18th Regular Town Council meeting
- Approval & Sealing of the October 21st Closed Session minutes
- Approval of unsealing of closed session minutes as recommended by the Town Attorney
- Budget Amendment #3
- Financial Position of the Town of Jamestown
- Approval of Regular Town Council Meeting Schedule
- Approval of Budget Calendar for FY 2026/2027
- Approval and Sealing the November 18th Closed Session Minutes

DRAFT

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

(Budget Amendment #3, Regular Town Council Meeting Schedule, & Budget Calendar for FY 2026/2027)

Public Comment – No one signed up to speak.

Resolution honoring the service of Denise Johnson on the Planning Board- Council Member Burgess presented the Resolution to Denise Johnson honoring her service on the Planning Board

(Resolution honoring the service of Denise Johnson on the Planning Board)

Community Corner- Council Member Wolfe presented a Certificate of Recognition to Katie M. Weiner for her service to the Town of Jamestown.

Monthly Reports

- Manager's Report – Matthew Johnson extended the Town's sincere appreciation to the Jamestown Rotary Club for organizing the annual Christmas parade. We had beautiful weather and great participation from the community. Also, thank you to the Public Services Department and their staff for assisting the Rotary Club during the event to ensure everyone was safe.

Loose leaf pickup has begun. Please place leaves at the curb for collection. As a reminder, please keep piles of leaves free of debris, such as rocks and sticks, as they can damage equipment. Additionally, please keep trash bins, cars, and other items away from leaf piles to allow equipment to access the leaves for pickup. To date, there has been 12 full rounds and over 105 loads of leaves collected.

On December 5th, the staff participated in a training session on Municipal Hospitality led by Chris Gilbert. The focus was on a mindset shift in how we welcome, serve, and communicate with our residents, businesses, and visitors. Our team has already begun working these concepts into daily interactions, with an emphasis on making every touchpoint with the Town feel more attentive, respectful, and helpful.

The Town Council will be hosting its first budget work session on January 22, 2026, from 5 - 7 PM in the Council Chambers.

Town offices will be closed on December 24-26 for the Christmas holiday. Solid waste services will be running one day early that week. Services will run on Monday and Tuesday, Dec. 22-23rd. Offices will be closed on January 1st in observance of the New Year's Day holiday. Solid waste services will be on a normal schedule that week. Bulk pickup will occur on January 8th.

The speed limit sign for Guilford Road has been ordered and will be installed as soon it arrives.

DRAFT

- Council Member Reports-
 - Council Member Burgess shared that the December 8th Planning Board meeting was cancelled due to inclement weather. The next scheduled meeting is on Monday, January 12th at 6pm.
- High School Representative Report- Eli Arnold shared that Ragsdale High School is celebrating holiday spirit week with multiple Christmas-themed dress-up days. The Ragsdale Dance program is holding its winter recital this week. There will also be a band concert scheduled for tonight and a chorus concert on December 18. Winter sports are in full season, and the school's Air Force JROTC is volunteering at High Point City Lake Park's WinterFest. This is the final week before winter break, and students will take their exams when they return.
- Guilford County Sheriff's Department Report- Sergeant Joseph with the Guilford County Sheriff's Office reported 20 incidents in the past month. These included three thefts of property (one at Publix and two personal), two fraud cases, four assaults, one robbery at Publix, one burglary at Gibson Park, and eight miscellaneous calls for service.

Old Business-

- Resolution honoring the service of Council Member Martha Stafford Wolfe- Mayor Montgomery presented a resolution to Council Member Wolfe honoring her service to the Town.

(Resolution honoring the service of Council Member Martha Stafford Wolfe)
- Resolution honoring the service of Council Member Rebecca Mann Rayborn- Mayor Montgomery presented a resolution to Council Member Rayborn honoring her service to the Town.

(Resolution honoring the service of Council Member Rebecca Mann Rayborn)
- Resolution honoring the service of Mayor S. Lynn Montgomery- Council Member Rayborn presented a resolution to Mayor Montgomery honoring her service to the Town.

(Resolution honoring the service of Mayor S. Lynn Montgomery)
- Remarks in recognition of the service of the outgoing Mayor and Council Members- Matthew Johnson shared remarks honoring Martha Wolfe, Lynn Montgomery, and Rebecca Rayborn for more than five decades of collective service to Jamestown. He emphasized that true leadership is quiet, courageous, and focused on the long-term good of the community, noting that these three women consistently showed up prepared, asked hard questions, and supported staff even when it was not politically convenient. He highlighted Council Member Wolfe's deep institutional and historical knowledge and her warmth toward staff, Mayor Montgomery's financial expertise and steady leadership through major fiscal and policy changes, and Council Member

DRAFT

Rayborn's resident-focused perspective and willingness to lead on difficult decisions. He called them pioneers in public service whose example will shape the Town for years to come, and, on behalf of staff and the community, thanked them and presented each with an honorary brick to be installed in Wrenn Miller Park.

Mayor Montgomery called for a recess for the Clerk to reset the Council table for the new Council.

Mayor Montgomery ended the recess at 6:42 pm.

New Business-

- Swearing in of newly elected Mayor and Council Members –Mayor Lynn Montgomery administered the Oaths of Office at one time to all three Council Members as follows:
Susan Dickenson
Jim Gibson
Jim Westmoreland
- Election of Mayor Pro Tem- Council Member Glanville made a motion to appoint Council Member Burgess as Mayor Pro Tem. Council Member Westmoreland made a second to the motion. The motion passed by unanimous vote.
- Appointment of Council Representation to Planning Board- Council Member Burgess made a motion to appoint Council Member Glanville to serve as the Council Representative to the Planning Board. Council Member Gibson made a second to the motion. The motion passed by unanimous vote.
- Appointment of Council Representation to Parks and Recreation Board- Council Member Westmoreland made a motion to appoint Council Member Burgess to serve as the Council Representative to the Parks and Recreation Committee. Council Member Glanville made a second to the motion. The motion passed by unanimous vote.
- Appointment of Council Representative to the Transportation Advisory Committee- Council Member Gibson made a motion to appoint Council Member Westmoreland to serve as the Town's Representative on the Transportation Advisory Committee. Council Member Burgess made a second to the motion. The motion passed by unanimous vote.
- Appointment of Council Representative to Piedmont Triad Regional Council (PTRC)- Council Member Westmoreland made a motion to appoint Mayor Dickenson to serve as the Town's Representative on the Piedmont Triad Regional Council (PTRC). Council Member Burgess made a second to the motion. The motion passed by unanimous vote.
- Appointment of Council Liaison to Guilford County School Board- Council Member Glanville made a motion to appoint Council Member Gibson to serve as the Town's liaison to the Guilford County School Board. Council Member Westmoreland made a second to the motion. The motion passed by unanimous vote.

DRAFT

- Approval of Capital Asset Policy for the Town of Jamestown- The Mayor and Council discussed the need for additional information regarding the Capital Asset Policy.

Council Member Glanville made a motion to continue the discussion regarding the consideration of the approval of the Capital Asset Policy for the Town of Jamestown to the January 20th Town Council meeting. Council Member Westmoreland made a second to the motion. The motion passed by unanimous vote.

- **Public Comment** – No one signed up to speak.

Other Business- Council Member Westmoreland briefly thanked the community for entrusting him with the role, reflected on how campaigning deepened his love for Jamestown, and expressed enthusiasm about working with the new Council through an important period of growth and change in the Town’s history. He also thanked his wife for her support during the campaign process.

Council Member Gibson echoed thanks to the community, noting the extensive campaign effort, including time spent on streets and knocking on hundreds of doors. He remarked on meeting many passionate residents, shared that he has lived in Jamestown for 30 years, and expressed his hope that the new Council will faithfully serve all residents and make the Town an even better place for everyone.

Mayor Dickenson thanked the community for the opportunity to serve, describing the campaign as an amazing journey and noting the extensive preparation she and the Council have done through training and reviewing Town records. She emphasized a commitment to transparency and open communication. She closed by thanking her husband for his support and sacrifices during the campaign.

Adjournment – Council Member Westmoreland 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 7:00 pm.

Mayor

Town Clerk

Mayor
Susan Dickenson

Town Manager
Matthew Johnson

Town Attorneys
Beth Koonce
Robert Brown



Council Members
Pam Burgess, Mayor Pro Tem
Sarah Gianville
Jim Gibson
Jim Westmoreland

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for December 2025

AGENDA ITEM#: II.B.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 20, 2026

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance Department

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 12-31-25.

In December 2025, sales tax came in 7.06% higher than in December 2024. Currently, the Town has received 74% of property tax. The Town also received 1st quarter of the fiscal year 25-26 franchise tax which was down by 2.59% compared to 1st quarter of fiscal year 24-25. Franchise tax consist of sales tax on piped natural gas, electricity, telecommunication services, and video programming. The second and final Powell Bill revenue payment of the fiscal year 25-26 was received, which was down by 2.07% compared to fiscal year 24-25. Interest is still coming in decent despite the reduction in interest rates.

Expenditures during the month of December include code enforcement, legal payments, debt payments for the leaf truck and golf equipment, new concrete pad at shelter located at Jamestown Park, tractor purchase for recreation, and the purchase of a Ford F250 truck for Water Sewer.

Rounds played in December 2025 were up compared to December 2024. There was 1,014 rounds of golf played in December 2025 compared to 823 rounds played in December 2024. December 2025 had 3 bad weather days and December 2024 had 15 bad weather days. There were 3 closed days in December 2025 and 12 closed days due in December 2024. The greens were covered for 3 days during December 2025. The golf shop hosted 0 outings and 1 room rental in December. December was a decent month for golf overall despite the cold weather and the greens being covered.

ATTACHMENTS: Summary of financial analysis

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None



**Town of Jamestown
FINANCIAL SUMMARY REPORT
FOR PERIOD OF 07/01/2025 - 06/30/2026**

GENERAL FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/25 PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 10)					
PROPERTY TAXES	\$ 4,270,144	\$ 3,167,192	\$ 1,102,952	74.17%	\$ 4,100,194
MOTOR VEHICLE FEES	111,440	37,374	74,066	33.54%	111,078
SALES TAXES/HOLD HARMLESS	1,150,000	346,370	803,630	30.12%	1,263,403
UTILITIES SALES TAXES	389,800	103,320	286,480	26.51%	374,046
GRANTS FROM GUILFORD COUNTY	55,500	55,500	-	100.00%	55,500
GARBAGE & RECYCLING FEES	245,000	126,860	118,140	51.78%	252,832
POWELL BILL	130,000	127,907	2,093	98.39%	130,551
STORMWATER FEES	160,000	86,045	73,955	53.78%	170,165
GOLF COURSE FEES	1,363,500	813,347	550,153	59.65%	1,400,656
RECREATION FEES	37,000	21,850	15,150	59.05%	21,136
INVESTMENT EARNINGS	165,000	220,634	(55,634)	133.72%	247,985
ISSUANCE OF INSTALLMENT PURCHASE FINANCING	-	-	-	0.00%	279,989
OTHER REVENUES	237,922	77,998	159,924	32.78%	546,081
TRANSFER FROM GENERAL CAPITAL RESERVE FUND	70,100	35,247	34,853	50.28%	72,000
BALANCING APPROPRIATION	967,061	-	967,061	0.00%	-
	\$ 9,352,467	\$ 5,219,644	\$ 4,132,823	55.81%	\$ 9,025,616

CAPITAL RESERVE FUND (FUND 11)

REVENUE					
INTEREST	\$ 100	\$ 69	\$ 31	69.09%	\$ 231
TRANSFER FROM GENERAL FUND	153,464	132,096	21,368	86.08%	146,926
	\$ 153,564	\$ 132,165	\$ 21,399	86.07%	\$ 147,157

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/25 PRIOR YEAR ACTUAL TO DATE
EXPENDITURES & ENCUMBRANCES (FUND 10)						
GOVERNING BODY	\$ 255,500	\$ 58,609	\$ 134,131	\$ 62,760	75.44%	\$ 72,651
ADMINISTRATION	1,179,049	536,342	90,145	552,563	53.13%	1,028,498
PLANNING	401,174	117,146	40,340	243,688	39.26%	177,209
BUILDINGS & GROUNDS	289,600	65,085	76,810	147,705	49.00%	224,160
PUBLIC SAFETY	538,000	117,123	408,743	12,134	97.74%	522,526
FIRE	1,115,526	549,263	563,263	3,000	99.73%	875,392
STREET	853,540	131,250	92,630	629,660	26.23%	740,307
POWELL BILL	130,000	-	-	130,000	0.00%	227,180
STORMWATER	310,000	58,752	42,267	208,981	32.59%	65,388
SANITATION	452,247	136,916	76,784	238,547	47.25%	271,946
RECREATION	919,820	385,747	66,325	467,748	49.15%	931,739
GOLF COURSE MAINTENANCE	1,382,533	515,287	114,215	753,031	45.53%	1,231,650
GOLF SHOP	856,912	318,811	106,810	431,291	49.67%	558,154
DEBT SERVICE	555,100	239,747	256,397	58,955	89.38%	381,734
OTHER FINANCE USES	153,465	132,096	-	21,370	86.08%	347,681
	\$ 9,392,467	\$ 3,362,173	\$ 2,068,860	\$ 3,961,484	57.82%	\$ 7,656,155

EXPENDITURES & ENCUMBRANCES (FUND 11)

TRANSFERS TO OTHER FUNDS	\$ 70,100	\$ 35,247	\$ -	\$ 34,853	50.28%	\$ 72,000
RESERVE FOR FUTURE EXPENDITURES	83,446	-	-	83,446	0.00%	-
	\$ 153,546	\$ 35,247	\$ -	\$ 118,299	22.96%	\$ 72,000

WATER AND SEWER CAPITAL FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/25 PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 30)					
WATER CHARGES	\$ 1,390,000	\$ 653,931	\$ 738,089	47.05%	\$ 1,155,805
SEWER CHARGES	4,000,000	1,723,754	2,276,246	43.09%	4,335,376
INVESTMENT EARNINGS	200,000	140,280	59,740	70.13%	447,320
OTHER REVENUES	82,642	54,304	28,338	65.71%	748,779
TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	118,376	59,188	59,188	50.00%	118,376
TRANSFER FROM WATER SEWER CAPITAL RESERVE	1,776,724	18,197	1,760,527	0.91%	-
BALANCING APPROPRIATION	2,918,839	-	2,918,839	0.00%	-
	\$ 10,486,581	\$ 2,647,634	\$ 7,838,947	25.25%	\$ 6,805,656

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/25 PRIOR YEAR ACTUAL TO DATE
RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)					
REVENUE					
INVESTMENT EARNINGS	\$ 5,000	\$ 6,114	\$ (1,114)	122.28%	\$ 14,259
TRANSFER FROM ENTERPRISE FUNDS	32,100	32,100	-	100.00%	32,100
APPROPRIATED NET ASSETS	81,276	-	81,276	0.00%	-
	\$ 118,376	\$ 38,214	\$ 80,162	32.28%	\$ 46,359

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/25 PRIOR YEAR ACTUAL TO DATE
WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)					
REVENUE					
TRANSFER FROM W/S-SYSTEM DEVELOPMENT FEES	\$ 500,000	\$ -	\$ 500,000	0.00%	\$ 578,189
INVESTMENT EARNINGS	1,000	812	188	81.20%	3,522
TRANSFER FROM ENTERPRISE FUNDS	1,275,724	-	1,275,724	0.00%	478,634
	\$ 1,776,724	\$ 812	\$ 1,775,912	0.05%	\$ 1,060,345

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/25 PRIOR YEAR ACTUAL TO DATE
EXPENDITURES & ENCUMBRANCES (FUND 30)						
PERSONNEL	\$ 1,815,894	\$ 728,896	\$ 5,708	\$ 1,083,290	40.34%	\$ 1,402,151
WATER PURCHASES	498,000	140,192	290,710	67,098	86.53%	328,529
SEWER TREATMENT	925,000	284,049	454,861	186,260	79.86%	806,628
DEBT SERVICE	249,181	147,865	88,045	13,271	94.67%	246,731
CONTRACT SERVICES & MAINTENANCE	621,500	199,265	137,302	284,933	54.15%	468,241
CAPITAL	5,021,584	345,986	57,438	4,618,141	8.03%	1,455,456
TRANSFER TO OTHER FUNDS	532,100	32,100	-	500,000	6.03%	1,331,623
OTHER OPERATING EXPENDITURES	823,342	201,902	229,801	391,840	52.43%	530,407
	\$ 10,486,581	\$ 2,078,254	\$ 1,263,696	\$ 7,144,631	31.87%	\$ 6,569,765

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)						
TRANSFER TO OTHER FUNDS	\$ 118,376	\$ 59,188	\$ -	\$ 59,188	50.00%	\$ 118,376
	\$ 118,376	\$ 59,188	\$ -	\$ 59,188	50.00%	\$ 118,376

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)						
TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
RESERVE FOR FUTURE EXPENDITURES	\$ 1,776,724	\$ 16,197	\$ -	\$ 1,760,527	0.91%	\$ -
	\$ 1,776,724	\$ 16,197	\$ -	\$ 1,760,527	0.91%	\$ -



Town of Jamestown
 FINANCIAL SUMMARY REPORT
 As of June 30, 2026

	CAPITAL PROJECTS			
	<u>Fund (#18)</u>	<u>Fund (#21)</u>	<u>Fund (#23)</u>	<u>Fund (#24)</u>
	Oakdale Sidewalk Ph 3 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 Sources	219,222	79,589	51,000	2,294,795
% of budget received	3%	40%	4%	100%
Life to Date Expenditures	146,088	52,896	-	677,629
% of budget expended	22%	26%	0%	30%
	<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 Sources	430,410	600,000	1,011,700	702,271
% of budget received	100%	100%	100%	100%
Life to Date Expenditures	181,886	599,815	65,865	20,545
% of budget expended	42%	100%	11%	3%



Town of Jamestown
FINANCIAL SUMMARY REPORT
 As of June 30, 2026

DEBT SERVICE

Installment Purchase Debt:	Balance at 6/30/2026	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Golf Clubhouse Renovation	143,363	11/3/2027	2027/2028
Golf Equipment	228,491	6/5/2028	2027/2028
2024 Leaf truck	240,618	6/30/2031	2030/2031
	<u>\$ 612,471</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 99,963</u>	11/3/2027	2027/2028



**Town of Jamestown
Financial Summary Report
as of June 30, 2026**

CASH BALANCES

Petty Cash	\$	1,350
Operating Cash		7,458,223
Certificates of Deposit		3,073,742
Money Market Accounts - First Bank		1,008,733
North Carolina Capital Management Trust		<u>12,598,777</u>
	\$	<u>24,140,825</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	320,157
Cash reserved by Powell Bill for street improvements	\$	399,580
General Capital Reserve Fund		301,907
Oakdale Sidewalk Phase 3		72,565
Oakdale Sidewalk Phase 2		26,693
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		82
Water Sewer Capital Reserve Fund		<u>2,837,817</u>
	\$	<u>4,009,800</u>

Cash by Fund:

General	\$	8,883,409
General Capital Reserve Fund		301,907
Oakdale Sidewalk Phase 3		72,565
Oakdale Sidewalk Phase 2		26,693
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		82
Forestdale East Stormwater Project		179,103
Jamestown Park Restroom		181,726
Water/Sewer		11,286,366
Randleman Reservoir		320,157
Water/Sewer Capital Reserve Fund		<u>2,837,817</u>
	\$	<u>24,140,825</u>

Cash by Bank:

NCCMT	\$	12,598,777
Pinnacle Bank		9,458,223
First Bank		2,082,475
	\$	<u>24,139,475</u>

Mayor
Susan Dickenson

Town Manager
Matthew Johnson

Town Attorneys
Beth Koonce
Robert Brown



Council Members
Pam Burgess, Mayor Pro Tem
Sarah Glanville
Jim Gibson
Jim Westmoreland

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 20, 2026

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

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. Loose leaf pickup continues. Please place leaves at the curb for collection. As a reminder, please keep piles of leaves free from debris such as rocks and sticks as they can damage equipment. Additionally, please keep trash bins, cars, and other items away from leaf piles to allow equipment to access the leaves for pickup.
- B. The Town Council will be hosting its first budget work session which will be January 22, 2026, from 5 – 7 PM in the Council Chambers.
- C. Town offices will be closed on January 19th for the MLK holiday. Solid waste services will be running on a normal schedule.
- D. The Town is currently accepting bids for the E. Main Sidewalk (aka – Sidepath) project. Bid opening will be on Feb. 6th at 12 Noon with an anticipated award at the Feb. 17th Town Council meeting.
- E. The annual comprehensive financial report (ACFR) was submitted to the Local Government Commission (LGC). LGC has not reviewed or approved the documents yet. Once that is completed, the Town will publish the ACFR. The auditor is scheduled to present the financials to the Council at the February meeting.
- F. I am pleased to announce that the Town has received their 18th consecutive Tree City USA status award. Many thanks to Jose and the other town staff who worked to ensure that we received this recognition.

Key Dates:

- January 19th – Town offices closed in observance of MLK Day.
- January 20th – Town Council meeting – 6 PM – Council Chambers
- January 22nd – Budget Work Session I – 5 – 7 PM – Council Chambers
- February 2nd – Parks & Recreation Committee Meeting – 6 PM - Council Chambers
- February 5th – Bulk Pickup Day
- February 9th – Regularly Scheduled Planning Board Meeting – 6 PM – Council Chambers
- February 17th – Regularly Scheduled Town Council Meeting – 6 PM - Council Chambers

Mayor
Susan Dickenson

Town Manager
Matthew Johnson

Town Attorneys
Beth Koonce
Robert Brown



Council Members
Pam Burgess, Mayor Pro Tem
Sarah Glanville
Jim Gibson
Jim Westmoreland

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Capital Asset Policy

AGENDA ITEM #: V.A.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 20, 2026

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance Department

CONTACT PERSON: Faith Wilson

SUMMARY:

The Town of Jamestown proposes to update its Capital Asset Policy to reflect several key revisions. These updates include providing a clear and concise definition of capital assets, as well as streamlining the presentation of useful lives in years to improve clarity and understanding. The proposed changes also increase the capitalization threshold for capital assets from \$5,000 to \$10,000 and raise the fixed asset inventory threshold from \$500 to \$1,000. These revisions do not eliminate the requirement to track capital or fixed assets below the capitalization threshold. The capitalization threshold is a management decision, as the Office of State Budget and Management does not prescribe capital asset thresholds. Municipalities retain autonomy over their local governance and policymaking processes, and OSBM approval is not required for core municipal policies. Final approval of this policy rests with the Town Council. This policy has been reviewed by the Town Attorney. Staff recommends approval of policy.

ATTACHMENTS: Capital Asset Policy

RECOMMENDATION/ACTION NEEDED: Council approve policy

BUDGETARY IMPACT: None

SUGGESTED MOTION: Staff recommends approval of the policy

FOLLOW UP ACTION NEEDED: Mayor and Clerk to sign Capital Asset Policy

Town of Jamestown CAPITAL ASSET POLICY

PROCEDURE PURPOSE:

To establish a set of rules/guidelines that facilitates control and custody of the property of the Town.

OVERVIEW:

The Town is required to maintain an inventory of its capital assets in accordance with current governmental accounting standards. Capital asset reports give a detailed account of the Town's property, provide protection from loss, justify financial statements and qualify the Town for the GFOA Certificate of Achievement for Excellence in Financial Reporting.

PROCEDURE:

Capital Assets are specific items of property that:

1. are tangible in nature
2. have a life longer than one year
3. have a value of \$10,000 or greater

Fixed Asset Inventory items (items to be inventoried and tracked but considered non-depreciable) are specific items of property that:

1. are tangible in nature
2. have a life longer than one year
3. have a value of \$1,000 or greater (except for items less than \$1,000 but determined by the Department Head to be sensitive in nature, therefore requiring inventorying).

Items generally considered to be capital assets are:

1. **Land/Landscaping:** The land account will include all land purchased or otherwise acquired by the Town. Purchased land will be valued based on acquired cost. All costs for legal services that are incidental to the acquisition and other charges incurred in preparing the land for use is to be included in the value. Donated land is recorded at the appraised market value of the land at the time of its donation. Rights of Way, encroachments and leaseholds will not be recorded as a capital asset.
If land and buildings are acquired as a single parcel, the value of the land should be determined separately from the building and only that amount carried in the land account. The value of the building will be carried in the building account.

2. **Buildings:** The buildings account includes the value of all buildings at purchase price or construction cost. The cost of the building should include all charges applicable to the building, including broker or architect's fees and interest on borrowed money during construction. If a building is donated to the Town, appraised fair market value at the time of the donation will be used to value the building. Additions and improvements to buildings, as well as cost of the heating and ventilating system or other permanently attached fixtures should be added to the buildings' account.
3. **Improvements Other Than Buildings:** This account will be used to record such items as infrastructure (i.e. parking lots, sidewalks, fences, bridges and streets). Values assigned will be based on a "cost-of-construction basis".
4. **Equipment/Machinery:** The equipment/machinery account will consist of all items of tangible property that meet the prior mentioned capitalization/fixed asset amount not permanently affixed to real property, which are needed to carry out the operations of the Town. This property is recorded at cost, including freight, installation and other charges incurred to place the asset in use excluding sales tax. If an asset is acquired through donation, an appraised value is established as of the donation date and assigned to the asset.
5. **Construction In Progress:** This account is primarily used in conjunction with Capital Projects when amounts are expended on an uncompleted building or other capital construction project. Project costs are accumulated until completion and then transferred to another appropriate capital asset account. The capitalization policy does not apply in these cases, as all costs must be recorded to give accurate values.
6. **Furniture & Fixtures:** The furniture and fixtures account will consist of property that does not lose its identity when removed from its location. Furniture values will be recorded at cost, including freight, installation and other charges incurred to place the asset in use excluding sales tax. If an asset is acquired through donation, an appraised value is established as of the donation date and assigned to the asset.
7. **Vehicles:** The vehicle account will consist of DMV registered assets that do not lose its identity when removed from its location. Values will be recorded at cost including title, dealer prep and other charges incurred to place the vehicle into service. If an asset of this type is acquired through any means besides direct purchase, an appraised value is established as of the acquisition date and assigned to the asset.
8. **Data Processing Equipment:** The data processing equipment account will consist of equipment that does not lose its identity when removed from its location and has not changed materially or is expended in use. Data processing equipment values will be recorded at cost including freight, installation and other charges incurred to place the asset in use excluding sales tax. If an asset is acquired through donation, an appraised value is established as of the donation date and assigned to the asset.

9. **Lines & Improvements:** This account will be used to record such items as water and sewer lines, outfalls, pump stations, and related town fees. Values assigned will be based on a "cost-of-construction basis"

Costs are often incurred in connection with existing capital assets after the original acquisition cost has been established through additions and modifications. In general, any expenditure which is definitely an addition to a capital asset, or an integral part of it, that significantly increases the value of, enhances the performance of or changes its useful life, should be classified as a capital expense and added as an improvement to the capital asset. When modifications which enhance the performance or life of an asset are made, the modification, valued at cost, should be added as an improvement to the existing capital asset. If an improvement amount can not be determined, the purchase will be considered as a maintenance and repair expense.

STANDARD LIFE OF ASSETS/DEPRECIATION

Capital assets will be depreciated on a straight-line basis using the approved schedule of useful life. Certain assets may be depreciated differently, based on current governmental accounting practices and procedures.

ESTABLISHMENT OF USEFUL LIVES IN YEARS:

- | | |
|----------------------------|----|
| • Buildings | 50 |
| • Improvements | 20 |
| • Furniture & Fixtures | 10 |
| • Automobiles | 5 |
| • Equipment (non-computer) | 10 |
| • Computer Equipment | 3 |
| • Software | 3 |

Useful lives may on a case-by-case basis need to be altered from the above, and the above represents a guideline for useful lives based on asset type.

ITEMS NOT CONSIDERED TO BE CAPITAL / FIXED ASSETS:

In order to clarify the question of asset classification, the following list of specific examples is provided:

- A. **Maintenance and Repair Replacements:** The replacement costs of component part(s) of a fixed asset, not the entire asset itself, during a maintenance and repair operation which also enhances the performance or life of the asset are not generally considered to be capital asset additions or modifications.

B. Draperies and Carpet: The original purchase of draperies and carpet is considered an addition to the total asset value of the building. Replacement of either of these items is classified as maintenance to the building.

C. Supplies: Any supply, regardless of cost, that is not permanent and will be consumed within a year is not considered a fixed asset.

D. Aggregate purchases: A purchase of items in quantity with a extended cost equal to, or more than, the policy limit is not considered to be a capital asset if the cost of the individual item is less than the policy limit.

STEWARDSHIP OF PROPERTY:

The responsibility for the use and safekeeping of the asset will be the Department Head's for which department the capital asset was purchased. In addition, each Department Head will be the steward of his/her departmental property.

Stewardship duties include ensuring that appropriate property is acquired, maintained, used and disposed of in the Town's best interests. Department Heads will record the receipt of the asset, examine the asset to make sure that no damage was incurred during shipment and confirm that the asset was received in good working order. The Department Head is also responsible for arranging for necessary preventative maintenance and needed repairs to keep the asset in good working condition. The Department Head will ensure that the asset is used for the purpose for which it was acquired and that there is no personal or unauthorized use. Any property damage, unauthorized use or theft should be immediately reported to the Town Manager.

It is the Department Head's responsibility to maintain up-to-date information on his/her capital assets. If the asset changes location, is transferred or loaned to another department, condition is altered or availability varies in any way, then the Purchasing Coordinator should be notified to correct the capital / fixed asset database. Finally, the Department Head is responsible for processing the disposal of assets in accordance to the Town's disposal policies.

AUDIT OF PHYSICAL INVENTORY:

Every June, each Department Head will conduct an audit of his/her department's physical inventory with the Purchasing Coordinator. The Purchasing Coordinator will generate a physical inventory report of each department's capital assets, as well as all non-capitalized assets. In addition, the Purchasing Coordinator will also maintain inventory information on all assets which are considered safety sensitive by the Department Head. The Department Head and Purchasing Coordinator will then conduct the physical inventory count. Any discrepancies will be reported to the Purchasing Coordinator to keep the database updated. In addition, the computer database of capital assets will be updated every six months to accommodate all current fiscal year transactions. Each Department Head must make sure that any changes to their department's capital asset database are accurate.

The inventorying of fixed assets will consist of the following steps:

1. Initial Physical Inventory
2. Periodic update/audit of physical inventory
3. Department notifies Purchasing Coordinator in writing of addition, deletion, transfer, accompanied by appropriate asset sheet with documentation (invoice, purchase order, donation letter, etc.) (If donation – fair market value determined by Department and noted)

Asset number assigned and item tagged.

- A. **Purchases:** The Purchasing Coordinator will identify all purchases against the capital outlay account.
- B. **Donations:** The Department Head from the department receiving the donated item(s) is responsible for notifying the Finance Department of the addition. The Department Head will be responsible for completing a Capital Asset Addition Form, supplying the Purchasing Coordinator with all pertinent criteria in relation to the newly acquired capital asset. Any problems occurring with establishing a fair market value should be referred to the Town Manager.
- C. **Computer Adjustments:** The Purchasing Coordinator will make sure that all entries made in the capital asset database are in complete balance with current year's capital outlay expenditure line items within the general ledger.

TAGGING OF THE ASSET:

The primary purpose of tagging an item is to maintain a positive identification of capital / fixed assets owned by the Town. When a capital asset is purchased and an Asset Worksheet is forwarded to the Purchasing Coordinator, he/she will assign the capital / fixed asset a number. The Department Head will be supplied with an inventory tag with that same number on it and will be required to attach the tag to the asset.

ASSIGNING VALUES:

To conform to generally accepted accounting principles, capital / fixed assets assigned values will be actual or estimated historical cost, or for contributed assets, at fair market value on the acquisition date. This value will also include shipping, installation charges and any other cost incurred in getting an asset operating for its intended use. This value *does not* include sales tax.

TRANSFERS:

- A. A transfer of an asset occurs whenever it changes location, building, department or account. A transfer may be in full or partial. A partial transfer could occur when there are multiple parts, and only certain pieces are changed. The responsibility of notifying the Purchasing Coordinator of the transfer is the Department Head of the *transferring* department. The transferring department will fully identify the asset on a Capital Asset Form and submit the form to the Purchasing Coordinator.

Computer Adjustments: The Purchasing Coordinator will transfer the asset within the computer system.

DISPOSAL OF AN ASSET:

Any deletions to the capital asset database should be identified and approved by the Town Manager or Town Council. The asset will be fully identified to the Purchasing Coordinator by description and asset for disposal. The Purchasing Coordinator will then be authorized to dispose of the asset from the capital asset database.

Attachments:

Asset Form

Capital Asset Details

Asset # _____

Photo of Asset

Department _____ Type _____
Year _____ Make _____
Model _____ Mileage/Hrs _____
Use _____ Fuel Type _____
VIN/ Serial # _____ Est. Useful Life (in yrs) _____
Lic. Tag# _____ BMS Asset # _____

Purchase Date _____ Purchase Cost _____
Vendor _____
Date Sold: _____ Amount _____
Repair Cost Year to Date _____ Fair Market Value _____
Net Book Value _____
Condition _____

Comments _____

Transfer to Department: _____ Sold: _____
Return Completed Form to Finance Department

Mayor
Susan Dickenson

Town Manager
Matthew Johnson

Town Attorneys
Beth Koonce
Robert Brown



Council Members
Pam Burgess, Mayor Pro Tem
Sarah Glanville
Jim Gibson
Jim Westmoreland

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation regarding Guilford County Animal Control Services

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 20, 2026

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Jorge Ortega, Animal Services Director, will present information on the various services that Guilford County Animal Control provides to the community.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
Susan Dickenson

Town Manager
Matthew Johnson

Town Attorneys
Beth Koonce
Robert Brown



Council Members
Pam Burgess, Mayor Pro Tem
Sarah Glanville
Jim Gibson
Jim Westmoreland

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Set a public hearing for the Rezoning Case 2025-02

AGENDA ITEM #: VI-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 20, 2026

ESTIMATED TIME FOR DISCUSSION: 5 mins

DEPARTMENT: Planning

CONTACT PERSON: José Colón Rivera-Planning Director

SUMMARY:

A petition for rezoning has been received and reviewed by the Planning Board. The staff recommend that the Council set a public hearing date for the consideration of the rezoning of the parcels located at 207, 209, 301, and 305 W Main St. (PARCELS #160256, 160266, 160265, and 160261) for the February 10, 2026, regular meeting at 6pm in the Council Chambers.

ATTACHMENTS: Rezoning Application

RECOMMENDATION/ACTION NEEDED: Motion to set a public hearing date for February 10, 2026

BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member makes a motion to set a public hearing date for the consideration of the rezoning of the parcels located at 207, 209, 301, and 305 W Main St. for the February 10, 2026, regular meeting at 6pm in the Council Chambers. 

FOLLOW UP ACTION NEEDED: Clerk and staff will provide notice as required.



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: Amanda Hodiérne on behalf of Burkely Communités, LLC
804 Green Valley Road, Suite 200 Greensboro, NC 27408

Street Address or P.O. Box 336-609-5137	N/A	City/State/Zip Code amanda@isaacsonsheridan.com
Home/Work Phone Number	Mobile Number	Email
Is the applicant the owner of the parcel(s) to be rezoned?	Yes	No <input checked="" type="checkbox"/>

Owner Information

Owner Name: 1. BRC Jamestown, LLC 2. Ragsdale Brothers, LLC 3. Frazier Family Partners, LLC
1. 5826 Samet Drive; Suite 105; High Point, 27265; 2. 3401 Healy Dr., Winston-Salem, 27103; 3. 804 Dorodo Cir., High Point 27265

Street Address or P.O. Box 1. 336-889-1546; 2. 336-887-9502; 3. 336-802-7253	City/State/Zip Code		
Home/Work Phone Number	Mobile Number	Email	N/A

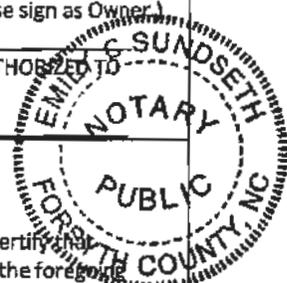
Applicant and Owner Certification and Signature

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

Owner Applicant Signature: Chris Dunbar Date: 9/9/25
 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).
 Applicant Owner Signature: [Signature] Date: [Date]

NOTARY STATEMENT:

State of North Carolina County of Guilford to wit: (SEAL)
Emily C. Sundseth a notary public in and for the state and county aforesaid, do hereby certify that Chris Dunbar 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 7/13/26
 Given under my hand this 9th Day of September 2025
 Notary Signatur Emily C. Sundseth Printed Name of Notary: Emily C. Sundseth





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: Amanda Hodierna on behalf of Burkely Communitas, LLC
804 Green Valley Road, Suite 200 Greensboro, NC 27408

Street Address or P.O. Box 336-609-5137	N/A	City/State/Zip Code amanda@isaacsonsheridan.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: 1. BRC Jamestown, LLC 2. Ragsdale Brothers, LLC 3. Frazier Family Partners, LLC
1. 5826 Samet Drive; Suite 105; High Point, 27265; 2. 3401 Healy Dr., Winston-Salem, 27103; 3. 804 Dorodo Cir., High Point 27265

Street Address or P.O. Box 1. 336-889-1546; 2. 336-887-9502; 3. 336-802-7253	City/State/Zip Code
Home/Work Phone Number	Mobile Number Email N/A

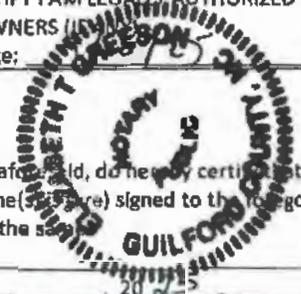
Applicant and Owner Certification and Signature

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

Applicant Signature: [Signature] Date: 9/10/25
 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.
 Owner Signature: [Signature] Date: [Signature]

NOTARY STATEMENT:

State of North Carolina county of Guilford to wit: (SEAL)
Elizabeth T. Gresson a notary public in and for the state and county aforesaid, do hereby certify that
William Ragsdale IV whose name(s) [Signature] signed to the foregoing
 statement, personally appeared before me in my state and county and acknowledged the same.
 My commission expires February 20, 2027
 Given under my hand this 10th Day of September
 Notary Signature: [Signature] Printed Name of Notary: Elizabeth T. Gresson





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 verify 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: Amanda Hodieme on behalf of Burkey Communities, LLC

804 Green Valley Road, Suite 200 Greensboro, NC 27408

Street Address or P.O. Box
336-609-5137

N/A

City/State/Zip Code
amanda@isaacsonsheridan.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: 1. BRC Jamestown, LLC 2. Ragsdale Brothers, LLC 3. Frazier Family Partners, LLC

1. 5826 Samet Drive; Suite 105; High Point, 27265; 2. 3401 Healy Dr., Winston-Salem, 27103; 3. 804 Dorodo Cir., High Point 27265

Street Address or P.O. Box

1. 336-889-1546; 2. 336-887-9502; 3. 336-802-7253

City/State/Zip Code

Home/Work Phone Number

Mobile Number

Email N/A

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: [Signature]

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: [Signature]

Date: 9-9-25

NOTARY STATEMENT:

State of NC, County of Guilford to wit: (SEAL)

BRANDON D CREECH

Notary Public, North Carolina

Davidson County

My Commission Expires 02/25/2024

I, Brandon D Creech a notary public in and for the state and county aforesaid, do hereby certify that Craig Frazier 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 02/25/2024

Given under my hand this 9

Day of September

20 25

Notary Signature [Signature]

Printed Name of Notary: Brandon D Creech

Permit Information					
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #1:	160261	Parcel Size:	.65	305 W. Main Street	
	Tax Map ID		Acres/Square Ft	Street Address	
Current Parcel Zoning:	C/MST		Request to Rezone to: R/MST Conditional		
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential	Vacant/Unused X
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #2:	160265	Parcel Size:	3.7	301 W. Main Street	
	Tax Map ID		Acres/Square Ft	Street Address	
Current Parcel Zoning:	MS		Request to Rezone to: R/MST Conditional		
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential	Vacant/Unused X
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #3:	160265/160256	Parcel Size:	.26 / 1.92	207/209 W. Main Street	
	Tax Map ID		Acres/Square Ft	Street Address	
Current Parcel Zoning:	MS		Request to Rezone to: R/MST Conditional		
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential X	Vacant/Unused X

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

No Text Amendment Requested

Adjoining Property Owner(s)		Tax Map Numbers
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.		
QTTQ Stores, LLC	401 W. Main Street	160260
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
BRC Jamestown, LLC	5826 Samet Drive, Suite 105	241368
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Tracy P. and Daniel P. McRea	3513 Dillon Road	160291
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
WILLIAMS, DONALD E TRUSTEES; WILLIAMS, NANCY A TRUSTEES; DONNIE AND NANCY WILLIAMS REVOCABLE TRUST	205 W MAIN ST	160190
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
GUILFORD COUNTY BOARD OF EDUCATION	200 POTTER DR	160690
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
LOPEZ, WILLIAM JOSEPH	101 POTTER DR	160504
EMELCO PROPERTIES LLC	302 W MAIN ST	160503
DE GARCIA, LISBETH GRAMAIO;	304 W MAIN ST	160502
AMPARAN, JUAN CARLOS GARCIA		

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?

The applicant is requesting this rezoning in order to permit the planning and development of a multifamily community to provide attractive and desirable housing opportunity in the town center of Jamestown. Creating additional R/MST parcels and subsequent housing will further the Town's adopted objective to increase population that can access the town center on foot or bike.

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

Currently three of the subject properties are vacant and one has an unoccupied residential structure.

The applicant's intended use, after construction, is a multifamily community comprised of multiple building structures of different sizes, orientation and footprint amenities such as a swimming pool and outdoor gathering areas and associated parking, open space and driveways.

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

The proposed use is entirely residential with no commercial component. The community will have a staffed office and maintenance team of four employees.

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 uses to the subject properties are various and include commercial retail, commercial office, multifamily residential, single family residential and institutional. This creates a vibrant corridor along W. Main Street, just outside of the town core, thereby providing an ideal circumstance for the proposed use to continue that vibrant mix of uses and to contribute to the vibrancy of the town core.

The proposed development will be appropriately scaled to fit into the existing residential built form, will work with NCDOT and the Town to implement best traffic patterns and necessary mitigation improvements, and will provide appropriate landscaping and tree conservation.

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

All impacts on public facilities will be pursuant to the regulatory control measures and permitting requirements. There are already water and wastewater lines adjacent to the subject properties and serving this location; each has adequate capacity to service the intended project without adverse effect; accordingly, this infill development will provide a benefit by way of return on that previous public investment.

As a multifamily community with no 3 bedroom units, the number of residents with school age children will be de minimus. Any increase to the student population resulting from this development will be well within the projected population analysis of Guilford County Schools. The applicant has conducted a professional Traffic Impact Analysis to be provided to the Town and NCDOT in order to ensure no undue impact on public roads.

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.

Yes, the intended use project will require driveway permits from NCDOT.

For Town Use Only

Date Application Received: 9/12/2025

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

Proposed Zoning Conditions for RMST Conditional Zoning District

1. Uses shall be limited to all Dwelling use typologies as enumerated in the Permitted Use Table of the Land Development Ordinance (Table 8-1) and associated accessory uses of a residential community such as club building, swimming pool, mail kiosk and maintenance outbuilding.
2. Total number of dwelling units shall not exceed 160.
3. Building height shall be limited to 3 stories.
4. There shall be a Planting Yard along the western property line as indicated on the Rezoning Sketch Plan.
5. There shall be a Planting Yard along the eastern property line as indicated on the Rezoning Sketch Plan.

Property Owner Signature to Proposed Zoning Conditions:

Owner 1: BRC Jamestown, LLC

By: Chris Dunbar

Name: CHRIS DUNBAR

Title: manager

Date: 9/9/25

Owner 2: Ragsdale Brothers, LLC

By: _____

Name: _____

Title: _____

Date: _____

Owner 3: Frazier Family Partners, LLC

By: _____

Name: _____

Title: _____

Date: _____

Proposed Zoning Conditions for R/MST Conditional Zoning District

1. Uses shall be limited to all Dwelling use typologies as enumerated in the Permitted Use Table of the Land Development Ordinance (Table 8-1) and associated accessory uses of a residential community such as club building, swimming pool, mail kiosk and maintenance outbuilding.
2. Total number of dwelling units shall not exceed 160.
3. Building height shall be limited to 3 stories.
4. There shall be a Planting Yard along the western property line as indicated on the Rezoning Sketch Plan.
5. There shall be a Planting Yard along the eastern property line as indicated on the Rezoning Sketch Plan.

Property Owner Signature to Proposed Zoning Conditions:

Owner 1: BRC Jamestown, LLC

By: _____

Name: _____

Title: _____

Date: _____

Owner 2: Ragsdale Brothers, LLC

By: William G. Ragsdale IV

Name: William G. Ragsdale IV

Title: Manager

Date: 9/8/2025

Owner 3: Frazier Family Partners, LLC

By: _____

Name: _____

Title: _____

Date: _____

Proposed Zoning Conditions for R/MST Conditional Zoning District

1. Uses shall be limited to all Dwelling use typologies as enumerated in the Permitted Use Table of the Land Development Ordinance (Table 8-1) and associated accessory uses of a residential community such as club building, swimming pool, mail kiosk and maintenance outbuilding.
2. Total number of dwelling units shall not exceed 160.
3. Building height shall be limited to 3 stories.
4. There shall be a Planting Yard along the western property line as indicated on the Rezoning Sketch Plan.
5. There shall be a Planting Yard along the eastern property line as indicated on the Rezoning Sketch Plan.

Property Owner Signature to Proposed Zoning Conditions:

Owner 1: BRC Jamestown, LLC

By: _____

Name: _____

Title: _____

Date: _____

Owner 2: Ragsdale Brothers, LLC

By: _____

Name: _____

Title: _____

Date: _____

Owner 3: Frazier Family Partners, LLC

By: *[Signature]*

Name: *Frazier Family Partners LLC*

Title: *Manager/Partner*

Date: *9-9-25*

CASH RECEIPT Reprinted 09:44:26 - 10/30/25
OPERATOR 01 - OPERATOR
Posted On 10/30/25

Batch:27119

Transaction:1 Posted on 10/30/25 09:43:45 AM

Description **Total**

REFERENCE NUMBER:

NAME: BURKELY COMMUNITIES, LLC
ADDRESS: 1515 W CONRWALLIS DRIVE STE 204 [GREENSBORO NC 274
CITY STATE ZIP: GREENSBORO NC 27408

PLANNING & DEVELOPMENT FEES-GENERAL 1500.00

Fund 10 Acct 3343

Rezoning Filing Fee 207,209,301,305 W Main St

Check # 8402	1500.00
Cash Paid	
Credit Paid	
Less Change Given	()
TOTAL:	1500.00



September 16, 2025

Dear Neighbor:

Our company is under contract to purchase the properties at 207, 209, 301 and 305 W. Main Street in Jamestown. Burkely Communities is a longstanding and local owner-operator of multifamily residential communities. We would like to develop this property with a new and attractive community to add to the vibrant town core area. We enjoy being a part of the Jamestown community in other locations and are excited about the opportunity this property provides us to add desirable housing options along the Main Street corridor.

In order to facilitate this proposal, we have applied to the Town of Jamestown to rezone the property from the existing Commercial Main Street and Main Street zoning districts to the Residential Main Street Conditional zoning district. The granting of our request will enable us to proceed with the planning for this community. We believe our request reflects a reasonable plan for the highest and best use of this property and will be an asset to Jamestown's town core objectives and housing needs.

In order to provide information about our project and gain insights and feedback from the community, we will host a neighborhood meeting on Tuesday, September 30, 2025 at 6:30pm at City Lake Park in the Meeting and Event Center. The address is 600 W. Main Street, Jamestown, NC, 27282.

We look forward to hearing your thoughts and questions as we move through the rezoning process. Please feel free to contact our project representative, Amanda Hodieme, with any questions you have about this request. Her direct phone number is 336-609-5137, or you can email her at amanda@isaacsonsheridan.com.

The Jamestown Planning Board will meet to consider our request on Monday, October 13, 2025 at 6:00 pm at 301 E. Main Street, Jamestown, NC. For more information about the Planning Board meeting, please contact the Town of Jamestown at 336-454-1138.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stafford Kelly', is written over a thin horizontal line.

Stafford Kelly
Vice President of Development



October 16, 2025

Dear Neighbor:

Thank you to everyone who attended our meeting last month. It was very valuable for us to hear your insights about your community and to receive your input on potential new development concepts. We'd like to continue the conversation.

As a reminder, or reintroduction to those of you who may have missed the September meeting, our company is under contract to purchase the properties at 207, 209, 301 and 305 W. Main Street in Jamestown (the "Property"). Burkely Communities is a longstanding, local owner-operator of multifamily residential communities. We would like to develop the Property with a well-designed new community to add to the vibrant town core area. As the owner-operator of Courtyard Commons for the past decade, we value being a part of Jamestown. Our residents love being a part of Jamestown. That is why we are so excited about this opportunity on W. Main Street.

As previously noted, we have applied to the Town of Jamestown to rezone the property from the existing Commercial Main Street and Main Street zoning districts to the Residential Main Street Conditional zoning district. While the existing zoning already allows for commercial uses and some residential, the objective of our rezoning request is to shift the use focus from commercial to residential. We believe a thoughtfully designed residential community is the highest and best use of the Property and will be an asset to Jamestown's town core objectives and its housing needs.

Please join us for another community meeting on Monday, October 27, 2025 at 6:00pm at City Lake Park in the Meeting and Event Center. The address is 600 W. Main Street, Jamestown, NC, 27282. We hope you will attend regardless of whether or not you attended the first meeting. We will spend a few minutes at the start of the meeting to recap what we discussed last month and all are welcome to jump into the conversation!

We look forward to hearing your thoughts and questions as we move through the rezoning process. Please feel free to contact our project representative, Amanda Hodieme, with any questions you have about this request. Her direct phone number is 336-609-5137, or you can email her at amanda@isaacsonsheridan.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stafford Kelly', is written over a light blue horizontal line.

Stafford Kelly
Vice President of Development

1. Uses shall be limited to all Dwelling use typologies as enumerated in the Permitted Use Table of the Land Development Ordinance (Table 8-1) and associated accessory uses of a residential community such as club building, swimming pool, mail kiosk and maintenance outbuilding.
2. Total number of dwelling units shall not exceed 138.
3. There shall be an access point accommodating both Ingress and Egress to Lennox Drive.
4. Subject to NCDOT review and approval, a crosswalk shall be installed from the subject property across W. Main Street.
5. Structures directly fronting W. Main Street shall be “mansion/manor style” structures. Mansion/Manor style structures are designed to look like large, single-family homes and include the following characteristics: a single perceived entry door on the front façade facing the W. Main Street right-of-way; a single walkway connection from the front door entrance to the public sidewalk; and walk-up interior access.
6. The architectural style of the Mansion/Manor style structures shall be farmhouse / Dutch Colonial / Quaker style intended to be consistent with the architectural vernacular of single-family structures in the designated historic W. Main Street corridor.
7. The primary siding material for the Mansion/Manor style structures shall be cementitious siding.
8. There shall be no parking lots / surface parking in front of the Mansion/Manor style structures adjacent to W. Main Street. Parking shall be located behind the Mansion/Manor style structures.
9. Building height shall be limited to 3 stories for the non-Mansion/Manor style structures located in the interior of the subject property.
10. Building height for Mansion/Manor style structures shall be limited to 3 stories. provided however that only the first and second stories shall appear to be full or standard stories, and any third story shall be designed in manner consistent with a single-family residential third story such as, but not limited to, “attic style” or “mansard style”.
11. There shall be a hardscaped and planted plaza area located between two of the Mansion/Manor style structures and adjacent to the W. Main Street right of way generally as illustrated on the Rezoning Sketch Plan (the “Plaza Area”). The Plaza

Area shall be directly accessible from the public sidewalk along W. Main Street and shall include

- i) seating, and
- ii) a fountain or public art installation or gazebo focal feature.

12. The positioning of the interior residential building(s) shall form a courtyard within which the community clubhouse, community gathering area, and swimming pool (if applicable) amenities shall be located, generally as shown on the Rezoning Sketch Plan.

13. There shall be Planting Yards along the eastern and western property lines as indicated on the Rezoning Sketch Plan.

Added Zoning Condition (Requested by Town Staff)

14. Prior to Town Council consideration, the applicant shall submit a Traffic Impact Analysis coordinated with the Town and NCDOT. The study shall include evaluation of Jamestown Elementary school-related traffic during student drop-off and pick-up periods in addition to standard peak hours. Findings and required mitigation shall be reviewed by the Town staff and incorporated into the final plan as necessary. The completed TIA and any mitigation recommendations shall be provided to the Planning Board as an informational item before Council review.

Mayor
Susan Dickenson

Town Manager
Matthew Johnson

Town Attorneys
Beth Koonce
Robert Brown



Council Members
Pam Burgess, Mayor Pro Tem
Sarah Glanville
Jim Gibson
Jim Westmoreland

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf Course Quarterly report

AGENDA ITEM #: VI-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 1/20/2026

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Recreation

CONTACT PERSON: Scott Coakley

SUMMARY:

Quarterly Summary (Q2):

The golf course recorded total activity of \$119,981.02 for the October–December quarter. While monthly performance declined toward the end of the quarter, overall results remain higher than the same period last year, reflecting continued growth in course usage and revenue generation. October showed particularly strong performance, helping offset weaker results in November and December. These results indicate improved year-over-year activity despite seasonal and operational challenges late in the quarter.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A