



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
February 10, 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 January 20th regular Town Council meeting
 - B. Approval & Sealing of the January 20th Closed Session Minutes
 - C. Proclamation declaring February 2026 Black History Month
 - D. Financial Position of the Town of Jamestown
- III. **Public Comment**
- IV. Presentation of audit report summary FY 2024/2025- Nick Wicker, Strickland Hardee, PLLC Representative
- V. Presentation of annual fire department report- Derek Carson, Fire Chief of Pinecroft Sedgefield Fire Department (PSFD)
- VI. **Monthly Reports**
 - A. Manager Report
 - B. Council Member Committee Reports
 - C. High School Representative Report
 - D. Guilford County Sheriff Department Report
- VII. **Old Business-**
 - A. Consideration of award of contract to the lowest, responsive, responsible bidder for the East Main Street Sidewalk Project- Paul Blanchard, Public Services Director
 - B. Discussion regarding the January Financial Position of the Town of Jamestown- Mayor Dickenson
 - C. Discussion regarding Financial Reporting for the Town of Jamestown- Mayor Dickenson
 - D. Discussion regarding scheduling regular Work Sessions for the Town Council- Mayor Dickenson
- VIII. **New Business-**
 - A. Consideration of approval of Girl Scout Flag Retirement Drop Box at Wrenn Miller Park- Scott Coakley, Parks and Recreation Director
 - B. Discussion regarding the publication of legal notices for the Town of Jamestown- Mayor Dickenson
- IX. **Public Comment**
- X. **Other Business**
- XI. **Adjournment**

Working Agenda for the February 10th 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 Dickenson	Mayor Dickenson 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 January 20 th regular Town Council meeting B. Approval & Sealing of the January 20 th Closed Session Minutes C. Proclamation declaring February 2026 Black History Month D. 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
6:20 pm	IV. Presentation of audit report summary FY 2024/2025	Call on Nick Wicker	Wicker to present the audit report summary for fiscal year 2024/2025.
6:30 pm	V. Presentation of annual fire department report	Call on Derek Carson	Derek Carson, Fire Chief of Pinecroft Sedgefield Fire Department, to present the annual fire department report.
6:40 pm	VI. Monthly Reports		
6:40 pm	A. Manager Report	Call on M. Johnson	Johnson to present his monthly Manager’s Report to Town Council.
6:45 pm	B. Council Member Committee Reports	Mayor Dickenson	Mayor Dickenson to request that Council Members give reports for any Committees that they serve on.
6:50 pm	C. High School Representative Report	Call on Eli Arnold	Arnold to present Council his High School Representative report.
6:55 pm	D. Guilford County Sheriff’s Department Report	Call Deputy Rogers	Mayor Dickenson to call the Deputy Rogers forward to present the monthly Guilford County Sheriff Department Report
7:00 pm	VII. Old Business		
7:00 pm	A. Consideration of award of contract to the lowest, responsive, responsible bidder for the East Main Street Sidepath Project	Call on P. Blanchard	Blanchard to present an overview of the bids received for the East Main Street Sidepath Project. Blanchard to request that Council award the contract to the lowest, responsive, responsible bidder. Council Member makes a motion to award the contract for the East Main Street Sidepath Project to the lowest, responsive, responsible bidder, _____, in the amount of \$_____. Council Member makes a second to the motion. Then vote.
7:10 pm	B. Discussion regarding the January Financial Position of the Town	Mayor Dickenson	Mayor Dickenson to discuss the January Financial Position of the Town of Jamestown.
7:15 pm	C. Discussion regarding Financial Reporting for the Town of Jamestown	Mayor Dickenson	Mayor Dickenson to discuss the financial reporting for the Town of Jamestown.
7:20 pm	D. Discussion regarding scheduling regular Work Sessions for the Town Council	Mayor Dickenson	Mayor Dickenson to discuss scheduling regular Work Sessions for the Town Council.
7:25 pm	VIII. New Business		
7:25 pm	A. Consideration of approval of Girl Scout Flag Retirement Drop Box at Wrenn Miller Park	Call on S. Coakley	Coakley to present an overview of the Girl Scout Flag Retirement Drop Box at Wrenn Miller Park. Coakley request that Council approve the project. Council Member makes a motion to approve the installation of the Girl Scout Flag Retirement Drop Box at Wrenn Miller Park as presented. Council Member makes a second to the motion. Then vote.
7:35 pm	B. Discussion regarding the publication of legal notices for the Town of Jamestown	Mayor Dickenson	Mayor Dickenson to discuss the publication of legal notices for the Town of Jamestown.
7:45 pm	IX. Public Comment		Please state your name and address and adhere to the 3 minute time limit
8:00 pm	X. Other Business		
8:05 pm	XI. 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 January 20th regular TC meeting

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: February 10, 2026

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Minutes from the January 20th regular Town Council meeting

ATTACHMENTS: Minutes from the January 20th 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
January 20, 2026
6:00 pm in the Civic Center
Minutes & General Account**

Council Members Present – Mayor Dickenson, Council Members Burgess, Glanville, Gibson, & Westmoreland

Council Members Absent- None

Staff Members Present: Paul Blanchard, Robert Brown, Scott Coakley, José Colón, Gordon Holton, Matthew Johnson, & Katie M. Weiner

Visitors Present: Senator Phil Berger, Eli Arnold, Sergeant Neal, Robert Garland, Art Wise, Stan Calverse, Jorgé Ortega, Robert Frederick, Dr. Elma Hairston, Brian Williams, Martha Wolfe, Julia Rayborn, Kenneth Alonge, Dillon Jones, Karen Lisenby, Gretchen Abbott, & Cheryl Harvey

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

- Roll Call – Weiner took roll call as follows:
 - Council Member Glanville Present
 - Council Member Gibson Present
 - Mayor Dickenson Present
 - Council Member Burgess Present
 - Council Member Westmoreland Present

Weiner stated a quorum was present.

- Pledge of Allegiance – Mayor Dickenson led the Pledge of Allegiance.
- Moment of Silence – Mayor Dickenson called for a moment of silence.
- Approval of the Agenda – Mayor Dickenson asked if anyone had any changes to the agenda.

Council Member Burgess requested to add the presentation of Legislative Update as the first item after the approval of the consent agenda. She also requested to add the discussion regarding scheduling regular work session meetings for the Town Council as item D under New Business and discussion regarding financial reporting as item E under New Business. Council Member Glanville 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 December 16th Regular Town Council meeting
- Financial Position of the Town of Jamestown

Mayor Dickenson spoke about the financial position of the Town. She stated that the expenditures when added together are about \$218,000 over the budget that was approved last June. Budget amendments account for that but budget amendments 1-3 only account for \$162,515 leaving \$55,500 that's not included in an amendment.

Town Manager Matthew Johnson answered that he and Faith Wilson would be glad to meet with her to go over the details. He said that the report itself is not an approvable item but is for information purposes.

Mayor Dickenson requested that it be explained and reported on at the next meeting.

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

Legislative Update: Senator Phil Berger shared that he is President Pro Tem of the North Carolina Senate and expects the Senate to return to voting session in the spring, likely April. He provided his Chief of Staff's contact cards so that the Town, Council Members or citizens can reach out if they have issues involving the legislature or any interface with state government; his office stands ready to assist and answer questions. He explained that his office sends a weekly email update about what is going on in the district and what his staff have been doing. He invited people to email his legislative office at phil.berger@ncleg.gov to be added or removed from the list. He said they will consider including Jamestown items submitted for broader distribution. He added that if the Town needs a local bill, the Town Attorney can contact his office with details where they will review requests, discuss them, and decide whether they can move forward.

Mayor Dickenson asked if he could do anything about the golf course being in a different district than the Town.

Senator Berger acknowledged that changing district lines can be controversial, but said that when legislative districts are next redrawn, it should be possible to incorporate the Town's golf course into his district since it is a non-populated area and population is the key factor. He compared it to the airport, noting his district currently stops at the airport boundary even though no one lives there and he has worked to secure funding for it.

Council Member Westmoreland thanked Senator Berger for his leadership and past support for the Town, noted that the new council faces significant local and regional needs, and emphasized they will need General Assembly assistance on future water and wastewater services and fire station replacement, expressing appreciation in advance for his help.

Senator Berger responded that his team has had success securing funds for local projects and noted Guilford County's long-term concern about water availability for growth. He said the County is working to bring local governments together on this issue, and if Jamestown is not already involved, his office will help ensure the Town is included in those discussions so long-term planning can move forward.

Council Member Westmoreland added that there are promising economic developments and opportunities to grow the statewide economy, noted Jamestown's central position and resulting future needs, and thanked Senator Berger again for his support.

Mayor Dickenson also expressed concerns over water quality. She said an updated report is coming from PTWRA.

Senator Berger said he is more than happy to participate in community conversations about water quality and can bring state-level experts from DEQ and university research programs. He noted current work testing well water at fire departments statewide and offered to help set up similar

efforts as needed, indicating his Chief of Staff (whose card he provided) is the best point of contact for coordinating this.

Mayor Dickenson explained the purpose and rules of public comments. Public comments are a time for residents to speak directly to Council on any topic not on the agenda, to raise concerns or offer ideas. Council generally does not respond during this period not because they are ignoring anyone, but to keep the time focused and efficient, especially if many people wish to speak. Concerns can still be addressed later or added to a future agenda. The three-minute limit is standard across the state and helps ensure everyone has a chance to speak. The primary purpose of public comment is to protect First Amendment rights, including critical or unpleasant speech, and most councils have found it best not to engage in back-and-forth during this time. She added that since meetings are streamed live on YouTube and remain online, the Council will remove the requirement for speakers to state their home address at the podium during public comment. Instead, residents will simply provide that information on the sign-in sheet, reducing privacy concerns about their address being publicly broadcast.

Public Comment -

- Robert Garland- Garland asked Council to consider adopting a vertical mixed-use ordinance for Jamestown, allowing compatible residential, office, and retail uses in the same building. He said this would protect, not change, Jamestown by supporting walkable, human-scaled, high-quality development that respects historic character and keeps growth from pushing into neighborhoods and natural areas. Using the Fraser House property as an example, he urged Council to uphold the Planning Board's recommendation against rezoning it to full residential and instead explore a vertical mixed-use option. He stated that vertical mixed use can generate more tax revenue per acre with less demand for new infrastructure while supporting funding for public projects without raising the burden on homeowners strengthen surrounding property values, and keep local dollars in Town.
- Art Wise- Wise stated that a group had presented a petition last September requesting a response. He noted that no response was given at the October, November, or December meetings and asked that the Council provide a response to that petition at the February meeting.

Council Member Westmoreland asked what the petition was regarding. Wise stated that the petition was to remove the current Town Manager. After clarification was requested, Town Attorney Robert Brown explained that citizens cannot force items onto the agenda; at least one Council Member must request or move to add an item for Council to consider and discuss it. At any point, under parliamentary rules, a majority of Council can also vote to end discussion.

Council Member Glanville stated that any Council decisions involving employees, including their work, performance, or employment status, are legally considered personnel matters and must be handled in closed session; discussing such issues in open session would violate the law. She also added that while the petitioners' concerns have not been addressed in a public meeting, members of the previous council did meet individually with members of the group to discuss those concerns in private conversations.

- Stan Calvarese- Calvarese who lives near the proposed rezoning area, spoke in strong opposition to rezoning the property. He cited existing and increasing traffic near the school, potential need for new stoplights and crosswalks, safety concerns for children, and the impact of 132 units on the neighborhood. He also emphasized the value of the current open land and wildlife, and warned about increased stormwater runoff and flooding if trees are removed. He asked Council to follow the Planning Board's recommendation and deny the rezoning request.
- Brian Williams- Williams, a resident of Guilford Road, raised serious concerns about speeding on that road. He said there are no speed limit signs from the fire station to First Baptist Church on his side of the road. He stated that drivers regularly go 55–75 mph, pass in the center lane, and that previous enforcement has not changed behavior because tickets are often reduced in court. He cited a recent crash where a truck hit a tree near the sidewalk and said a pedestrian would likely have been killed. He asked that the speeding problem be addressed and stressing that something needs to be done before someone is seriously hurt.

Mayor Dickenson stated that signage would be a starting point. Speed limit signs as well as school zone signs.

Council Member Glanville stated, for the public's awareness, that speeding has been a known concern for past Councils as well, and that the Town is already working on some potential measures to address it, with the hope that these will be effective.

Council Member Westmoreland stated that Guilford Road is a state road.

- Robert Frederick- Frederick thanked the new Mayor and Council for serving and said he was raising a serious question about the DR Horton development. He reported that recent construction includes a house built on land that appears, per the recorded development agreement, to have been designated for a retention pond-- a fundamental change in land use. He asked whether this Council or a previous Council ever approved a major amendment to the agreement; if so, he said the public deserves to see that approval, and if not, DR Horton may be in major breach and work should be stopped under the terms of the agreement.
- Dr. Elma Hairston- Hairston introduced herself as a Jamestown native and candidate for North Carolina House District 59, emphasizing the need for bold, principled leadership that puts people over politics. She described her platform as focused on purpose, progress, and perseverance, with priorities including affordable health care, strong public education, advanced manufacturing, and fiscally responsible budgeting that still meets residents' needs. Guided by family, faith, and service, she said her campaign is about creating accessible opportunity, accountable leadership, and real solutions for working families, and noted her experience serving on numerous boards and commissions statewide.

Monthly Reports

Manager's Report – Matthew Johnson shared that 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. To date, over 115 loads have been picked up and 17 rounds have been made around the Town. Additionally, please keep trash bins, cars, and other items away from leaf piles to allow equipment to access the leaves for pickup.

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.

Town offices were closed on January 19th for the MLK holiday and solid waste services will run on a normal schedule.

The Town is currently accepting bids for the E. Main Sidewalk (aka -Sidepath) project. Bid opening will be on February 6th at 12 Noon with an anticipated award at the February 10th Town Council meeting.

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.

I am pleased to announce that the Town has received their 18th consecutive Tree City USA status award. Many thanks to José and the other Town staff who worked to ensure that we received this recognition.

Council Member Westmoreland asked the limits of the Sidepath project. Johnson answered that it will extend from Vickery Chapel to Millis Road where the elementary school is.

Council Member Westmoreland asked procedurally how to follow up on public comments that raised good ideas and requested more information. He specifically mentioned wanting to learn more about the vertical mixed-use ordinance suggested by Robert Garland and the DR Horton agreement. Mr. Johnson responded that he will ask José to look into a discussion on the mixed-use ordinance and he will get Council a copy of the development agreement.

Council Member Reports-

- Council Member Westmoreland reported being appointed to the High Point MPO Technical Advisory Committee, with the first meeting scheduled for Tuesday the 27th at 10:00 a.m. He said he will share the agenda with fellow Council Members once received and would welcome their feedback on issues the Committee will address.
- Council Member Burgess shared Parks & Rec will have their first meeting on February 2nd.
- Council Member Gibson added that Ragsdale High School graduate Devin Boykin, a former student of his, was a defensive star for Indiana who won the National Championship last night. He offered congratulations to Devin and his family.

- Council Member Glanville reported that the Planning Board met the previous Monday to hold a public hearing on the Berkeley Properties development proposal. The Board voted, by a majority, but not unanimously, to recommend that Council deny the proposal.
- High School Representative Report- Eli Arnold shared that students are taking state and CTE exams, with a teacher workday next Monday and second semester starting January 27. On February 5 from 5–7 p.m., the school will host a “Night to Connect, Learn and Prepare” curriculum night. January 30 is the deadline to apply for the Career and College Promise pathway with GTCC. Ragsdale PTSA is offering a \$500 scholarship to a senior who joins PTSA, attends at least two meetings, has a 2.0+ GPA, and attends a Learning Institute. The baseball team is fundraising by selling personalized legacy bricks for a wall at the field. Upcoming athletics include home basketball vs. Southwest, a swim conference meet at the Greensboro Aquatic Center, and basketball at Dudley; the report also noted Devin Boykin’s national championship win with Indiana.
- Guilford County Sheriff’s Department Report- Sergeant Neal reported that in December 2025 deputies answered 173 calls for service and took 15 reports (one theft at Sheetz, two assaults, and 12 miscellaneous). They made 91 self-initiated calls and 37 traffic stops, resulting in seven citations. Average response time was 6 minutes 18 seconds, with a 5-minute reaction time. He warned about scam calls claiming people have warrants and owe money, something the Sheriff’s Office will never request by phone, and reminded residents, with spring approaching, to lock their vehicles and not leave valuables inside.

Council Member Burgess asked how many of the 37 traffic stops were on Guilford College Road. Sergeant Neal stated that he could find those numbers and provide a report on that road as requested by Council Member Burgess.

Council Member Westmoreland said he also heard many complaints during his campaign about speeding on the new parkway bypass and on Dillon Road. He asked law enforcement to look at options for targeted or selective enforcement in those areas, noting there are many possible strategies but emphasizing that enforcement is a critical tool to show drivers the town does not tolerate speeding.

Old Business-

- Consideration of approval of Capital Asset Policy for the Town of Jamestown – Matthew Johnson presented an overview of the amended Capital Asset Policy. 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. The Government Finance Officers Association (GFOA) is considering removing its recommended capitalization thresholds for municipalities and leaving those decisions to each locality, since the existing guidelines have become an administrative burden.

Council Member Gibson asked a clarifying question about purchasing procedures, specifically whether a different process is required when a purchase exceeds a certain dollar threshold. Mr. Johnson answered that the Town has a separate purchasing policy that has already been adopted.

Mayor Dickenson stated they she was uneasy about changing the capital asset policy now and preferred to keep things as they are until after going through one full budget cycle. She noted they have not yet seen last year's budget, would like to review the Town's financials and, if possible, see an inventory before making policy changes.

Council Member Westmoreland stated that after reviewing the capital asset policy and speaking with Finance Director, Faith Wilson, he is comfortable with the proposed changes. He explained that staff mainly expanded and formalized the written policy rather than making major substantive changes, and that the new limits do not seem consequential, so he has no problem approving the item.

Council Member Glanville stated that she had also researched the capital asset policy changes and is comfortable moving forward. She noted that industry guidance and GFOA materials support raising capitalization thresholds because tracking many small assets has become burdensome and less useful, and she agreed the proposed changes made sense.

Mayor Dickenson acknowledged that some entities are raising capitalization thresholds but reiterated she would prefer to keep the current threshold for her informational purposes, at least for now. She said she wants to be able to see smaller purchases while learning the system, understand how things work, and review the Town's equipment list and inventory before making changes.

Council Member Burgess stated that since this policy has been reviewed by the Town Attorney, she feels comfortable with it.

Council Member Glanville made a motion to approve the Capital Asset Policy for the Town of Jamestown. Council Member Westmoreland made a second to the motion. The motion passed by unanimous vote.

New Business-

- Presentation regarding Guilford County Animal Control Services –Jorgé Ortega, Animal Services Director, brought a special guest (dog), Lessie to help give his presentation. Mr. Ortega reported that Animal Services responded to about 245 calls for service in Jamestown in 2025, mostly for nuisance issues such as animals running at large, barking, or being cruelly confined. A major event occurred in July when two cats tested positive

for rabies. Working with the Town Manager, Guilford County Health Department, and the media, we quickly organized a free rabies vaccine clinic at Town Hall. In about three hours they vaccinated nearly 150 dogs and cats, and the community response was very strong and successful.

Mr. Ortega added that Animal Services reported that in 2025 about 6,800 animals came through the shelter, mostly dogs and cats. Roughly 5,400 were lost pets and 1,300 were owner surrenders, with the rest coming from bite quarantines or cruelty cases. Around 4,000 animals were adopted (about 2,100 dogs, 1,800 cats, plus 67 small animals like guinea pigs, rats and turtles, etc), 695 dogs and cats were transferred to rescue groups, and about 800 pets were reunited with their owners.

Mayor Dickenson asked how volunteer numbers look. Mr. Ortega answered that Animal Services relies heavily on volunteers to manage roughly 7,000 animals a year and currently have about 200 active volunteers. They are always recruiting more.

Mayor Dickenson asked if they still do the rabies program. Mr. Ortega answered that they now offer rabies vaccinations in several ways: officers can provide in-home vaccines, they regularly hold rabies clinics (the most popular option), they host clinics at the shelter, and they can organize special vaccine clinics as needed in response to particular emergencies or situations.

Council Member Westmoreland asked if they provide the same services for everyone in the County. Mr. Ortega answered that they do for all except for High Point, who has their own services.

Council Member Westmoreland asked if they are funded through Guilford County tax dollars. Mr. Ortega answered yes.

Council Member Glanville, speaking as a cyclist, asked for clarification on Guilford County's rules on dogs being loose and able to run out after cyclists. Mr. Ortega stated that, in general, pets must be tethered at all times. The main exception is in rural parts of the county: if you live on at least one acre, your pet can be untethered while on your property, as long as it is still under control.

- 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 stated that 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 March 17, 2026, regular meeting at 6pm in the Council Chambers. Staff and the applicant will provide the TIA.

Council Member Glanville noting her long service on the Planning Board, said she understands the rezoning process can feel unfriendly to citizens and biased toward developers, especially when residents get only three minutes to speak while developers present much longer. She encouraged anyone with questions or views about the development to contact her directly using the information on the Town website. She said she is happy to have discussions, hear concerns, and try to answer questions outside the strict meeting time limits.

Mayor Dickenson asked if there was a way to better balance developer presentations and public comment time, and asked whether there might be a way to place limits on the length of applicant presentations. Town Clerk Katie Weiner stated that it could be discussed in the rules of procedure and the applicant can be encouraged to limit their presentation. Town Attorney Robert Brown explained that in legislative hearings like rezonings, Council has broad discretion to set its own rules (such as time limits), but should adopt a consistent policy that applies to all such cases to avoid any appearance of discrimination. He noted that quasi-judicial hearings are very different and subject to much stricter legal constraints.

Council Member Westmoreland suggested adopting a similar policy as Greensboro's for rezoning hearings: 20 minutes for speakers in favor, 20 minutes for those opposed, and a 5-minute rebuttal, keeping the hearing to about 50 minutes and balancing both sides. Noting that Council can also review the Planning Board's YouTube record and that developers already received extensive time, he said the Town is within its rights to set such limits and proposed discussing a policy at a future meeting to make hearings more efficient and effective.

Council Member Gibson added that only a handful of people spoke at the last two sessions and emphasized that they do not assume those comments represent the entire community. He encouraged more residents to reach out and share feedback, echoing that this input is very helpful for Council in making well-informed decisions.

Mayor Dickenson stated that, under statute, if a citizen submits written public comments to the Clerk 48 hours before a vote, those written comments can be included in, and considered as part of, the public comment record. Mr. Johnson clarified that written comments can be read by Council.

Council Member Westmoreland made a motion 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) for the March 17, 2026 regular Town Council meeting at 6:00 pm in the Council Chambers. Council Member Burgess made a second to the motion. The motion passed by unanimous vote.

- Parks and Recreation Quarterly Report - Parks and Recreation Director, Scott Coakley shared that the golf course recorded total activity of \$305,214 for the October 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. The total golf rounds for the quarter were 6,242 which represents a decrease of approximately 5% due to weather conditions and the temporary covering of the greens to protect the turf quality. Food and beverage revenue rose about 10% to nearly \$22,000 and driving range revenue remained consistent at around \$17,000.

Several upgrades were completed this budget year, including switching to a new golf cart brand, adding GPS, and installing a new point-of-sale system, with related rate adjustments helping boost revenue. During the current temporary closure, staff are painting the clubhouse interior, building a storm shelter, and starting asphalt resurfacing in parts of the cart path, using the downtime to minimize future disruption. He added that staff have been working through bad weather to build the new storm shelter. Instead of discarding several trees that were removed or fell last year, they had them milled into lumber for the shelter, keeping its cost to about \$1,500. The greens remain covered with tarps for at least another week to protect turf. During this time, the driving range and pro shop stay open, selling gift cards and golf merchandise.

Mayor Dickenson asked what staff do during this downtime. Mr. Coakley explained that maintenance staff stay busy year-round with projects like building the storm shelter, painting, assisting contractors with asphalt work to protect irrigation lines, pruning trees, and preparing for weather. He added that there is always a list of facility projects, and staff from the golf course and other Town departments regularly help each other.

Council Member Westmoreland asked whether they have received any feedback from customers about the fee increases that were approved by the previous Council for the upcoming year. Mr. Coakley reported there had not been one complaint.

Council Member Westmoreland asked how the golf course's event schedule is looking for next year, specifically whether tournaments and other bookings are increasing compared to the same time last year. Mr. Coakley said it looks like it is going to be a busy year.

- Discussion regarding scheduling regular work session meetings- Mayor Dickenson explained that, as a newly elected official, she's found quorum and open meetings rules make it hard for more than two council members to talk informally without triggering public notice requirements. To improve communication and avoid juggling one-on-one emails and calls, she proposed setting a regular calendar of council work sessions, ideally every other month, noticed in advance like regular meetings. These sessions would not replace existing meetings but provide a predictable time for the full Council to sit down together, with an agenda, to discuss general issues and better engage with the community. She understands that most people prefer evenings for meeting times.

Council Member Burgess noted that adding additional work sessions would create more work for staff. Mayor Dickenson responded that it probably would.

Council Member Westmoreland agreed there is value in work sessions, especially to share information publicly on major efforts like the regional water/sewer planning, legislative agenda work with General Assembly members, and a potential fire station upgrade. He favored holding work sessions, ideally recorded for broader access, but suggested doing them on an as-needed basis (or possibly quarterly) rather than too frequently, to maintain flexibility while still supporting the Council's communication priorities.

Council Member Glanville said she is open to work sessions but wants to be mindful of time and workload. She noted she works full time and already uses significant vacation for Council duties, while staff are also stretched preparing for regular meetings, Planning Board, Parks and Recreation, and budget sessions. She cautioned that adding scheduled work sessions, especially if recorded, adds cost and demands on staff, and suggested carefully considering these impacts before setting a fixed schedule.

Council Member Gibson added that briefings he has attended have been very beneficial and informative. He noted Council Members do not always receive identical information because each asks different questions. He wanted to be cautious about changing processes before fully experiencing them. He believes there is benefit in holding work sessions but suggested easing into them rather than committing to a frequent schedule right away. They mentioned possibly starting with something like quarterly sessions, using them as one format to gather public input, and structuring them so they are helpful both for Council's information needs and for meaningful community involvement.

Mayor Dickenson responded that she does not like using the word "caution" about meeting with residents whose tax money the Town spends and feels Council should have more frequent contact with the public than it does now. She said trying to build consensus by phone and email is inefficient and confusing, especially using iPads, and noted many other North Carolina Councils hold one or even two work sessions a month to focus on key topics and town business; in her view, that level of regular discussion should not be considered a major issue.

Council Member Burgess stated her support but stated it is a conversation of coordination at this point.

Council Member Glanville responded that regular monthly meetings are already "the business of the Town" and can be used for these discussions. She cautioned against framing work sessions as open forums where anyone simply comes to share ideas, emphasizing that true work sessions are planned and agenda-driven. She also stressed that Council Members already interact frequently with citizens at community events and did not want the perception that without monthly or bimonthly work sessions they are not committed to residents.

Mayor Dickenson said they can see how the budget session goes and work on planning more work sessions from there.

Council Member Westmoreland stated that work sessions should be built around clear major topics and objectives so staff can plan them well. He reiterated that work sessions have value but said Council needs a better sense of what it wants to cover, since key issues will emerge over time and can be scheduled when the timing is right.

- Financial Reporting- Mayor Dickenson shared a concern about reduced financial detail in Council packets since January 2024. She recalled that previously they received full expense and revenue statements alongside the current summary reports. More detailed reporting is important for transparency and also to understand how the Town operates. She asked to bring back the detailed reports.

Council Member Westmoreland suggested waiting to discuss possible changes to the financial reports until the upcoming budget work session, when Ms. Wilson will be present. He said he has questions about the current packet materials and proposed that Council use that session to ask her questions and consider whether parts of the existing financial report should be expanded or adjusted.

Town Manager Johnson explained that about one to two years ago the financial reports were redesigned to streamline information, replacing 30–40 pages of line-item data with a concise financial summary. He noted Council does not budget by line item but by departmental ordinances, with operations managed by staff, and invited members to meet with Ms. Wilson for detailed walkthroughs of the numbers. He emphasized the Town's strong audit history and awards, and stressed that there is no missing money or discrepancies.

Mayor Dickenson stated that prior financial reports were manageable in length (about 16 pages) and provided important detail, such as consulting fees broken out by law firm, which past councils clearly used and annotated. She maintained that, as the body responsible for financial oversight, Council needs that same level of monthly detail now, and since staff already generate the underlying data (including for the financial dashboard), restoring those reports should not be seen as asking for something extra.

Town Manager Johnson clarified that the report being requested is a budget-to-actual report, which can certainly be included and is not a problem. He reiterated that, as mentioned in briefings and emails, staff are happy to walk through those line items individually with Council Members.

Council Member Glanville agreed with Council Member Westmoreland's suggestion to wait and talk with Ms. Wilson first. She said she preferred to delay any motion on adding reports until Ms. Wilson is back and can discuss it with them.

Council Member Burgess agreed with Council Member Glanville. Council Member Gibson agreed that he wanted more information.

Town Manager Johnson clarified that, procedurally, Council cannot take formal action on changing financial reporting at Thursday's budget work session because it is not on that agenda. He said they are welcome to discuss how the financials work at that meeting, but no official action can be taken.

Everyone agreed that they will discuss this with Ms. Wilson on Thursday at the Budget Session.

- **Public Comment** – No one signed up to speak.
- **Other Business-** Council Member Westmoreland stated that the Town can now legally post required public advertisements (like hearings and special meetings) on our own website at no cost instead of paying for newspaper notices. He asked to discuss this option at the February meeting, either adopting the no-cost website approach or, if not, at least setting a policy to use the lowest-cost provider, framing it as resource stewardship. He added that shifting legal ads to the website could also help drive residents there as a primary source of Town information, improving communication on issues like holiday service schedules. He asked to place this on the next meeting agenda and said he will advocate for adopting an ordinance to authorize using the website for these advertisements under state law.

Town Manager Johnson agreed to brief Council at the February meeting on the option of posting legal notices on the Town website. He noted it would require adopting an ordinance after a public hearing, so it could not be finalized in February, but he will provide an update then.

- **Closed Session per G.S. 143-318 to discuss a personnel matter and attorney client privilege (545 A Oakdale Road) and (301 Lee Street)**

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

-----Closed Session-----

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

Council Member Gibson made a motion to concur with the Town Manager's intent to engage in professional teaching activities consistent with the ICMA Code of Ethics and his employment agreement, subject to conditions outlined in the memorandum. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

DRAFT

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

The meeting ended at 8:23 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 Glanville
Jim Gibson
Jim Westmoreland

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval & Sealing of the January 20th Closed Session minutes

AGENDA ITEM #: II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: February 10, 2026

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 matter related to attorney client privilege (545 A Oakdale Road) and (301 Lee Street) and a Personnel Matter at the January 20th regular Town Council meeting.

Staff recommends that Council approve and seal the closed session minutes from the January 20th meeting.

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
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: Proclamation declaring February 2026 Black History Month

AGENDA ITEM #: II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: February 10, 2026

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Proclamation recognizing February 2026 as Black History Month.

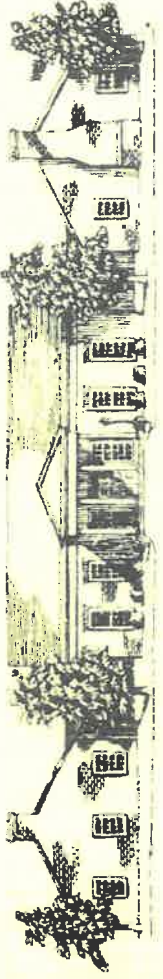
ATTACHMENTS: Proclamation declaring February 2026 as Black History Month

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



PROCLAMATION BLACK HISTORY MONTH FEBRUARY 2026

WHEREAS, Black History Month provides an opportunity to recognize and reflect upon the history, culture, and contributions of Black Americans, whose perseverance, creativity, and leadership have helped shape the nation's civic, cultural, and economic life; and

WHEREAS, the history of the United States cannot be fully understood without acknowledging the experiences of Black Americans—both the hardships endured and the achievements realized—and the lasting influence these experiences have had on our shared national story; and

WHEREAS, learning about history in its entirety strengthens our understanding of one another, fosters mutual respect, and reinforces the values of liberty, equality, and opportunity that guide our democratic institutions; and

WHEREAS, Black History Month encourages education, thoughtful reflection, and meaningful dialogue, providing residents of all backgrounds an opportunity to better understand the past while working together toward a future rooted in fairness, dignity, and civic responsibility; and

WHEREAS, the Town of Jamestown is committed to being a welcoming community that values the contributions of all residents and recognizes that respect, understanding, and civic engagement strengthen our Town as a whole;

NOW, THEREFORE, BE IT PROCLAIMED, that I, Mayor Dickinson, do hereby proclaim the month of February 2026 as Black History Month in the Town of Jamestown, and encourage residents to observe this month through learning, reflection, and community engagement that honors our shared history and common values.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Jamestown to be affixed this 10th day of February, 2026.

Mayor Susan Dickinson

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: Financial Analysis for January 2026

AGENDA ITEM #: II-D



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: February 10, 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 01-31-26

In January 2026, sales tax came in 16.84% higher than in January 2024. These are October 2025 sales, collected in November 2025. The Town has collected 41% of sales tax for the year. This time last year the Town had collected 38%. Currently, the Town has received 84% of property tax. This time last year the Town was at 89% collected property tax.

Expenditures during the month of December include code enforcement, legal payments, Pinecroft Sedgefield Fire Contract payment for 3rd quarter of the fiscal year was paid, the Sheriff contract for 2nd quarter of the fiscal year was paid, Jamestown Public Library services for 3rd quarter of the fiscal year was paid, the irrigation pump repair for the golf course and the purchase of the Groundmaster 4500-D for golf maintenance was completed in January.

Rounds played in January 2026 were up compared to January 2025. There was 794 rounds of golf played in January 2026 compared to 392 rounds played in January 2025. January 2026 had 17 bad weather days and January 2025 had 21 bad weather days. The course was closed for 6 days in January 2026 due to greens being covered and 1 day closed in January 2025. Despite greens being covered for 17 days, the course had a good first 14 days of the month. The golf shop hosted no outings or room rentals.

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	\$ 3,610,957	\$ 659,187	84.56%	\$ 4,100,194
MOTOR VEHICLE FEES	111,440	44,867	66,573	40.26%	111,078
SALES TAXES/HOLD HARMLESS	1,150,000	467,131	682,869	40.62%	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	148,715	96,285	60.70%	252,832
POWELL BILL	130,000	127,907	2,093	98.39%	130,551
STORMWATER FEES	160,000	100,505	59,495	62.82%	170,165
GOLF COURSE FEES	1,363,500	850,074	513,426	62.35%	1,400,656
RECREATION FEES	37,000	21,850	15,150	59.05%	21,136
INVESTMENT EARNINGS	165,000	221,294	(56,294)	134.12%	247,985
ISSURANCE OF INSTALLMENT PURCHASE FINANCING	-	-	-	0.00%	279,989
OTHER REVENUES	237,922	93,375	144,547	39.25%	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	\$ 5,880,743	\$ 3,471,724	62.88%	\$ 9,025,616
CAPITAL RESERVE FUND (FUND 11)					
REVENUE					
INTEREST	\$ 100	\$ 69	\$ 31	69.09%	\$ 231
TRANSFER FROM GENERAL FUND	\$ 153,446	\$ 150,410	\$ 3,036	98.02%	\$ 146,926
	\$ 153,546	\$ 150,479	\$ 3,067	98.00%	\$ 147,157
EXPENDITURES & ENCUMBRANCES (FUND 10)					
GOVERNING BODY	\$ 255,500	\$ 97,073	\$ 103,532	54.89%	\$ 72,651
ADMINISTRATION	1,179,049	659,750	67,252	452,047	1,028,498
PLANNING	401,174	149,591	35,221	216,362	177,209
BUILDINGS & GROUNDS	289,600	73,219	72,122	144,259	224,160
PUBLIC SAFETY	538,000	230,382	295,484	12.134	522,526
FIRE	1,115,526	823,895	288,632	3,000	875,332
STREET	853,540	150,405	92,021	611.113	740,307
POWELL BILL	130,000	-	-	130,000	227,180
STORMWATER	310,000	64,235	36,783	208,981	65,388
SANITATION	412,247	159,906	67,443	184,898	271,946
RECREATION	919,820	458,479	49,590	411,751	931,739
GOLF COURSE MAINTENANCE	1,382,533	638,621	70,620	673,292	1,231,650
GOLF SHOP	856,912	379,459	104,989	372,463	558,154
DEBT SERVICE	555,100	262,423	234,207	58.469	381,734
OTHER FINANCE USES	153,466	150,410	-	3,056	347,681
	\$ 9,352,467	\$ 4,297,850	\$ 1,517,897	3,536,720	\$ 7,656,155
EXPENDITURES & ENCUMBRANCES (FUND 11)					
TRANSFERS TO OTHER FUNDS	\$ 70,100	\$ 35,247	\$ -	\$ 34,853	\$ 72,000
RESERVE FOR FUTURE EXPENDITURES	83,446	-	-	83,446	-
	\$ 153,546	\$ 35,247	\$ -	118,299	\$ 72,000

WATER & SEWER 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	\$ 771,517	\$ 618,483	55.50%	\$ 1,155,805
SEWER CHARGES	4,000,000	1,970,258	2,029,742	49.26%	4,335,376
INVESTMENT EARNINGS	200,000	140,260	59,740	70.13%	447,320
OTHER REVENUES	82,642	94,972	(12,330)	114.92%	748,779
TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	118,376	118,376	0	100.00%	118,376
TRANSFER FROM WATER SEWER CAPITAL RESERVE	1,776,724	16,197	1,760,527	0.91%	-
BALANCING APPROPRIATION	2,918,839	-	2,918,839	0.00%	-
	\$ 10,486,581	\$ 3,111,580	\$ 7,375,001	29.67%	\$ 6,805,656

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

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)

REVENUE					
TRANSFER FROM ENTERPRISE FUNDS	\$ 500,000	\$ -	\$ 500,000	0.00%	\$ 578,189
INVESTMENT EARNINGS	1,000	812	188	81.20%	\$ 3,522
NET POSITION APPROPRIATED	1,275,724	-	1,275,724	0.00%	\$ 478,634
	\$ 1,776,724	\$ 812	\$ 1,775,912	0.05%	\$ 1,060,345

EXPENDITURES & ENCUMBRANCES (FUND 30)

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/25 PRIOR YEAR ACTUAL TO DATE
PERSONNEL	\$ 1,815,894	\$ 873,672	\$ 4,341	\$ 937,881	48.35%	\$ 1,402,151
WATER PURCHASES	498,000	167,851	263,052	67,098	86.53%	328,529
SEWER TREATMENT	925,000	333,947	393,752	197,301	78.67%	806,628
DEBT SERVICE	249,181	158,906	88,045	2,229	99.11%	246,731
CONTRACT SERVICES & MAINTENANCE	621,500	248,082	135,426	237,993	61.71%	468,241
CAPITAL	5,021,564	443,798	97,741	4,480,024	10.78%	1,455,456
TRANSFER TO OTHER FUNDS	532,100	32,100	-	500,000	6.03%	1,331,623
OTHER OPERATING EXPENDITURES	823,342	194,019	122,090	507,233	38.39%	530,407
	\$ 10,486,581	\$ 2,452,375	\$ 1,104,447	\$ 6,929,759	33.92%	\$ 6,569,765

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)

TRANSFER TO OTHER FUNDS	\$ 118,376	\$ 118,376	\$ -	\$ 0	100.00%	\$ 118,376
	\$ 118,376	\$ 118,376	\$ -	\$ 0	100.00%	\$ 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				
	Fund (#18)	Fund (#21)	Fund (#23)	Fund (#24)
	Oakdale	Oakdale	Penny Road	Sidewalk Project
	Sidewalk Ph 3	Sidewalk Ph 2	Sidewalk	Guilford County ARPA
	Capital Project	Capital Project	Capital Project	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	-	677,681
% of budget expended	22%	26%	0%	30%
	Fund (#26)	Fund (#27)	Fund (#28)	Fund (#29)
	Parks and Rec PARTF	Parks and Rec AFP	Forestdale East	Jamestown Park
	Guilford County ARPA	Guilford County ARPA	Stormwater Project	Restroom Project
	Capital Project	Capital Project	Capital Project	Capital Project
Life to Date Revenues & Other Financing Sources	430,410	600,000	1,011,700	702,589
% of budget received	100%	100%	100%	100%
Life to Date Expenditures	189,886	599,815	65,865	20,545
% of budget expended	44%	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
	\$ 612,471		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	\$ 99,963	11/3/2027	2027/2028



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

CASH BALANCES

Petty Cash	\$ 1,350
Operating Cash	7,169,187
Certificates of Deposit	3,073,742
Money Market Accounts - First Bank	1,008,733
North Carolina Capital Management Trust	12,598,777
	<u>\$ 23,851,789</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$ 261,791
Cash reserved by Powell Bill for street improvements	\$ 399,580
General Capital Reserve Fund	320,231
Oakdale Sidewalk Phase 3	72,567
Oakdale Sidewalk Phase 2	26,693
Penny Road Sidewalk Capital Project	51,000
Recreational Maintenance Facility Capital Project	82
Water Sewer Capital Reserve Fund	2,837,910
	<u>\$ 3,969,854</u>

Cash by Fund:

General	\$ 8,602,548
General Capital Reserve Fund	320,231
Oakdale Sidewalk Phase 3	72,567
Oakdale Sidewalk Phase 2	26,693
Penny Road Sidewalk Capital Project	51,000
Recreational Maintenance Facility Capital Project	82
Forestdale East Stormwater Project	178,376
Jamestown Park Restroom	182,044
Water/Sewer	11,318,548
Randleman Reservoir	261,791
Water/Sewer Capital Reserve Fund	2,837,910
	<u>\$ 23,851,789</u>

Cash by Bank:

NCCMT	\$ 12,598,777
Pinnacle Bank	9,169,187
First Bank	2,082,475
	<u>\$ 23,850,439</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: Presentation of Annual Comprehensive Financial Report (Audit)

AGENDA ITEM #: IV

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CONSENT AGENDA ITEM

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ACTION ITEM

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INFORMATION ONLY

MEETING DATE: February 10, 2026

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Nick Wicker, Strickland Hardee, PLLC will present the Annual Comprehensive Financial Report (audit) for fiscal year ended 6-30-25.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: none

BUDGETARY IMPACT: none

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: none

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: Annual Pinecroft-Sedgefield Fire Department Report

AGENDA ITEM #: V

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CONSENT AGENDA ITEM

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ACTION ITEM

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INFORMATION ONLY

MEETING DATE: February 10, 2026

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Derek Carson, Fire Chief, will present the annual report on behalf of Pinecroft Sedgefield Fire Department (Station 46). Carson will give Council an update on the calls that the Fire Department has received and compare those numbers to last year's statistics.

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: Manager's Report

AGENDA ITEM #: VI-A

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CONSENT AGENDA ITEM

☐

ACTION ITEM

☒

INFORMATION ONLY

MEETING DATE: Feb. 10, 2026

ESTIMATED TIME FOR DISCUSSION: 5 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: N/A

- A. Loose leaf pickup will end Feb. 20, 2026. To ensure crews have time to collect leaves, we request that they be at the curb no later than Feb. 16th.
- B. Bulk solid waste collection will occur on Feb. 12th, which is one week later than usual, due to inclement weather.
- C. The annual comprehensive financial report (ACFR) was submitted to the Local Government Commission (LGC), was received and approved, and is now available on the Town's website.
- D. Early voting for the Midterm Primary will take place in the Council Chambers between Feb. 12th – 28th, with Election Day being March 3rd. Anyone with questions about voting should contact the Guilford County Board of Elections. Town Hall staff cannot answer questions related to voting.
- E. I would like to extend my sincere thanks to the crews who have been on-call and working long hours during the recent weather events to keep our roadways open and safe. These crews do a tremendous job and we are thankful that they are willing to take time away from their families during severe weather to serve Jamestown.

Key Dates:

February 9th – Planning Board (Canceled due to no items on the agenda)
February 10th – Town Council meeting – 6 PM – Council Chambers (*moved up 1 week due to voting)
February 12th-28th – Early Voting – Midterm Primary Elections
February 12th– Bulk Pickup Day (*moved 1 week due to inclement weather)
March 3rd – Midterm Election Day
March 9th – Planning Board – 6 PM – Council Chambers
March 17th – Town Council meeting – 6PM – Council Chambers
March 19th – Budget Work Session II – 10 AM - 12 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: Jamestown East Main Street Sidepath Project

AGENDA ITEM #: VII. A.

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CONSENT AGENDA ITEM

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ACTION ITEM

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INFORMATION ONLY

MEETING DATE: February 10, 2026

ESTIMATED TIME FOR DISCUSSION: 10

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

We will be receiving bids for the Jamestown Sidepath Project on E. Main Street on February 6, 2026 at 12:00 pm. This project was identified in the "Jamestown Comprehensive Bicycle & Pedestrian Plan" in 2023. This project will complete a loop around a large part of Jamestown, in addition to connecting four schools to the sidewalk system. The project is funded by the American Rescue Plan. The project needs to be completed and reimbursements requested by December 31, 2026.

We will open bids on Friday, February 6, 2026 at 12:00 pm if we receive the three required bids. There are three likely outcomes: we can recommend the low bidder; reject all bids; or we can re-bid the project. We will present the bids or an update at the Town Council Meeting on February 10, 2026.

This multi-modal transportation project is included in the 2025-2026 Capital Improvement Projects list.

ATTACHMENTS: n/a

RECOMMENDATION/ACTION NEEDED: To be determined

BUDGETARY IMPACT: To be determined

SUGGESTED MOTION: To be determined

FOLLOW UP ACTION NEEDED: To be determined

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: Discussion of January Financial Position

AGENDA ITEM #: VII-B

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CONSENT AGENDA ITEM

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ACTION ITEM

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INFORMATION ONLY

MEETING DATE: Feb. 10, 2026

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Item added at Mayor's request.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Discussion of Financial Reporting for the Town of Jamestown

AGENDA ITEM #: VII-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: Feb. 10, 2026

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Item added at the request of the Mayor.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Discussion regarding scheduling regular Work Sessions

AGENDA ITEM #: VII-D

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CONSENT AGENDA ITEM

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ACTION ITEM

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INFORMATION ONLY

MEETING DATE: Feb. 10, 2026

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Item added at the request of the Mayor.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
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Town Manager
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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Wrenn-Miller Flag Retirement

AGENDA ITEM #: VIII-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: 02/10/2026

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Recreation

CONTACT PERSON: Scott Coakley

SUMMARY:

The Girl Scout Silver Award is the highest achievement for Girl Scout Cadettes and requires girls to work as a team to identify a community need and create a sustainable solution. Each Scout contributes a minimum of 50 hours planning, leading, and completing a project that makes a lasting impact. The Silver Award emphasizes leadership, teamwork, and community involvement, with Girl Scouts taking primary responsibility for organizing and carrying out their project.

Lacey Skelton, a dedicated Girl Scout, is proposing the installation of a permanent U.S. flag retirement station at Wrenn-Miller Park as part of her Girl Scout Silver Award project. This station would provide the community with a respectful and convenient way to properly retire worn or damaged American flags in accordance with flag etiquette. The project promotes patriotism, civic responsibility, and community service, while offering a lasting benefit to the park and its visitors.

ATTACHMENTS: Coy of the Plan and Budget

RECOMMENDATION/ACTION NEEDED: Recommendation to approve the project

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: A motion to approve the Wrenn-Miller Flag Retirement Project

FOLLOW UP ACTION NEEDED:

Flag Retirement Area at Wrenn Miller Park – Silver Award Project Plan

Goal: Create a permanent, respectful, and safe area for retiring American flags and supporting flag-related ceremonies.

Estimated Total Hours: 50

Phase	Task	Estimated Hours	Deadline / Notes
1. Research & Planning	Research US Flag Code and proper flag retirement procedures	2	Week 1
	Observe current ceremonies at Wrenn Miller Park	2	Week 1
	Meet with stakeholders (Veterans Committee, Parks Director, brick mason)	3	Week 1–2
	Develop project plan (choose pre-made vs custom-built area)	3	Week 2
2. Design & Materials	Sketch possible designs for flag retirement area/drop box	2	Week 2
	Select location at the park	2	Week 2
	Identify materials and resources needed	2	Week 2–3
	Request donations/funding from local donors	2	Week 3
	Finalize project design and timeline	2	Week 3
3. Preparation & Coordination	Coordinate with brick mason and town staff for site prep	2	Week 3–4
	Purchase or collect materials	2	Week 3–4
	Prepare tools and workspace	1	Week 4
	Communicate plan and schedule volunteers	3	Week 4
4. Construction & Implementation	Construct the structure (build or install)	8	Week 5
	Coordinate site prep and clean-up with volunteers	2	Week 5

Phase	Task	Estimated Hours	Deadline / Notes
	Install educational/signage materials	2	Week 5
5. Community Engagement & Education	Host a small demonstration or walkthrough	2	Week 6
	Create educational materials about flag retirement	2	Week 6
	Document the project with photos and report	2	Week 6
6. Reflection & Reporting	Write summary of project goals, process, and impact	2	Week 6–7
	Submit final Silver Award paperwork & reflect on skills learned	2	Week 7

Total Hours: 50

Flag Retirement Area Project Budget – Silver Award (Wrenn Miller Park)

Project Lead: Lacey Skelton

Partner Organizations: Jamestown Veterans Committee & Town of Jamestown (Parks Department)

Town Contact: Scott Coakley, Parks Director

1. Project Design & Planning

Item	Description	Estimated Cost
Design Materials	Sketching supplies, poster boards, concept drawings	\$25
Signage design (mockups, printing)	For presentations to Town Board or Veterans Committee	\$30
	Subtotal:	\$55

2. Flag Drop Box (Basic Project)

Item	Description	Estimated Cost
Repurposed Mailbox or Newspaper box	Donated or purchased used	\$0-100
Paint & primer (weather-resistant paints)	For patriotic themes or flag design	\$40
Vinyl decals or lettering	Custom vinyl lettering for Flag Retirement Drop Box	\$25
Mounting Materials	Concrete pad, bolts, etc	\$50
Informational sign	Explains purpose and flag etiquette	\$60
	Subtotal:	\$175-275

3. Educational & Ceremony Components

Item	Description	Estimated Cost
Info pamphlets	About Flag Code and retirement traditions	\$25
Event supplies	Ribbons, small flags, refreshments for dedication	\$50
Poster display or presentation board	For Silver Award documentation	\$25
	Subtotal:	\$100

4. Contingency

Item	Description	Estimated Cost
Miscellaneous Supplies	Sketching supplies, poster boards, concept drawings	\$50
	Subtotal:	\$50

Estimated Total Project Cost (Basic Project) \$200-350

Potential Funding Sources:

Local donors (Veterans Committee, civic clubs, Rotary, VFW, American Legion) Town of Jamestown – Parks Department (in-kind labor/materials) Local hardware or paint stores (Home Depot, Lowes', Ace)

Fundraising (Bake sale, car wash, or flag-education event)

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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Discussion of Publication of Legal Notices

AGENDA ITEM #: VIII-B

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CONSENT AGENDA ITEM

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ACTION ITEM

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INFORMATION ONLY

MEETING DATE: Feb. 10, 2026

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Item added at the request of the Mayor.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A