

Town Council Retreat 2020
Special Meeting
January 10, 2020
9:00 am at Pennybyrn, 109 Penny Road
Minutes & General Account

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

Staff Present: Kenny Cole, Matthew Johnson, Katie Weiner, Judy Gallman, & Paul Blanchard

Visitors Present- Gary Haynes & Carol Brooks

Call to Order- Mayor Montgomery called the meeting to order

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

Cole thanked everyone for attending the Town Council Retreat. He stated that he wanted to have an open discussion about a few issues that the Town may be facing in the near future. He encouraged Council Members to speak freely, but he also noted that he would like to stick to the agenda as much as possible. Cole requested that Weiner go over the orientation notebooks that she had put together for the newly elected Council.

Weiner gave Council an overview of the orientation notebooks.

Discussion of Growth & Development in Jamestown- Cole stated that the first item on the agenda was addressing growth and development in Jamestown. He noted that Johnson had created a map that showed all the potential parcels that may be developed in the coming years. The Mayor and Council viewed the map and Johnson gave them an overview of the different locations that may face development pressure in the future.

Council discussed the details of the specific parcels with Johnson. He noted that the number of housing units and the population could potentially double if certain properties were developed within Town. He added that this could lead to an increase in tax revenue that the Town received. However, it would also increase the cost of providing services to citizens. Johnson noted that the development could happen within one to three years and highlighted the importance of planning ahead for the increase in population.

Council Members discussed the amount of control Council had over the quality of potential development with Cole and Johnson.

Blanchard spoke about the impact of the growth on water and sewer services. He noted that the current infrastructure would support a large increase in population in terms of sewer flow. He added that an increased demand on water would also be sustainable. He noted that the Town had the option of purchasing additional water from High Point if necessary.

Council Members discussed the possibility of reaching out to those within the school system to talk about the potential increase in population. Mayor Montgomery said that she would be willing to speak with members of the School Board about the issue.

Cole spoke about how the growth could impact recreation. He added that Council may want to consider offering more recreation programs to citizens in the future.

Council Member Capes asked Cole how the Town could prepare for an increase in population in regard to the number of staff at Town Hall. Cole stated that the Public Services Department would be impacted the most as a result of an increased demand in services. He noted that there would need to be additional employees within that department, but he did not anticipate having to double the current number of staff. He added that it would also be beneficial to hire an Engineering Tech to assist Johnson and Blanchard with reviews and permits.

Blanchard stated that there would be a strain on garbage collection if the number of citizens were to double. He added that the costs would probably double because the Town pays by the ton for garbage and also contracts out for recycling pickup. He noted that more sanitation workers would need to be hired to continue the same level of service that has been provided to those that live in Town.

Johnson said that one solution to the issue would be to move towards garbage carts. He stated that it would allow staff to maintain the same high level of service in a cost-effective way. He added that there were other options such as adding another garbage collection crew, but it may be more expensive than using garbage totes.

Council Members discussed the option of moving to totes for garbage. Council Member Straughn stated that he did not like the idea of people leaving the cans on the street for days at a time. Council Member Wolfe stated that she was hesitant about having totes for the recycling at first, but that she knows a lot of citizens that were really receptive to the change. She said that she was open to the idea of using totes for garbage.

Council Members continued to consider the pros and cons of using totes for garbage with staff.

Cole stated that staff could research different options for garbage collection and the corresponding costs. He added that a community survey could be distributed to gain a better understanding of how citizens would feel about using carts. Cole said that he could present more information about garbage collection options at the Budget Retreat. Council Members agreed that they would like to discuss it further at the upcoming Retreat.

Cole spoke about the need for additional staff members. He reiterated that the first position that would need to be created would be for an Engineering Technician. He added that eventually the Town would need to hire about six additional public service employees and another person that would work in the front office.

Council Member Capes highlighted the need to hire a Deputy Finance Officer in order to train them before Gallman retired. Council Members discussed the importance of succession planning with staff.

Mayor Montgomery called for a brief recess.

Mayor Montgomery resumed the meeting.

Cole presented a drawing of Town Hall to Council and highlighted the need for more office space. He noted that the current layout would not provide the amount of space necessary to accommodate new employees. Council Members discussed potential Town Hall renovations with Cole.

Council Members spoke with staff about utilizing the Civic Center for Council meetings. Cole stated he knew Council wanted to continue to allow civic clubs to meet in that space. He added that there were some changes that could be made that would allow Council to use the Civic Center as their permanent meeting room without preventing it from being a multipurpose space.

Interpretation of Authority to make Grants to Private Entities- Gallman gave Council a brief overview of the Town's history of giving grant money to various nonprofits in the community. She noted that municipalities routinely receive requests from nonprofits and other private organizations for funding to support certain community activities and projects. Gallman added that local governments do not have the authority to make grants to private entities, including nonprofits. However, she noted that municipalities were allowed to enter into contracts with private entities and pay them to perform a function on behalf of the local government. She stated that the Town of Jamestown would have to contract with nonprofits to provide specific services instead of giving them a lump sum of money.

Council Members discussed the change with staff. Gallman stated that Council should decide what kinds of services that they would like to offer citizens that the Town was not currently providing. She noted that they could start to consider which organizations may be able to provide those services and then potentially enter into a contract with them.

Council Members spoke about the changes that needed to be implemented with Gallman. She highlighted that the nonprofit policy that was currently in place would no longer be valid. She added that Council could give further recommendations about potential services to contract out for during the budget process.

Cole stated that a Committee could be created to give recommendations to staff and Council about potential contracted services. Mayor Montgomery suggested that Council Member Rayborn and Council Member Straughn serve on that Committee. They both agreed to serve and to give Council their recommendations at an upcoming meeting.

Mayor Montgomery called for a recess for lunch.

Mayor Montgomery resumed the meeting.

Future of Powell Bill Funding and Impacts to Street Maintenance- Blanchard stated that Powell Bill funding and money from the Water & Sewer Fund had been used to maintain streets throughout Town. He added that U.S. Infrastructure (USI) had rated the Town's streets in 2017 to determine which ones needed to be prioritized in terms of repairs. He gave an overview of the overall rating and spoke about the process of resurfacing and maintaining roads throughout Town. He noted that there was not currently enough funding to address all the issues and repairs. Blanchard added that additional revenue would be needed in order to sustain the current level of maintenance.

Council Members spoke about specific roads and projects that they believed should be prioritized.

Council Members discussed the process of maintaining the sewer and water system with Blanchard. He gave them an overview of how staff inspects the lines and checks specific areas for issues. He also noted the equipment that staff utilized to ensure everything was working properly.

Gallman stated that Powell Bill funding could be used for a lot of different things including sidewalks. However, she noted that the state has said that the majority of the funds should be used for resurfacing. She stated that the Town needed to use Powell Bill funding mainly for resurfacing going forward. She added that there would still be money needed to maintain the Town's current infrastructure even if the funding were used solely for repaving.

Cole stated that there were some options that Council could use to address the lack of funding for resurfacing. He said that they could implement a small increase in taxes or charge a vehicle fee. Gallman said that if the Town charged an annual \$30 vehicle fee that it would result in approximately \$88,500 that would be reserved for resurfacing.

Council Members discussed the pros and cons of the options with staff. Council Member Straughn was against any fees or increased taxes. The other Council Members agreed that they did not want to implement another fee or tax, but they also acknowledged that it was their responsibility to maintain the roads. There was discussion amongst Council Members about decreasing funding to other areas and putting a motor vehicle fee in place to pay for the recurring expense of resurfacing.

Storm Water Utility Issues- Cole stated that the Town was also facing storm water issues. Blanchard said that several municipalities have created storm water utilities to address repairs and increased regulations regarding runoff. He noted that the largest known problem with storm water was in Forestdale East from O'Neill to Royal and Wiltshire. He added that street department funding had been used to address minor repairs that resulted from the issue in the past. He noted that staff had estimated that it would cost about \$142,000 to repair the overall problem in the area. Blanchard said that there was no funding mechanism in place to pay for storm water repairs. He added that other municipalities charged citizens a monthly fee for storm water which allowed them to cover the costs associated with repairs.

Cole stated that it was possible to take money from the Town's reserve to pay for the problems on a case-by-case basis. He noted that there may need to be a policy put into place to address the issues. He added that some municipalities charge a monthly fee, but that may not be necessary.

Council Members discussed how much money the Town typically spends on storm water issues per year with Blanchard. He gave them an overview of the numbers.

Johnson stated that he believed that having some funding mechanism in place to address the problems would be wise. He added that the funds could also be used for street cleaning and education. Blanchard stated that it could also assist with the salary for an Engineering Technician.

Council Members spoke with staff about how to best address the ongoing issues. Council Members believed that maintaining the Town's streets took higher priority over the storm water problems. There was discussion about creating a policy to address the issue between Council Members and Cole. Council was supportive of the idea.

Future Town-Initiated Projects- Cole asked Council if there were any other projects that they would like to include in the CIP in the future.

Council Member Wolfe stated that there had been discussion about making restrooms available to citizens at Wrenn Miller Park in the past.

Council Member Rayborn said that several citizens had approached her about the possibility of extending the sidewalk at Jamestown Elementary School on Potter Drive. She noted that a lot of people within the community walk their kids to school and a sidewalk extension would increase safety for pedestrians. She added that flashing pedestrian crosswalk signs or pavement stamping could also help.

Council Member Wolfe requested that staff research the options that the Town would have to make it safer for pedestrians on Potter Drive. Cole and Johnson agreed to look into potential solutions.

Council Members spoke about a few maintenance issues at the Jamestown Park and Golf Course, the possibility of purchasing a drone, and some smaller sidewalk projects that the Town could initiate with staff.

Council Members also discussed the details of the Town’s contract with the Guilford County Sheriff’s Department with staff.

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

The meeting ended at 2:23 pm.

Mayor

Town Clerk