

Town Council Special Budget Meeting
January 22, 2021
9:00 am in the Clubhouse at the Jamestown Park & Golf Course
Minutes & General Account

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

Staff Present: Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Scott Coakley, & Ross Sanderlin

Visitors Present: 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.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda. There were no changes requested.

Council Member Straughn made a motion to approve the agenda for the January 22nd Special Meeting as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Introduction to Retreat-

- ClearGov Software Discussion- Gallman began the discussion by stating that staff had purchased ClearGov software to assist with the budgeting process. She stated that it would enable staff to create reports and graphs related to the budget. She noted that she was still learning how it worked, but it would allow for comparison between fiscal years. She added that it would also enable department heads to request certain projects to be added to the Capital Improvement Plan.

Council Member Straughn briefly discussed the cost of the software with Gallman.

- Non-Profit Funding Contracts- Gallman stated that she had asked the YMCA representative to provide more information about the number of Jamestown participants for the contracted services for the current fiscal year. She presented the statistics that the YMCA had provided her to Council. She added that she had not been given additional information by the JYL or the Historic Society.

Gallman spoke about the non-profit contracts for the 2021/2022 fiscal year. She noted that she could budget \$100,000 for contracted services which was the same amount as the previous year. She added that Council could determine which services they would like to be provided and then allow the non-profits to submit a cost estimate.

Council Members discussed the non-profit contracted services with Gallman. Treme stated that it may be a good idea to create a formula for funding based on the number of participants. He added that it may simplify the process for future years.

Council Members spoke about the impact of the Coronavirus on the non-profits.

Mayor Montgomery stated that she thought Council should focus on how much money should be included in the 2021/2022 fiscal year and then allow the non-profits to submit information about services that could be provided. Treme said that staff and Council Members could meet with the non-profit representatives and discuss the contracting process after the money had been budgeted.

Council directed Gallman to include \$100,000 in the budget for the 2021/2022 fiscal year for non-profit services.

Reports from Department Heads and Superintendents-

- Ross Sanderlin, Director of Golf- Sanderlin gave an overview of the proposed capital improvement projects. He said that there were two items included in the “could do” category for the golf pro shop. He stated that he would like to remove the digital sign from the CIP for the upcoming fiscal year.

Council agreed that the digital sign should be removed from the CIP.

Sanderlin said that the cart barn roof needed to be replaced. He noted that the replacement was not currently included in the budget. He added that he had received an estimate of \$25,000 for the cost.

Council discussed the details of the roof replacement with Sanderlin and Coakley.

Sanderlin presented information on the projects that were included for golf maintenance. He stated that the new maintenance building was in the “must do” category. Blanchard said that staff had been working on the plans for the building. Johnson stated that the new Golf Superintendent would work with staff to determine exactly what needed to be included within the building plans. Gallman noted that the previous cost estimate may need to be adjusted to reflect the updated plan.

Council discussed the status of the preliminary draft of the plans for the maintenance building with Blanchard.

Sanderlin stated that improvements to the cart paths and new bathrooms for the golf course were included in the “should do” section. He said that there were currently two bathrooms located on each side of the course. He noted that they were about fifty years old. Sanderlin added that they were in desperate need of replacement. He stated that it would cost around \$150,000 to replace them both. Sanderlin added that the bathrooms would also serve as a rain shelter.

Council Member Straughn stated that the cost of the bathrooms was high, but it seemed that the improvements were necessary.

Sanderlin said that the replacement of irrigation pumps was also included in the CIP. Treme stated that staff had identified that the two biggest issues with the golf course was irrigation and drainage. He noted that there were around sixty leaks last year. Treme added that it may be

a good idea to replace the irrigation on two of the holes. He said this would allow staff to be certain that the replacements were beneficial and that the Town had hired the right contractor for the job.

Sanderlin noted staff had also included the purchase of a sand pro within the proposed CIP. He stated that it would be helpful to have after heavy rain. He said that it would cost around \$25,000.

Sanderlin also briefly spoke about potential driving range improvements.

- Paul Blanchard, Director of Public Services- Blanchard presented an overview of the proposed capital improvement projects for the Public Services Department. He stated that a new sanitation truck was included in the CIP as a “must do.” He added that staff would also like to work on the water and sewer infrastructure on Penny Road before that sidewalk was constructed in the 2022/2023 fiscal year.

Blanchard presented the projects that were included in the CIP within the Water/Sewer Fund. He stated that staff would like to move the purchase of a backhoe into the 2021/2022 fiscal year and push the purchase of a skid steer into a future fiscal year. He added that the replacement of a service vehicle was also included in the 2021/2022 fiscal year. He noted that staff typically liked to replace one truck a year to keep the fleet in good working condition. Blanchard also stated that there were sewer slip lining projects identified for the upcoming year.

Council Member Straughn discussed the impacts of potential growth on water and sewer capabilities with Blanchard. Blanchard stated that the Town was in a good position to provide water services, but sewer capacity would have to be monitored.

Council Member Rayborn discussed the status of the crosswalks and the sidewalk on Potter with Blanchard. Council agreed that they would like for the sidewalk on Potter to be extended to Brookdale.

Council Member Straughn spoke with Blanchard and Johnson about storm drainage issues along Royal Road and O’Neill Drive.

- Scott Coakley, Parks Superintendent- Coakley briefly spoke about the projects that were going to be completed during the current fiscal year. He stated that staff had spent time and money on repairing the fairgrounds building. He said that the roof was currently leaking, and it needed to be replaced.

Council Members discussed the details of the roof replacement with Coakley and Treme.

Coakley stated that a permanent shelter for Wrenn Miller Park had been included as a “should do” project for the 2021/2022 fiscal year. The structure would serve as a shelter during Music in the Park and other events that the Town hosted.

Council Member Wolfe and Council Member Rayborn thought that the permanent shelter would detract from the aesthetics of Wrenn Miller Park. Council Member Capes suggested that renderings of the shelter may be beneficial. Johnson stated that staff would reach out to Nick

Lowe with McAdams Company, and request some renderings of possible structures to present to Council at a future date. Council Member Straughn discussed the option of having a mobile structure to use during the events with Coakley.

Coakley stated that the remainder of his projects pertained to the baseball fields. He added that the status of those items would be determined by the direction that Council wanted to go with the Parks and Recreation Master Plan.

Council Member Wolfe stated that she would like to see an option B for the Parks and Recreation Master Plan that included the baseball fields. Council Member Capes said that he would like to see some potential upgrades that could be made to the Jamestown Park whether the baseball fields were moved or not. Treme said that the baseball fields needed a lot of improvements. Council Member Wolfe reiterated the benefits of having a second option that included the fields. Council Members continued to discuss the Jamestown Park Master Plan with staff. Coakley presented updated estimates for the baseball field improvements to Council.

Council directed staff to request that McAdams provide an option B that included the baseball fields for their consideration at a future date.

- Matthew Johnson, Director of Planning- Johnson stated that the biggest project he had included in the CIP was the updates to the Comprehensive Plan. He added that the process of updating the Comp Plan was ongoing. He noted that the outcome of the Johnson property rezoning would impact the final changes. Johnson said that the payment for the updates may extend into the 2021/2022 fiscal year.

Johnson stated that he had also included the Main Street Corridor Study within the proposed CIP. He said that he had presented the project for consideration the previous year. Johnson added that he would like to begin the project in the 2021/2022 fiscal year. He noted that it may help to address the speed limit issue along Main Street. He said that one of his goals was to bolster the current downtown area.

Johnson said that there was also a vehicle included in the CIP for the Planning Department. He added that a Planner position had been advertised and that the interviewing process had begun. He stated that it would be ideal to have an additional vehicle for the new employee to use especially because code enforcement would be one of their job duties.

Mayor Montgomery spoke about the impact of the completion of the Jamestown Bypass on the downtown area with Johnson. Council Members discussed the details of the Main Street Corridor Study with Johnson. Council Member Wolfe stated that staff could also request that NCDOT complete a speed study in order to address the speeding issue along Main Street.

- Judy Gallman, Finance Director- Gallman stated that the 1928 fire truck restoration was almost complete, but it may not be finished by the end of the fiscal year. She said that it may be included in the CIP for the 2021/2022 budget.

Gallman stated that there were ongoing improvements to the Eastside Wastewater Treatment Plant and Riverdale Pump Station. She noted that she had included funds for the Eastside UV

System Upgrade within the budget. She added that the Riverdale Pump Station expansion was also included in the CIP.

Mayor Montgomery called for a recess at 11:30 am.

Mayor Montgomery called the meeting back to order at 12:15 pm.

Discussion of Topics for the Annual Budget for the 2021/2022 Fiscal Year-

- Recycling/Solid Waste- Johnson stated that he knew Council Member Rayborn had wanted to include this topic in the discussion.

Council Member Rayborn said that she had heard from several citizens that were unhappy that there was recycling left in their toters after they were supposed to be emptied. She spoke with staff about potential ways to resolve the issue.

Blanchard stated that sometimes items got stuck in the toters if they were extremely full. He added that he did try to address these concerns with the contractor when he was made aware of them. He said that he had also heard that the recycling was not always being picked up at a consistent time.

Council spoke about the details of the current recycling services with Blanchard. Council Member Rayborn stated that she was unsatisfied with the quality of the services that the Town was receiving considering the amount of money that was being paid to the contracted provider. She spoke with staff about the possibility of the Town providing that service. Johnson said that the main issue would be finding someone to accept the materials. Blanchard stated that he would do further research on the option of the Town providing recycling services.

Johnson spoke with Council about the option of using garbage toters throughout Town. Treme stated that he had utilized a demonstration program to educate citizens about the proper way to use toters in municipalities that he had worked for in the past. Council Members discussed how the use of toters may impact the pickup of larger items with staff. Treme stated that staff could conduct a feasibility study to determine cost estimates and impacts to levels of service. Council agreed that a feasibility study would be useful for them to make an informed decision on whether or not to move towards the use of garbage toters.

Council Member Wolfe stated that there was discussion last year about an increase in solid waste fees. She said that she did not think that it would be an appropriate year to increase fees due to the economic impacts of the Coronavirus on citizens. Council Member Straughn agreed that he would not be in favor of an increase in fees.

- Street Resurfacing Funding- Blanchard said that Powell Bill funding was diminishing and that there was not adequate money available for street resurfacing. He stated that there were several roads throughout Town that needed to be resurfaced. Blanchard said that staff were doing their best to maintain the roads in order to prevent the need for any major repairs.

Gallman stated that the Town would eventually need to supplement Powell Bill funding with a motor vehicle tax or an increase in property taxes. She added that this would be necessary to maintain the condition of the roads. Johnson acknowledged that Council did not want to

increase taxes in the upcoming fiscal year, but reiterated that it would need to be addressed in the future.

Council Members discussed the condition of the roads throughout Town with staff.

- Stormwater Funding- Johnson said that there was currently no funding mechanism to assist with stormwater projects. He stated that the stormwater program was an unfunded mandate by the state. He noted that the state required the Town to provide the same level of service as much larger municipalities. Johnson added that additional funding would allow for the purchase of equipment to prevent and fix stormwater issues.

Council Member Capes stated that it may be beneficial to educate the public about the issue. Johnson said that staff could request that a stormwater expert attend a Council meeting to discuss stormwater and reasons for the necessary funding.

Mayor Montgomery discussed the potential cost per household for stormwater fees. Johnson said that some municipalities instituted a flat rate. He added that the amount would typically be higher for commercial or multi-family residential properties. Johnson noted the various ways that a stormwater fee could be utilized in order to prevent problems from occurring and address existing issues. Treme stated that the Town needed a revenue stream to fix ongoing stormwater issues.

Council Members discussed various ways to address the stormwater problems and the possibility of implementing a fee in the future with staff. Mayor Montgomery stated that it was essential for citizens to understand why it should be important to them. Johnson said that he would request that someone attend a Council meeting and present information on stormwater in the near future.

- Town Hall Renovations/Security Enhancements- Johnson stated that Council had discussed Town Hall renovations and security enhancements at their budget retreat last year. He said that staff still believed there was a need for those improvements. He added that staff had contacted an architect to create a set of plans that would provide options for renovations to the existing space at Town Hall. Johnson stated that he would like to include the price for design drawings within the budget for the 2021/2022 fiscal year. Treme added that the drawings would be helpful to determine the best way to utilize the space at Town Hall and would allow Council to plan for future growth. He added that he also thought that the security enhancements were necessary to keep staff safe.

Council Members spoke about the potential security enhancements with staff. Johnson stated that one of the upgrades would allow for staff to use a key fob system that would limit access to certain areas of the building to specific people. Council Member Straughn said that he had been involved with the installation of those systems in the past and they were useful for various different things. Council Member Capes was also in favor of the security enhancements. Treme agreed that the suggestions from staff were worthy of consideration.

- Staffing- Treme stated that he believed that the golf course was currently understaffed. He said that he was working to hire new personnel for that department. He assured Council that he would keep them updated.

Treme requested that Council share their top three priorities for the Town or other initiatives that they were interested in pursuing. He stated that he would like to work towards their goals during his time as Interim Town Manager.

Council Member Rayborn said that she thought it was essential for Council to have expert assistance when facing potential growth within the Town. She added that she was also passionate about moving towards a more livable community. She noted that an AARP Livable Community Committee had been created, but they had not met yet. Council Member Rayborn said that she would like to move forward with that initiative.

Council Member Straughn stated that he appreciated the job that Treme was doing and the effort he was making to speak with every employee. He added that he thought succession planning, cross-training for staff, and a smooth transition for the new employees that have been hired were his top priorities.

Council Member Capes said that he was also very impressed with what Treme had done for the Town so far. He stated that he was very passionate about the Oakdale Cotton Mill and would like to see some type of revitalization effort to bring it back to its full potential.

Council Member Wolfe agreed with everything that her fellow Council Members had highlighted. She said that she thought that it was important to focus on the restructuring of the golf course and a business plan that could be implemented in the future. She also noted the importance of having expert assistance to help Council make the best decision about the Johnson property. She added that it may be beneficial to have specialized attorneys that could be retained to provide guidance on specific issues. Council Member Wolfe also thought it was important to prioritize succession planning within the finance department.

Mayor Montgomery stated that she thought that one of the most important things was to take care of the Town's assets, including the Town's staff. She noted that it was extremely important to have the right people within the right positions. She said she also wanted to prioritize the maintenance of the Town's ordinances.

Treme acknowledged the items that Council had listed. He also commended the staff that worked for the Town of Jamestown for their professionalism and dedication to the community. He said that it was his pleasure to work for the Town, and that he would do his best to work towards the goals that had been discussed.

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

The meeting ended at 1:56 pm.

Mayor

Town Clerk