

**Town Council Budget Retreat  
January 24, 2023  
9:00 am at the Jamestown Park & Golf Course  
Minutes & General Account**

**Council Members Present-** Mayor Montgomery, Council Members Wolfe, Rayborn, & Capes

**Staff Members Present:** Matthew Johnson, Katie M. Weiner, Judy Gallman, Faith Wilson, Paul Blanchard, Ty Cheek, Scott Coakley, Jamey Claybrook, & 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.

**Introduction to Budget Retreat-** Johnson welcomed everyone to the budget retreat. He stated that this meeting would allow the department heads to discuss their proposed CIP projects with Council for the 2023/2024 Fiscal Year (FY).

**Reports from Department Heads-**

- Ross Sanderlin, Golf Course Manager- Sanderlin stated that he did not have a lot of proposed projects for the upcoming year. However, he noted that the driving range improvements had been completed and painting of the Golf Shop would be finished within the next month. He said that repaving of the Golf Shop driveway and parking lot had been included in the Capital Improvement Program (CIP) for FY 2023/2024. Sanderlin stated that the parking lot had been treated with a seal coat so that project could be pushed out another year. He briefly spoke about the rebranding of the Jamestown Park & Golf Course logo for the 50<sup>th</sup> year anniversary.

Mayor Montgomery asked about the incorporation of the Town's colors, branding, etc. into the new logo to tie everything together. Johnson said that staff would find somebody to complete the design work.

Council Member Wolfe spoke about having a contest for the public to name the Grill for the anniversary.

- Jamey Claybrook, Golf Course Superintendent- Claybrook spoke about the Golf Maintenance equipment that would be coming off of lease. He noted the following CIP projects:
  - *Replace drainage system at Golf Course-* Claybrook recommended replacing two of the worst areas per year in order to keep costs at a minimum.
  - *Repaving of cart paths-* He noted that there was \$75,000 included in the upcoming budget for repaving. He stated that staff would select the areas that needed the most attention and address those.
  - *Bunker construction-* Claybrook recommended that the bunker construction project be pushed out for another year because of the cost.
  - *Golf Maintenance equipment-* He said several pieces of equipment had been ordered to replace those coming off of lease. He noted that they were scheduled to arrive in the

current or upcoming fiscal year. He added that the Groundsmaster 4700 mower had been included in the CIP for the next year. Claybrook spoke about potentially adding a tractor and Trimax Snake to the CIP and removing the Groundsmaster 4700 mower. He stated that it would be less expensive and the tractor could be useful for other jobs.

Council Member Capes asked if staff would be leasing or purchasing the equipment. Claybrook stated that staff was recommending that the Town purchase the equipment. Johnson spoke about the increased documentation that was required to be completed by the Finance Department for leases due to the new GASB guidelines.

Council Member Capes discussed the maintenance process for equipment with Claybrook.

Gallman spoke about the details of the lease documentation requirements.

Council Member Wolfe discussed the completion date of the Golf Course Strategic Plan with Johnson.

- Scott Coakley, Parks Superintendent- Coakley updated Council about current Parks projects. He spoke about the following CIP projects:
  - *Recreation Master Plan- PARTF expenditures*- Coakley stated that basically everything at the playground area would be new because the Town had received PARTF funding and may also be awarded the Accessibility for Parks (AFP) grant.
  - *New bathrooms at shelters*- Coakley reiterated that everything at the playground area was going to be redone because of grant money the Town had received. However, the bathrooms were in dire need of updating. He noted that they had been on the CIP since 2011. He added that they needed to be renovated to be accessible.

Coakley said staff was looking at software options for the rentals of shelters, ball fields, etc. He noted that it would probably cost about \$3,500 a year.

Council Members discussed the details of the rental software with Coakley.

Council Member Capes spoke about the delay of the construction of the Wrenn Miller Park bathroom with Coakley and Johnson.

Council Member Wolfe spoke with Coakley about the specific components of the PARTF project. Coakley stated that staff would know if the Town had been awarded the AFP grant in early March.

Council Member Capes asked how much new bathrooms at the Jamestown Park would cost. Johnson stated that it would probably be about \$500,000. Council Member Rayborn asked if the bathrooms could be moved to a more accessible location and be on a sewer system instead of septic when construction occurred. Johnson said that was a great idea and he would investigate it further.

- Matthew Johnson, Town Manager- Johnson briefly spoke about the Planning Department. He said that their only potential project was to hire a consultant from the Piedmont Triad Regional Council (PTRC) to streamline the layers of the Town's Geographic Information System (GIS) data.
- Paul Blanchard, Director of Public Services- Johnson updated Council about Town Hall renovations. Blanchard stated that Civic Center improvements were included for the upcoming fiscal year. He noted that the costs to replace the roof on Town Hall and complete some trim work on the building should be included in the CIP as a project in the coming years.

Blanchard updated Council about ongoing streets projects. He stated that there would be some resurfacing completed within the current fiscal year. He added that staff was in the beginning phases of working on the Oakdale and Penny Road sidewalks. Blanchard described the sidewalk projects that would be funded by the American Rescue Plan Act (ARPA) money from Guilford County.

Council Members discussed the close-out of the East Main Street Sidewalk Project and the East Fork Pedestrian Project with Blanchard.

Blanchard stated that the stormwater drainage improvements project included in the CIP would impact Forestdale East.

Council Member Wolfe discussed the timeline of the upcoming stormwater audit with Johnson.

Blanchard spoke about the sanitation truck included on the CIP. He said that the lead time on sanitation trucks was at least 18 months. He noted that staff and Council would have to determine when the new truck should be ordered. Gallman said that it may be best to finance the truck instead of encumbering the funds all at once.

Blanchard noted that the Main Street Water Line Replacement Project was included in the budget for the upcoming fiscal year. He gave Council an overview of some of the minor water line projects that were included in the CIP. He also said that there was some funding for slip lining in the budget. Blanchard stated that Public Services was in good shape regarding equipment.

Mayor Montgomery called for a 10 minute recess at 10:23 am.

Mayor Montgomery called the meeting back to order at 10:33 pm.

**Consideration of Adoption of Amended Fund Balance Policy-** Gallman stated that staff was recommending that the Town adopt a new Fund Balance Policy due to recent guidance from the Local Government Commission (LGC). She noted that the LGC previously determined a local government's peer group based on population range. However, she added that now it was based on General Fund expenditures. Gallman stated that the Town of Jamestown fell into the \$1 million to \$10 million range. She said that the policy used a couple of percentages to determine if the amount of Fund Balance was at an appropriate level. She stated that the policy required the Town to maintain a minimum Accessible Fund Balance of at least 25% of budgeted General Fund expenditures and a total Fund Balance of at least 40% of budget General Fund expenditures. She requested that Council adopt the Fund Balance Policy as presented.

Council Members discussed the details of the Fund Balance Policy with Gallman.

Gallman spoke about the amount of appropriated Fund Balance that had been used to complete projects or had been encumbered for items that would not be received until the upcoming year.

Mayor Montgomery stated that a plan needed to be in place to replenish the Town's Fund Balance within the next three years.

Council Member Capes made a motion to adopt the Town of Jamestown Fund Balance Policy as presented. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Fund Balance Policy)

**Discussion of Topics for FY 2023/2024 Annual Budget-**

- Civic Center Improvements- Johnson stated that the Civic Center improvements were included in the CIP and the Town should consider doing in the future. However, he noted that construction costs were extremely high, the Town's Fund Balance had decreased, and there were several essential projects that needed to be completed in the next year. He recommended that money be included in the budget for an architect to do the initial design concepts for the improvements, but that actual construction be delayed for another year.

Council Member Capes asked how much the initial plans would cost. Johnson said that it would probably be between \$20,000 and \$30,000.

Council Member Wolfe said that the Civic Center Usage Policy needed to be updated.

Council Member Rayborn stated that she believed that the costs for an architect could be pushed out another year. She noted that the money could be used for other projects. Council Member Wolfe agreed.

Council Member Capes asked if the Civic Center could function as it was for the next year or so. Johnson stated that it could, but the Town needed to prepare for growth and an increase in the number of attendees at meetings.

Johnson also spoke about potentially using Pincroft Sedgefield Fire Department's (PSFD) training room as an overflow area during meetings once their renovations were complete. He briefly discussed PSFD's Strategic Plan with Council Members.

Johnson discussed the upcoming Town Hall renovations with Council Members.

- Stormwater Audit/Utility- Johnson said that the Town would likely have their stormwater audit within the next year. He highlighted the stormwater projects that were included in the CIP, and noted that a fee could help fund some of those projects. Johnson added that the additional revenue would give the Town some flexibility in order to address some of the deficiencies that could arise from the audit. He said that residents would be billed a monthly fee based on an

equivalent residential unit. He added that commercial owner's would be billed based on the calculation of the impervious area on site.

Council Member Rayborn was concerned that a higher fee for a larger parking lot could potentially penalize business owners for providing parking that was needed in Town.

Johnson said that staff would do additional research on implementing a stormwater utility unless Council opposed it.

Council Member Wolfe said that she hated the idea of charging an additional fee, but the Town had to consider it because of the unfunded mandates from the State.

- Motor Vehicle Fee- Johnson said that the Town had discussed the possibility of implementing a motor vehicle fee for several years. He added that the Town had recently completed a Pavement Condition Study that indicated that the roadways were barely on schedule for maintenance. Johnson said that the overall rating suggested that the Town's streets were in decent shape. He stated that the General Assembly allowed municipalities to charge a motor vehicle fee to supplement repaving costs. He added that the annual fee would be \$30 per car and would result in about \$90,000 of revenue a year. Johnson said that the additional money would allow the Town to catch up on some of the areas that needed to be resurfaced. He highlighted that the General Assembly had withheld Powell Bill in the past to balance their own budget. He noted that the Town would not have a revenue source to pay for resurfacing if the State stopped providing Powell Bill money. He encouraged Council to consider investigating a motor vehicle fee.

Council Member Wolfe stated that she did not feel comfortable adding an additional fee.

Council Member Rayborn asked Johnson if the surrounding communities also charged a motor vehicle fee. He stated that the majority of them charged an annual \$30 fee per vehicle. She asked if the money could be used for expenditures other than resurfacing. Gallman stated that a portion had to go towards repaving, but it could be used for things like storm drainage repair.

Council Member Wolfe reiterated that she was opposed to a motor vehicle fee.

Mayor Montgomery and Council Member Capes encouraged staff to do additional research.

**Discussion about the Town of Jamestown's Strategic Plan-** Johnson updated Council on the progress that staff had made on the Town of Jamestown's Strategic Plan goals. He noted that Council would vote on their new priorities for the upcoming year at a budget retreat in the next few months.

Council Member Wolfe asked what staff had done to improve customer service. Johnson said that staff always tried to provide the best customer service possible, but employees had not completed any specific training yet.

Johnson spoke about the Music in the Park series that would begin in the spring. He discussed the details of the events with Council Members.

Council Member Wolfe noted that she would like to see more marketing for the Golf Course. Johnson stated that the consultants included ways to improve marketing via social media in the Golf Course Strategic Plan. Council Members spoke about ways to raise awareness of the Course and the Mendenhall Room.

Johnson spoke about the goal to provide safety options and ongoing training for security of staff. He stated that he had discussed training options with the Guilford County Sheriff's Department, and they had encouraged staff to reach out to them if they had any issues. Council Member Wolfe said that she would still like for staff to have some training focused on their personal protection. Johnson discussed the possibility of adding additional security cameras around Town properties with Council Member Capes.

Council Member Rayborn suggested adding a new goal regarding mental health training opportunities for staff to educate them about the best ways to address specific situations.

Johnson spoke about the Town's ongoing and completed goals. He noted that the Strategic Plan would be updated before the next budget retreat to reflect any changes. He reiterated that Council would have the opportunity to add new goals and reprioritize certain initiatives at an upcoming budget meeting.

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

The meeting ended at 12:06 pm.

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Mayor

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Town Clerk