

Special Budget Workshop  
March 17, 2018  
8:00 am  
Jamestown Park & Golf Course

**Council Members Present:** Mayor Montgomery, Council Members Nixon, Wolfe, Capes, & Rayborn

**Staff Present:** Kenny Cole, Matthew Johnson, Katie McBride, Judy Gallman, Paul Blanchard, Sharen Apple, Ross Sanderlin, & John Crowe

**Visitors Present:** Carol Brooks & Robert Frederick

**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

**2018/2019 Budget Discussion-** Cole thanked everyone for attending. He stated that the goals of the retreat were to discuss preliminary budget numbers and to gain some insight from Council on their vision for Jamestown's future.

Gallman gave some background on what a budget is and its legal implications. She also explained the difference between the budget and the budget ordinance. Gallman stated Council would be given a broad summary of the budget figures during the retreat.

Gallman gave a summary of all funds for the Town of Jamestown. She explained the difference between the budget that was adopted for Fiscal Year (FY) 2017/2018, the budget that had been amended to date, and the proposed budget for FY 2018/2019. She also gave an overview of the different sources of revenues and expenditures.

She compared the revenues and expenditures from the amended FY 2017/2018 budget to the proposed FY 2018/2019 budget. She noted that, currently, the difference between the proposed and amended budget was -0.78%.

There was discussion amongst Council, Gallman, and Cole about the proposed budget.

Council Member Wolfe asked if the figures were based on the current tax rate. Gallman stated that they were and that there was no tax increase included in the proposed budget. Cole asked Council if they would like to maintain the current tax rate. They responded that they did.

Cole asked if there were any further questions. There were none at that time.

**Discussion of the Capital Improvement Plan-** Cole stated that a Capital Improvement Plan (CIP) is a five year and beyond plan that identifies the Town's capital outlay and improvement needs. He noted that it was defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the costs exceeded \$5,000 and the estimated useful life is greater than five years.

Cole stated that the CIP would serve as an official commitment to funding the specified expenditures once it was approved by Council. He also explained the layout of the CIP sheets and the way that the

projects were prioritized. Those that were top priority were labeled “Must Do,” followed by “Should Do,” and “Could Do” projects. Cole said that the department heads were going to present two or three of their highest priority projects to Council.

- Administration- Cole gave an overview of the following potential capital projects.
  - Town Hall Renovation- Cole stated that he would like to renovate Town Hall in order to keep staff in one section of the building. He said that it would be more functional for staff in terms of communication and could also prevent future safety issues.

He was proposing to divide the current Council Chambers into two different office spaces. He noted that his office was too big and that it could be used as a Council office or conference room if Town Hall were renovated.

He also said that the current Council Chambers was too small to accommodate a large group of people. He noted that if they were going to encourage public involvement at the meetings that there needed to be adequate room for everyone to attend. He stated that he would like to make the Ragsdale Civic Center the permanent location of the Council Chambers. He had also been considering the possibility of having permanent microphones at the Council table and a recording system.

Several Council Members stated that they were concerned about the acoustics in the Civic Center if it were to be converted into the Council Chambers.

Council Member Wolfe stated that she was not sure if the renovation should be considered a “must do:”

Council Members discussed the potential renovation of Town Hall with Cole.

- Town website upgrade- Apple stated that the Town website had not been updated since 2006. She noted that it was surprising that the website still functioned as well as it did considering how quickly technology changes and improves. Apple said that the website was not currently mobile friendly. She had seen a trend of younger people moving to Town and they were more likely to pay their bills online. She noted that it was important that the website meet the needs of the citizens. The upgrade would cost \$5,000.

Council Members discussed the potential of an updated website to increase citizen involvement in special events, Town meetings, etc.

Council Member Nixon stated that the cost of the upgrade was very high and she was not sure that it should be considered a “must do” item.

Council Members discussed the pros and cons of upgrading the website.

- Public Services Department

- Roadway Improvements (paving) - Blanchard stated that roadway improvements and paving were his top priority. The funding to complete those projects would come from the Powell Bill that the Town had received. He noted that he had prioritized the streets that need to be repaved. He said there were several factors that had to be considered when prioritizing the order of the road improvements. For example, he wanted to be sure that there were no repairs that needed to take place beneath the street before they were paved. There were some drainage issues that needed to be taken care of on several streets before repaving could take place.
- Crosswalk Improvements (Paving) - Blanchard said that he would like to repave the crosswalks that were along Main Street. He also stated that there were some utility improvements that needed to be made in those areas before any repaving could occur.
- New Sanitation Truck- Blanchard stated that the Town would need to purchase a sanitation truck in about four years and he had placed that in his CIP. It would allow for the Town to plan to purchase the truck in the future.

Council Members discussed roadway improvements with Blanchard.

Cole stated that there were other options for funding roadway improvements other than the Powell Bill. He noted that a motor vehicle tax could be instated in order to fund some of the projects.

Gallman stated that the Town's Powell Bill reserves were decreasing and that they would eventually have to use that money to focus on the maintenance of roads. She said that in order to fund some projects that they may eventually have to use money from the operating budget for streets or implement a motor vehicle tax. The motor vehicle tax would allow the Town to charge up to thirty dollars per vehicle and that money would have to be used for street improvements.

- Water/Sewer Fund CIP- Blanchard gave Council an overview of the Town's water and sewer system infrastructure that needed to be repaired and maintained.

Council Members discussed the Water/Sewer Fund CIP details with Blanchard and Cole.

Gallman highlighted that the "Jamestown portion of Eastside improvements" on the CIP list was included in High Point's CIP. The Town would have to pay the costs associated with those projects.

- Planning Department

- Sidewalk Projects- Johnson stated that the majority of the "must do" items on the Planning Department's CIP were sidewalk projects. He noted that the Town had been very successful in receiving grants. However, the majority of the grants contained a match component. The Town would be required to provide the funding to match the grants that it had received in order to complete the projects. Typically, the money that

would be used to match the grants would come from the Powell Bill, but the Town could no longer afford to use that money on sidewalk projects. Johnson stated that other sources of funding needed to be considered. He said that a lot of municipalities were using a vehicle tax to pay for things like sidewalk projects.

Johnson said that there were several sidewalk projects that had already received enough funding to pay for their completion. The Lydia sidewalk (Main St.) and the E. Fork Pedestrian Bridge project were fully funded.

- Solar Panels at cart barn- Johnson stated that the Town had received some solar panels as a gift. He noted that they had not been installed yet, but that staff would like to install them on the roof of the cart barn at the Golf Course. The Town had been paying \$500 a month to operate the cart barn because the golf carts were electric and needed to be recharged. He said that in order to get a net zero system in place that the Town would have to invest \$45,000. There was a grant being offered by Duke Energy that would reimburse the Town about \$15,000 for investing in solar panels. The Town would see a return in their investment in about five years and the solar panels would have about a thirty-five year lifespan.
- Stormwater Mapping project- Johnson stated that this project would provide the Town with a comprehensive map of all the stormwater facilities. He said that this project would be broken up into two fiscal years and would allow him to access all the collected information through GIS.
- PARTF Grant Strategic Plan- Johnson spoke about the possibility of creating a strategic plan for the recreation department. The PARTF grant would support improvements to recreation facilities. The grant would require the Town to match fifty percent of the funding. Johnson was proposing to do a strategic plan for the grant. He had gotten some quotes from a group that had been very successful in receiving the grant in the past. It would cost the Town about \$20,000. Johnson stated that he would like to start the strategic planning process in the next fiscal year.
- Replacing roof at soccer complex concession stand- Johnson said that there had been issues with the roof leaking. It would cost \$10,000.
- Updates to 2020 Comprehensive Plan- Johnson stated that the Comprehensive plan was completed in 2008 and needed to be updated. He would like to begin the process in FY 2019/2020.

Council Members discussed the importance of updating the Comprehensive Plan.

- Jamestown Park & Golf Course- Crowe and Sanderlin gave an overview of the CIP for the Jamestown Park & Golf Course
  - New Golf Maintenance Building/Vehicle Wash Facility- Crowe stated that he knew several Council Members had gone to visit the Maintenance facility at the Golf Course. He noted that renovations for the building were necessary for the safety of employees. He also said that they did not have a wash facility to rinse off the chemicals they use.

Cole stated that they were proposing to build a metal facility for a mechanic shop that had restrooms, offices, and a break room. The fairgrounds building would be utilized to store all the golf maintenance equipment.

Council Member Rayborn stated that the cost to renovate the maintenance building was not a solely golf course expenditure. She said that the building was currently a huge safety issue.

Council Members discussed the importance of maintaining the Town's assets and keeping employees safe.

- Tee Complex Construction- Sanderlin explained that a tee box was the place in which golfers stand when they tee off. He noted that a tee complex is a collection of the teeing areas at each hole. Sanderlin said that they get worn out over time and need to be maintained. The renovation would include improving the teeing area, rerouting cart paths, and changing the irrigation. This construction would take place on every hole.
- Bioboost aeration in ponds- Crowe stated that there had been a couple of fish that had died in the ponds at the Golf Course. The aeration system would clean the water and would reduce the smell of the irrigation water. It would also prevent staff from needing to use pesticides on the ponds.

**Fund Balance Policy Discussion**- Gallman gave an overview of the fund balance policy. She stated that a simplified explanation of fund balance was the Town's assets minus its liabilities. She explained the amount of fund balance that the Council could utilize. She stated that the Town must maintain a General Fund available for appropriation balance that significantly exceeded the minimum of eight percent. She also said that fund balance could be spent during emergency situations, on capital projects, or on nonrecurring expenses.

**Non-Profit Policy Discussion**- Johnson said that the Town's nonprofit policy stated that the maximum amount of money that could be given out in grants for each fiscal year was \$100,000. He noted that the Jamestown Library, Ragsdale YMCA, Jamestown Youth League, and the Historic Jamestown Society had all applied for grants. The total amount of money requested was \$113,500.

Council Members discussed the amount of funding that should be given to the nonprofits.

**Council Discussion of CIP priorities**- Cole asked Council for direction on the Council's priorities for the CIP. Council gave Cole feedback on CIP projects.

**Town Council Goals and Visions Discussion**- Council discussed their goals and visions with Cole and Johnson. The common themes of the discussion were increasing community involvement, preserving community character, increasing the opportunities for special events, and attending more training sessions as a Council.

The meeting was adjourned at 11:30 am.