

Regular Meeting of the Town Council
March 20, 2018
6:30 pm in the Council Chambers
Minutes & General Account

Council Members Present: Mayor Montgomery, Council Members Nixon, Wolfe, Capes, and Rayborn

Staff Present: Kenny Cole, Matthew Johnson, Paul Blanchard, Judy Gallman, Katie McBride, Ross Sanderlin, & Beth Koonce, Town Attorney.

High School Representative: Sarah Ulrich

Visitors Present: Mark Scott, Marcia Scott, Ben Robinson, Jaiden Edwards, Dave Mabe, Samuel Etheredge, Daniel Etheredge, Nolan Flemming, & Carol Brooks.

Call to Order- Mayor Montgomery called the meeting to order.

- Pledge of Allegiance- Mayor Montgomery welcomed Boy Scout Troop 17 to the Town Council meeting. Boy Scout Troop 17 led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Cole stated that he would like to pull item III-B “Discussion of short-term rentals” from the Agenda. He stated that he would like to discuss that at the next Regular Town Council meeting because the Planning Board meeting had been canceled due to inclement weather.

Council Member Wolfe made a motion to approve the March 20th Town Council agenda with the removal. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the February 20, 2018 meeting
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course
- Proclamation declaring March as Women’s History Month

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

Old Business

- System Development Fees- Cole stated that the Town had to comply with House Bill 436 regarding system development fees by July 2018. He said that the Town had hired WR Martin to provide calculations and a report on Jamestown’s current system development fees. He noted that staff would be presenting recommendations that would allow for the Town to comply with the law at the next Regular meeting. The law also required the Town to post any changes to the system development fees on the Town’s website before the public hearing for forty-five days. He stated that the public hearing for the fee change would take place at the May 15th meeting.

Public Comment- Nobody signed up.

New Business-

- Recognition of Judy Gallman for receiving Certificate of Achievement for Excellence- Mayor Montgomery called Gallman forward. Mayor Montgomery stated that Gallman had received the Certificate of Achievement for financial reporting for ten years in a row. She noted that the Certificate had been awarded to the Town by the Government Finance Officers Association of the United States for its comprehensive annual financial report (CAFR). She said that the award was the highest form of recognition in the area of governmental accounting and financial reporting. Its attainment represented a significant accomplishment by a government and its management. She stated that it was an honor to present the Certificate to Gallman and her staff.
- Jamestown Historic Society Grant Progress Report- Mayor Montgomery called Shawn Rogers forward. He was not in attendance.
- YMCA Grant Progress Report- Mayor Montgomery called Kevin Bottomley forward. He gave a grant report to Council on behalf of the Ragsdale YMCA. He stated that the Ragsdale YMCA had continued to serve the residents of Jamestown and that he appreciated the support that the YMCA had received from the Town. He noted that the YMCA had worked with many organizations within the community in order to provide different programs to citizens. Bottomley said that the funds that the YMCA had received from the Town had helped pay the debt of the building. He stated that he had already submitted another grant request to the Town for the next budget year.

Council Member Capes asked Bottomley what the debt balance was on the building. He responded that he was unsure, but that he could obtain that information and provide it to Council.

There was discussion between Council and Bottomley about the payment structure of the debt on the building.

- Jamestown Youth League (JYL) Grant Progress Report- Mayor Montgomery called Ben Robinson forward. He gave a grant report to Council on behalf of JYL. He thanked the Town for providing grant money to the organization over the past several years. He said that he had already applied for funding for the upcoming year. He noted that the majority of the money had been spent on the rental of the properties they work from and the fields the kids play on.

Council Member Capes asked Robinson how many people that participate in JYL were from Jamestown. Robinson stated that they had about one thousand participants overall, but he was unsure how many of those people lived in Jamestown.

Council Member Wolfe asked if Jamestown residents received a discount. Robinson stated that they did not.

There was discussion between Council Member Capes and Robinson about the fees for participation in JYL.

- Special Events Permit Request on behalf of the Jamestown Business Association (JBA)- Johnson presented the special events permit request on behalf of the JBA. They were requesting a

permit for the movie nights in the park that would take place on the third Friday of every month starting in May and ending in October. They were requesting assistance from the Town for fees associated with deputies to assist with traffic control at the crosswalk at each event. The fees would be approximately \$900 for all events. Johnson stated that the fees would be taken from the nonprofit grant line item in the budget.

Council Member Rayborn asked if everyone could be required to fill out the same paperwork for the requests if the funding was going to come from the nonprofit grant line item. Johnson agreed that similar paperwork for everyone would be a good idea.

Council Member Capes made a motion to approve the special events permit request and the assistance with the associated fees. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

- Resolution to close Water/Sewer Maintenance Facility Capital Project Fund- Gallman stated that the water/sewer maintenance facility was complete. Therefore, she was requesting to close out the capital project fund that had been set up for the facility. She stated that there was \$13,212 remaining in the fund that she would like to transfer back into the Water/Sewer Capital Reserve Fund. She said that she was requesting for the approval of the resolution that would close the capital project fund and the approval of the project amendment that would transfer the remaining funds.

Council Member Nixon made a motion to approve the resolution and the transfer of the remaining money. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Presentation of proposal and approval of lease for 72 golf carts, 2 utility cart work units, and 1 range picker- Gallman stated that she was requesting the renewal of the lease of the golf carts that were used at the golf course. The lease would also cover the utility cart units and the range picker that was used to pick up the balls at the driving range. She stated that it would be a forty-eight month lease. Gallman said that the payments would remain the same with the exception of a slight increase on the utility carts. The increase was the result of the Town's request for a larger cart. The annual total for the lease would be about \$70,000.

Council Member Rayborn thanked Ross Sanderlin, Golf Course Manager, for answering several of her questions before the meeting. Sanderlin explained how the Town arrived at the number of carts that needed to be leased.

Council Member Capes made a motion to approve the lease and allow the Town Manager or the Finance Director to sign the lease. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Recommendation of Audit Contract for fiscal year ending June 30, 2018- Gallman stated that she had sent out Requests for Proposal (RFP) to four audit firms in the local area and received three responses. She said that the costs of the audit contracts varied from \$19,000 to \$21,700. She noted that she called the references for all the firms and did some research on each one. She also said that the Government Finance Officers Association emphasized that auditing firms should never be selected solely based on cost. Gallman stated that she had evaluated all the

firms and was recommending that Council award the audit contract to Dixon Hughes Goodman LLP.

There was discussion about awarding the audit contract to Dixon Hughes Goodman LLP between Gallman and Council.

Council Member Wolfe made a motion to approve the audit contract with Dixon Hughes Goodman LLP. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Discussion of Advisory Board Appointment Process- Cole stated that he had heard some concerns from Council Members about how advisory board appointments were made. He stated that he would like some feedback from Council if there was anything that they would like to change on the advisory board applications.

Council Member Rayborn stated that she wanted to have a discussion about the criteria that was used to populate the different boards. She said that she would like to know if they should prioritize experience, diversity, being a good representative of the general population of the citizenry in Jamestown, geographic diversity, etc.

Council Members discussed ways in which they could reach a broader population within the community of Jamestown. Cole suggested that Council Members attempt to do some recruitment. Council seemed receptive to his suggestion.

Manager/Committee Reports-

- Manager's Report- Cole gave the Manager's report. He stated that the Planning Board meeting that had been scheduled for March had been canceled. He stated that the Board of Adjustment would meet on March 26th at 6:30 pm. He also noted that the Jamestown Veteran's Committee would be having a flag raising ceremony on March 29th at Wrenn Miller Park in honor of Vietnam Veterans Day. He stated that Town Hall would be closed on March 30th in observance of the Easter holiday and that there would be no garbage pickup. The Planning Board would meet on April 9th at 6:30 pm in the Council Chambers. Cole thanked Council for attending the Budget Retreat on the previous Saturday.
- High School Representative- Sarah Ulrich stated that she had no major events to report from Ragsdale High School.

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Public Comment- Nobody signed up.

Other Business- Council Member Wolfe stated that she had attended the TAC meeting. She noted that Mike Mills, District Engineer, had stated that they were going to bid the contract for the Jamestown Bypass project on June 19, 2018 and their estimated completion time for the project was Fiscal Year 2022. He also said that they were 44% complete with right-of-way acquisition.

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

The meeting ended at 7:15 pm.

Mayor

Town Clerk