

**Town Council Budget Retreat  
March 23, 2023  
9:00 am in the Civic Center  
Minutes & General Account**

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

**Council Members Absent:** Council Member Straughn

**Staff Members Present:** Matthew Johnson, Katie M. Weiner, Anna Hawryluk, Paul Blanchard, Judy Gallman, Faith Wilson, Scott Coakley, Ross Sanderlin, & Jamey Claybrook

**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 the Budget Retreat-** Johnson welcomed everyone to the budget retreat. He noted that this meeting would be Council's second budget workshop and reminded everyone that the third workshop would be held on April 14<sup>th</sup>. He said that it would be a challenging fiscal year going forward. He noted that staff would present information on projects included in the Capital Improvement Plan (CIP), and he requested that Council provide direction on those items.

**Discussion of Topics for 2023/2024 Fiscal Year (FY) Annual Budget-** Johnson said that the pay classification study was almost complete. He added that Cheryl Brown, The MAPS Group Representative, would present information on the study at the April 18<sup>th</sup> Regular Meeting. He stated that the preliminary findings showed that the Town was near the market rate for most positions. However, he said there were a few that were too high or too low. Johnson praised Council for regularly providing Cost of Living Adjustment (COLA) increases and the opportunity for merit raises so that the Town could stay in the appropriate ranges. He noted that the 2023/2024 FY Preliminary Budget included a 4% COLA and a 0-3% potential merit increase based on performance. He highlighted that COLA rates were based on rates of inflation.

Council Member Rayborn asked about ways in which salaries that were too high could be addressed. Johnson stated that staff would likely have to freeze the salaries of those specific positions for a period of time.

Gallman said that the tax valuation from last year to the current year had decreased by 1.2%. She noted that there had been a revaluation the previous year, and a large amount of property owners appealed their new valuations. She added that the current year would be impacted by those that had successfully won their appeal.

Gallman said that water purchasing rates from the Piedmont Triad Regional Water Authority (PTRWA) and the City of High Point were going to increase. She noted that the Town's water rates would increase by 4% as a result.

Gallman stated that the City of High Point's sewer treatment rates were going to increase by 30% because of growing costs for chemicals and personnel. She added that the Town sewer rates would be increased by 30% as a result.

Gallman said that a Stormwater Department had been added to the General Fund. She stated that the stormwater expenditures would be moved to that department in the upcoming fiscal year.

Johnson stated that Dana Benson, Utility Billing Manager, had provided an example of an average utility bill. He said that the cost impacts of the proposed increases to customers were illustrated in that example.

Johnson noted that the budget included revenue from the collection of a \$5 monthly stormwater fee from customers that lived within the Town's corporate limits. He added that the money would be used to offset stormwater related expenditures. He added that staff had spoken with Stormwater Smart with the Piedmont Triad Regional Council (PTRC) about public education regarding stormwater and the proposed fee. He said they had recommended that the Town spend six months on public education before implementing the fee. Johnson noted that the budget included revenue from the fee beginning in January.

Council Member Capes asked Johnson why the fee needed to be implemented in the upcoming year. Johnson stated that the Town had a stormwater audit coming up that would be conducted by the state. He added that there would likely be deficiencies that would need to be addressed, there were capital projects that needed to be completed, and the infrastructure needed to be maintained. Council Member Wolfe stated that stormwater compliance was an unfunded mandate from the State and regulations were only becoming more stringent. She added that the Town could be faced with heavy fines if the Town was not in compliance.

Johnson spoke about the proposed motor vehicle fee. He noted that residents would be required to pay an annual \$30 fee per vehicle. He added that revenue that resulted from the fee would be reserved for street resurfacing. He said that the 2022 Pavement Condition Study indicated that the Town was barely on schedule for maintenance. Johnson stated that the Town received about \$100,000 a year in Powell Bill Funding from the State, but the Town needed an alternative revenue source. He said that it would be beneficial to implement the fee before there was growth in Town to assist with maintenance of the roads.

Mayor Montgomery stated that all the neighboring communities charged residents a \$30 motor vehicle fee in order to maintain the roadways.

Council Member Rayborn asked if it would be better to incorporate the new fees into an increased tax rate instead of separating them out individually. Johnson said that the tax rate would be extremely high if all services were covered by an overall tax increase. Mayor Montgomery added that the motor vehicle fee allowed the Town to collect revenue from renters that use the roads but do not pay property taxes.

Council Member Wolfe said that the Town currently had a revenue stream for resurfacing through the Powell Bill. She was concerned about residents that were on a fixed income and their ability to pay the additional fee. She said that she was not in favor of the motor vehicle fee.

Johnson said that the Powell Bill funding was not enough to maintain the Town's roads and reiterated that it would be beneficial to implement the fee before the tax base expands.

Council Member Wolfe stated that she understood Johnson's logic, but she was concerned about those that were already struggling financially in Town.

Council Member Capes said that nobody liked to increase fees or taxes, but it may be necessary to maintain the Town's infrastructure. He encouraged staff to continue to explore the option of implementing a vehicle fee.

Mayor Montgomery stated that the Town needed to catch up on the resurfacing.

Council Members continued to discuss the motor vehicle tax with Johnson.

Council Member Wolfe reiterated that she was not in support of the motor vehicle fee.

Mayor Montgomery, Council Member Capes, and Council Member Rayborn requested to hear additional information about the fee at a future meeting.

**Discussion about updated Capital Improvement Plan (CIP) 2023/2024-** Gallman presented an overview of the updated CIP. She noted that she had included the projects funded by Guilford County's American Rescue Plan Act (ARPA) money. She also highlighted that the Oakdale Road Phase 2, Oakdale Road Phase 3, and Penny Road sidewalk projects were included in the CIP, but she noted that the cost estimates needed to be updated.

Council Member Wolfe said that the City of High Point had pushed their Penny Road sidewalk project out until 2028. She asked staff if the Town's portion of the sidewalk should be pushed out as well. Blanchard said that he was open to discussing the timeline of the project. Johnson said that staff would reach out to the City of High Point about the construction of the sidewalk.

Council Member Wolfe spoke with staff about potential state funding opportunities for the stormwater project in Forestdale East.

Johnson said that staff had included money in the budget for an architect to provide drawings for future Civic Center improvements so that the project could be bid out during the 2024/2025 FY. He noted that there was no money in the budget to pay for the actual improvements. Council Member Rayborn and Council Member Wolfe were not in favor of spending money on the Civic Center. Council Member Wolfe said that the Civic Center Facility Use Policy should be updated. Johnson said that staff would push out the fees included for the architect and the money included for the sound system improvements.

Blanchard spoke about the costs for a new service truck and a snow plow that was included in the budget. Council Member Wolfe asked if it could be pushed out. Johnson stated that the Town needed to stay on track with the vehicle replacement schedule.

Gallman spoke about the financing of golf equipment with Council. Johnson noted that a tractor and a Trimax Snake had been included in the budget. Claybrook added that those two items would be more useful than the Toro 2700 that staff had originally included in the CIP. He also noted that it would be a little less expensive.

Johnson spoke about the Wrenn Miller and Jamestown Park bathrooms that were in the CIP. He said that he would like some direction from Council on their priorities. Council Member Rayborn said that there were

already bathrooms at the Jamestown Park, and she would prefer to see new bathrooms at Wrenn Miller. Council Member Capes said that it may be a good idea to push the Jamestown Park bathrooms out a year and move forward with the construction of the Wrenn Miller bathrooms. Coakley said he was slightly concerned that the Town was going to build an inclusive playground at the Jamestown Park, but the bathrooms would not be accessible. However, he noted that staff could make some modifications that would make them more accessible. Coakley said that the Town had three years to complete the Accessibility for Parks (AFP) and Parks and Recreation Trust Fund (PARTF) grant projects. The Mayor and Council Members agreed to move forward with the construction of the bathrooms at Wrenn Miller Park and push out the ones at the Jamestown Park.

Coakley spoke briefly about the stand-on spreader/sprayer. He noted that it would be a piece of equipment that would be beneficial to the Recreation Department and the Golf Maintenance Department. He also presented information on the Swozi Auto Lane Marker. Coakley stated that it would accurately paint the athletic fields once it had been programmed. He said that it would save staff a large amount of time that would be spent manually maintaining the fields. Council Members spoke with Coakley about the details of field maintenance and the benefits of the equipment. They requested additional information about the lane marker.

Mayor Montgomery called for a 15 minute recess at 10:30 am.

Mayor Montgomery called the meeting back to order at 10:45 am.

Council Member Rayborn said she was interested in increasing the line-item amount for non-profit services. Gallman stated that Council was not limited to the \$100,000 limit that was previously in place when the Town had awarded grants. Council Members discussed ways to raise awareness of the opportunity to be reimbursed for services among the non-profit organizations. Council Member Wolfe and Rayborn spoke about services that could be provided to senior citizens. Johnson requested that Mayor Montgomery ask two Council Members to discuss potential options with Gallman.

Gallman and Blanchard spoke about the Water/Sewer Fund CIP items. Gallman said that there were several expenditures for the Eastside Wastewater Treatment Plant improvements that were included in the budget for the upcoming fiscal year.

Blanchard said that staff had included costs for some slip lining projects around Town. He also noted that the Main Street water line and Penny Road water line replacement projects would be completed in the upcoming year. He reiterated that the cost to replace a Public Services vehicle was included in the CIP.

**Discussion about Town of Jamestown's Strategic Plan Goals-** Hawryluk presented an overview of the updated Strategic Plan. She noted that staff had added the following goals:

- *Seek opportunities for improved customer service for groups with specific needs*
- *Schedule a candidate information session*
- *Develop and utilize new logo for Jamestown Park Golf Course 50<sup>th</sup> Anniversary to further market the Golf Course and Town*

Hawryluk also highlighted ongoing and completed goals. She stated that each Council Member would have ten dots to vote for their priorities. She encouraged Council Members to add any new goals that they believed should be included in the Strategic Plan.

Council Member Rayborn discussed the possibility of combining the goal to “Seek opportunities for improved customer service for groups with specific needs” and “Research and implement safety options and ongoing training for security of Jamestown staff.” Council Members discussed the possibility and decided to combine the goals to say “Seek opportunities for improved customer service for groups with specific needs; research and implement safety options and ongoing training for security of Jamestown staff” under the “Staff Excellence” section.

Council Member Rayborn spoke about the need to be clear about the Town’s goals as it pertains to marketing. She requested to change the wording of Goal 3.B under “Outreach and Involvement” to say “Schedule work session to discuss the Town’s goals and role in marketing opportunities.”

Council Member Wolfe requested to add a goal to discuss the update of the Civic Center Facility Use Policy. Hawryluk added the following goal: “Schedule a work session to update the facility use of the Civic Center.”

Council Member Rayborn requested to add the following goal: “Clarify and update the Town’s bid process.”

Council Members used their ten dots to vote on their priorities.

Hawryluk stated that Council’s priorities were as follows:

- “Seek opportunities for improved customer service for groups with specific needs; research and implement safety options and ongoing training for security of Jamestown staff”
- “Achieve minimum staffing levels for all departments”
- “Further develop Music in the Park and other Town-sponsored events”
- “Establish a process for advertising openings & selecting residents for Town boards and committees”
- “Work with PSFD to create a plan for Fire Station Improvements”
- “Utilize the Bicycle and Pedestrian Plan to improve and build sidewalk and cycling connectivity”
- “Utilize ADA Plan to increase compliance in public facilities”

Council Member Wolfe requested to move the goal to “Implement strategies to recruit employees from diverse populations” to the list of ongoing goals. Council Members agreed that the goal should be ongoing.

**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 12:16 pm.

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Mayor

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Town Clerk