

Special Meeting of the Town Council
March 25, 2022
9:00 am in the Clubhouse at the Jamestown Park & Golf Course
Minutes & General Account

Council Members Present: Mayor Montgomery, Council Members Wolfe, Capes, and Straughn (virtually)

Council Members Absent: Council Member Rayborn

Staff Members Present: Matthew Johnson, Katie Weiner, Judy Gallman, Faith Wilson, Paul Blanchard, Scott Coakley, Jamey Claybrook, and 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 there were any changes, additions, or deletions to make to the agenda. There were none.

Council Member Capes made a motion to approve the agenda for the March 25th Special Town Council meeting. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

Introduction to Retreat- Johnson welcomed everyone to the Budget Retreat. He stated that staff was working diligently to ensure that the Town continue to provide superior services to the citizens of Jamestown while drafting the budget. He noted that the budget was still in a very preliminary stage.

Johnson said that the cost of living adjustment (COLA) is generally determined by the consumer price index (CPI). He added that the CPI was at almost 8% as a result of inflation. He stated that staff was requesting a COLA of 3.75%, a potential merit increase of 0-3%, and an addition of 0.5% to the 401K contribution to assist employees.

Johnson provided a brief overview of changes included in the rate schedule. He noted that staff was proposing a \$2.50 monthly increase for sanitation fees. He added that the solid waste fee had not been increased for several years. He said that a small increase had been included for water and sewer rates. He stated that this related to increases from Piedmont Triad Regional Water Authority (PTRWA) and the City of High Point.

Gallman said that the Town had received its first installment of the American Rescue Plan (ARP) funding last July. She added that the second installment should be received in the coming months. She noted that the rules surrounding how the money could be spent had changed several times. Gallman stated that staff was ensuring that the Town spent the money in appropriate ways. She noted that the School of Government (SOG) was going to host a webinar to provide further guidance on ARP funding and ways it could be used in April. She said that the SOG had advised that municipalities could claim revenue loss and this would allow the funding to be spent on general services. Gallman stated that staff had selected

a tentative date for public input on ARP funding and Capital Improvement Projects (CIP) for May 3rd from 4:00-6:00 pm in the Civic Center.

Reports from Department Heads and Superintendents- Johnson stated that department heads and staff would present an overview of their CIP items.

- Ross Sanderlin, Director of Golf-
 - *Driving Range Improvements-* Sanderlin stated that staff began discussing possible driving range improvements a few years ago. He said that about 25,000 square feet would be renovated and artificial turf would be installed in order to protect the grass. He noted that this would allow the driving range to stay open even if the ground was wet which would lead to additional revenue.

Council Members discussed the details of the driving range improvements with Sanderlin. Council Member Wolfe spoke about potentially pushing it out another year.

- Jamey Claybrook, Golf Course Superintendent-
 - *Bunker Construction-* Claybrook said that staff had spoken with Council about the bunker construction at their previous budget retreat. He stated that the project had been taken out of the upcoming budget and included in the budget for Fiscal Year (FY) 2023/24.
 - *2 Greensmaster TriFlex 3300 Mowers-* Claybrook stated that staff needed two new mowers for the greens in order to maintain the course.
 - *Groundsmaster 7200 Mower-* He said that the Groundsmaster was used to mow the outer rough of the course.
 - *Verticutters-* Claybrook said that the Town currently had one set of verticutters. He noted that it was hard to keep up with the work at the golf course with only one set. He added that the greens would be more consistent if his department had more verticutters.
 - *Groundsmaster 4700-* Claybrook said that this mower was used to mow the inner rough. He noted that he had included this in the CIP for FY 2023/24.

Council Member Straughn left the meeting at 9:36 am.

- Scott Coakley, Parks Superintendent- Coakley said that he did not have much to update Council on in regard to his CIP items because most of the projects were based on potential grant funding.

- *Wrenn Miller Bathrooms-* Coakley stated that staff had pushed the bathroom construction at Wrenn Miller Park out a little bit after receiving direction from Council.

Council discussed the location and architectural details of the bathrooms with Coakley and Johnson.

Council Member Wolfe spoke with Coakley about quotes for an inclusive playground. She said that she would love for the Town to be able to construct one in the future.

- Paul Blanchard, Director of Public Services- Blanchard stated that he would provide an overview of the general fund CIP items first.

General Fund Projects

- *Roadway Improvements*- Blanchard stated that there was \$300,000 included in the CIP for the upcoming fiscal year for roadway improvements. He noted the street resurfacing would be funded partially by Powell Bill.
- *Crosswalk Improvements*- He said that several of the crosswalk improvements have been delayed due to the upcoming East Main Street water project.
- *New Sanitation Truck*- Blanchard said the truck was ordered in the current fiscal year, but would not be delivered until the next fiscal year started. Therefore, it was included in the CIP for the upcoming year.
- *Storm Drainage Improvements*- He said that he had been working with a consultant to revise the plans for that project. He added that staff was hoping to get the contract documents complete so that the project could be put out for bids.
- *Stormwater Mapping Project (Withers Ravenel)* - Blanchard stated that this project had been underway for about four years. He noted that staff believed the upcoming year would be the last year that the project would be included in the CIP.
- *Stormwater Audit Prep and Inspection (Blue Stream)*- He said that staff was requesting that Blue Stream be involved with the Town's water quality feature. He added that they would also assist with the Town's National Pollutant Discharge Elimination System (NPDES) permit. Blanchard said that staff was being proactive to prepare for the upcoming stormwater audit.

Council Members discussed the details of the upcoming stormwater audit with Blanchard and Johnson. Blanchard stated that there needed to be someone on the Town's staff that could focus their attention on stormwater concerns. There was a brief discussion about stormwater utility fees and ways they are used to offset maintenance.

- *Crosswalk at Mendenhall Homeplace*- Blanchard said that he had met with NCDOT about the project. They told him that the permit for the project was underway.
- *HVAC System Replacements*- He said that the HVAC unit at Town Hall needed to be replaced. Blanchard stated that staff tries to ensure that the units are maintained according to a schedule.

Water/Sewer Fund Projects

- *Expansion of Randleman Reservoir Treatment Plant*- Blanchard said that staff was waiting for additional information regarding growth costs for the expansion project. He added that he believed construction would begin in 2024.

Council Members discussed potential growth and ways in which it would impact sewer capacity with Blanchard and Johnson.

- *Sewer System Improvements: Slip Lining*- Blanchard said that he was working on the slip lining contract. He added that camera work had been completed for those lines.
- *Plan/Survey for Water Line Replacements*- He stated that he was working with High Point and Greensboro to ensure that the Town makes good choices on how the water is delivered.
- *Main Street Water Line*- Blanchard said he was waiting on contract documents for the water line project.

Council Member Wolfe asked if it would be better to wait until the Jamestown Bypass was complete and open before the Town started to work on the Main Street water line. Blanchard said he would speak with NCDOT about potentially delaying the project.

- *Other Water Line Projects*- Blanchard noted that he would like to replace the water line along Penny Road before the sidewalk project begins.
- *Vehicle Replacement*- Blanchard stated that staff tried to replace one truck every year so that the Town does not have an old fleet.

Council Member Wolfe spoke about pushing the purchase of a new truck out to another fiscal year. She also noted the push towards electric vehicles and whether it would be mandated for municipalities in the future. Mayor Montgomery said that she did not think Public Services should be the first department to move towards electric vehicles if a percentage were required in the future. Johnson encouraged Council to remain on the current service vehicle replacement schedule.

- *Skid Steer*- He stated that staff would like to include the purchase of a skid steer in the CIP. He added that the current one was a 2012, and would likely be sent to the golf course.
- *Chipper*- Blanchard said that the chipper could be used to assist with cleanup after storms. Johnson said that it would have a long service life.
- Matthew Johnson, Town Manager- Johnson said that he would present an overview of the Planning Department's CIP items. He noted that there were not many changes and a lot of the projects revolved around grant funding.
 - *Oakdale Sidewalk Project*- Johnson said that staff was working on getting the Oakdale project going.
 - *Penny Road Sidewalk Project*- He added that staff would like to begin the design work for Penny Road.
 - *Main Street Corridor Study*- Johnson said that the project would be an opportunity for staff to start the planning work for improvements along Main Street. He added that NCDOT may be able to provide funding once the planning components were complete.
 - *Mendenhall Crosswalk*- He said that this project was being pushed out to the upcoming fiscal year.
 - *Golf Course Strategic Plan*- Johnson stated that the Town's adopted strategic plan listed the preparation of an additional strategic plan specifically for the Jamestown Park and Golf Course. He added that he was obtaining quotes from different companies to create a business plan for the golf course.

Council Member Wolfe said that she was in favor of a business plan for the golf course.

Council Members discussed ongoing sidewalk projects with staff. Mayor Montgomery asked about potentially extending the sidewalk on Gannaway Street to connect to Main Street on the post office side. Everyone agreed that a sidewalk at that location would be a good idea.

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

Mayor Montgomery called the meeting back to order at 10:40 am.

Discussion of Topics for FY 2022/2023 Annual Budget-

- Staffing- Johnson noted that the Town had hired Matt Reece with PTRC to complete an Operations Continuity Plan. Reece had identified some key positions that needed additional help or had very little backup. Johnson used this plan to identify staffing needs. He presented an overview of the additional employees that staff was requesting. He noted that one employee in the Finance Department would retire in the coming year. He added that her current position, Accounting Manager/HR, would be broken into two different positions, HR Analyst and Utilities/Business Manager.

Johnson stated that a Planning Tech position was needed. He stated that this employee would assist the Town Planner. He added that Hawryluk had taken on multiple additional responsibilities during the year she had been with the Town. Johnson said that it would be reasonable to assume that she would be overwhelmed if there were any additional growth within the Town without someone to share the workload.

He explained that a Project Coordinator had been included in the proposed organizational chart. He noted that this would be an internal promotion and that the employee would primarily focus on overseeing projects onsite. This would include supervising contractors and consultants on sliplining projects, water/sewer construction, etc.

Johnson said that he would also like to add an Assistant Director of Public Services. He noted that this employee would assist with daily activities and provide customer service to citizens (ex. responding to complaints, answering questions, etc.). He noted that this would allow Blanchard to focus on upper-level water/sewer project planning and execution.

He stated that a Groundskeeper I was included to assist the Recreation Department. He said that Coakley needed additional help. He highlighted the amount of work being done by the two current employees in the Parks Department and noted that their busy season was just getting started.

Council Member Wolfe asked if public services, golf maintenance, and parks and rec employees were assisting each other when needed. Johnson said that they were.

Council Member Capes stated that Reece had recommended adding additional staff and Johnson had proposed a new organizational chart as a result. He noted that the changes made sense. He said that the Town needed to be proactive and plan for the future. Johnson said that it was important for the Town to provide high-quality services and additional staff were necessary to continue to do that.

Mayor Montgomery said that the Town had to add additional staff to the Finance Department and it made sense to add new employees to the Public Services Department.

Council Member Wolfe spoke with Johnson about specifics regarding splitting the Accounting Manager/HR position into two roles. She asked Johnson if the Planning Tech and Project Coordinator position could be combined. Johnson said they needed to be two separate positions.

Johnson said that the new positions were budgeted for half a year, with the exception of the HR Analyst, Utilities/Business Manager, and the Groundskeeper I which were budgeted for a full year. He stated that he was concerned about where to place new employees because there was no available office space in Town Hall for additional staff.

Council Member Wolfe asked Paul about his opinions on the new Public Services staff. He said he was in favor of it. She asked if the current employees could absorb some additional responsibilities. She also said that it may be more cost-effective to contract out for some of the new employees.

- Town Hall Renovations- Johnson said that Council had a copy of the proposed renovations to Town Hall. He added that the changes would provide the additional space that staff needed without having to expand the building. He added that the plan was to start with renovations to the Civic Center. He said that the goal was to make it a more professional Council Chambers. Johnson said it would be beneficial to be able to make phone calls and zoom calls in that room.

Johnson stated that the former Interim Town Manager's office would be a conference room. He noted that the Town Clerk's office would become the Human Resource Analyst's office. He added that this would be appropriate because there is an exterior door that would allow for additional privacy if needed. The current break room would become a future office space. Johnson stated that there would be a wall added for the Deputy Finance Officer. He said that the area where Council used to meet would be divided into an office for the Town Manager and the Town Clerk.

Council Members discussed the timeline of the renovations with Johnson.

Council Member Wolfe stated that she wanted the Civic Center to remain a multi-purpose room for Jamestown residents, civic groups, and non-profits. Johnson said that the civic groups have been meeting in the Mendenhall Room at the Jamestown Park and Golf Course and that seemed to be working well. He said that he would not recommend opening up the Civic Center/Council Chambers to other groups. He noted that staff was working on finding an additional space for groups to meet. Council Member Wolfe said that she wanted to consider reducing the rates for the Clubhouse to make it more affordable.

Council Member Capes stated that renovations to Town Hall were necessary in order to support staff and their needs.

- Recycling/Solid Waste- Johnson said that staff had received a tremendous amount of negative feedback about the current contracted recycling service provider. He stated that staff was looking at the possibility of providing recycling pickup through the Town instead of contracting the service out. Johnson said that a solid waste study had been conducted and that the Town needed to increase solid waste fees to help offset costs. He added that the Town would have to find a facility to accept recyclable materials and retrofit equipment to pick up totes.

Johnson said that it would be the best time to transition to totes for solid waste pickup if recycling services were going to be provided by Town staff. He noted that solid waste was currently picked up twice a week because residents did not have a storage option for trash. He

highlighted the ongoing problems with animals getting into the bags of trash that were put out for collection. Johnson noted that the Town would provide solid waste collection once a week if there was a transition to toters.

Council Member Wolfe asked why there would be a need to pick up trash once a week instead of twice. Johnson said that it took additional time to empty toters and that the sanitation crew already struggled to finish the route on time on Tuesdays after the weekend. He stated that the Town would add a bulk item pickup day to be collected with the knuckle boom truck. Johnson said that there would be a large public information campaign to make the transition to once a week pickup as easy as possible.

Council Members discussed the details of solid waste pickup with Johnson.

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

The meeting ended at 11:53 am.

Mayor

Town Clerk