

Regular Meeting of the Town Council
April 17, 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: Greg Spillman, Lucas Horner, Robert Frederick, Jonn Cothcart, Joann Grubbs, Brian Ulrich, Shawn Rogers, & 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- Council Member Wolfe made a motion to approve the agenda for the April 17th meeting as presented. 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 March 17, 2018 meeting
- Approval of minutes from the March 20, 2018 meeting
- Analysis of financial position of the Town of Jamestown
- Analysis of Jamestown Park & Golf Course
- Audit Contract with Dixon Hughes Goodman LLP
- Spring Litter Sweep Proclamation

Council Member Wolfe said that she would like to thank Katie McBride and Elizabeth Greeson for organizing the Spring Litter Sweep.

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

Old Business-

- Jamestown Historic Grant Progress Report- Shawn Rogers presented on behalf of the Jamestown Historic Society. He thanked Council for the funding they had given to the Historic Society. He noted that they had used that money to buy a fire reporting and security system. The systems detected an arson the second night it was online and prevented the destruction of a historic site in Jamestown. He noted the importance of preserving the history of Jamestown. Rogers also spoke about how the society had strived to expand their collection of original pieces from the historic homes in Jamestown.

Rogers stated that the Historic Society had reapplied for the same amount of grant money that they had received last year. He noted that the Madison-Lindsay house had been having some

issues as a result of when the home was moved back to the site in the 1980's. He said that there was a large amount of wood and siding that was rotting. He also stated that the Historic Society would like to use the funding to renovate an outbuilding to store some of their pieces.

- Request to set Public Hearing date for system development fees- Blanchard stated that there had been discussion about the system development fees at previous Town Council meetings. He requested that Council set a public hearing date for the system development fees for the May 15th Regular Town Council meeting.

Council Member Wolfe made a motion to conduct the public hearing at the May 15th Regular Town Council meeting for the system development fees. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Public Comment- Nobody signed up.

New Business-

- Appointment of Extraterritorial Jurisdiction (ETJ) Member and Alternate Member- McBride stated that there was an opening for an Extraterritorial Jurisdiction (ETJ) Member and Alternate Member. She noted that ETJ Members do not live within the Town limits of Jamestown, but they were impacted by several of the Town's ordinances.

She stated that Robert Lichauer's term as an ETJ Member had expired and he had applied to be reappointed. McBride said that Cara Arena and Jason Spangler had both applied for the ETJ Alternate position. She requested that Council appoint someone to the ETJ Member and ETJ Alternate position.

Council Member Wolfe stated that she had worked with Robert Lichauer in the past when she was on staff. She was in favor of reappointing him.

Council Member Wolfe made a motion to reappoint Robert Lichauer as an ETJ Member. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

Council Member Wolfe stated that she knew Jason Spangler. She noted that both of the applications for the Alternate Member position were great. However, she said that Spangler lived in the ETJ district and also owned a business within the Town limits. She felt that this made him more competitive for the position.

Council Member Rayborn stated that she believed that Jason Spangler listed compelling reasons for why he wanted to serve on the Planning Board.

Council Member Nixon made a motion to appoint Jason Spangler as the ETJ Alternate Member. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- Jamestown Park & Golf Course Quarterly Report- Sanderlin gave Council an update on the Jamestown Park & Golf Course. He noted that there had been several bad weather days over the past three months. However, the Golf Course had hosted three new events in the last three weeks. The tournaments and fundraisers provided more exposure for the Golf Course.

- Consideration of approval of Rules of Procedure of Town Council- Cole presented the rules of procedure to Council. He noted that the procedures had been included in the new Council orientation binders. He stated that it was a set of procedures recommended by the UNC School of Government for small towns. Cole had modified it for the Town of Jamestown, but he said that Council Member Wolfe had several concerns about the details of the policy.

Council Member Wolfe explained her issues with the policy as it was written. There was discussion among Council and Cole about the details of the policy. Cole stated that he needed to go back through the policy and ensure that it matched the Town's charter.

Council Member Wolfe made a motion to continue the discussion on the approval of the rules of procedure to the May 15th Regular Town Council meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Request to set Public Hearing date for Master Sign Plan- Johnson stated that he was requesting that a public hearing date be set for a "Master Sign Plan" for the Jamestown Presbyterian Church. He requested that Council set the public hearing date for the May 15th Regular Town Council meeting.

Council Member Nixon made a motion to set the public hearing date for the Master Sign Plan for the May 15th Regular Town Council meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Request to set Public Hearing date for ordinance updates- Johnson stated that his second request was to set a public hearing date for some minor updates to the Land Development Ordinance. He was requesting that Council set the public hearing date for the May 15th Regular Town Council meeting.

Council Member Nixon made a motion to set the public hearing date for the ordinance updates for the May 15th Regular Town Council meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Presentation of Preliminary Budget and CIP FY 2018/2018- Gallman gave Council an overview of the preliminary budget. She noted that everything in the budget was preliminary and was subject to change. There would also be things added to it within the next few months. She highlighted the following points:
 - She was estimating a 10% increase in health insurance premiums
 - The Town was including a part-time position in the Water & Sewer department in the budget. This would allow for the current workload to be more evenly distributed.
 - The budget included a 2% COLA increase and a 0-2% merit increase. The preliminary pay classification study findings amounted to increases of approximately \$25,000 which was included in the budget.
 - Staff was requesting that one full-time position currently in the Golf Course Maintenance Department be moved to the Recreation Department.
 - The non-profit grants had been combined in a single line item of a maximum of \$98,000.
 - Increases in water rates of 3.5% and sewer rates of 25% had been included in revenues and expenditures in the Water & Sewer Fund. This was a result of increases of water

rates from the Piedmont Triad Regional Water Authority and increases of rates from the City of High Point.

Council Members discussed the details of the increase of water rates with Gallman. Council Member Wolfe noted that the Town of Jamestown did not have any choice in whether or not to raise rates.

- Fund balance would be used in amounts of \$436,483 in the General Fund and \$622,955 in the Water & Sewer Fund to fund capital items.
- The Preliminary 2018/19 budget showed a 1.01% decrease from the 2017/18 amended budget.

Gallman asked if there were any questions. There were none.

- Request to set Public Hearing date for Budget and CIP FY 2018/2019- Cole requested to set a public hearing date for the Budget and CIP for the May 15th Regular Town Council meeting.

Council Member Nixon made a motion to set the public hearing date for the Budget and CIP FY 2018/2019 for the May 15th Regular Town Council meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of pension attest engagement contract- Gallman presented the pension attest engagement contract to Council. She stated that the Town was a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS) and had been reporting pension data for the past 3 years as required by GASB Statement 68. The Town had received notice from the Department of State Treasurer that Jamestown was one of 48 local governments selected for testing census data. She stated that the independent auditors for each local government must provide attestation that certain census data is materially correct.

Gallman stated that the contract had been included in the Council's packet. The auditors were estimating that it would cost between \$5,000 and \$6,000. She was requesting that Council approve the Dixon Hughes Goodman LLP contract for pension attest engagement.

Council discussed the contract details with Gallman.

Council Member Nixon made a motion to approve the Dixon Hughes Goodman LLP contract for pension attest engagement. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of authorizing electronic payments- Gallman stated that the legislator had modified the statute to allow the Local Government Commission (LGC) to adopt rules to address preaudit and disbursement processes related to electronic transactions for local governments. She noted that utilizing electronic payments would decrease the need for doing written preaudits for electronic transactions. However, the Finance Officer would have to adopt written policies for preaudits and disbursements for electronic transactions. She requested that Council approve the resolution that would allow the Finance Officer to adopt the policies that would need to be in place for the Town to no longer require written preaudits.

Council Member Capes made a motion to adopt the resolution authorizing the Town of Jamestown to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of re-designation of purposes of General Capital reserve Fund and Water/Sewer Capital Reserve Fund- Gallman stated that the purposes designated by Town Council for the General Capital Reserve Fund were to fund the annual debt payments for the Golf Clubhouse debt and the construction of the Clubhouse. She requested that Council designate available funds over and above the annual debt payment amount towards the construction of a new Recreation maintenance facility.

Gallman also stated that the purposes designated by Town Council for the Water and Sewer Capital Reserve Fund were to fund water and sewer system improvements. She said that due to the fact that the Town must pay its share of the Eastside Wastewater Treatment Plant and its share of the Riverdale Pump Station that she was recommending that the purpose of the Water & Sewer Capital Reserve Fund be designated for those payments.

Council Member Capes made a motion to designate General Capital Reserve Fund for Clubhouse debt payments and the construction of a new Recreation maintenance facility. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Wolfe made a motion to designate the Water and Sewer Capital Reserve Fund for payments of Eastside Wastewater Treatment Plant and Riverdale Pump Station. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of resolution for golf cart/utility cart leases- Gallman stated that Council had approved of the Town entering into a contract for the golf cart and utility carts at the last meeting. She was requesting that Council approve the resolution and Certificate of Incumbency for the lease.

Council Member Wolfe made a motion to approve the resolution and Certificate of Incumbency for the lease for the golf carts and utility carts. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Appointment of Council Members to Oakdale Cotton Mill Revitalization Committee- Mayor Montgomery stated that there had been some discussion about the revitalization of the Oakdale Cotton Mill area at the budget retreat. A property owner in the area has agreed to meet with staff and Council Members appointed to the Oakdale Cotton Mill Revitalization Committee about future plans for the area. Mayor Montgomery requested volunteers to serve on the Committee.

Council Member Capes volunteered to serve on the Committee.

Council Member Wolfe volunteered to serve on the Committee.

Council Member Nixon made a motion to approve the appointment of Council Member Capes and Council Member Wolfe to the Oakdale Cotton Mill Revitalization Committee. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Appointment of Council Members to Annual Manager’s Evaluation Committee- Mayor Montgomery stated that Council needed to evaluate the performance of the Town Manager. She requested volunteers to serve on the Annual Manager’s Evaluation Committee.

Council Member Nixon volunteered to serve on the Committee.

Council Member Rayborn volunteered to serve on the Committee.

Council Member Wolfe made a motion to approve the appointment of Council Member Rayborn and Council Member Nixon to the Annual Manager’s Evaluation Committee. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

The Committee planned to report back to Council at the May 15th Regular Town Council meeting.

Manager/Committee Reports-

- Manager Report- Cole gave the Manager’s report. He noted the following:
 - April 21st- Spring Litter Sweep would take place from 9:00 am until 11:00 am. He stated that Katie McBride and Elizabeth Greeson were organizing the event.
 - May 8th- Primary election would be held in Ragsdale Civic Center from 6:30 am until 7:30 pm
 - May 14th- Planning Board would meet in the Council Chambers at 6:30 pm
 - May 20th- Memorial Day parade
 - He also stated that Kevin Bottomley, YMCA Representative, had responded to some of the concerns Council had at their previous meeting. Bottomley wanted the Town Council to know that the remaining debt on the YMCA facility as of 12/31/17 was \$2,055,259.86. Bottomley also wanted them to know that YMCA staff had discussed organizing the Spring Litter Sweep with staff, but there was no confirmation.
- Council Member Committee Reports-
 - Council Member Rayborn stated that she had attended the April 9th Planning Board meeting. She stated that Art Wise was reappointed as Chair and Sarah Glanville was reappointed as the Vice Chair. She noted that there was a discussion amongst the Planning Board Members about short-term stays for the majority of the meeting.
 - Council Member Capes stated that there was no Parks & Recreation meeting in April.
- Presentation of Jamestown Flag Design Competition- Sarah Ulrich, High School Representative, gave a presentation on the possibility of having a flag design competition. Ulrich explained what qualified a flag as good or bad. She highlighted the importance of Jamestown having its own flag.

Council Members discussed the details of the competition with Ulrich.

Council Member Wolfe stated that she believed their needed to be more details finalized about the process.

Council Member Wolfe made a motion to continue the discussion about the Flag Design Competition to the May 15th Regular Town Council meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Public Comment- Nobody signed up.

Other Business- Council Member Nixon stated that the High Point Bar Association was sponsoring a Habitat for Humanity House. She encouraged anyone that would like to participate to speak with her about the details.

Mayor Montgomery stated that the Boys to Men Golf Tournament that took place at the Jamestown Park & Golf Course was very important. The tournament raised money for charity and the boys that participated would determine which charity the money would be donated to.

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

The meeting ended at 8:05 pm.

Mayor

Town Clerk