

Regular Meeting of the Town Council
April 18, 2023
6:00 pm in the Civic Center
Minutes & General Account

Council Members Present Mayor Montgomery, Council Members Wolfe, Rayborn, Capes, & Straughn

Staff Members Present: Matthew Johnson, Katie M. Weiner, Paul Blanchard, Anna Hawryluk, Judy Gallman, Faith Wilson, Karen Strausser, & Beth Koonce, Town Attorney

Visitors Present: Danica Heflin, Brandon Cobb, Mary Dalton, David Middleton, Robert Frederick, Lamar Lee, Rita Shugart, Richard Clapp, Cheryl Brown, & Carol Brooks

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

- Roll Call- Weiner took roll call as follows:
 - Council Member Wolfe- Present
 - Council Member Capes- Present
 - Mayor Montgomery- Present
 - Council Member Straughn- Present
 - Council Member Rayborn- Present

Weiner stated that a quorum was present.

- 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 anyone had any changes to make to the agenda.

Council Member Rayborn requested to remove the “Whistleblower Policy” from the consent agenda, to add “Budget Amendment #16” to the consent agenda, to add the “Presentation of the Pinecroft Sedgefield Fire Department (PSFD) Station 46 Feasibility Study” as the last item before “Old Business,” to remove the “Jamestown Park & Golf Course Quarterly Report” from “New Business,” and to add the “Consideration of adoption of a 1% Discount for Early Payment of Property Taxes” as item “D” under “New Business.”

Council Member Capes made a motion to approve the agenda as amended. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Minutes from the March 21st Regular Town Council Meeting
- Resolution requesting that NCDOT lower the speed limit along Main Street to 30 Miles Per Hour (MPH) between Teague Drive and Potter Drive
- Proclamation Spring Litter Sweep 2023
- Proclamation declaring April 16th-22nd as Volunteer Week
- Reappointment of Jane Payne to the Guilford County Historic Preservation Commission
- Appointment of Lamar Lee as a Parks and Recreation Committee Alternate Member

- Approval of Amended Livability Communities Committee Job Description
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Resolution to Establish Materiality Threshold for Recognition of Subscription-Based Information Technology Arrangements (“SBITAs”) Under GASB Statement No. 96
- Budget Amendment #14
- Budget Amendment #16

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

(Resolution requesting that NCDOT lower the speed limit along Main Street to 30 Miles Per Hour (MPH) between Teague Drive and Potter Drive, Proclamation Spring Litter Sweep 2023, Proclamation declaring April 16th-22nd as Volunteer Week, Resolution to Establish Materiality Threshold for Recognition of Subscription-Based Information Technology Arrangements (“SBITAs”) Under GASB Statement No. 96, Budget Amendment #14, & Budget Amendment #16)

Public Comment-

- Robert Frederick, 500 Wyndwood Drive- Frederick stated that it was Volunteer Week. He thanked everyone that had volunteered their time to protest the decisions being considered by the Town Council.

Presentation regarding stormwater and regulatory measures- Johnson said that the Town was scheduled for an audit of its stormwater system in 2023. He added that there were several capital projects that needed to be completed that required financial support, ongoing inspections, and public education. He stated that staff was recommending the implementation of a stormwater utility to help offset the costs associated with unfunded mandates from State and Federal organizations. He introduced Danica Heflin, Environmental Programs Coordinator, at PTRC and director of Stormwater SMART. He said that Heflin would present Council with information regarding the regulatory requirements that the Town was required to meet and the ways in which a stormwater utility may be beneficial.

Heflin stated that her focus was on the public education component of stormwater pollution and prevention. She spoke about the ways that a stormwater utility would benefit the Town and the environment. She noted the various brochures that she used to educate people within the community. She highlighted the importance of teaching children about the ways that humans impact the environment so that they are knowledgeable about those issues by the time they are adults. Heflin stated that the State ensures that local governments comply with clean water standards and that the appropriate protection ordinances are enforced. She spoke about how the environment had changed as a result of industrialization and growth. She added that runoff is created by impervious surfaces (ex. sidewalks, parking lots, etc.) that go into waterways. Heflin stated that some of the pollution could be mitigated with stormwater control measures like retention ponds, rain gardens, etc. She said that there had been notices of violations and discrepancies at every audit she had attended. She highlighted that a stormwater utility could help pay for public education and capital improvements that would assist with compliance.

Presentation of Annual Comprehensive Financial Report Fiscal Year 2021/2022- Gallman introduced John Frank, Partner at Forvis LLP. She added that Frank would present an overview of the Annual Comprehensive Financial Report (ACFR) for the end of the June 30, 2022 fiscal year.

Frank said that Forvis LLP had issued an unmodified audit report and highlighted that the Town had once again received the Certificate of Achievement for Financial Reporting from the Government Finance Officers Association (GFOA). He presented an overview of the financial summary. He highlighted the following:

- Cash and Investments (all funds)- cash had increased overall by about \$1.7 million
 - *Other Governmental Funds*- increased by \$717,738 because of receipt of American Rescue Plan Act (ARPA) funding
 - *Water & Sewer funds*-increased as a result of more system development fees and fewer capital expenditures
- General Fund Available Fund Balance, per calculation formula from Dept. of State Treasurer- decreased by \$354,015
 - Represented the amount legally available for appropriation and had decreased as a result of transfers from the General Fund to Capital Project Funds
- Remaining Fund Balance, after restrictions and Town Fund Balance Policy- had gone from a surplus of \$372,022 to \$0
 - Decrease resulted from transfers from General Fund to Capital Project Funds
- General Fund revenues and other sources- increased by \$290.866
 - All revenue source categories had increased except for investment earnings.
 - Investment earnings decreased as a result of lower cash balances in the General Fund
- General Fund expenditures and other uses- overall expenditures were up by \$278,669
 - General government had increased by \$209,077 as a result of increases in Governing Body and Administration expenses
 - Public Safety spending increased by \$110,466 due to increased Guilford County Sheriff Department contract expenditures.
- Percentage of available fund balance to budgetary basis expenditures and other uses- had decreased from 66.80% to 57.55% which resulted from transfers from the General Fund to Capital Project Funds
- Enterprise fund change in net position for Water/Sewer Fund- increased by \$614,218 as a result of additional revenue and fewer capital expenditures
- Property tax collected- almost 100% of the taxes levied had been collected

Frank said he was available to answer any questions. Council had no questions and they thanked him for his time.

Pineroft Sedgefield Fire Department (PSFD) Fire Station Renovation Architectural Report- Chief Carson stated that PSFD wanted to ensure that Station 46 could meet the current and future needs of the Fire Department. He spoke about the growth that was coming to Jamestown and the additional staffing that would be required. He added that PSFD had partnered with Stewart Cooper Newell Architects to conduct a feasibility study for Station 46 to examine the existing conditions of the building and determine future improvements. He introduced Ken Newell, Stewart Cooper Newell Architects Representative, to present the findings of the study to Council.

Newell stated that his team inspected Station 46 to determine the current condition of the building and identify items that needed to be repaired. He added that they had also explored ways that the building could be expanded to improve the use of Station 46. He noted that the building itself and the interior was in fair condition considering its age. Newell noted the following areas that could be improved: pointing to fill in cracks, a designated clear point of entry for the public, increased security for firefighters, larger apparatus doors, Americans with Disabilities Act (ADA) accessibility, and increased kitchen space. Newell spoke about the expansion options that the Town had to satisfy the needs of PSFD and improve the functionality of the space. He stated that the current building site could be enlarged or a new one or two-story station could be constructed.

Council Member Wolfe said that the architectural report was very thorough. She spoke about the ability of Public Services staff to complete some of the minor building maintenance.

Old Business-

- Consideration of adoption of the Comprehensive Operations Review of the Jamestown Park & Golf Course- Johnson introduced Richard Singer, National Golf Foundation (NGF) Consulting Representative. He stated that the Comprehensive Operations Review of the Jamestown Park & Golf Course had been introduced to the Parks and Recreation Advisory Committee. He added that they had unanimously voted to recommend that Council adopt the plan and begin to work with staff on implementation.

Singer presented an overview of the Jamestown Park & Golf Course strategic plan. He spoke about the common challenges that local governments face when operating a municipal golf course. He stated that the Jamestown Park & Golf Course shared a lot of commonalities with other courses that NGF had reviewed, but it had some unique characteristics as well. He said that NGF had worked closely with Town staff and various stakeholders to create a plan that could be used to improve the course in a multitude of ways. He noted that a survey had also been conducted in order to collect additional data from customers about their experience with the course. Singer noted that the course was in a great location, but it needed to attract patrons that were not just locals in order to be successful. He added that improved marketing and increased property maintenance would draw a larger customer base. He highlighted the following areas that needed to be addressed: irrigation issues, bunker improvements, cart path repaving, expansion of the kitchen area, and service quality of the food and beverage area. He noted that increased investment in the Clubhouse would also result in additional revenue from special events.

Council Member Capes discussed the recommended kitchen improvements with Singer. Singer said that an expanded hood would allow the course to widen their grill menu, improve the quality of food, and serve a larger number of customers at once.

Council Member Straughn requested to be excused from the meeting.

Council Member Wolfe made a motion to excuse Council Member Straughn from the meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Straughn left the meeting at 7:08 pm.

Council Member Wolfe asked Singer why he thought the survey results had been so negative. He stated that the players that golfed at the course more frequently had more negative opinions about the golf course, but they also knew the course's history. Council Member Wolfe spoke about the possibility of having a designated drop-off location for delivery services like Door Dash. They discussed ways to improve the grill area.

Council thanked Singer for his work on the strategic plan.

Council Member Rayborn stated that it was very helpful to have experts examine the Jamestown Park & Golf Course and provide the Town with formal recommendations about potential improvements.

Council Member Rayborn made a motion to adopt the Comprehensive Operations Review of the Jamestown Park & Golf Course and to direct the Town Manager to work with staff to identify key elements of the plan for implementation. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Overview of Pay Classification Study- Johnson stated that the Town had engaged with the MAPS Group. He added that they had completed a review of the Town's pay scales and personnel manual to ensure competitiveness in the marketplace and compliance with changes to State and Federal laws. He introduced Cheryl Brown, MAPS Group Representative, to present the findings to Council.

Brown praised Council for completing salary studies on a schedule and for keeping salaries current with the market. She added that she had examined the salary ranges, job titles/classifications, benefit plans, and the Personnel Policy. She said that there was a large amount of employment involvement in the process. Brown stated that employees had completed position description questionnaires and had met with her individually to discuss any follow-up questions. She presented an overview of the summary report of position descriptions. She noted the local governments that had been included in the market comparison. Brown said that the findings indicated that the Town needed about a 4% salary adjustment. She stated that a new salary schedule and pay plan had been created as a result of the study. She recommended that employees be paid at the minimum rate of their new range. Brown noted that employees were moved into the range based on 0.75% per year of service in their current position. She added that the cost of implementation would be \$15,498.

Council Member Wolfe said that she did not believe that the Town could not compete with High Point, Greensboro, and Guilford County in regard to employee salaries. She stated that the Town had been compared to municipalities with a similar population size in the past. Johnson stated that surrounding governments were included in the comparison because they were in the Town's marketplace and were the Town's competitors in regard to employee recruitment and retention. Johnson added that municipalities like Oak Ridge and Stokesdale did not offer the same types of services that the Town did. Council Member Wolfe asked if Brown had reviewed the Personnel Policy. Brown said that she was currently reviewing the Policy with staff.

- Consideration of approval of ground lease agreement with Pinecroft Sedgefield Fire Department (PSFD) for property located at 6007 West Gate City Blvd. (parcel #156246)- Johnson said that the lease had been under review by the Town Attorney and PSFD's attorney for several months. He

recommended that Council allow the attorneys to continue their review of the lease and the consideration of the approval of the final version would be readvertised at a later date. Koonce stated that they were trying to determine how to fairly address the value of any improvements made to the property after the lease has been terminated. She noted that there were potential issues with the reversionary clause that the State had included when the property was deeded to the Town. Koonce said that she would discuss the wording of the lease with staff before she resubmitted it to PSFD for their legal review.

New Business-

- Jamestown Park & Golf Course Maintenance Quarterly Report- Claybrook presented his quarterly report to Council. He noted that staff had cut down several dead trees around the Golf Course over the past three months. He said that staff was continuing to put out mulch in order to improve aesthetics. He stated that sand would be added to bunkers that needed it most. Claybrook noted that the old restrooms at the course had been demolished and that new ones would be constructed soon. He added that the roof for the maintenance building had arrived.
- Consideration of approval of Special Events Permit Request for the Arts Splash Summer Concert Series- Johnson said that the Town had been approached by the High Point Arts Council to include Jamestown in their community “Arts Splash” summer concert series. He stated that they would like to host an hour and a half concert at Wrenn Miller Park on June 23rd. He added that that the Arts Council would be responsible for all facets of the event except for solid waste collection. He recommended that Council approve the special events permit request with the condition that the High Point Arts Council provide the Town with liability insurance information, music/vendor information, hold harmless agreements, and ABC permits.

Council Member Wolfe made a motion to approve the conditional special events permit request for High Point Arts Council’s Summer Splash concert. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Amendment to the Property Tax Discount Rate- Gallman said that the Guilford County Tax Department sends out tax notices in July every year. She added that the Town contracted with the County to bill and collect payment on property taxes within the corporate limits. She stated that Guilford County and Jamestown currently offered a 0.5% discount on taxes that were paid in July or August. Gallman said that the County voted to increase their discount rate to 1% on April 6th. She noted that the Town could increase their discount rate to 1% as well. She requested that Council adopt the resolution if they would like to amend the rate.

Council Member Capes made a motion to approve the resolution adopting a 1% discount for early payment of property taxes. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

(Resolution amending the Property Tax Discount Rate)

- Presentation of the Preliminary Budget & Capital Improvement Program (CIP) 2023/2024 Fiscal Year (FY)- Johnson spoke about the budgeting process. He noted that staff and Council had held three budget workshops since January. He added that the need for fee increases had been discussed at the meetings in order to alleviate some mounting pressure on the Town’s General Fund. He highlighted that Gallman and Wilson had worked diligently to prepare a balanced

budget in spite of challenges. Johnson stated that Finance staff had determined that proposed expenditures exceeded expected revenues by \$1.5 million. He noted that staff had removed or deferred nonessential items and capital projects from the budget as a result of the deficit. He added that Council had suggested that staff closely review the Golf Course budget after the completion of the strategic plan to determine where losses were occurring. He stated that the difficult decision to recommend a reduction of force of two positions at the Golf Course had been made. He highlighted that the Town still had a budget deficit of about \$550,000. Johnson noted that the Town's main revenue sources resulted from the sale of goods and services (ex. water, sewer, etc.) and taxes. He said that staff was recommending a \$0.10 tax increase in order to balance the budget. He highlighted that this did not include additional revenue for the replenishment of the Town's Fund Balance. Johnson noted the following contributing factors that led to the deficit: deferment, Covid, supply chain issues, inflation, high interest rates, increased legal fees, unfunded mandates, use of Fund Balance to complete capital projects, and lack of periodic tax/fee increases. However, he highlighted that staff had secured \$3.5 million in grant funding for several projects around Town. He stated that staff would continue to provide superior services to residents, but he acknowledged that the costs of those services had increased. Johnson added that the Town would pull through this challenging time and would be stronger as a result.

Gallman presented an overview of the Preliminary Budget. She noted that a Cost of Living Adjustment (COLA) of 4% and a possible 0-3% merit raise had been included for employees. She noted the slight increase of retirement costs and added that health insurance would go up by 2.5%. She spoke about the new positions that were included in the budget. She noted the following were included in the budget: a proposed \$0.10 tax increase, a \$5 monthly stormwater fee beginning in January, a \$30 annual motor vehicle fee, a 4% pass-through increase on the water rate, a 30% pass-through increase on the sewer rate, and a \$2.50 monthly increase for solid waste/recycling.

Gallman also spoke about the CIP projects included in the budget. She noted the following: Golf Course equipment, money to address stormwater projects after the audit, a snow plow, a spreader/sprayer, Eastside Wastewater Treatment Plant improvements, sewer sliplining, Main Street water line project, and the purchase of a service truck for Water/Sewer Department.

Council Member Wolfe stated that she was not in favor of the motor vehicle fee because she was concerned about the financial stress that it may place on the citizens. Council Member Capes said that it would take 60 years to repave the streets at the Town's current place. He added that it was Council's responsibility to maintain the Town's assets. Council Member Rayborn noted that the motor vehicle fee would apply to renters as well as property owners in Town that used the roads. Council Member Capes continued to discuss the benefits of the implementation of a motor vehicle fee with Johnson.

Council Member Wolfe spoke with staff about the details of the budget.

- Request to set the public hearing date for the Recommended Budget & CIP FY 2023/2024- Wilson requested that Council set a public hearing date for the Recommended Budget and CIP for FY 2023/2024 for the May 16th Town Council meeting at 6:00 pm in the Civic Center.

Council Member Rayborn made a motion to set a public hearing date for the May 16th Town Council meeting at 6:00 pm in the Civic Center. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of award of the 2023 Resurfacing Contract to the lowest, responsive, responsible bidder- Blanchard stated that staff had opened bids for the 2022/2023 Resurfacing Contract on April 17th. He said that Waugh Asphalt, Inc. submitted the lowest bid in the amount of \$403,546.03. He requested that Council award the contract to the lowest, responsive, responsible bidder, Waugh Asphalt, Inc.

Council Member Capes made a motion to award the 2023 Resurfacing Contract to the lowest, responsive, responsible bidder, Waugh Asphalt, Inc., in the amount of \$403,546.03 and to authorize the Town Manager and Finance Director to execute all documents. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports

- Manager Report- Johnson presented his monthly Manager Report to Council. He thanked staff for their work on the budget and Council for participating in the budget workshops. He noted that the utilization of toters for solid waste collection had begun on April 11th and 12th. He said that citizens seemed to be adapting to the new schedule very quickly. Johnson noted that staff and Girl Scout Troop 30066 had planted 6 new trees along the walkway to the Pedestrian Bridge in honor of Arbor Day. He stated that National Volunteer Week was April 16th-22nd, and that several volunteers would be highlighted on the Town's social media throughout the week. He also updated Council about several ongoing projects. He spoke about the upcoming Music in the Park event. He noted that the MyRec software was live, and citizens could begin reserving shelters, athletic fields, etc. online.
- Council Member Committee Reports-
 - Council Member Wolfe said that she had a TAC meeting on March 28th. She said that there were no changes in the projects for Jamestown. She also spoke about upcoming Year of the Trail and Earth Day events.

Public Comment- Nobody signed up.

Other Business- Council Member Rayborn spoke about the changes that had been made to the sign ordinance in the previous year. She asked Hawryluk to review the sign ordinance and consider the impacts that things like electronic signs may have on the look and feel of Jamestown. Hawryluk agreed to review the ordinance.

Closed Session Per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street)- Council Member Capes made a motion to go into closed session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street). Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

-----**Closed Session**-----

Council Member Wolfe made a motion to resume open session. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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 8:50 pm.

Mayor

Town Clerk