

Special Meeting of the Town Council
May 11, 2022
9:00 am in the Civic Center
Minutes & General Account

Council Members Present: Mayor Montgomery, Council Members Wolfe, Rayborn, and Straughn

Council Members Absent: Council Member Capes

Staff Members Present: Matthew Johnson, Katie Weiner, Judy Gallman, Faith Wilson, Anna Hawryluk, Paul Blanchard, & 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.
- Approval of Agenda- Mayor Montgomery asked if anyone had any changes to make to the agenda. There were none.

Council Member Wolfe made a motion to approve the agenda for the May 11th Special Town Council meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Presentation of Revenue Neutral Rate- Gallman presented information on a revenue-neutral tax rate. She stated that counties and municipalities must conduct reappraisals of real property at least every eight years. She added that this impacts the tax base because real property values are put back to market value. Gallman said that local governments experience a change in revenue as a result. She stated that the revenue-neutral tax rate would keep the government's revenue the same given its new tax base. She said that Jamestown's overall tax base increased due to the revaluation the revenue-neutral rate would be \$0.4687/\$100 value. She highlighted that this was lower than the current tax rate of \$0.485/\$100 value. However, she noted that the rate was calculated before taxpayer appeals were taken into account. Gallman said that the current budget included the unchanged tax rate.

Council Member Rayborn asked if Gallman had noticed if there were issues with tax collection or water bill payments. Gallman said that she had not seen a change.

Updates to Capital Improvement Program (CIP) - Gallman said that there had been some changes made to the CIP items in the General Fund. She noted that the recreation master plan, the inclusive playground structure, and the main street corridor study had been moved out to the 2023/2024 (FY) fiscal year.

Council Members discussed the changes to the CIP with staff.

Council Member Wolfe asked if the Main Street water line project should be pushed out until the bypass is completed. Blanchard said that he was in favor of waiting until the bypass was complete. There was a consensus to push the project out until the 2023/24 FY.

Council Member Rayborn said that she had some concerns about investing additional money in Civic Center improvements because there had been technical difficulties in that room. She added that she would be more comfortable with keeping the Town Hall renovations in the budget for the upcoming year and pushing the Civic Center improvements out for a year. Council Member Wolfe agreed. Johnson said that staff ideally wanted to use the same contractor for construction in both areas. He added that it may be possible to have a contract that could cross over fiscal years even though there was no guarantee that it would be included in the next budget year. Council Members discussed the details of the Civic Center improvements with Johnson. Council Members agreed that they would like to keep the Civic Center a flexible space.

Council Member Wolfe thanked staff for providing the job descriptions for the proposed positions that had been included in the budget. She said that it helped her understand the need for those employees and the connection to the continuity study that had been conducted.

Council Member Wolfe spoke with Johnson and Blanchard about the new Assistant Public Services Director position. She asked if it were reasonable to believe that a person hired in that position could become the Public Services Director in the future. Johnson said that was possible as long as they were a good fit for the job. Council Members also discussed ways in which the new employee could assist with the upcoming stormwater audit.

Council Member Wolfe spoke with staff about the details of the Project Coordinator positions.

Council Member Wolfe spoke with Johnson about how employees would resolve technical issues once the current Town Hall employee that addressed those problems retired. Johnson stated that staff would continue to rely on VC3 to assist employees with any issue that may arise.

Council Member Wolfe spoke about the assignment of grades to classes for the new positions. She asked if the assignments were comparable to municipalities of a similar size. Johnson said that they were comparable to the market in the area. He added that the market did include Greensboro and High Point. Council Member Wolfe said that she did not believe that Jamestown could compete with larger cities. She added that she thought employees would accept a lower income to work in a smaller town. Johnson noted that he believed the proposed salaries were appropriate for recruitment and retention of employees.

Council Member Rayborn asked if it would be beneficial to utilize a temp service to fill some of the current vacancies for public services and recreation. Johnson said that the Town currently used a temp service to vet people for solid waste positions. Council Member Rayborn spoke with Johnson about current vacant positions.

Council Member Straughn recommended that a pay classification study be done biannually in order to retain employees. Gallman said that staff had budgeted for a pay classification study to be conducted in the upcoming fiscal year. Johnson said that the Town was currently on a five-year schedule in order to avoid compression issues. He added that the personnel policy would also be updated when the pay classification study was completed.

Council Member Wolfe said that the rates at the Clubhouse should be adjusted for the civic groups because they could no longer meet in the Civic Center. Johnson stated that he was in the process of finalizing a facility use policy for the Clubhouse. He added that a nonprofit rate was going to be included.

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

The meeting ended at 10:07 am.

Mayor

Town Clerk