

Special Meeting of the Town Council
CIP Budget Retreat
January 23, 2024
9:00 am in the Civic Center
Minutes & General Account

Council Members Present – Mayor Montgomery, Council Members Rayborn, Wolfe, Burgess and Glanville

Council Members Absent – none

Staff Members Present – Town Manager Matthew Johnson, Director of Public Services Paul Blanchard, Finance Officer Faith Wilson, Deputy Finance Officer Heather Lunsford, Planning Director Anna Hawryluk, Head Golf Pro Marcy Newton, Golf Course Superintendent Jamey Claybrook, Rebecca Ashby, Grant Administrator, Interim Town Clerk Nancy Avery.

Visitors Present – John Capes, Carol Brooks

Call to Order - Mayor Montgomery called the meeting to order at 9:05 am.

Pledge of Allegiance – Mayor Montgomery led the Pledge of Allegiance.

Moment of silence – Mayor Montgomery called for a moment of silence.

Town Manager Johnson introduced Harold Owen with the NC League of Municipalities to speak about Capital Budgeting. Mr. Owen gave a presentation to Council with the following highlights:

- The Board charts the course for the Town
- Water and Sewer services are an Enterprise Fund and must make money for infrastructure. It is a business and must be treated as a business.
- Staffing is a challenge these days. His town had to raise salaries for police officers to retain them and keep them from going to other communities.
- PFAS and PFOS in water is an issue now and in the future. There will be significant costs coming for treatment of these items.
- Strategic Plans are essential. Most cities your size do not have one. Yours is excellent.
- Future challenges are:
 - How much growth do you want?
 - How do you grow it?
- Jamestown is a gem.
- Recommend discussing every year goals as far as five years out.
- Work sessions are important.
- Trust your manager, finance people and department heads.
- It is important to communicate.

Mayor Montgomery asked Mr. Owen if solid waste should operate as an enterprise fund and if so, what the pros are.

Mr. Owen replied that operating it as an enterprise fund would put the town in a better place and rates would have to be increased.

Mayor Montgomery called for a break at 10:02 am.

Mayor Montgomery resumed the meeting at 10:11 am.

Reports from Department Heads

- Faith Wilson, Finance Officer stated the Capital Improvement Plan (CIP) is a plan for the present and future. It also includes equipment purchases over \$5,000. It is a working document that Council approves every June. The Fund Balance Policy was included in the agenda packet. Fund Balance is a reserve for emergencies and unforeseen events. It is not used for operating expenses. If there is an excess in the Fund Balance it may be used for a certain project, but it must be reimbursed. A Budget Ordinance addresses Capital Reserve fund, which is Fund 11. It outlines procedures on what budget amendments have to receive Council approval.

Town Manager Johnson said a lot of the Fund Balance is restricted. It is for good financial planning.

Council Member Glanville asked if we make money on the Fund Balance.

Finance Officer Wilson responded that the Town has investments in the NC Capital Trust Fund which is an interest bearing account.

- Scott Coakley, Recreation Director – Town Manager Johnson stated Mr. Coakley could not attend today so he will cover this department. He reviewed CIP projects for fiscal year 2024-2025:
 - New bathrooms at Jamestown Park entrance- \$450,000 (must do)
 - Snow Plow \$9,000 (must do)
 - Plugger for aerification \$18,000 (must do)
 - Wrenn Miller bathrooms \$450,000 (should do)
 - Pave shelter parking lot \$7,500 (should do)
 - Soccer field overflow parking \$200,000 (should do)

Council talking points:

- Can DOT assist with the parking projects?
- Soccer complex has seen a 50% increase in use.
- Expected revenue for field rentals this year is \$29,000
- Should we purchase equipment instead of leasing?
- Have concessions been done at the soccer field as a revenue source?
- Can staff be used to manage parking?
- Won't the money from the state be used for Wrenn Miller?

Manager Johnson said:

- Occasionally we have done concessions as a courtesy, but we have not been able to find anyone to do it. It is not a money maker and there are health department regulations if we do food that is not prepackaged.
- There are legal and insurance issues with using staff, but we do use them.

Grants Administrator Ashby said it would be a better option to use the state money for the other bathrooms as it can be used as a match. We can make a good case for bathrooms. She plans to apply for funding for both bathroom projects.

Consensus – move Wrenn Miller bathrooms from ‘should do’ to ‘must do’.

- Marcy Newton, Head Golf Pro, reviewed projects as follows:
 - New storm shelter between old 6 tee box and 8 tee box - \$40,000 – (should do) FY 25-26
 - Range picker/ ball washer - \$24,000 (should do) FY25-26. This equipment is used constantly and needs to be replaced. This is a high estimate.

Council talking points:

- No projects in FY 24-25

Golf Pro Newton stated they are in pretty good shape and nothing is need in FY 24-25.

- Jamey Claybrook, Golf Superintendent, provided information on upcoming projects:
 - Utility carts \$26,000(must do) FY24-25. We have two very old ones that need significant maintenance. Parts are getting hard to find because they are so old. We want to go with two electric ones with ion batteries that can also be used for towing things. This is a must do for us and will help our operations.
 - Fairway mower, Truckster and Top Dresser \$100,000 FY 24-25. These are leased and the leases are expiring. We want to replace with newer, purchased ones.
 - Pump replacement \$10,000 (must do) FY24-25. This pump runs a lot to pump water throughout the golf course. There are three motors; one is not operational, one is fine and one is running rough.
 - Sand trap reconstruction \$600,000. This would enhance the quality and playability of the course. It will need to be contracted out and split between fiscal years.
 - Tractor replacement \$65,000 (should do) FY24-25. This needs to be replaced.
 - Trimax snake \$43,000 (should do) FY24-25. This can be used in the winter to pick up brush.
 - Irrigation leaks \$700,000 FY25-26. We found 70 leaks last year. The lines that go to the sprinkler heads need to be replaced.

Council talking points:

- Can the electric utility carts be charged at the new building?
- What is the battery life?
- Do you use one provider for all carts?
- How old is equipment – how old do we allow it to get before replacing?
- How much does it cost to fix a leak and how long does it take?
- Wasn't irrigation an issue 10-15 years ago?
- So much was put into fixing it before and we immediately started having problems.
- Did all the mowers come in for this fiscal year?

Superintendent Claybrook responded that battery life is six – 10 years. We look at 2-3 different providers for golf carts for quotes. It takes a day to fix a leak and costs about \$200 per leak. We have not received all of the mowers yet for this fiscal year. Equipment is used 10-15 years.

- Anna Hawryluk, Planning Director, said sidewalk projects start in Planning until funding is received. Two projects are currently underway; Oakdale Road and Penny Road. Other projects are:
 - Main Street Corridor Study \$50,000 (must do) FY 25-26. The bypass has helped with us not getting as much truck traffic. This gives us an opportunity to re-imagine downtown Main Street. This study will look at streetscapes, sidewalks, bike lanes, parking, and traffic circles.
 - Sidepaths at five locations in town. These are listed as could do projects with no estimate. A sidepath is a wider sidewalk of 8 feet to allow pedestrian and cyclist use. These areas have a lot of storm water issues so some sidewalks may have to be redone.
 - Deep River Paddle Trail/Greenway Trail. This has been on the CIP for a long time. It is not in the pedestrian plan. We hope to have money for this in the future.

Council talking points:

- Sidewalks are on only one side of the road and not both.
- Discussed locations where it would be nice to have connecting sidewalks.

Planning Director Hawryluk said the Land Development Ordinance (LDO) requires new developments to have sidewalks on both sides at the developer's expense.

- Paul Blanchard, Public Services Director, reviewed:
 - General Fund projects:
 - Roadway improvements \$320,000 FY24-25. This will be done every two years. Powell Bill funds are used and the new Vehicle Tax fee will also help pay for this.
 - Crosswalk improvements \$30,000 FY24-25.
 - Storm drain street improvements \$50,000 FY 24-25.
 - New storm water utility leaf truck \$270,000 FY 24-25.
 - HVAC replacement at Town Hall \$15,000 FY24-25.
 - FY25-26 projects are painting Town Hall \$20,000 FY 25-26 and roof replacement \$90,000 FY 25-26. We are talking with the insurance company about this.
 - Water/Sewer Fund projects:
 - Treatment plant Riverdale upgrades. Our share will be about \$8-9 million. All of the Town's sewer goes through this plant.
 - Manhole cover replacements
 - Sewer water line replacement
 - Main street water line. We hope to have under contract this budget year with possible bidding in April.
 - Penny Road waterline. We hope to get this under contract this year.

- AMI meter reading system \$200,000 must do FY24-25. This software will target areas where we have to go several times a year to cut off services. It will allow remote pressure monitoring and cut off. The meters are more expensive but they do more things.
- Vehicle replacement. We try to replace one vehicle a year. The oldest is 10-12 years old.
- Sewer line in Forestdale North is 55 years old. We will look at replacing it when lake maintenance occurs as it is on the lake.

Council talking points:

- What do the library improvements consist of?
- Do we use equipment until it no longer works or do we re-sale?

Director Blanchard responded work at the library includes fixing the trim on the second story, window work (glazing) and carpentry work. Nothing major is included. We re-sale equipment on gov.deal which is similar to eBay for government. Vehicles are used on average 15 years.

- Matt Johnson, Town Manager

- Street festival. Would Council be interested in having a street festival? It would involve closing streets which we cannot do with our staff, port-a-john rentals, police and fire services, vendors, music and so on. His estimate is \$50,000 to \$70,000.
- Economic Development – the Oakdale Cotton Mill might be an opportunity for this.
- Fire Station renovation \$50,000 is our share of the architectural design cost. It might be possible to use the renovated fire station for voting or overflow Council meetings. We are looking at the best approach for this. It might be better to consider tearing down and rebuilding.
- Civic Center improvements \$50,000 (must do) FY24-25. Council did not fund an architectural study in the last budget. We would like to put some money in the budget for a study to recommend improvements for more flexibility as we do not have the expertise on staff for this and to help to plan for the future.
- Future Council meeting setup. What are Council's thoughts on having a dais rather than tables and chairs?

Council talking points:

- What time of year for a festival?
- Are we doing anything for the upcoming 50th anniversary of the golf course?
- Have we talked about what we want the Town to be known for?
- Could we do a consensus from residents if this is something they want?
- Are there any grants for fire trucks?
- Can we put office space in the fire station?
- What use would the Civic Center be renovated for?
- Do not think we need a full plan, maybe only look at lighting.
- Council meeting set up does not need to be permanent.

- We have a lot on our plate and Council set up is the lowest priority because it benefits us more than the wider community.

Manager Johnson said there is a lot of competition with other events in the fall, so possibly in the spring. We could reduce one Music in the Park event to help cover some costs. Think about it and we can discuss it again at the March budget retreat. It is possible that we could add office space to the fire station renovation. The Civic Center renovation would be for Council Chambers and other board meetings, staff meetings. It would not be for Civic Center use.

Grants Administrator Ashby said most grant amounts are small but she is still looking.

Mayor Montgomery called for a break at 11:49 am.

Mayor Montgomery resumed the meeting at 11:55 am.

Strategic Plan

Planning Director Hawryluk reviewed the following staff recommendations and asked Council to decide if they could be incorporated in the Strategic Plan or not:

1. Staff Excellence
 - a. Update purchasing policies for Town staff
 - b. Procure software for budget forecasting
 - c. Update website host to expand functionality and increase ease of use for customers
2. Infrastructure and Facilities
 - a. Evaluate and create a plan for overflow parking at Charles Turner Athletic Complex
 - b. Evaluate options to better utilize short game area
3. Planning and Development
 - a. Review historic assets and create plans to preserve and protect them
4. Move to Ongoing
 - a. Move goals 5B, 6A, 6B and 7A to ongoing status

Consensus

1b above – do not put in strategic plan. Put in budget only.

Change 1B to read: Seek training for improved customer service; seek specific training for groups with special needs and implement safety training and security options for staff

Add as 1C – Update website to expand functionality and ease of use for customers.

Add 2C – Update purchasing policies

Add as 5I – Evaluate and plan for overflow parking at soccer complex.

Add 7B – Review historic assets and create plans to protect and preserve.

Move to Ongoing status:
6A, 6B,

Planning Director Hawryluk asked Council Members to place their six dots on the six goals they consider priority.

Results were:

1. Seek training for improved customer service; seek specific training for groups with special needs and implement safety training and security options for staff.
2. Schedule work session to discuss the Town’s goals and role in marketing opportunities.
3. Review historic assets and create plans to protect and preserve.
3. Work with PSFD to create a plan for Fire Station Improvements.
4. Develop Livable Communities Initiatives.
5. Seek opportunities for grant funding for pedestrian and parks/recreation facilities.
6. Promote excellence in customer service.

Adjournment

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

The meeting ended at 12:48 pm.



Lynn S. Montgomery, Mayor

ATTEST: 

Nancy Avery, Interim Town Clerk