

Regular Meeting of the Town Council

02-21-17

6:30 p.m.

Minutes and General Account

Council Members Present: Mayor Volz, Council Members Montgomery, Nixon, Ragsdale, Straughn

Staff Present: Kathryn Billings, Judy Gallman, Mathew Johnson, Paul Blanchard, Martha Wolfe, Katie McBride, & Beth Koonce, Town Attorney

Visitors Present: Tommy Cole, Steve Allred, Brandon Cobb, Dick Franks, Kevin Bottomley, Rebecca Rayborn, Robert Frederick, Barry Neel, Xavier Stafford, Daniel Perez, Carol Brooks (Jamestown News)

1. **Call to Order-** Mayor Volz called the meeting to order.
2. **Community Reflections-** Mayor Volz announced the following community events:
 - February 24th-Loose leaf pickup ends. Citizens will have to bag the leaves from this point forward.
 - May 13th- The Spring Fling will take place from 5:00 p.m.-10:00 p.m. at Wrenn Miller Park. Music will be sponsored by the Town. The Special Occasion Band will perform and there will be food trucks and a beer garden.
 - June 3rd- The Community Yard Sale will be held at Wrenn Miller Park
 - Mayor Volz recognized Sheryl Edge who has recently passed away. She was a longtime resident of Jamestown. Sheryl was a member of Cedarwood Garden Club for 39 years where she served as president for 4 terms. She was also active in the Historic Society. Mayor Volz asked that everyone keep her family in their thoughts.
 - Mayor Volz requested that Kathryn Billings recognize the new Deputy Clerk, Katie McBride. Billings introduced her to the Council and those present. She stated that Katie was a graduate of Appalachian State University and had received her Master of Public Administration degree in December. She also recognized Martha Wolfe, Town Clerk, who is retiring. She thanked Martha for her service and noted that Wolfe has been an invaluable asset to the Town and community. The Council welcomed the new Deputy Clerk.
 - Mayor Volz called for a moment of silence
3. **Approval of minutes from the January 17, 2017 Regular Meeting-** Council Member Straughn made a motion to approve the minutes from the Regular Meeting of 01-17-17. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

4. **Public Comment Period-** No one registered to speak.
5. **Ragsdale YMCA Grant Progress Report-** Mayor Volz moved this up on the agenda because the Law Enforcement presenter was not present at the time.

Kevin Bottomley presented the YMCA grant progress report. He spoke of accomplishments experienced by the YMCA last year. They had their first surplus since the building's opening. They are planning on making some improvements to the facility over the next year. They raised \$95,000 to support YMCA programs and services through their annual scholarship fund. They also gave out \$54,000 in direct financial aid and \$94,000 in reduced fees and free programs.

Bottomley noted two programs that the YMCA has recently begun. The first was Fitting Another Piece in the Puzzle. It focuses on serving children with autism and families with autistic children. The second program is led by the YMCA aquatics director and is for children with special needs. The program was able to serve 642 children and adults last year.

The Town granted the YMCA \$30,000 last year which was used to assist in paying the mortgage on the building. The YMCA has already submitted their grant application to the Town for the next budget cycle.

Bottomley asked the Council if there were any questions. There were none. Mayor Volz told him to keep up the good work.

6. **Annual Law Enforcement Report-** Lt. John Henderson was present and presented the annual report He reported on the part 1 crimes (burglary, larceny, motor vehicle break-ins, vehicle thefts, rape, robberies, and aggravated assaults) statistics for the Town. He compared last year's data to the numbers collected over the past five years. There has been no significant increase in crime since 2016. Lt. John Henderson asked the Council if they had any questions. There were no other questions. Council Members thanked the Department for their service.
7. **Annual Fire Department Report-** Captain Brandon Cobb presented the annual Fire Department report. He spoke about the mutually beneficial relationship between the Department and the Town and hopes that it will continue in the future. He noted the importance of the Fire Department staff and his appreciation for them.

Their station in Jamestown, Station #46, has two engines, a tanker, and an EMS truck. The Jamestown Station had 724 calls this year and this number has steadily increased over time. The majority of the calls were for medical services.

The Fire Department is also proud of their fire prevention program. They presented programs to schools and daycares in Jamestown. They reached 2,806 adults and children last year. They plan to continue to invest in training and equipment for their staff over the next year. They are planning to hire twelve career firefighters to improve the safety of their staff and the services they provide.

Cobb thanked the Council for allowing them to serve Jamestown. Council Members stated their appreciation for the Department's service.

8. **Consider rate adjustment & policy changes at Jamestown Park & Golf Course-** Ross Sanderlin presented possible rate changes for Jamestown Golf Course. He proposed changes that would make their regular and tournament fees more aligned with their competitors. The changes would be effective as of 04-01-17.

Council Members discussed the details and implications of the rate changes. Council Member Nixon made a motion to approve the rate changes effective on 4-01-17. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote. The rate changes are attached.

9. **Consider Special Event Permit Request for Jamestown United Methodist Church to host a 5k Run and 1 Mile Walk-**The Town Clerk presented a special event permit request for Jamestown United Methodist Church. The event would consist of a 5k run, a one mile fun run/walk, and a tricycle parade. It would take place on 04-29-17 from 8:00 a.m.-11:30 a.m. All the proceeds raised at the event would go towards the church and the preschool.

The Town Clerk noted that the event was held last year and that JUMC had completed the required paperwork. They meet all the special event permit requirements. The event was presented to Council because they are requesting use of town streets. Their route would be through the Forestdale East subdivision.

Council Member Straughn moved to approve the special event permit for the event on 04-29-17. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

10. **Consider Resolution to Establish Policy for Sealing and Unsealing Closed Session Minutes-** The Town Clerk presented a Resolution to address the sealing and unsealing of closed session minutes. She noted that this would be a general housekeeping task in regard to the Town's records. The resolution would allow for the Council to unseal minutes once they are no longer sensitive. The minutes would then be considered public record and documented in the official minute book. The Town Clerk recommended that the closed minutes be examined once a year by the Mayor, the Town Manager, the Town Attorney, and the Town Clerk in order to determine if any need to be unsealed.

The Town Clerk presented the idea of examining the minutes during a specific month every year. Some of the minutes examined may remain sealed. The Council could move to unseal any minutes that were no longer detrimental to the subject matter. Council Members discussed the details of the quantity and timeframes of the minutes to be examined. The Town Clerk recommended that all the sealed minutes should be considered and unsealed if appropriate. The amount of minutes examined should decrease each year as they are approved to be released as public record. This would allow the closed minutes to be current.

Council Member Straughn made a motion to approve the amended resolution for the annual review of closed minutes with the addition of the inspection occurring in the month of December. Council Member Ragsdale made a second to the motion. The motion was approved by unanimous vote.

- 11. Set Public Hearing date to consider initial zoning of properties located at 4301 Millis Rd. to Conditional Zoning By-Pass (CZ-B) and 4503 Merlin Drive to Single Family Residential (SFR)-** Johnson requested to set a public hearing date for the initial zoning of the properties of 4301 Millis Rd. and 4503 Merlin Drive at the 03-21-17 Council Meeting.

Council Member Nixon made a motion to set a public hearing on 03-21-17. The motion was seconded by Council Member Straughn. The motion passed by unanimous vote.

- 12. Consider adoption of a Resolution Directing the Town Clerk to investigate a petition received under G.S. 160A-31 for voluntary contiguous annexation from Koury Corporation-** Wolfe presented a Resolution directing the Town Clerk to investigate the petition for annexation. Following the investigation, the Town Clerk will present a Certificate of Sufficiency to Council and a Resolution to set a public hearing date on 03-21-17. The Planning Director would then present the annexation case.

Council Member Straughn made a motion to approve the investigation of the petition submitted by Koury Corporation. The motion was seconded by Council Member Ragsdale. The motion passed by unanimous vote.

- 13. Resolution to consider approval to investigate zip code boundary of properties located in the street range 106 Penny Rd.-146 Penny Rd. -** Johnson presented the Resolution to investigate the zip code boundary. The houses along the street are within Jamestown Town limits, but they have a High Point zip code. There has been a request made by a resident to change the zip code to the Jamestown zip code.

Johnson stated that a formal request would be required by the municipality to conduct the investigation. The local post office would conduct a survey to determine the opinions of the residents that would be affected. They would consider the change if

fifty-percent or more of the residents are in favor of changing their properties to a Jamestown zip code.

Johnson requested to pass the Resolution in order for it to be forwarded to the postal service for their consideration. He stated that a resident had requested this change. Council Member Nixon made a motion to approve the resolution. The motion was seconded by Council Member Straughn. The motion passed by unanimous vote.

14. **Consider Special Event Permit Request for Potent Potables Food Truck Rodeo benefiting Autism Society of NC-** Johnson presented the special event permit for consideration. Potent Potables requested to expand their event into Wrenn Miller Park. It will be held on 04-23-17. However, they have not completed all the required paperwork for the event. Potent Potables has requested for the permit request to be tabled until the 03-21-17 Council meeting. This would allow them time to obtain the necessary permits for the event.

Council expressed some concern about the approaching date of the event. Council Member Montgomery made a motion to approve tabling the special event permit request until 03-21-17. The motion was seconded by Council Member Ragsdale. The motion passed by unanimous vote.

15. **Budget Amendment #10-** Gallman presented a budget amendment #10. It would allow for an insurance check that was received for repairs to the fire station and the receiving of a donation for plantings around a bench at 10/11 greens to be reflected in the budget. It would also increase the administration budget for hiring a Deputy Town Clerk and allow the Town to pay out the benefits of the Town Clerk upon retirement. The amendment would approve a total of \$21,900 to be transferred from the Fund Balance.

Council Member Nixon made a motion to approve the budget amendment. The motion was seconded by Council Member Straughn. The motion passed by unanimous vote.

16. **Budget Amendment #11 for the Purchasing of Historic Jamestown Firetruck-**Billings presented Budget Amendment #11 to approve the purchase of the first firetruck ever owned by the Town of Jamestown. The firetruck is a 1929 model that was purchased from the City of High Point. The truck can still start and run. However, there would be some cost to refurbish it. Billings stated that it could be driven in parades and would be an asset for historical purposes. The amendment would allow the Town of Jamestown to purchase and refurbish the truck. The budget amendment would allow for \$25,000 to be transferred from equipment expenditures for the purchasing and the refurbishing of the truck.

Council discussed where the truck would be housed. Billings stated that it could be kept at the fire station and confirmed there was room for another truck. Council Member Straughn made a motion to approve Budget Amendment #11 for the purchasing and

refurbishing of the firetruck. The motion was seconded by Council Member Ragsdale. The motion was approved by unanimous vote.

17. Analysis of Financial Position for the Town of Jamestown-Gallman presented the financial position for the month ending 01/31/17. She updated the Council of the financial standing of Jamestown. Gallman stated that she was confident that the Town would have more money than initially budgeted as a result of the increase in sales tax revenue for the year.

18. Public Comment- No one registered to speak

19. Other Business-

- Wolfe presented a special event permit for the Homes for Our Troops and Ruff Love Dog Rescue that would take place at Jamestown Park. It will be held on 04-22-17. The event was held last year at the park. They are not requesting any Town services. The permit is being presented because there has been an issue with obtaining the Certificate of Insurance before the deadline. The insurance for the event is being donated by the Piedmont Triad Insurance Company. They donated the insurance for the event when it took place last year. They won't issue the Certificate of Insurance until thirty days before the event. The permit is being presented to the Council because special event permits are required to be completed at least sixty days before the event. Wolfe requested that the permit be approved based on the condition that the Certificate of Insurance be submitted before the day of the event.

Council Member Montgomery suggested to confirm with Piedmont Triad Insurance that they are willing to donate to this event. Wolfe agreed that confirmation could be made and the event would only take place if the Certificate of Insurance were provided before the day of the event. Council agreed that confirmation would be appropriate.

Council Member Montgomery made a motion to approve the special events permit on the condition that the certificate be provided by the deadline. The motion was seconded by Council Member Nixon. The motion was approved by unanimous vote.

- Gallman requested to schedule a Special Meeting with the Council in order to discuss capital improvement projects and the budget. A meeting was scheduled for 03-20-17 from 6:00 p.m. to 9:00 p.m. at the clubhouse at Jamestown Park.

Council Member Straughn moved to approve the special meeting on 03-20-17 to discuss capital improvement projects and the budget. The motion was seconded by Council Member Ragsdale. The motion was approved by unanimous vote.

- Mayor Volz asked if there was any other business. There was none.

20. **Closed session Per General Statutes 143-318.11 to discuss matters relating to real estate and attorney client-privilege-** Council Member Montgomery made a motion to go into closed session to discuss matters relating to real estate and attorney-client privilege. Council Member Straughn made a second to the motion. The motion passed by unanimous vote. The Council reconvened in the office of the Town Manager.

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

Council reconvened in the Council chambers.

Council Member Montgomery made a motion to return to open session. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

21. **Adjournment-**Council Member Nixon made a motion to adjourn. Council Member Montgomery seconded the motion and it passed by unanimous vote. The meeting ended at 8:26 p.m.

Mayor

Town Clerk