

Regular Meeting of the Town Council
March 15, 2016

Council Chambers
6:30 pm

Minutes & General Account

Council Members Present: Mayor Volz, Council Members: Montgomery, Nixon-Roney, Straughn, and Ragsdale

Staff Present: Chuck Smith, Judy Gallman, Paul Blanchard, Carrie Spencer, Martha Wolfe and Beth Koonce, Town Attorney

Visitors Present: Jane Payne, Bob Dixon, Matthew Williams, Clark Williams, Don Douglass, and Carol Brooks

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the following community events:
 - March 25, 2016 – The Town Hall is closed for Good Friday. There will be no garbage pickup that day.
 - March 29, 2016 – Wrenn Miller Park at the Veterans Monument at noon – Flag Raising Ceremony to honor Vietnam Veterans
 - April 5th, 2016 – Special Council Budget Workshop at Pennybyrn at 6:30 pm
 - April 16, 2016 – Spring Litter Sweep

Mayor Volz called for a moment of silence.

3. Approval of minutes from the February 16, 2016 meeting – Council Member Straughn made a motion to approve the minutes as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

4. Public Comment Period –

Don Douglass, 202 Edwards Lane – Mr. Douglass stated he is concerned about the Golf Course. It seems to me we are getting close to the time when we need to make a commitment to a contract. Nothing has been done to the greens to prepare them for new grasses. He has a real concern we are going to miss our window of opportunity. Also, he tried to call the Pro-Shop. It is a retail business. The voice mail is not working properly, calls are cutoff.

5. Consider Special Event Permit for Jamestown Lions Club and Jamestown Veterans Memorial Day Parade – The Town Clerk presented the special event permit on behalf of the Jamestown Lions Club and the Jamestown Veterans Committee to sponsor the Memorial Day Parade again this year. The Lions Club has requested the Town pay for the law enforcement as previously done. The Parade is scheduled for Sunday May 29th, 2016 at 3:00 pm.

Council Member Montgomery made a motion to approve the special event permit. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

6. Consider Special Event Permit for the 5K Run "Hounds for Troops" – The Town Clerk presented the special event permit request for the "Hounds for Troops" event to be held at the Jamestown Park & Golf Course on Saturday April 2, 2016 at 10:00 am – 2:00 pm. The event is sponsored by the Hounds for Heroes nonprofit organization. They are not requesting the Town waive any fees or pay any fees on their behalf.

Council Member Nixon-Roney made a motion to approve the special event permit for the "Hounds for Troops" as presented. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

7. Consider Special Event Permit for the Alzheimer's NC event – The Town Clerk stated on behalf of the Alzheimer's NC Association she requested the Council table the consideration of the special event permit request until the April 19th, 2016 meeting. Currently, the organization does not have all their paperwork in and staff cannot recommend approval until such time the complete application is received.

Council Member Nixon-Roney made a motion to table until the April 19, 2016 meeting the special event permit request by the Alzheimer's NC, Inc. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

8. Consider adoption of the Audit Contract for fiscal year ending June 2016 - Gallman stated at last month's meeting, the Council approved the proposal for the audit contract by Dixon Hughes Goodman. She presented the contract for this proposal in the amount of \$21,000.00 to conduct the audit for fiscal year ending June 30, 2016. The contract to be signed by the Mayor.

Council Member Montgomery made a motion to approve the Audit Contract as presented. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

9. Consider approval of submitting an application for an Urban & Community Forestry Grant – Carrie Spencer requested the Council support the Town applying for a grant to the NC Forest Service for an Urban Tree Inventory & Maintenance Plan. This is a 50/50 match. The Town's match to be made with in-kind contributions of staff & volunteer time. No funds from the Town. This plan would include Town owned trees. Spencer said that grants are awarded in the amount up to \$5500.00.

Council Member Nixon-Roney made a motion to approve the Town Planner submitting a grant application to the NC Forest Service for an Urban Tree Inventory & Maintenance Plan Grant. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

10. Discussion of Mission/Vision Statement – Mayor Volz said he met with the Planning Board last night. A member of the Historic Society was present. He would like to meet with the Town Manager, Town Planner and Town Clerk to combine the comments received into the Mission/Vision Statement. We will put all the comments together and bring back to the Council at the April 19, 2016 meeting.

11. Consideration of the Town of Jamestown’s involvement in the Piedmont Triad Regional Water Authority Plant Expansion – The Town Manager stated recently a meeting of the PTRWA owners was held. The Public Services Director and he attended. The meeting was to discuss if the owners would support an expansion of the Kime Water Filtration Plant – the details are:

- The Plant will expand about 2.7 million gallons per day (currently 12 million GPD to 14.7 million GPD)
- The City of Archdale initially requested the investigation of the possible expansion.
- There are six owning partners; Jamestown, High Point, Greensboro, Archdale, Randleman & Randolph County.
- Jamestown, Greensboro and Archdale are the most interested.
- No one has given a definite answer yet. Once the Authority receives the answer from the partners, then they can discuss how to allocate the 2.7 MGD. It will be early April before we know which members want to participate.
- One likely scenario is that Jamestown, Greensboro and Archdale agree to participate in the expansion. Jamestown would receive about 135,000 GPD additional water above our current 400,000 GPD received.
- Jamestown must inform PTRWA of the Town’s expansion interest by March 31, 2016. A contract draft will be written and presented to the participating partners in April. The Town Council will have to approve the contract amendment at the May meeting. The PTRWA Board would approve the contract in June or July.
- The Town Manager said on average the Town of Jamestown receives from High Point and Greensboro 465,000 GPD of that 400,000 GPD is at the PTRWA rate of €.803. The additional flow per day the Town purchases from City of High Point at a rate of 1.880. The Town Manager said the current contract states that we pay for 400,000 GPD (whether used or not). The new contract states the Town would be contractually bound to pay for a minimum of 25% of the new allocation amount.
- This would mean that the Town could cut out purchasing water from High Point at the higher rate. We should see a reduction in the water purchase amount.
- The Town Manager said this 2.7 million GPD is the cheapest deal anyone is going to get for capital cost of expansion. If any 3 partners participate Jamestown will receive an additional 133,000 GPD, pay a onetime capital expense of approximately \$60,000.00. The Finance Director has approved this payment if allocated in the next year’s fiscal budget.
- The Town Manager said the more partners interested in it, the lower the Town’s capital cost, but the less water allocation we receive.
- There is talk among the partners, if a partner participates but does not need all its allocation, another participating partner could purchase the remaining allocation from the partner.
- The Town Manager presented a table forecasting possible future water demand.

Possible development could be:

Grandover Development	apprx.	89,000 GPD
Camelot Sub.	apprx.	10,000 GPD
GTCC	apprx.	31,000 GPD
Auman Property	apprx.	47,000 GPD
Johnson Property	apprx	235,000 GPD

That would equate to approximately 412,000 GPD. With the current Town's usage, Jamestown would have an allocation of nearly 900,000 GPD.

Council Member Straughn said the bottom line is it would cost us less to get in now than in the future and we secure our interest in future water allocation. Council Member Straughn made a motion to direct the Town Manager to inform the PTRWA that Jamestown is interested in participating in capital costs associated with the filtration plant expansion. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

12. Appointment of alternate member for the Parks & Recreation Advisory Committee – The Town Clerk stated the Parks & Recreation Committee met on March 7th, 2016. They voted to recommend Jay McQuillan to serve as an alternate to the Parks & Rec. Committee. Council Member Straughn made a motion to approve Jay McQuillan as an alternate to the Parks & Recreation Committee. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

13. Appointments to the Planning Board – The Town Clerk stated Ted Johnson resigned as an ETJ Representative. Robert Lichauer is interested in serving as an ETJ Representative to fill the unexpired term of Ted Johnson through 4/1/2018. The Planning Board did recommend approval of Mr. Lichauer.

A Planning Board alternate also stepped down due to a conflict with his hours of employment. Ed Stafford is interested in serving as a Planning Board alternate. The Planning Board did recommend approval of Ed Stafford as an alternate.

Council Member Straughn made a motion to approve Robert Lichauer as an ETJ Representative to serve through the unexpired term of Ted Johnson through 4/1/2018 and to approve Ed Stafford as a Planning Board Alternate. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

14. Budget Amendment – Gallman presented budget amendment #9 in the amount of \$750.00 to account for sponsorship money received for the new entrance sign at Charles P. Turner Community Park & Sports Complex.

Council Member Nixon-Roney made a motion to approve Budget Amendment #9 in the amount of \$750.00. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment)

Gallman presented budget amendment #10. She said we actually budgeted for a Fall & Spring Golf Tournament. We will not have the spring tournament due to the renovations currently happening at the Golf Course. Therefore, to adjust for that non-occurrence a budget amendment in the amount of \$11,350.00 is necessary. Council Member Montgomery made a motion to approve budget amendment #10 in the amount of \$11,350.00. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

(Budget amendment)

15. Analysis of financial position of the Town of Jamestown – Gallman presented the financial statement for the month ending February 29, 2016. She said the Town has cash balances of approximately 12 million dollars. Of that approximately 5 million is reserved for specific uses.

The debt balances are as follows:

- General Fund approximately \$930,000.00 for sanitation truck and Clubhouse Renovation Project
- Water Sewer Fund approximately \$600,000.00 for Water/Sewer Maintenance Facility Construction

In the detailed financial report for month ending February 29, 2016, Gallman highlighted expenses were paid for some storm damage, repairs to the garbage truck, and design work on greens, golf shop architect, and purchase of a generator.

Gallman gave an update to the adjustment by the North Carolina Department of Revenue Utilities Distribution. The most recent distribution withheld amount was \$1355.00. We are hoping that we are near the end of any adjustments. Gallman stated in general, the amounts of those distributions have been decreased from prior years about 20%.

There were no questions for Gallman.

The Town Manager had a supplemental budget item. As the Council knows, we are having our Wrenn Miller Park Music series again this summer. A deposit is required to reserve the bands. He has dates set for June 18, 2016 for this budget year. However, we have dates of July 23rd and August 13th, 2016 in the next fiscal year. He needs from the Council approval to enter into contracts on July 23rd, for the band Rich In Tradition and August 13, 2016 for the band Evan & Danna. We need to go ahead and allocate the funds for next year's budget in order to book the bands.

The Town Manager said the July 23, 2016 contract for Rich In Tradition is for \$1000.00. The August 13, 2016 contract for Evan & Danna is \$550.00. Also, the Town Manager would like to reserve Evan & Danna to play the afternoon performance at Jamestown Day on October 1st, 2016. That amount is \$650.00. The Town Manager is still working on securing a band for the evening performance at Jamestown Day. He will know the amount once he secures a band for the performance. The funds will be allocated from the next fiscal year's budget which is not yet approved.

Council Member Nixon-Roney suggested putting a cap on the amount approved for a yet to be determined evening band for Jamestown Day. The Town Manager said the bands he has talked with thus far range \$2,000.00 - \$3,000.00.

Council Member Montgomery said the total contract amount for the bands reserved now is \$2200.00. Council Member Nixon-Roney stated there will be another band to reserve. We could go ahead and approve a cap on that amount so the Town Manager does not have to come back to Council for contract approval.

The Town Manager said the Council allocated in this budget year \$8000.00 in the line item for special events. The Town Manager said we would probably request a little more for the next budget year due to the Bicentennial Celebration coming up October 2016.

Council Member Ragsdale made a motion to give the Town Manager authority to enter into contracts in this fiscal year allocating funds not to exceed \$10,000.00 from next fiscal budget year 2016-2017. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

16. Ragsdale High School Representative Report – Alex Stanco gave the following news from the High School –
 - The Ragsdale Marching Band is holding a mattress sale in the gym on March 19th, 2016
 - Spring break scheduled March 25th – April 1st, 2016
 - PTSA is holding a Fun Run April 9th, 2016
 - Prom is April 16, 2016
 - Senior Project Night is April 28th, 2016. Please call the school if you would like to be a Judge.
 - Ragsdale is now a SAT Testing site – Dates for SAT are May 7th & June 4th, 2016
 - Graduation is June 3rd at 6:00 pm at the Greensboro Coliseum
17. Proclamation Spring Litter Sweep – Mayor Volz presented a Proclamation which designated April 16, 2016 as Spring Litter Sweep in Jamestown.

(Proclamation)

18. Public Comment Period – No one registered to speak.
19. Manager Report – The Town Manager said Lester George, John Crowe and I have been reviewing the contract documents on the Greens Renovation Project. The Town Attorney and Finance Officer have reviewed the contract. We are very close to having the plans, specifications and agreements ready.

We are planning to advertise this project for bids this week. This project has not set idle. The architect has mentioned this project to several contractors. The momentum is building. We are going to have a pre-bid conference on March 28th. We will have the bid opening on April 12, 2016. At the Town Council meeting, we will review the contract and bids to hopefully award the bid to a contractor. We should be on schedule for an early May start date. We expect the contractor to be on-site no later than May 7th. That gives them about 3 weeks to grade. Then grass the greens the first week in June. The Town Manger said this is a huge project for Jamestown. We did not want to rush into reviewing plans and contract documents. We are on schedule.

20. Other business –

Council Member Nixon-Roney informed the Council that the application for the Certified Retirement Community we partnered with High Point has been approved. We are now a Certified Retirement Community. There was no cost to the Town.

21. Adjournment – Council Member Straughn made a motion to adjourn. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote. The meeting ended at 7:20 pm.