

Regular Meeting of the Town Council
Council Chambers

June 17, 2014

6:30 pm

Minutes & General Account

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

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

Visitors Present: Charlie Dye, Larry Kerr, Bob Walter, Ralph Berger, Charles Jones, Ralph Koontz, Carol Brooks of the Jamestown News, Sarah Glanville.

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz gave the following community news:
 - Judy Gallman, Finance Director, received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association
 - July 4th, 2014 the Town Hall will be closed for the Independence Holiday. There will be no garbage pickup that day.
 - The second Primary Run-Off is Tuesday July 15, 2014 in the Civic Center.

Mayor Volz asked for a moment of silence.

3. Approval of minutes from the May 8th, 2014 Town Hall meeting, May 20th regular and closed session meetings – Council Member Nixon-Roney made a motion to approve the minutes from the May 8th Town Hall meeting and the May 20th regular and closed session meetings. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

4. Public Hearing to consider approval of the Town of Jamestown Budget and Budget Ordinance for fiscal year 2014-2015 – Chuck Smith stated the Budget Ordinance has been available for public review at the Town Hall, on the Town website and also included on the Town's newsletter distributed in early June.

Smith stated there have been reports of a possible change in the Fire District Tax. A change has been recommended but according to the County Commissioners they are not going to approve the recommended increase. The Town of Jamestown budget reflects the increase recommended by the Fire District Board. The Fire District Board recommended an increase of .11 cents. The County Commissioners have recommended an increase of .108 cents. The County Commissioners are set to meet on Thursday to approve the budget.

The Budget Ordinance in the Council packet is unchanged from the last Council meeting. Smith said if the Council wants to make a change in the Budget Ordinance now is the time for discussion. This is the time for the Town to set the tax rate and adopt the budget. June 30, 2014 is the deadline for adoption.

Smith further advised the Council that there is a possibility of the Town receiving CMAQ funds forfeited by City of Denton in the amount of approximately \$201,000.00. These funds could be allocated to Jamestown for use in construction of sidewalks on Oakdale Rd. There would be a local match in the amount of approximately \$41,000.00. Usually, the Town would use Powell Bill funds to make this match, however, we are using our Powell Bill Funds for the possible E. Fork Rd. pedestrian bridge, sidewalk and the E. Main Street sidewalk.

Smith stated if we leave the one cent tax increase in place for next year, we can fund the local match for the CMAQ grant for Oakdale Rd. sidewalk project. Providing the Sheriff & Fire contract does not increase in the next fiscal year, the tax rate can be reduced. Council Member Montgomery stated the one cent tax increase should remain in the budget. The Town absorbed the safety tax increases over the last 6 years. Smith stated if Council approves the Budget Ordinance as presented, we will have to amend the budget at a later date to approve the use of the funds.

Mayor Volz opened the Public Comment Portion of the Public Hearing. He asked for anyone present that is in favor of the proposed budget to please come forward. Give your name & address and comments. There was no one.

Mayor Volz then asked for anyone that was opposed to the proposed budget to please come forward, give your name and address and comments. There was no one.

Mayor Volz closed the Public Comment Portion of the Public Hearing. He opened to the Council for further discussion.

Council Member Thomas made a motion to approve the 2014/2015 budget and budget ordinance as presented. Council Member Montgomery made a second to the motion. One a roll call vote:

Council Member Ragsdale voted aye
Council Member Montgomery voted aye
Council Member Nixon-Roney voted aye
Council Member Thomas voted aye
The motion passed by unanimous vote.

5. Public Comment Period –

Ralph Berger, Vice President of the Piedmont Regional Senior Golf Association, addressed the Council. He introduced officers; Bob Walter, President; Larry Kerr, Secretary; Ralph Koontz, Treasurer. Mr. Berger read a letter the PRSGA wrote to the Town Council. Mr. Berger requested the letter be included in the minutes of the meeting. See attachment. Highlights of the letter include:

- PRSGA recently moved from Pleasant Ridge Golf Course to Jamestown Park Golf Course
- Jamestown Golf Course was decided upon due to fantastic location, the leadership and involvement of PGA Pro, Michael Hutcheon, Town staff John Crowe and Kristine Brown, Operator of the Clubhouse Grill.

- The Jamestown Golf Course has a welcome atmosphere

Mr. Berger praised Michael Hutcheon and his team for making this a smooth transition. They are very happy to call Jamestown home.

Sarah Glanville, 804 Ragsdale Rd. Ms. Glanville spoke about the time capsule project. This sounds like an exciting project. She noticed a lot of the ideas were coming from the school system which is wonderful to include the kids. But she thinks it would be good to include more ideas that are representative of the residents of Jamestown. There are multi-generation families that live in Jamestown. It would be good to have the citizens involved.

6. Consider approval of Resolution Adopting a Capital Improvement Project for Town of Jamestown for fiscal years 2014-2015/2018-2019 – Smith stated the resolution included in the Council packets essentially approves the CIP projects that Council has discussed over the last several months. The Resolution does propose projects that are incorporated in the next fiscal year budget.

Council Member Montgomery made a motion to approve the Resolution Adopting a Capital Improvement Program for the Town of Jamestown for fiscal years 2014-2015/2018-2019. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

(Resolution)

7. Consideration of Municipal Agreement with NCDOT TIP#EB-5517 regarding E. Fork Rd. Pedestrian Bridge and connectors – Smith presented the Municipal Agreement for the E. Fork Pedestrian Bridge Sidewalk project. This is an 80% Federal and 20% State match grant. The total project of 1.2 million. If we do enter into this agreement the Town will be responsible for meeting State requirements. If for some reason we do not meet State requirements, the Federal government will most likely approach the State to take the Town's Powell Bill Funding for the amount of years it takes to pay off the match. In this case approximately 12 years.

The project consists of 1400 ft. of sidewalk along E. Fork Rd. and the construction of a pedestrian bridge across City Lake. This project has been discussed in Jamestown for many years. It is actually ranked #4 on proposed projects in the Jamestown Comprehensive Pedestrian Transportation Plan. Smith stated any amount above the 1.2 million will be the responsibility of the Town of Jamestown.

Council Member Montgomery asked after the sidewalk and bridge is constructed who is responsible for maintenance. Smith said the Town of Jamestown would be responsible for the maintenance of the project once completed. We are the governing entity requesting the project, even though it is located on High Point land and crosses High Point City Lake. The project must be completed by August 31, 2016.

Council Member Thomas made a motion to authorize the Town Manager to enter into the municipal agreement for construction of the E. Fork Rd. Pedestrian Bridge & sidewalk (TIP# EB-5517, Agreement ID# 4764) on behalf of the Town of Jamestown with NCDOT to receive funding of up to \$1,200,000.00. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

8. Consideration of Municipal Agreement with NCDOT TIP# EB-5519 regarding Lydia Sidewalk Project – Smith stated the project consists of the same funding sources – 80% Federal and 20% State funding.

The total of \$850,000.00 for the project. Smith said Johnson & Blanchard have done a good job of estimating the costs. Johnson was able to secure an increase in State funding. Smith said we feel very confident in the \$850,000.00 amount. The project consists of approximately 3150 feet of sidewalk along E. Main St. that connects existing sidewalk at Teague Drive to the existing sidewalk at Yorkleigh Lane. The project must be completed by April 30, 2016.

Council Member Thomas made a motion to authorize the Town Manager to enter into municipal agreement for construction of the E. Main Street sidewalk (TIP# EB-5519 Agreement ID# 4765) on behalf of the Town of Jamestown with NCDOT to receive funding up to \$850,000.00. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

9. Set Public Hearing date to Consider a Minor Land Development Ordinance change to Article 12.11 "Off-Street Parking Requirement" specifically to the "Churches, Synagogues and places of worship" category of the off-street parking tables – Johnson requested the Council set a Public Hearing date for a text amendment to the Land Development Ordinance for the July Council meeting. Council Member Nixon-Roney made a motion to set a Public Hearing for July 15, 2014 Council meeting to consider a text amendment to the LDO. Council Member Thomas made a second to the motion. The motion passed by unanimous.

10. Parks & Recreation Committee progress report on the time capsule project - Smith said the Council has included in their packets a memo from the Parks & Recreation Committee. The Parks & Recreation Committee discussed the Time Capsule Project at their June meeting. Smith stated he liked the idea presented earlier to include more entries from Town residents.

Smith stated the Town is very thankful Mikey Peeler donated the vault. However, we realize the size limitation of this vault. If we want to expand the Time Capsule to include more items and larger items it would be necessary to enlarge the capsule. Smith did some research on line and found a resin material capsule for about \$600.00. It has been discussed installing the capsule above ground in a brick column. We discussed possibly selling brick pavers to be placed in the brick column as a fundraiser for the project. Sale the amount of brick pavers it would take to fund the project. Smith has a meeting set up with the brick mason that did the brick work at Wrenn Miller Park. Just an example if the total cost of the project is \$3,000.00. a sale of 30 brick at \$100.00 each would pay for the expenses. We like the idea of enlarging the capsule and enlarging the items, expanding the number of items, and including more Town residents.

If the decision is made to proceed with a larger capsule, then the use of the vault donated by Mickey Peeler would not be possible at the Wrenn Miller Park location. However, the Jamestown Library is celebrating the 100th anniversary of the building next year. With Mickey Peeler's permission, we would like to see if the Library would be interested in using the vault for a time capsule at their 100th anniversary ceremony.

The Parks & Recreation Committee would like to hold the burial ceremony on 11-9-14 which is the first anniversary of the Wrenn Miller Park. Smith said if the brick mason is interested we will see how the pricing goes.

In separate discussion, Council Member Nixon-Roney talked about a new entrance sign at the Penny Road/High Point entrance. Smith said there is not a lot of room in this area. However, we could do a modified entrance sign at this location to improve the appearance.

Smith stated the Parks & Recreation Committee has agreed to be the committee for the project. They will have a report for the July Council meeting.

11. Review assignment of Grades to Classes to include Golf Course Manager Position – Smith requested of the Council to permit the addition of the position of Golf Course Manager Grade 12 to the assignment of grades to classes & salary plan. This position would be a position between the existing Golf Professional & Director of Golf. The idea is that this position is more business oriented. This would add a business element to the Golf Course. In addition, Smith is also requesting the addition of an Accountant Manager Position, Grade 12. Eventually, plans are to take the current positions in finance department and create an Accountant 1 and Accountant 11 level position and the Accountant Manager level position. The Finance Director will manager all 3 positions. There is no intention at this point in adding personnel. This is only adding positions to the salary plan. The position could be filled by existing staff by promotion.

Council discussed the positions, which are 2 separate positions and departments. Council Member Thomas stated there is confusion now as to the responsibilities of the current positions at the Golf Course. Until we know the responsibilities of each position, he does not see filling these positions. However, he is comfortable in adding the positions to the salary plan.

Council Member Montgomery made a motion to approve adding the Golf Course Manager & Accountant Manager positions of grade 12 to the Salary Plan. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

12. Analysis of the Financial position of the Town of Jamestown – Gallman handed out Budget Amendment #10. The first part of the amendment is to adjust the budget for difference in amount budgeted for repairs to the Guilford Rd. entrance sign and amount received by the insurance company. The Town received a lower quote than approved in budget amendment #9. This part of the proposed budget amendment is in the amount of \$6,000.00.

The second part of the amendment is to adjust the budget to record FEMA federal & state funds to be received from the ice storm clean up. This budget amendment will adjust the appropriated fund balance and contract service amounts. The proposed amount of this part of the budget amendment is \$131,900.00.

Smith stated the Town originally requested funding for two contractors to work on cleaning storm debris in the Town. However, the Town only hired one contractor. The Public Services Dept. was already in motion and they did all the remaining work and removing the debris from the streets. It is a tremendous benefit to the Town to have that kind of personnel. This saved the Town thousands of dollars.

Council Member Montgomery made a motion to approve Budget Amendment #10 in the amount of \$137,900.00. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment)

Gallman presented the financial summary report for month ending 5-31-14. She stated the Town has approximately 8.7 million in cash balances of that approximately 2.7 million is held in reserves for specific usages.

Gallman presented the detailed financial report for the month ending 5-31-14. The report reflects the street debris removal expenses from the street department. The Town did receive funds from the Town's insurance company for storm damage claim. There were no questions for Gallman.

13. Public Comment Period –

Charlie Dye, 204 Wiltshire Drive, spoke regarding the Golf Course. He stated according to the budget the Golf Course is losing money each year. This is costing taxpayers dollars to maintain the Golf Course.

Mr. Dye asked the following questions:

- The Clubhouse –Mr. Dye stated the Town is talking about making renovations to the Clubhouse in the amount of approximately a half million dollars. If this is completed, who will run it and if a person rents the Clubhouse can they use their own caterer.

According to Mr. Dye, less than 15% of the people in Jamestown are using the Golf Course and they are aging out. The course is losing money. Please take that into consideration before you commit to a half million dollar building.

14. Other Business –

Council Member Nixon-Roney announced that WXII will broadcast from the Jamestown Library on July 31, 2014 (barring any huge breaking news). The broadcast will be from 5:00 am to 5:30 pm. The Mayor, Town Manager and she pitched ideas to the reporters for stories. They want a lot of excitement at the Library, especially the 5:00 am time slot. Please spread the word. We need to generate a crowd all day but the 5:00 am & 5:30 pm is really important.

Still under other business –

Council Member Nixon-Roney made a motion to go into closed session to discuss a personnel matter. Council Member Thomas 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 Member Nixon-Roney made a motion to resume the regular meeting. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote. The Regular meeting resumed.

Council Member Ragsdale made a motion to adjourn. Council Member Thomas made a second to the motion. The motion passed by unanimous vote. The meeting ended at 8:10 pm.