

Regular Meeting of the Town Council  
October 18, 2016

Council Chambers  
6:30 pm

Minutes & General Account

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

Staff Present: Kathryn Billings, Judy Gallman, Paul Blanchard, Martha Wolfe, Beth Koonce, Town Attorney

Visitors Present: John Capes, Richard Clapp, Wes Cashwell, Carol Brooks, Harrison Thompson, Eddie Oakley

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the following community events:
  - 10-27-16 – Early voting starts at Town Hall ends 11-5-16
  - 11-8-16 - Election Day
  - 11-11-16 – Town Hall closed to observe Veterans Day. There will be no garbage service that day.
  - 11-24 & 11-25 -16 – Town Hall closed for Thanksgiving Holiday. There will be no garbage pickup on Friday 11-25-16.
  - 12-4-16 – Jamestown Rotary Club Christmas Parade at 3:00 pm
  - 12-4-16 – Town of Jamestown Christmas Tree Lighting at the Jamestown Library 5:30 pm

Mayor Volz called for a moment of silence.

3. Approval of minutes from the September 20<sup>th</sup> Regular & Closed Session meetings – Council Member Straughn made a motion to approve the minutes from the 9-20-16 Regular & Closed Session meetings. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

Council Member Straughn made a motion to seal the minutes from the 9-20-16 Closed Session until such time as the release would no longer frustrate the subject matter. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

4. Public Comment Period – no one registered to speak.
5. Consider adoption of a Resolution Directing the Town Clerk to investigate a petition received under G. S. 160A-31 – The Town Clerk said since the preparation of this agenda, Dick Franks from Koury Corporation called and requested the Town Council vote to table this Resolution

until November 15<sup>th</sup>, 2016 Council meeting. This request is due to the right-a-way closure of Camelot Drive. The engineers are redrawing the plat and will have it ready for the November meeting. Council Member Straughn made a motion to table the consideration of the Resolution until the November 15<sup>th</sup>, 2016 meeting. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

6. Update on Golf Course Grill – Kathryn Billings gave an update on the Grill at the Clubhouse. She stated we have hired a Café Manager for the Grill. Her name is Cindy Grubb. She has a lot of experience and we are very excited to have her on staff. We hope to be able to provide food for the golfers in a few days. We are waiting for a part to repair the grill.

Billings said we have gotten a few name suggestions for the grill, one that she liked is “The Jay Bird Café”. However, this will be the Council’s decision. Mayor Volz invited everyone to go see the new Clubhouse and meet the new employees at the Grill and the Golf Shop. They are some great people with a lot of enthusiasm.

Council Member Nixon-Roney said the Town hired Vickie Capes to do a social media campaign for the Town. She asked the Town Manager when the grill is ready to open, let Vickie Capes know so she can begin promoting it on social media. Billings said she would love for Vickie Capes to come in and meet with her. Billings said she is hesitant to advertise the grill until it opens and operates for a little while to be sure we have all the kinks worked out. Billings said we still need to hire a Part Time Grill Attendant.

7. Report on the Town Manager Search Process – Billings said she talked with 4 different consultants and received proposals for 3 of them:
  - Developmental Associates, LLC
  - N-Focus
  - Piedmont Triad Regional Council

Billings said the Regional Council is certainly the better selection price wise. Piedmont Triad Regional Council is not only a better price, but the Town has a long term working relationship with the Regional Council. Selecting the new Town Manager is one of the most important responsibilities of the Council. In order to do that she recommends contracting with the Regional Council to lead the Council through this process. All of the proposals begin with the consultant meeting with the Mayor and Council to find out what the Council is looking for in a Town Manager. (needs, skills, responsibilities) Staff is willing to help with any information or budget information needed to assist the Council in the process. However, a professional consultant should lead the Council through the process. It is a very open and transparent method to select the next Town Manager. Billings said if the Town Council approves the contract from Piedmont Triad Regional Council, she feels provided the Town Council is working well and in agreement, then it is reasonable to expect a January or February hire date for a new Town Manager.

Her recommendation for an open independent search process would be to approve the Piedmont Triad Regional Council in a contract not to exceed \$8,000.00. However, her expectation is that if the Town Council is working well together and the process is not slowed down, the cost could be less than the \$8000.00.

Council Member Straughn made a motion to approve the contract with Piedmont Triad Regional Council proposal in the amount not to exceed \$8,000.00 to assist with the search for a new Town Manager.

Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote. Billings will contact Piedmont Triad Regional Council in the morning to get started immediately.

Council Member Nixon-Roney said earlier the Council had stated that Council Members Montgomery and Nixon-Roney would be on a Committee to hire a Town Manager. However, the proposals recommend the whole Town Council is to attend. She asked for clarification. Billings said the proposal is to have the full Council meet and get the full Council approval.

8. Report on Town Planning Services – Billings advised the Council that the Town has contracted with the Piedmont Triad Regional Council for a Planner to come into the Town Hall office one day a week. It is a temporary solution. We are getting by but it is not the service our citizens and corporate partners are expecting to receive.
9. Jamestown Day Event Review – Billings said the event went well. Thank you to Martha Wolfe, Town Clerk and Scott Coakley, Recreation Department for their hard work. Billings said the event was well attended, bands were great, crafters and food truck vendors all seemed pleased. The event was well supported by the community. Justice Paul Newby gave a great speech. Joe Jackson beautifully sang the National Anthem. Mayor Volz suggested the new Café Manager could help with some community events in the future.
10. Budget amendment – Gallman presented budget amendment #6 in the amount of \$8,000.00. This amendment is to appropriate funds to hire the Piedmont Triad Regional Council as the consultants to facilitate the Town Manager search process.

Council Member Nixon-Roney made a motion to approve budget amendment #6. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment # 6)

Gallman presented budget amendment #5 which included:

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| a) Remove from the budget the Forestry Tree Inventory grant which we lost due to lack of a Planner position | \$15,000.00 |
| b) Guilford Co. approved the additional funding for the Library Grant                                       | \$55,500.00 |

The Grandover (Koury) Capital Project Fund was budgeted  
In prior year Water/Sewer Capital Reserve Fund, but transfer did  
Not occur. This amendment is required to re-budget in 16/17 \$155,000.00

Council Member Montgomery made a motion to approve Budget Amendment #5. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #5)

11. Analysis of Financial Position of the Town of Jamestown – Gallman presented the summary budget report for the month ending September 30, 2016. She highlighted that the Town has just over 11 million dollars in cash balances. Of that approximately 4 million is reserved for specific usages.

The debt balances for the Town of Jamestown as of September 30, 2016 are as follows:

- General Fund is approximately \$871,267.00
- Water/Sewer Fund is approximately \$562,000.00

Judy Gallman presented the detailed financial report for the month ending September 30, 2016. There were no questions for Gallman.

Mayor Volz asked if the Town ever received the final payment from FEMA on the ice storm damage of 2014. Gallman said there is still a small portion we have yet to receive.

Council Member Ragsdale asked if the doors are going to be replaced which were broken at the Clubhouse. Gallman said the doors have been ordered. Dunbar & Smith will replace them at no charge once they come in.

12. Consider appointment of ETJ Planning Board Representative – The Town Clerk said we have 1 active ETJ Member representative vacancy. Sherrie Richmond has applied. She lives in Cedarwood. The Planning Board met and unanimously approved to recommend her to the Council for appointment as the ETJ representative.

Council Member Straughn made a motion to appoint Sherrie Richmond as an ETJ Representative on the Jamestown Planning Board. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

The Town Clerk said Ginger Swaim, ETJ alternate, resigned. If the Council has a nominee for an ETJ alternate, please let her know.

13. Set a Public Hearing date to consider approval of a text amendment to the Permitted Use Table of the Land Development Ordinance – The Town Clerk stated at the last Planning Board meeting the Planning Board voted to recommend to the Council approval of the text amendment to add Banquet/Special Events Facility to the Permitted Use Table of the Land Development Ordinance. This amendment will require a Public Hearing by the Town Council.

Council Member Straughn made a motion to approve setting a Public Hearing date for November 15, 2016 at the Regular Council meeting to consider a text amendment to the Permitted Use Table of the Land Development Ordinance to include Banquet/Special Events Facility. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

14. Public Comment Period – No one registered to speak.

15. Other business –

Beth Koonce, Town Attorney, said at 3:30 pm this afternoon the final documents were sent to her on the closing of the Gannaway Street property. This is the Ragsdale property where a parking lot is to be built. The closing is scheduled for Thursday. Koonce said we have an escrow agreement where Wrennovation Homes (George Ragsdale's Co.) is going to escrow money out

of closing to build the parking lot. That money will be held with Marc Issacson, the Greensboro Attorney representing the buyer of the property. Koonce said she feels very good about Issacson holding the money. He will be in charge of releasing it as invoices are presented. The parking lot is going to be built on tract B. It will have access to Gannaway and Ragsdale Rd. for driveways.

The approved site plan calls for 59 spaces to be built on that tract. 18 of the parking spaces are going to be leased to the Homeowners Association for the Town Homes that are going to be built. The other spaces will be for public use. We do not know yet but assume that there will be a charge for the public to park. The parking lot has to be constructed within one year.

Council Member Montgomery said initially Council discussed the parking lot would be developed before the Townhomes. So that it would replace any on-street parking that is lost. Koonce said if that change needs to be made to the escrow agreement we can do it. But what was submitted to her today had a 1 year deadline for the parking lot to be constructed. Koonce said she does not know their construction plan or how quickly they plan to construct the units or how quickly the on-street parking will be taken. She can certainly ask and get back to the staff. Council Member Montgomery said that was our concern that street public parking would be taken away and that parking lot needs to be in service and have that parking lot constructed before the Town Homes. So, there would be parking. Koonce said she will find out what the construction schedule is.

Council Member Nixon-Roney asked if the developer was not agreeable to providing any free spaces for the free spaces that are being eliminated. Koonce said no free spaces are in the agreement to obligate them that she is aware of. Council Member Nixon-Roney said there are several business owners that are very concerned about the parking. They are giving up the free spaces and getting paid parking. We also do not have a guarantee on how much the fee will be on the spaces. Koonce asked Council Member Nixon-Roney if she would be comfortable if the parking lot had a free space for every free space that was taken along the street. Council Member Nixon-Roney said she was agreeable to that.

Koonce said the other issue was time line. She will take these 2 issues back to the attorney. The agreement that they presented terminated the easement on both tracts as of Thursday. Koonce said on the plat it clearly stated the easement on Track A where the Town Homes will be built is released at the time the escrow agreement is signed and the money is put into escrow. The easement on Tract B will not be released until the parking lot is constructed and approved.

Council Member Nixon-Roney asked what happens if the developer does not agree to these terms. Does this wait until the next Council meeting? Koonce said the termination would have to be approved by the Town Council. However, if the Council authorizes the Town Attorney to agree to the termination, assuming these 2 conditions are in the agreement, and the developer agrees, then all is fine. The only thing she is concerned about is the construction schedule. She does not know if they could agree to the parking lot construction ahead of the public parking spaces being eliminated. She will just have to ask.

Still under other business –

The Town Clerk stated the former Town Manager was appointed as the Town's Representative on the TCC Committee for the High Point MPO and the Town's representative on the NC Rural Water Association. Staff is recommending that Paul Blanchard, Public Services Director, be appointed as the Town's representative on these 2 boards. Council Member Montgomery made a motion to approve the appointments. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Still under other business –

Mayor Volz asked if staff could give the Council a feel for how successful the golf course has been and also if we are getting any requests to rent the Clubhouse. Billings said she spoke today to both Ross Sanderlin and John Crowe. They are both very happy. We are hearing wonderful things. Billings said we have been accepting reservations on a waiting list depending upon when the Grill is ready. She has been unwilling to sign a contract to rent until we are ready & open. She would like to do a couple of soft openings to be sure everything is working right.

She is reviewing the Clubhouse Facility Policy that Council approved in August, 2016. She will make recommendations on a couple of changes at next month's meeting. She feels it is important that Town Staff control the alcohol under the Town's ABC permit and that we do not allow others to bring in alcohol.

Gallman said the Council received a Golf Report in their packet. For the month of September we actually made money at the Golf Course. We made \$31,000.00. She compared this September to the September from previous years. This September did better than any other September going back to 2005.

Mayor Volz asked if the Town has received any more bids on furniture. Gallman said we have 3 bids. They wanted to talk to the new Café Manager and the Golf Pro to see what ideas they have. Mayor Volz asked that the Beautification Committee be included in this.

Billings said also the Town is getting bids on gas logs for the Clubhouse. Council Member Ragsdale said his contact at Furnitureland South said they wanted this job at all cost. His contact is Jeff Harris.

16. 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 7:15 pm.