

Regular Meeting of the Town Council
October 21, 2014
6:30 PM
Council Chambers

Minutes & General Account

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

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

Visitors Present: Steve Hess, Family Services of the Piedmont; Charlie Dye, Scott Humble, PSFD; Brandon Flinchum, Dixon Hughes Goodman; Joyce Volz, Christopher Ford, Tom Tervo, and Carol Brooks of the Jamestown News

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the following community events:
 - October 23, 2014 – Early Voting begins at the Town Hall – 10:30 am – 6:30 pm
 - November 4th, 2014 – Election Day Polls open at 6:30 am
 - November 9th, 2014 – Time Capsule Ceremony at Wrenn Miller Park – 3:00 pm
 - November 11, 2014 Veterans Day - The Town Hall will be closed. There will be no garbage service on that day.
 - November 11, 2014 – The Jamestown Veterans Committee will hold a Flag Raising & Wreath Laying Ceremony at 11:00 am. Immediately following, will be a Flag Retirement Ceremony performed by the Boy Scouts.

Mayor Volz asked everyone to bow their heads for a moment of silence.

3. Approval of minutes from the September 16, 2014 meeting – Council Member Thomas made a motion to approve the minutes as presented. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

4. Public Hearing to consider a Resolution to Rename a Portion of High Point Road to Jamestown Parkway – The Town Manager stated included in the Council packet was a memo outlining the procedure for consideration of renaming the current Gate City Boulevard previously described section from Guilford College Rd. to Vickery Chapel Rd. At this Public Hearing, Council is presented a Resolution whereby the Town of Jamestown is requesting renaming that section of road. Council may approve this Resolution requesting Jamestown Parkway as presented or make a recommendation to change this Resolution either by road name or Boundary.

Mayor Volz opened the Public Hearing for Council discussion. Council Member Montgomery asked if there was a plan for future road naming of the second phase extending from Vickery Chapel Road to the City of High Point. Smith stated this is a NCDOT project (Section A) which proceeds southward to High Point. Smith stated per NCDOT, this section of the project is scheduled well into the future. NCDOT is not considering road names at this time. When NCDOT gets to the plan approval process, the Town can then submit a request for that section of roadway. NCDOT is aware that the Town is interested in

having that southern portion name changed to Jamestown Parkway to continue with the roadway being discussed tonight. Smith stated the roadway described in section A would fall under jurisdiction of High Point. The Town would work with city of High Point and Guilford County on that road name request.

The section currently being discussed is under the City of Greensboro jurisdiction. We are working with Greensboro and Guilford County on this request. If a Resolution is adopted by the Council tonight, our next step will be to contact City of Greensboro for their agreement. Then proceed to the Planning Board of Guilford County.

Council Member Nixon-Roney made the suggestion that it might be better to add an alternate request of Jamestown Boulevard as well as Jamestown Parkway. Since the current name is Gate City Boulevard. It may provide better continuity to keep with the "Boulevard" designation instead of adding "Parkway". Mayor Volz felt it would be best to present one agreed upon road name not present several options.

The Town Manager stated one reason we need to work with the City of Greensboro is because it is likely in the future part of that roadway will be in the corporate limits of Greensboro. Presently, the majority of the roadway is in Guilford County. Smith stated he has already spoken with Greensboro planning staff and they agree the name and the section of roadway makes sense to have this name; Jamestown Parkway. Per NCDOT regulations, Boulevard and Parkway designations are interchangeable. Council Member Ragsdale stated he likes the differentiation of the name; Jamestown Parkway.

Smith stated that the affected property owners have been notified; which is basically Koury Corporation and NCDOT. The Town has not received any objections or opposition. Council Member Thomas stated he heard from one property owner. He was not in any objection, he just gave as a suggestion; McCrory or T. G. Madison in the road name. However, he was not in opposition to Jamestown Parkway.

Mayor Volz opened the Public Comment portion of the Public Hearing. The Mayor asked anyone in favor of the name change to Jamestown Parkway to please come forward. Give your name and address, please adhere to the 3 minute time limit. There was no one. Mayor Volz asked for anyone opposed to the name change to Jamestown Parkway to please come forward, give your name and address. Please adhere to the 3 minutes time limit.

Tom Tervo, 2 Langhom Ct. Tervo stated he has lived in a lot of cities prior to moving to Jamestown. He moved here in 1999. He stated this is the only area that he can recall where a road name changes at an intersection. For the sake of continuity, clarity, and understanding, particularly by people coming to our area from outside of High Point/Greensboro, he suggests very strongly that we continue the road name. Gateway Boulevard is innocuous at best. It makes sense to follow Gateway Boulevard from Greensboro all the way to High Point.

No one else spoke.

Mayor Volz closed the Public Comment Portion of the Public Hearing. He opened to Council for discussion. Mayor Volz stated he would like to have a Council recommendation to take to the City of Greensboro.

Council Member Nixon-Roney made a motion to amend the Resolution to rename a portion of High Point Road to Jamestown Parkway with the authority to add submitting the alternate name of Jamestown Boulevard if the City of Greensboro is against the Parkway designation. Council Member

Montgomery made a second to the motion. The Town Manager asked for clarity, the submitted request location is from Guilford College Rd. to Vickery Chapel Rd. with our intention to carry this name through the roadway into the next section of the project.

Council discussed the need for adding an alternate name. The Mayor stated preliminary conversations with Greensboro and Guilford County Planning Dept. have been positive. There have been no objections to the Jamestown Parkway. After discussion, Council Member Nixon-Roney withdrew the motion. Council Member Nixon-Roney made a motion to accept as written the Resolution to rename a portion of High Point Road to Jamestown Parkway. Council Member Montgomery made a second to the motion. On 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.

(Resolution)

5. Public Comment Period – No one registered to speak

6. Presentation of the Audit Report for fiscal year 2013-2014 – Brandon Flinchum, Dixon Hughes Goodman, LLP. Flinchum presented the 2014 Audit Report. The Town received a clean audit report. There were no negative internal control findings. No management letter issued. The Town received a Certificate of Achievement for Excellence in financial reporting for 2013.

Flinchum distributed a 1 page hand out highlighting 2013/2014 financial summary. He stated the following:

- cash & investments increased
- The General Fund available balance increased
- The implementation of the NC Tax & Tags program in 2014 improved the collection rate for the Town
- Revenues reflect approximately \$213,000.00 in FEMA reimbursement
- Services and fees revenue is down mainly due to less golf fees due to bad weather. Also, due to the Town no longer managing Gibson Park.
- Regarding expenditures, the Town was able to maintain a very impressive flat expenditure level
- The Town has no debt service
- There was an approximate 11% increase in the Town's available fund balance bringing the balance to approximately 71%
- The Town's percentage of current year levy collection is 99.29%

Council Member Thomas asked the auditor if the financial practices and procedures of the Town are compliant with all government regulations. Flinchum said that the auditors looked at the Town's internal controls and they had no comments for improvement.

Judy Gallman said the Comprehensive Annual Financial Report for fiscal year end June 30, 2014 will be available on-line for the public to view by next week.

Flinchum thanked Judy and the financial department for their assistance in the audit process.

7. Consideration of applying for Urban Archery Season designation – Council Member Ragsdale said he was approached by citizens about having the urban archery season in Jamestown. There are a lot of deer in Town. A lot of people don't get a chance to hunt during the regular season. The request was for hunting with archery tackle on private land and extending the season. Council Member Ragsdale brought the matter to the Council for discussion and consideration.

Smith asked for a consensus by the Council to direct him how to proceed. The steps for implementing the request would involve:

- Review Town Ordinance to define and outline hunting
- Define where the hunting is permissible
- Types of weapons allowed
- Set a Public Hearing for 11-18-14 Council Meeting to consider participating in the 2015/16 Archery Season.

Council Member Ragsdale stated this designation would extend the season through the end of January or early February.

Council Member Thomas stated he would be in favor of a Public Hearing at the November 18, 2014 meeting to discuss the parameters of a Hunting Ordinance. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

8. Proclamation National Breast Cancer Awareness Month – Mayor Volz read a Proclamation that proclaimed the month of October 2014 as Breast Cancer Awareness Month.

(Proclamation)

9. Proclamation Fire Prevention Month – Mayor Volz read and presented a Proclamation to Lt. Scott Humble, PSFD, proclaiming October 2014 as Fire Prevention Month in Jamestown.

(Proclamation)

10. Proclamation Domestic Violence Awareness Month – Mayor Volz read & presented a Proclamation to Steve Hess, Family Services of the Piedmont, proclaiming the month of October 2014 as Domestic Violence Awareness Month.

(Proclamation)

11. Update on possible renovation of the Jamestown Park Clubhouse – Smith stated he brought this project back before the Council to get more in-depth on the Clubhouse project. Smith stated at this point, all options are open. We have no commitment at this time. The reason we talk about the Public Service Facility and Clubhouse at the same time is because we could use the Public Service Facility as collateral for both projects if we choose to go forward with financing. We do not have to finance the

project. If Council wants to do a larger project such as expansion of clubhouse and a community center versus a clubhouse facility that will involve much more funding. We would look at some type of financing and move that project forward with the Public Services Facility.

The Council may decide to do a bare minimum approach to the Clubhouse Project. However, any approach we take, he would like to have a contract with a contractor or architect involved to give us guidance. We have some serious problems at the Clubhouse. At this stage, we have no commitment. It is in the hands of the Town Council as to how we proceed.

Mayor Volz stated in order to get the 15/20 years financing, we would need to use the Public Services Facility as collateral. This is a golden opportunity. We would not have to use a tax increase to fund the project. We could spread the financing over several years and get exactly the project that we wanted.

Mayor Volz stated whether we do the Clubhouse piece mill or as a complete renovation, we still need architectural plans so that a contractor will know what the project entails. We know the clubhouse needs a new HVAC system, windows, insulation, plumbing, and wiring just to update the building. It is a 40 year old building. Mayor Volz stated we are going to have to spend some money on the Clubhouse. He feels this is a golden opportunity to spread the financing over a 15 – 20 year period. The project would need to be presented to the LGC for approval. If we try to do a pay as you go project it will take much longer to complete. Mayor Volz said the pay as you go approach will take funds away from the greens renovation project.

In order to submit to the LGC for consideration of financial approval the Town would need an architectural plan, public forum meetings, and demonstrate the support of the community for the project. The LGC wants to view the official minutes that there is public support for the project. There is no guarantee the Town would receive LGC financial approval.

Smith presented the Council with a time line for a Community Center type project which is the “do more” approach. He stated this would be a long process. It will take time whether we decide to do financing or in-house (pay as you go). He said if Council decides to do this project and start the process in December 2014, we are estimating March 2016 for the project to possibly be completed. LGC is the most critical element. He heard some concerns regarding the Town paying an architect for a full set of plans, contract documents and conducting the bidding process. However, if we don’t have community support more likely LGC will not approve the project. We could spend a great deal of funds just to get to that point. If this were to occur and LGC not approve the project, we would need to re-evaluate the project at that time. Mayor Volz said we would then be doing the project piece mill with the funds we have in reserve. Taking funds set aside for the greens renovation project.

Council Member Ragsdale felt it is important early on that we get real clarity and crystalize the scope of work. We need to look at needs versus wants. What is realistic? Before we go into any project, he recommends being clear on what we are trying to achieve. Need to be clear on the front end what our goals are. Mayor Volz stated that LGC wants to know how much the project will cost. That is what the architectural drawings will give us.

Council Member Ragsdale said there are certain needs at the golf course for example the greens and the golf course itself. There are facility needs as well. Then there is the idea of creating a community center. A bigger concept. He wants to be very clear what the project is so when we are giving direction

to the architect he understands the scope of the project. I think that will help with public awareness and support.

Council Member Nixon-Roney stated public awareness is very important. The fact of the matter is that something needs to be done at the Park. We need to evaluate what makes the most sense. Do we patch it up and put a Band-Aid on it, or does it make sense to expand into a Community Center for big events. If we have to do the HVAC System, ceiling, roof, windows, etc. that is the opportunity to crystalize the best use of the facility. We will have to pay an architect to draw these plans. We need to find the balance between making something better versus making something extravagant. Mayor Volz said there was a design committee that reviewed with the architect the needs for the Clubhouse. We want to create something that the community can use. The LGC liked that idea.

LGC will not allow the Town to finance the greens project. The greens project will have to be paid out of the Town's coffers. The Mayor sees this as an opportunity to do both projects. Council Member Nixon-Roney said we need to do the greens. She feels the public perception is that if we do the clubhouse we are not going to do the greens. Mayor Volz stated we either have to pay for greens or get a grant for greens, cannot finance them. We do have money in reserve to start renovating the greens. Mayor Volz is optimistic. We have an asset at the Park that is 40 years old that needs to be fixed. There are 2 pieces to it. We have a golden opportunity to finance the clubhouse renovation and use reserve funds for the greens.

Council Member Ragsdale stated we have exposure either way; spend your own money now or spend your own money over time. We need to clarify the scope of what we are trying to achieve. We know we need to fix the golf course. We know the building is old and has issues. We need a feasibility study of what the public would support and what the public uses would be.

Council Member Montgomery stated financing is not available for the necessary renovations to the clubhouse. We would have to use money set aside for the golf course in order to do bare maintenance for the clubhouse. This approach could take money away from the greens project, putting us further behind. It would cost the Town of Jamestown more for maintenance than for improvement. Council Member Montgomery said from a cash flow standpoint, it makes more sense to use funds in reserve for the greens renovation project. The Town should seek financing for the Clubhouse project. Council Member Thomas stated this needs to be made clear to the public because without their support the LGC won't approve the financing. We need to be clear that from a financial standpoint, it makes sense to seek financing for the clubhouse and use reserve funds for the greens project.

Council Member Nixon-Roney stated if we have to fix these major issues (windows, HVAC, plumbing roofing, etc.) then why not make the footprint a tad bigger. Then the facility could be used for community events and generate some revenue. Council Member Nixon-Roney said Gary Robbins, architect, had some good ideas and a great plan. She stated Council Member Montgomery made an excellent point that if we don't seek financing for the clubhouse, we may have to use funds set aside for the greens project just to fix issues at the clubhouse that currently must be addressed.

Smith stated however we move forward, there will be public meetings. If Council decides to move forward in financing this clubhouse renovation project then we move forward with the plans and the bidding process. Staff then submits to the LGC with an application to move forward on greens renovation and clubhouse renovation. One project requesting financing and one is out of picket. If the LGC does not approve the clubhouse renovation, we need to be clear we are moving forward with

greens renovation project. At that point, you don't have money for the clubhouse and greens. Smith said from what I am hearing, I think the Council wants to move both projects forward.

Council Member Nixon-Roney & Thomas agreed the greens need to be done first. Council Member Montgomery asked why the LGC would turn down the approval for financing. Smith said if LGC felt we did not have the public support for the clubhouse project they would not approve it. Smith said several people have come to him in support of some type of renovation at the clubhouse. Ex: Replaced the HVAC System, but these supporters need to come to a public meeting to voice their support. There will be opponents too. Council Member Thomas stated if figures we have seen are true and only 4% of golfers are residents of Jamestown, then the public will not be in support. However, if we can show from a financial standpoint it makes sense and show it will cost more in the long run, the public may be more supportive. Council Member Montgomery asked other than Public support, what is needed. Smith said we need a clear plan, ability to pay back the loan, asset to secure financing. Gallman said the main thing for LGC will be the show of public support.

Mayor Volz said this is an asset of the Town that must be fixed, that has not been maintained in 40 years. We have a golf course that needs to be fixed. Council Member Nixon-Roney feels we all agree the greens need to be done first.

Council asked that the architect do plans designing a minimum job to a maximum job. Smith said we have accepted qualifications from architects based on drawings of the clubhouse. This was based on sketch plans that came out of the design committee. As of now, Smith told the top 3 architects we would not make a decision until 11-18-14 or later. Smith said the time line he submitted to the Council was based on the assumption that the Town had an architect under contract by December to accomplish the estimated completion date in March 2016. Smith said he is looking for direction from the Council.

We need to hire an architect to complete a design, early in that process the architect can provide us in great detail what needs to be done and a preliminary cost. That will be the first step of the contract. We will know early on if we want to continue with the project. We need to rely on an architectural service for this. We have not selected an architectural firm yet. We accepted bids for qualifications. Council Member Nixon-Roney felt the previously stated price for the plan was really high. Smith said it is difficult to answer how much the cost would be for architectural plans. The RFQ was based on a bench mark phase. Not knowing the direction we were going to go, the RFQ mentioned the renovation and 1000' Community Center. We are at the point where we need to select a firm and negotiate a contract. What he is hearing is that we need to negotiate that first step of an architect coming out and giving us preliminary designs. Address the needs, come up with that overall projected cost of renovating including the community center and then project the entire project. We can handle that in a first step. Should be reasonable in cost.

Council Member Ragsdale said we need to know what is wrong with the clubhouse now. Then come back to the Council with these issues. The Council can make a better decision about what needs to be fixed. Assess the situation first then make a decision on the scope of work. We need to understand where we are.

Smith said we are not at the step where we have selected a firm or negotiated a contract. That was actually going to be done at this meeting, but we have delayed until the November meeting. Smith said he will have staff select 1 firm and work with them on pricing for that initial assessment step. Then at

November 18th, 2014 meeting come back with that initial architectural services contract and full scope of the work to be included.

To date, he has estimates from 3 firms with an estimate of the # of hours they think the project would involve along with their hourly rate. At the November meeting, Smith will have 1 firm with a preliminary design cost. Mayor Volz would like to set a time line to meet the March 2016 completion date for both projects. (Clubhouse and greens) Smith said the time line given was based on the architect's projections.

Smith discussed the PARTF application the Town applied for earlier this year. When we applied for the greens renovation we had a very broad scope for that PARTF application. If Council decides against constructing the forward tees and only construct greens not bunkers, then John Crowe, Parks Superintendent, is experienced in greens reestablishment with Bermuda grass. He has good in-house cost ideas for this. Smith could work with Crowe to get a specific scope of work and funds required to do the project. If only focus on greens. Mayor Volz envisioned doing the greens complexes (greens & bunkers) Council Member Nixon-Roney stated this has been ignored long enough. Smith stated that the Town needs to think about applying for the PARTF grant again.

12. Update on Time Capsule Project – Wolfe gave the report. She stated that there are almost 38 entries and 75 – 80 photos. She feels it will be a good snap shot of what Jamestown looks like now in 2014 for people 50 years in the future. The ceremony is Sunday 11-9-14 at 3:00 pm. The site is selected. The Town Manager ordered the granite marker. The Public Service Staff will install the capsule. Judy Faircloth volunteered to sing the National Anthem. Mayor Volz will read the Proclamation. The Mayor, The Parks & Recreation Chair and the Town Manager will shovel dirt on the capsule, then staff will bury the capsule. Hope all of the Council will attend. The Town Clerk said the Parks & Recreation Committee did a good job. The Committee met several times over the last several months.

13. Set Public Hearing date to consider Text Amendment 2014-06 to the LDO regarding definition of gravel – Wolfe said the PB met last month and approved the text amendments to the LDO, therefore, we are requesting a Public Hearing by the Council to consider this amendment for the November 18th, 2014 meeting. This amendment is a result of changes made by the State Legislature that passed in Raleigh recently regarding definitions and treatment of gravel.

Council Member Nixon-Roney made a motion to set a Public Hearing date for November 18th, 2014 to consider a text amendment to the LDO regarding the definition and treatment of gravel. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

14. Set Public Hearing date to consider text amendment 2014-07 to the LDO regarding the zoning of temporary health care structures - Council Member Nixon-Roney made a motion to set a Public Hearing date for November 18, 2014 meeting to consider amendment to the LDO regarding zoning of Temporary Health Care Structures. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

15. Set Public Hearing date to consider text amendment # 2014-08 to the LDO regarding the addition of Flexibility for Parking Standards - Council Member Nixon-Roney made a motion to set a public hearing date for November 18, 2014 Council meeting to consider the addition of Flexibility for Parking Standards

to the LDO. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

16. Analysis of financial position of the Town of Jamestown – Judy Gallman presented the financial statement for the month ending September 30, 2014. She highlighted the Town had a cash balance of approximately 9.4 million and of that amount approximately 2.6 million is reserved for specific usages. The detailed statement for September 30, 2014, reflects the receipt of our first allocation of Powell Bill funds in the amount of \$50,000.00. We will get an equal amount toward the end of this calendar year. We received close to 1 million in property tax revenues in September. The Town received golf course sponsorship funds. We did have expenses on sign posts and sidewalk design.

Mayor Volz thanked Judy for a good job on the audit. There were no questions for Gallman.

17. Public Comment Period – Charlie Dye, 204 Wiltshire Drive – Dye said he had 3 things regarding the golf course he would like the Council to think about.

1. 1/3 of the Town of Jamestown budget last year, according to the Town records, went to an expense at the golf course. He does not think the citizens like that.

2. The Golf Course last year, according to Town records, the income was \$500,000.00 and the cost was \$800,000.00. Another year of a \$300,000.00 loss. That needs to be taken care of before other things are taken care of.

3. ½ million dollars was borrowed from the Public Works budget to do the sprinkler system rather than borrowing it from the bank. Has that ½ million dollars been paid back to the sewer fund?

He feels these facts are why people are not willing to spend a million dollars at the golf course. Please take that into consideration.

Mr. Dye continued, for 20 years he loved the golf course. It was making money. The Golf Association had over 200 members. He was the President for 3 years and the Treasurer for 15 years. We do need the things the Council discussed tonight. He is in favor of them, when the golf course gets to a breakeven point

Mr. Dye said he talked to people in Thomasville about their municipal golf course. They were ready to close their golf course. They told the Golf Superintendent and the Golf Pro that they were not going to put money in the course anymore. They cut salaries and made other cuts. Now, Thomasville is making a profit. Why are they making money and we are losing money each year.

18. Other Business –

Council Member Nixon-Roney commented that recently she was on a trial in Greensboro. The parking attendant gave her a pamphlet that was a parking guide showing available parking in downtown Greensboro. She felt it would be good to create a public parking guide like this for Jamestown. At least, this would be a low cost effort to educate the public on parking available in Town and where not to park.

Mayor Volz said we have been researching the possibility of getting a shuttle service to run from the Town Hall parking lot around Main St. to the Jamestown Library on Thursday – Saturday nights, making stops along the way. A nominal fee may be charged. We would like for some of the businesses to help with funding. Mayor Volz talked to the President of JBA. He thought it was a great idea. But none of the downtown businesses are JBA members.

Council Member Nixon-Roney feels there is a decent amount of parking, but people need to know where you can and cannot park. Council Member Ragsdale said the Town has this great Master Pedestrian Plan and beautiful well lit sidewalks. We have about 160 public parking spaces available. He feels it is an awareness issue. He feels the pamphlet is a good idea. Smith said there is a public parking map on the Town website. Through JBA, we encourage businesses to print this map and hand out to customers. However, a lot of these downtown businesses are not members of the JBA.

Council Member Nixon-Roney asked if the Council wanted to have another meeting and invite some of these business owners. Mayor Volz stated he doesn't know what we would accomplish, but he would be glad to host another meeting. Council Member Thomas said he was at the last meeting. The business owners did not seem willing to participate in signage. The Town is not responsible for getting businesses clients. The Town can try to help out, but it is not our job to make sure clients get in their door. Businesses need to help themselves. Mayor Volz said he thinks it's our job to make sure there are no impediments. He thinks we have done that by identifying the public parking.

Council Member Montgomery said the only thing we can do as a Council is to make sure that public parking spaces are visible and marked. Council Member Nixon-Roney stated she is worried about the Town reputation of people getting towed. This will hurt people coming to Town. She feels the pamphlet will help.

Council discussed the parking signs. They felt they need to be bigger. Council Member Nixon-Roney suggested printing brightly colored banners for the post.

19. Adjournment – Council Member Nixon-Roney made a motion to adjourn. Council Member Thomas made a second to the motion. The meeting ended at 8:20 pm.