

Regular Meeting of the Town Council  
November 15, 2016  
Council Chambers  
6:30 pm

Minutes & General Account

Council Members Present: Mayor Volz, Council Members Montgomery, Nixon, Straughn (Ragsdale absent)

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

Visitors Present: Carol Brooks, Dick Franks and Gary Haynes

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the following community events:
  - 11-24 & 25 – Town Hall closed for Thanksgiving. There will be no garbage service on Friday 11-25-16.
  - 11-24 – 11-26 – Jamestown Public Library closed for Thanksgiving.
  - 12-4-16 – Jamestown Rotary Club Christmas Parade 3:00 pm
  - 12-4-16 – Kids & Klaus – Jamestown Public Library – immediately following the parade
  - 12-4-16 – Jamestown Christmas Tree Lighting at the Public Library 5:30 pm – Ragsdale High School Chorus will sing Christmas Carols and the Town will provide hot chocolate & cookies
  - 12-8-16 – Candlelight Christmas Tour of Old Jamestown – sponsored by the Historic Jamestown Society – 4:30 pm – 7:00 pm – tickets available at Mendenhall House and Jamestown News

Mayor Volz asked for a moment of silence.

3. Introduction of new Planning Director – Kathryn Billings, Interim Town Manager, introduced Matthew Johnson, as the new Planning Director for Jamestown. As you know Matt was previously employed with the Town as the Planning Director. He is very knowledgeable of the projects and operations of the Town. We are glad to have him back.
4. Approval of minutes from October 18, 2016 meeting – Council Member Montgomery made a motion to approve the minutes from October 18, 2016 meeting as presented. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.
5. Public Hearing to consider an amendment to the Permitted Use Table to include Banquet Hall/Special Events Facility – Matthew Johnson stated basically this is an update to the definitions and addition of a permitted use with additional standards. A description of the zoning districts has been included in the Council packet. Johnson noted that the permitted use should be indicated by an “S” on the Permitted Use Table since there are some additional standards that apply to this permitted use. This Public Hearing is to consider adding the use of

Banquet or Special Events Facility to the Permitted Use Table in the zoning districts of C/MST, MSP, MS, C, B (Bypass), & TND.

Council Member Nixon asked if the requirements have been established for the Banquet Facility Use. Johnson read the Additional Standards as recommended by the Planning Board.

- A) Hours of operation 7:00 am – 1:00 am
- B) Food preparation unless the property is zoned for restaurant use, all food must be prepared off-site, but may be assembled in a Guilford County Public Health Department approved “catering” or “warming “ kitchen.
- C) The use must follow state of North Carolina law for alcohol sales and/or consumption.
- D) Event durations are not to exceed one (1) week
- E) Outdoor event areas may not be located within 250’ of adjacent residentially zoned or use property; and
- F) The operations and use must adhere to the Town’s Noise Ordinance Regulations (Title IX General Ordinance Chapter 94) and any other applicable Town Ordinances.

Mayor Volz asked Art Wise, Planning Board Chair, to give the Planning Board’s recommendation. Mr. Wise stated if approved the property at Jamestown Center is one site that would be allowable for this Banquet Facility Use. This property would be less than 250’ from a residential area and therefore would limit any outdoor events. The Planning Board was unanimous in their support of the amendment.

Mayo Volz opened the Public Comment Portion of the Public Hearing. He asked for anyone in favor of the proposed amendment to please come forward. Give your name & address. Please adhere to the 3 minute time limit.

Kim Mark, 3941 Lake Meadow Drive, Jamestown, NC. She has lived in Jamestown for 17 years. She currently operates a Special Events Center in Greensboro. She hosts different type of events; weddings, showers, conferences, etc. She has outside caterers that will bring the food to the events. She has been in business in Greensboro for 2 years. It is a wonderful facility but only holds 98 people. She is looking to expand. She would love to open the special events facility in the Jamestown Shopping Center.

Mayor Volz asked if there was anyone that wished to speak in opposition to the amendment to please come forward. There was no one. Mayor Volz closed the Public Comment Portion of the Public Hearing. He opened up to the Council for discussion.

Council Member Straughn stated his only concern would be parking.

Council Member Montgomery made a motion to approve the Permitted Use of the Banquet/Special Events Facility as presented with the additional standards:

- a. Hours of operation 7:00 am – 1:00 am
- b. Food Preparation – Unless the property is zoned for restaurant use, all food must be prepared off-site but may be assembled in a Guilford County Public Health Department approved “catering” or “warming” kitchen.
- c. The user must follow state of NC law for alcohol sales and/or consumption.
- d. Event durations are not to exceed one (1) week.
- e. Outdoor event areas may not be located within 250’ of adjacent residentially zoned or used property; and

- f. The operations and use must adhere to the Town's Noise Ordinance regulations. (Title IX General Regulations Chapter 94) and any other applicable Town Ordinances in zoning districts; C/MST, MSP, MS, C, B (Bypass), TND

Council Member Lawrence made a second to the motion. On a roll call vote:

Council Member Montgomery voted aye  
Council Member Nixon voted aye  
Council Member Straughn voted aye

The motion passed by unanimous vote.

Council Member Nixon made a motion that the amendment to the Permitted Use Table to add Banquet/Special Events Facility is consistent with the goals & policies contained in the 2020 Land Development Plan and aligns with the Town's growth management policies to revitalize downtown Jamestown and attract businesses. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

#### 6. Public Comment Period

Dick Franks, Koury Corporation, addressed the Council. He wanted to welcome Matt Johnson back to the Town of Jamestown. He had an opportunity to work with Matt when we first started the rezoning of their current project. He left shortly after that. Franks said he & Koury Corp. are glad Johnson is back. You couldn't have picked a better person to fill this position.

7. Resolution Directing the Clerk to Investigate a Petition Received under G. S. 160A-31 – Wolfe, Town Clerk, stated the Council tabled this item from last month's agenda. This postponement was to give the engineers' time to incorporate the street closing right-of-way from Camelot Drive into the map. The mapping with the new property lines has been completed.

Tonight we are asking the Council to pass this Resolution so that we can investigate this title & petition to confirm it is valid. At the December meeting, the Clerk will present the findings in the form of a Certificate of Sufficiency and will set the Public Hearing date for the January 2017 meeting.

Council Member Straughn asked for clarification that the utility easement was drawn according to the conversation and Council approval of the street closing right- a -way for Camelot Drive. Dick Franks reviewed the preliminary annexation map and showed the Council where the utility easement was drawn and located as approved by the Town Council.

Council Member Nixon made a motion to approve the Resolution Directing the Clerk to Investigate a Petition Received under G. S. 160A-31. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution)

8. Review and update of the Jamestown Park Clubhouse Facility Use Guide – Kathryn Billings stated when she returned as Town Manager in September the Council had approved a Park Clubhouse Facility Use Guide. She has reviewed the document along with staff. They have

added reference to insurance, liability issues, clarified that all alcohol sales & service is done by the Town of Jamestown. The rental part and payment of fees was simplified. The age to rent was changed to 25 years old.

We are asking the Council to approve this guide. Some other notable changes; day time rental is restricted to just the Mendenhall Room. This rental time will not interfere with the golfers & the grill area. 8:00 am – 4:00 pm – can be rented hourly. There is a \$50.00/hour Town staffing fee. We schedule the night time event to be able to use the entire facility. But a Town staff person must be on site. Town staff is available to serve wine & beer. Not to interfere with the golfers the following schedule is adopted:

May – September	7:30 pm – 11:00 pm
October	6:00 pm – 11:00 pm
November – February	5:00 pm – 11:00 pm
March – April	6:00 pm – 11:00 pm

Rental fee for the evening is \$400.00. There is a 20% discount for Town residents. The Jamestown Civic Clubs can use the facility at no rental charge for regular business meetings. But would have to charge for our staff that is on-site.

Once the Facility Use Guide is approved, we are ready to start renting the facility. The gas logs will be installed shortly. The furniture is still in process of researching price & quality.

Council Member Nixon made a motion to approve the Jamestown Park Clubhouse Facility Use Guide as amended. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

9. Consider change in designation of funds for the Jamestown Public Library – Billings said she met with Gary Haynes who is President of the Library Board. The Finance Director was also present. The Town grants funds each year to the Jamestown Library. The funds are restricted for the following use:
  - a. Insurance \$5,000.00
  - b. Repairs & Maintenance \$25,000.00
  - c. Operating Expenditures \$30,000.00

After meeting with Haynes, staff is satisfied that they (Library) have additional sources to fund maintenance, repairs & insurance of the building. But not additional sources for operating expenditures.

Staff recommends a onetime exception, to be reviewed in future budgets, to allow the grant funds to be used as follows:

- a. Repairs & Maintenance of building (excluding insurance) \$10,000.00.
- b. Operating expenditures \$50,000.00.

Council Member Straughn made a motion to approve this onetime exception to allow \$10,000.00 for repairs & maintenance and \$50,000.00 for operating expenditures of the grant funding to the Library. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

10. Recommendation of bid for Gannaway water line replacement project – Paul Blanchard, Public Services Director, presented the bids received on the water line replacement project at Gannaway Street from E. Main Street to Ragsdale Rd. This project was part of the CIP Program for this year. However, with the current housing project under construction on Gannaway St. it made sense to move the project up on the list. Bids were received today. We received 3 bids as follows:

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|-----------------------------|--------------|
| 1. Smith & Jennings, Inc.   | \$103,856.00 |
| 2. Breece Enterprises, Inc. | \$115,790.00 |
| 3. Yates Construction, Inc. | \$167,871.00 |

There will be 18 townhomes constructed on Gannway. We will have 18 water/sewer connections. The Town received approximately \$50,400.00 in water/sewer tap fees from the developer.

Blanchard recommends approving the lowest bid of \$103,856.00. Council Member Straughn made a motion to approve the lowest bid from Smith & Jennings in the amount of \$103,856.00. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

11. Budget Amendment – Gallman presented a budget amendment #7. One part of the budget amendment is to transfer funds into the water/sewer operating fund for the Gannaway water line project the Council approved earlier in the meeting. The amount of \$34,000.00.

Another part of the amendment deals with a \$250.00 contribution to beautify the area surrounding a bench between holes 10 & 11 on the golf course.

Council Member Montgomery makes a motion to approve budget amendment #7. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

(Budget amendment)

Gallman requested the Council formally accept the \$250.00 donation. Council Member Nixon made a motion to formally accept the \$250.00 contribution for beautification of the area surrounding the bench between holes 10 & 11. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Gallman also presented a Memo regarding a lease for the mowers at the Golf Course. The Town currently has a lease for 3 mowers and the lease expires in December. They have received a quote for basically the same amount of a monthly payment of \$1,546.20 for a 48 month lease. She does not have the actual contract yet, just the quotation. Gallman requested the Council authorize the Interim Town Manager and the Finance Director to enter into the contract for the 3 mowers for a 48 month lease with monthly payments of \$1,546.20.

Council Member Straughn made a motion to authorize the Interim Town Manger and Finance Director to enter into the contract for the described lease terms for the 3 mowers at the Golf Course. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

12. Analysis of Financial Position of the Town of Jamestown – Gallman presented the financial statement for month ending October 31, 2016. She highlighted the summary report. The Town

has cash balances in the amount of approximately \$11 million dollars. Of that approximately \$3.6 million is reserved for specific usage.

The debt balance of the Town is as follows as of 10-31-16.

General Fund

Sanitation Truck	\$121,265.00
Golf Clubhouse Renovation	<u>\$750,000.00</u>
Total	\$871,267.48

Water/Sewer Fund

Water/Sewer Maintenance Facility	\$562,497.15
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Gallman presented the detailed financial statement for the month ending 10-31-16. She did say the Town paid for repairs to the bucket truck & garbage truck.

Council Member Straughn asked if the Town ever received the last payment from FEMA for the 2014 winter ice storm. Gallman said we have not received the final payment.

13. Public Comment Period – no one registered to speak.

14. Other Business:

Mayor Volz stated he received a nice letter in the mail today addressed to the Council. The sender thanked the Council for the improvements to the golf course and the clubhouse. They said it is a pleasure to play golf there. Also, they were very complimentary of the new staff at the Golf Course. They are all friendly & helpful. The whole park and golf course speaks well to the quality of life in Jamestown.

Judy Gallman added that the Council had in their packet the Golf Report. She said the Golf Course made \$23,000.00 for the month of October.

Council Member Nixon asked if Ross Sanderlin, Golf Pro, could attend a Council meeting on a quarterly basis to give the Council an update of operations at the Golf Course. The Town Clerk will add that to the reoccurring agenda.

Mayor Volz was also complimentary of the female pro hired at the Golf Course.

Still under other business, the Town Clerk asked for confirmation of who will be riding in the Christmas Parade so that she can have the correct number of golf carts decorated for the event. All the Council was attending.

Council Member Nixon made a motion to go into closed session to discuss a personnel matter. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote. The Council and the Town Attorney reconvened in the office of the Town Manager for the closed session.

----- Closed Session -----

Council Member Nixon made a motion to go out of closed session. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

The Council reconvened in the Council Chambers for the regular meeting. Council Member Montgomery made a motion to resume the regular meeting. Council Member Straughn made a second to the motion. The motion passed by unanimous vote. The regular meeting resumed. Council Member Nixon made a motion to decline the request of the former Town Manager, Chuck Smith, to adjust his severance packet. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

15. Adjournment – Council Member Straughn made a motion to adjourn. Council Member Nixon made a second to the motion. The motion passed by unanimous vote. The meeting ended at 7:45 pm.