

Regular Meeting of the Town Council
1-17-17
6:30 pm

Minutes & General Account

Council Members Present: Mayor Volz, Council Members Montgomery, Nixon, Straughn, Ragsdale

Staff Present: Kathryn Billings, Judy Gallman, Paul Blanchard, Matt Johnson, Sharen Apple, John Crowe, Ross Sanderlin, Martha Wolfe and Beth Koonce, Town Attorney.

Visitors Present: Ann Taylor, PTRC; John Frank, Dixon Hughes Goodman; Carol Brooks of the Jamestown News; Dick Franks, Koury Corp.; Greg Parlier, Linda Parlier, Bill Pearson, Margaret Iorio, and Rebecca Mann Rayborn

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced that Charles Dowdy passed away on December 30, 2016. Charles was a past Council Member from 1998 – 2007. He was a current member of the Parks & Recreation Advisory Committee for Jamestown. He was an active member of the Jamestown Veterans Committee. Charles was also very active with the Pinecroft Sedgfield Fire Department. He will be missed. Please remember his wife, Audrey, and his family at this difficult time.

Mayor Volz also announced that Emily Quinn, sister-in-law of Cookie Billings, Interim Town Manager, passed away on January 11, 2017. She was married to Cookie's brother, David Quinn. They had been married for 47 years. Please keep this family in your prayers as well.

On a lighter note, the Grill at Jamestown Park Clubhouse is open. Please check them out for lunch.

The Town of Jamestown continues to run the loose leaf pickup through February 24, 2017.

A Big Thank You to the Public Services Crew for clearing the streets during the recent snow. They did an outstanding job for our citizens.

3. Approval of minutes from the December 20, 2016 meeting – Council Member Ragsdale made a motion to approve the minutes from the December 20, 2016 meeting as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.
4. Public Hearing to consider a contiguous annexation petition from Koury Corporation for the property located at 4301 Millis Road and consider an Ordinance to Extend the Corporate limits of the Town of Jamestown - Mayor Volz called on Matt Johnson, Planning Director. Johnson stated that Koury Corp. requested annexation of approximately 8.463 acres +/- located at 4301 Millis Rd. The Town Clerk has investigated the petition and found it to be sufficient. All the legal requirements have been met. Council received copies of the legal notices that were published in the Jamestown News and the certified mailing addresses of the property owners located within 500' of the subject property that were notified of the Public Hearing. The Planning Department of Guilford County, High Point & Greensboro were notified and a confirmation

notice from PSFD is attached. Johnson said since all the statutory requirements have been fulfilled, the Town staff does recommend that the Council approve the Ordinance to Extend the Corporate limits and to make this approval effective immediately per request from the applicant.

Dick Franks, applicant with Koury Corp. was present. Franks addressed the Council. Franks said tonight your vote for this annexation will be another step towards Koury Corporation's partnership with Jamestown to become a citizen of the Town. We started this project about 2 years ago. We worked with staff & Council to extend the utilities in Grandover so we could create a better tax base for the property.

Our first project is the apartment complex that is located on the corner of Millis & Main. (Apartment complex name will be Millis & Main). Plans are to start leasing the first apartments next month (Feb.) and lease the remaining apartments in March.

Things are moving quickly. Our agreement with Jamestown in the Utilities Agreement obligates Koury Corp. to increase the tax base by a set amount. This project well exceeds that obligation now. Franks said across Guilford College Rd. they have started clearing a large tract of land. This is also a Jamestown project. They have started putting in utilities & roadway in preparation for plans including a grocery store & several other retail shops. This property and the 2 other parcels will be requested for annexation into Jamestown. All this creates a much needed tax base for Jamestown. Koury is excited about becoming a citizen of Jamestown.

Mayor Volz opened the Public Comment Portion of the Public Hearing. He asked for anyone that was in favor of the annexation to please come forward. Give your name & address. Please adhere to the 3 minute time limit. There was no one.

Mayor Volz called on anyone that is opposed to the annexation to please come forward. Give your name & address. Please adhere to the 3 min. time limit.

Greg Parlier – His mother is Linda Parlier and lives at 4416 Merlin Drive. They just want to be clear on which property is being considered for annexation. Dick Franks, Koury Corp., stated 4301 Millis Rd. is the property where the apartments are currently being constructed and this is the property being considered for annexation. The Parliers had no opposition or approval of the requested annexation. They just wanted clarification of the location.

Margaret Iorio – 4509 Millis Rd. She asked what the possibility is in the future for Camelot Subdivision being annexed into Jamestown. Mayor Volz said at this time there are no plans to annex any part of Camelot Estates. He said the only improvement that has occurred in that area is that water/sewer has been installed for the apartment project. This will make water & sewer services available to the property owners in the Camelot Subdivision if they were interested in the future.

Iorio said the road has been a mess especially with the recent snow. They had metal platforms over the water line which have been removed. Now the road is sinking. She lives on the corner and wants to know when it will be cleaned up and when will her yard be fixed. Dick Franks said he will look at the properties and speak with the construction foreman.

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

Council Member Nixon said this has been a methodical plan to complete this annexation. She has no questions. Council Member Nixon made a motion to approve the Ordinance to Extend the Corporate Limits of the Town of Jamestown for the property listed at 4301 Millis Road containing approximately 8.4563 acres more or less to be effective January 17, 2017. Council Member Straughn made a second to the motion. On a roll call vote.

Council Member Ragsdale voted aye
Council Member Montgomery voted aye
Council Member Nixon voted aye
Council member Straughn voted aye

The motion was approved by unanimous vote.

5. Audit Report for the fiscal year ending June 30, 2016 – John Frank, Dixon Hughes Goodman, presented the Audit Report for fiscal year 2016. He said the Town received again a Certificate of Achievement for Excellence in Financial Reporting for the 10th year in a row thanks to Judy Gallman, Finance Director. This award is issued from the Government Finance Officers Association. That is a real accomplishment. Congratulations to Judy Gallman for her great work.

Frank highlighted a financial summary comparing fiscal year 2015 to fiscal year 2016. He gave the following highlights:

- Cash investments are up 1.2 million dollars. Primarily due to some capital projects that were planned but did not occur.
- Overall – governmental fund revenue is up about \$465,000.00 from prior year
- General Fund Expenditures overall were up about \$975,000.00. Partly due to the Greens Renovation Project and the Clubhouse Renovation Project.
- The available fund balance is very strong at 90%. The average percentage for populations comparable to Jamestown is 73.14%. Jamestown is above the state average.
- The Enterprise Water/Sewer Fund is down for fiscal year 2016 from fiscal year 2015 for new development project. Also repairs & maintenance was up this year.
- Each year Jamestown's property tax collection rate is good.
- Overall the General Fund Balance remains very healthy. The Water/Sewer Fund remains financially strong.

The Auditors had no adjustments to the Audit. Excellent job by Judy Gallman and her staff.

6. Public Comment Period – No one registered to speak.
7. Continued review of updates to the Town of Jamestown Personnel Policy – Kathryn Billings said this is the continued review of the Jamestown Personnel Policy which was presented for the Council Policy at the meeting last month. Council requested some additional information and a copy of the existing Town Personnel Policy adopted in 1990 and reviewed every few years.

Billings stated we have contracted with Piedmont Triad Regional Council for the service to review the personnel policies. Ann Taylor, from PTRC, began working with the former Town Manager and Finance Director on this update. The Interim Town Manager, came in on the middle of the process. Billings stated the Town staff is currently following every letter of the law regarding all State & Federal requirements. (Ex: Personnel, Payroll)

Billings introduced Ann Taylor, PTRC. Taylor stated she works with Matt Reese at PTRC. Before that she was Director in Human Resources for over 20 years. She recently did a similar project for the Town of Elon that turned out quite well. She met with the former Jamestown Town Manager. She received the Town's Personnel Policy and Procedures. She reviewed it and flagged some things she thought were opportunities for improvement or things that would make the Town more current with recent changes. These laws change fairly often with the Affordable Care Act and the Family Medical Leave Act. We talked about what is Policy Governance. This is when the Board has their policy and outlines their expectations for their Town Manager to assure the Town is in compliance with the laws.

The policies are a separate document. The Procedure Manual serves as a guide for your department heads and for the Town Manager and the rest of the employees to follow to assure they are in compliance with policy. The procedures are much more detailed. We are still working on these. It allows your Town Manager to be held accountable for insuring the Town is in compliance. If there needs to be a minor change, the Town Manager can make that change. This allows the Council to spend their time governing. Council can spend their time on long term planning, strategic planning, development and growth of the Town, and citizens' concerns.

PTRC had provided the Council with a brief summary of recommended changes to the Jamestown Personnel Policy. This will be a new document not changes to the existing document.

Council Member Straughn stated he had several questions based on what was presented to the Council. In comparing the 1997 Personnel Policy versus the 11 page policy presented, obviously the Procedure Manual will be created. He wants to see what is included in the Procedural Manual. Most of the questions he is likely to have will be related to the Procedure Manual. At this point, he does not have that Procedure Manual to look at.

Ann Taylor stated they are still working on the procedure policy. However, they brought the Personnel Policy to the Council for approval. They want to be sure the Council was in favor of this model which is the 2 separate documents; Personnel Policy adopted by the Council and the Procedure Manual enforced by the Town Manager & Department Heads. Council Member Straughn said he is not necessarily against the model, but he does want to see the actual Procedure Manual.

Mayor Volz stated as he understands it, we are looking at 2 separate policies; one is the policy and one is the procedure. Billings confirmed it is the policy (Council's responsibility) and operations (procedures for Town Manager). Billings said staff is asking the Council to approve the Personnel Policy presented and Staff and PTRC will continue to work on the Procedure Manual. Council Member Straughn stated he cannot vote on this without seeing the Procedure Manual. Council Member Nixon asked if there was any harm in waiting to approve in conjunction with both policies. Ann Taylor said no we just want to be sure that Council is in agreement with the model.

Council Member Nixon stated she sees where this model takes some of the liability off of Council. However, she does not see why we can't do this approval in conjunction with the Procedure Manual.

Council would just like to compare the 2 finished products. Council Member Straughn feels it is a significant change and without having all of the information it would be ill advised to vote on it. Please bring the final draft of the Procedure Manual back to the Council when it is prepared. Council will consider both the policy & procedure at the same time.

8. Overview reports of duties & responsibilities of Department Heads – Kathryn Billings stated she wanted to give her staff an opportunity to give the citizens of Jamestown and the Council an idea of their education and experience and what their jobs entail. The Council heard presentations by:
 - Sharen Apple, Accountant Manager
 - John Crowe, Parks Superintendent
 - Ross Sanderlin, Clubhouse Manager & Director of Golf
 - Judy Gallman, Finance Director
 - Paul Blanchard, Public Services Director
 - Matthew Johnson, Planning Director
 - Martha Wolfe, Town Clerk
9. Adopt 2017 Regular Meeting Schedule – Wolfe presented the Regular Meeting schedule for 2017. Council Member Nixon made a motion to approve as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.
10. Analysis of Financial Position of the Town of Jamestown – Gallman presented budget amendment #9 in the amount of \$12,000.00 for repairs to the 2002 sterling truck. Council Member Montgomery made a motion to approve budget amendment #9. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget amendment #9)

Gallman presented a spreadsheet which showed a comparison of the Duke Energy bills for the Clubhouse before & after renovations. At the December meeting, Council Member Straughn stated the architect said during the planning process, that the Town would see energy savings with the Clubhouse renovations. He asked if this has happened. Gallman said the months we could compare, the usage and the dollars went down considerably. She feels the architect was right in saying that the Clubhouse was more energy efficient with the renovations.

Gallman presented the Financial Summary for the month ending December 31, 2016. The Town has cash balances of approximately 11.2 million. Of that approximately 3.3 million is reserved for specific usages.

The debt balance as of December 31, 2016 is:

Approximate General Fund	\$846,000.00
Approximate Water/Sewer Fund	\$550,000.00

Gallman presented the detail financial statement for month ending December 31, 2016. The Town did have street resurfacing expense. There were no questions for Gallman. Mayor Volz congratulated Gallman on her Financial Achievement Award.

11. Public Comment Period – No one signed up to speak.

12. Other Business:

Council Member Nixon stated she received a call today regarding the First Tee Program. She thanked Ross Sanderlin for staying to hear this part of the meeting. The First Tee Program that met at Jamestown Golf Course had to go to Grandover while Jamestown Golf Course was closed for renovation. The First Tee Program would like to come back to Jamestown Course because they love it so much. But they have some complaints. They were given one day for the program. Last time (before the course was closed) they were given 3 days. They feel like they bring a great value and asset to Jamestown. They are wanting to know if we would reconsider. Council Member Nixon said she told them she would bring it up at the meeting for discussion.

Ross Sanderlin said we participated with First Tee in the past for 2 days a week for a 12 week session. (spring & fall) They did go to Grandover while the Jamestown Course was closed. They approached us in November about coming back in the spring. They wanted Monday & Wednesday from 4:00 – 6:00 pm. We gave a lot of thought to it. This would be 40 kids (40 on Monday & 40 on Wednesday) Typically on the way we operated in the past, 40 kids is great, because the course had not been that busy. Monday is our slowest day. The person that Ross & Marcy met with asked for 2 days but stated if the Town only wanted to allow 1 day, then it would have to be 1 day.

He said as a PGA member he wants to grow the game of golf. He likes seeing kids play golf. But at the same time, if you put 40 kids on the property, with the amount of play and as busy as we are going to be the course will fill up. Also, Wednesday evening in the spring is extremely busy. We felt at this time and our reply to her was we will be glad to allow Mondays as the time for the First Tee Program. But at this time, we want to see how the spring goes. We will re-evaluate in the fall. If we feel like we can accommodate in the fall, we will do that. First Tee pays no fee to use the Facility. It is a great program for the community & the kids. The first 2 sessions, Ross dealt with, we did not see any revenue increase from food & beverage or lessons. Not to say that it could not happen.

Council Member Nixon spoke with a couple of people about it. A comment was made if First Tee got 3 days then there would not be 40 kids at once. It would minimize the number of kids. However, if 2 days is all they can get, they would happily take it. Council Member Nixon said we are a municipal course & she does feel we should give back to the community. She was extremely impressed with the program last year. She asked if there was any reason we could not do 2 days a week and maybe limit to 30 kids.

The Town Manager said she worked with Ross on this. She supported this decision of the 1 day. We just see our play increasing so much I hate to start cutting into our opportunity for revenue. Council discussed if there is a compromise as to how the First Tee could use the course for 2 days. Ross said there are 40 kids that are separated into groups of 20. So if our putting green or driving range holds 25 people, then the kids have taken up most of the slots. Then if golfers in a league come out and it is very crowded, they decide to go somewhere else. Billings said we would really like to see how play goes this spring. We are just seeing revenue pick up. She feels the 1 day (Monday) is a good compromise. Council Member Ragsdale stated we have to protect the golfers that is where the revenue comes from.

Still under other business;

Council Member Straughn said overtime we have seen a lot of negative comments, over social media and in print. Why can't we dispel the non-factual information? Print a response to things we know are factually wrong. He feels we should correct what is wrong. Mayor Volz said possibly put on the Town website; "This is the rest of the story."

Still under other business

Billings said that Matt Reese, PRTC, has requested to have a closed session meeting with the Town Council to discuss qualifications of prospective Town Managers. Council discussed dates. Council agreed to January 26th, or February 2nd, 12:30 – 2:00 pm or 6:00 pm – 7:30 pm. We will let Council know which date is best once we contact Mr. Reese. The Special Meeting will be advertised in the Jamestown News.

13. Adjournment – Council Member Nixon made a motion to adjourn. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote. The meeting ended at 8:45 pm.