

Regular Meeting of the Town Council

February 16, 2016

Council Chambers  
6:30 pm

Minutes & General Account

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

Staff Present: Chuck Smith, Judy Gallman, Paul Blanchard, Carrie Spencer, Martha Wolfe and Beth Koonce, Town Attorney.

Visitors Present: Jane Walker Payne, Tom Tervo, Carol Brooks of the Jamestown News, Jamie Cyrus, Tommy Cole and Brandon Cobb of the Pinecroft Sedgefield Fire Dept., and Shawn Rogers.

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the following community events:
  - Early Voting begins March 3<sup>rd</sup>, 2016 – March 11<sup>th</sup>, 2016
  - March 8<sup>th</sup>, 2016 at 6:00 pm – Naming Ceremony for T. G. Madison at the Ragsdale High School Media Center
  - March 15, 2016 – Election Day for the Primaries

Mayor Volz called for a moment of silence.

3. Approval of minutes from the January 19<sup>th</sup>, 2016 meeting – Council Member Straughn made a motion to approve the minutes from the January 19<sup>th</sup>, 2016 meeting as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.
4. Public Comment Period – No one registered to speak.
5. Annual presentation by the Pinecroft – Sedgefield Fire Department – Tommy Cole, Asst. Fire Chief, presented the annual report assisted by Captain Brandon Cobb. He stated that Jamestown entered into an agreement with Pinecroft Sedgefield Fire Dept. in 2003 to provide fire services for the Town of Jamestown. This partnership continues to be beneficial to all.

Pinecroft Sedgefield Fire Dept. has an annual budget of 2.87 million. Jamestown's contract makes up \$435,044.00 of that budget. The Town has a class 4 fire insurance rating. The Town of Jamestown maintains a healthy water system which positively contributes to the fire rating for the Town.

The Jamestown Fire Station #46 received 677 calls last year. Station #46 is the 3<sup>rd</sup> busiest of the 5 stations. Of those 677 calls in Jamestown, 478 were medical calls, 138 fire related, 28 motor vehicle accidents and 34 were good intention calls. We did have one house fire in Jamestown on Pearce Drive. This fire caused a significant loss of property.

PSFD conducts a lot of Public Education Classes on Fire Prevention in Jamestown. Last year they held 48 programs. They had 2938 adults & children to participate. This equated to a total of 247.5 staff hours.

Brandon Cobb is the full time training officer for the district. He put together 597 training programs for the department. Training consisted of 3,431 class hours.

Assist. Fire Chief Cole thanked the Council for the opportunity to serve the Town of Jamestown. It is a very important part of their organization. They are looking forward to many more years of this partnership.

6. Jamestown Public Library Grant Progress Report – Jamie Cyrus, Library Manager, presented the report. The library building is celebrating its 100<sup>th</sup> birthday this year.

Last year they had over 46,000 people come through the Library. The Library is manned by 3 MLIS Librarians, 1 MLIS student, and 1 administrative assistant. They have a huge volunteer base. They are very appreciative of their volunteers.

Services offered last year included but not limited to; free movies, book clubs, Storytime, computer classes, job training classes. The summer reading program is very popular. Last year they served over 800 children.

The library budget is funded by the Town of Jamestown, Guilford County and the Friends of the Library as follows:

- \$60,000.00 – Town of Jamestown
- \$55,500.00 – Guilford County
- \$10,500.00 – Friends of the Library

The Town funds used to date (last 6 months):

- \$15,000.00 payroll
- \$10,783.00 on building maintenance
- \$ 2,088.00 building insurance

Mayor Volz commented that the Centennial Celebration was a very nice event. Cyrus said the Library still has some library ornaments and lapel pins for sale. These items were made in honor of the Centennial Celebration. Please drop by to purchase one.

Mayor Volz asked with the building turning 100 years old, are there any major repairs or issues coming up in the future that she is aware of at this time. Cyrus said the plumbing is a concern. There is still some of the original plumbing in the building. At times of high usage due to events with a large number of people they do have some plumbing issues.

7. Historic Jamestown Society grant progress report – Shawn Rogers stated with the \$5,000.00 grant awarded to the Historic Society by the Town, they funded 2 projects. \$2400.00 of that grant will be used to erect new national historic registry district markers in Town.

The 2<sup>nd</sup> project they are looking at using the remaining \$2600.00 going toward a capital project at Mendenhall involving a historic stone walkway at the front of the Richard Mendenhall House. They discovered the stone walkway was still in place in front of the porch. They contacted a specialist in historic stone masonry. He is going to number each stone, pick them up, put a new bed down and place each stone just as it was originally. The stone will be packed in stone dust. We will also extend the walkway from the historic section to the parking area. We will have a graded ramp for handicapped visitors. The total cost of the project is \$7,000.00. What he proposes to do is to leverage the \$2600.00 of the Town grant toward a matching grant through the Marion Stedman Covington Foundation.

Rogers said the Historic Jamestown Society was the first recipient of a preservation pass through grant for the Guilford County Certified Local Government. The project is a total of \$16,270.00. This project entails rebuilding one of the chimney stacks and repointing other chimneys. They began a fundraising campaign to sell memorial bricks to be installed in the chimney. They have raised \$7,200.00 to date.

Rogers reviewed other grants the Historic Society has been awarded to date. Last year they brought in over \$46,000.00. This is the most ever. Last year they had a total of 2000 visitors. The visitors came from 38 different states and 20 different countries. They have a lot of school tours. Two weeks ago they had 360 children attend. The children were ages K-5 grade from Kirkland Park Elementary School. Home schoolers love the tours.

Rogers highlighted several events held at the Mendenhall Plantation, such as; Village Fair, Blue Grass Day, and Gold Mining Round table in partnership with Jamestown Library.

8. Capital Improvement Program Citizen Input – Mayor Volz stated this is the time of year we begin working on the budget and planning projects for the Capital Improvement Program. The Mayor turned the meeting over to the Town Manager to review the current CIP Program. Smith displayed the current CIP Program. It is prioritized as 1) Must Do, 2) Should Do, 3) Could do for each department. In the current CIP Program the Must Do Projects are: East Main Street sidewalk, E. Fork Rd. sidewalk project and the Greens Renovation Project. The Clubhouse Project is currently underway.

Currently there is \$25,000.00 in the street improvement project from the Powell Bill fund. Staff will request another \$25,000.00 for street repair this fiscal year to do more street repaving.

The Public Services Director gave an overview of projects for next year:

- E. Main Street sidewalk project \$850,000.00
- E. Fork Rd. Pedestrian Budget & Sidewalk

The Public Services Director announced the Loose Leaf Collection Programs ends February 26<sup>th</sup>, 2016.

The Public Services Director said for water/sewer projects next year. We are budgeting \$100,000.00 for repairs particularly slip lining in Forestdale East. The biggest proposed project for next year is the water main replacement at the intersection of Dillon /Main to Oakdale Rd. Estimate of \$400,000.00. Plans are to possibly change from a 12" line to an 8" line.

Gannaway Street water line needs to be replaced. However, with the possibility of development, we would like to wait and replace that water line during the development phase.

Smith stated Council agreed to discuss the Forestdale East Stormwater Project during the CIP discussion. Jamestown Engineering's cost estimate is \$130,000.00. Smith said there is little funding for this project. At this point, we are not sure if there will be any citizen participation. Most likely the bulk of the funds would be taken out of fund balance. His recommendation is to delay this project another year. We have so many projects going on right now for the current and next fiscal year.

Council Member Nixon-Roney was concerned that Jamestown Engineering report made it seem the project needed to be done in the near future. Blanchard said they did run a camera through the pipe to see how the repairs were holding up. The public area is in good shape. However, the private pipe is not in good shape. Council Member Straughn said that if the pipe collapses there are about 3 houses that the basements would be underwater. Council Member Nixon-Roney said she doesn't see anyone volunteering to participate with funding. Smith said this project will grow quickly. There are private pipes entering the public system. Council will need to discuss participation funding for this project by property owners.

Smith said regarding the Greens Renovation Project, we hope to have a better estimate by early March. However, it appears this will cost more than originally expected. All the plans are in and John Crowe is reviewing them. We will have a loss of revenue while the course is closed. This will affect this fiscal year and next fiscal year.

Carrie Spencer said she is working on the Oakdale Rd. sidewalk project which will extend to Chimney Ct. The funding for this project should be authorized by October with construction in the fall or spring. The anticipated completion date is in fiscal year 2017/2018.

Spencer said the second phase of the Bypass is scheduled to begin in 2019. The Bypass will take some of the traffic away from Main Street. We have submitted a project to the HPMPO to do a corridor study which will include design options for Main Street. The estimate for the study is \$100,000.00. This project is listed on HPMPO budget for next fiscal year. This is an 80%/20% match with the Town responsible for the 20%. (\$20,000.00) The Town Manager is seeking a funding source for the Town's match.

Spencer also plans on applying for a NC Urban Forestry grant. This includes a green infrastructure plan. This is a 50%/50% grant match. However, the Town's match can be in-kind contribution. Such as staff and volunteer time.

Council Member Straughn asked if there are any thoughts as to signage to attract people back to Jamestown. Spencer said plans for signage are on-going.

9. Appoint Piedmont Triad Regional Council delegate & alternate – Mayor Volz stated he currently is the Town's delegate for the PTRC and he would like to continue. The Mayor asked Council Member Lawrence Straughn to serve as an alternate. Council Member Montgomery made a motion to reappoint Mayor Volz as the Town's delegate and appoint Lawrence Straughn as the alternate to the PTRC. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.
10. Appointment of TAC representative and alternate for HPMPO – Mayor Volz stated he is currently serving as the TAC representative to the HPMPO and he would like to continue. Mayor Volz stated that Council Member Nixon-Roney is the current alternate. Council Member

Straughn made a motion to reappoint Mayor Volz as the TAC representative and Council Member Nixon-Roney as the alternate. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

11. Discussion of Mission/Vision Statement – Mayor Volz stated both the Planning Board and the Parks & Recreation Committee have been presented with the proposed draft. The committees voted to review the draft and discuss at their March meetings. The Council will wait for their comments and discuss at the March Council meeting.
12. Council approval of Audit Contract proposal – Gallman presented the audit proposal from Dixon Hughes Goodman in the amount not to exceed \$21,000.00. After discussion, Council Member Nixon-Roney made a motion to approve the proposal as presented. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.
13. Analysis of financial position of the Town of Jamestown – Gallman first presented budget #8 in the amount of \$25,000.00. This request is to increase the budget for street paving in this fiscal year for Powell Bill reserved appropriation. Council Member Nixon-Roney made a motion to approve budget amendment #8. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Gallman reported she and the Town Manager have been speaking with the NC Dept. of Revenue regarding the recent tax distribution withheld. The Dept. of Revenue stated that the refund request were based on utilities improperly coding the source of the gas sales to Jamestown instead of the correct municipalities. So the excise tax dollars were incorrectly paid to Jamestown.

We believe that \$1000.00 of our next distribution will be withheld. This could continue through April 2017. However, they do not think we will have any more significant adjustments. We should get our next distribution March 15, 2016.

Gallman presented the financial summary report for month ending January 31, 2016. She stated the Town has cash balances of approximately 12 million dollars. Of that approximately 5 million is reserved for specific usages.

The debt balances of the Town are:

- Approximately \$146,000.00 – sanitation truck
- Approximately \$783,000.00 – clubhouse renovation
- Approximately \$587,000.00 – Water/Sewer Maintenance Facility

Gallman presented the detail financial statement for month ending January 31, 2016. There were no questions for Gallman.

14. Ragsdale High School Representative Report – Alex Stanco reported news for the High School:
  - The two snow days will be made up on February 29<sup>th</sup> and June 9<sup>th</sup>
  - The Curriculum Night & Walk the Schedule Night has been moved to early March
  - Ragsdale High School is looking for judges for Graduation Project Speech Night on April 28<sup>th</sup>, 2016
  - The wrestling team had seven state qualifiers

- Indoor track has two 4A state champs; Sara Platek & Chesney Ward
- Platek won the women's 3200 and set a new state record
- Ward tied a NC State record in pole vault
- Charla Ward got state runner up in 300m race
- Joseph Popek got state runner up in pole vault
- Chris Coke got state runner up in the 55 wheelchair & wheelchair shot.

15. Public Comment Period –

Tom Terov, 2 Langholm Ct., stated the Golf Course has lost money every year. He said the course will lose money this fiscal year and next due to the course being closed while under renovation. He said 6 to 8 months ago he heard a rumor that the Town was going to think about hiring an events planner. This will add to the Town's payroll. He thinks this is a bad idea. He hopes the Council will think twice. He does not see the benefit. (dollars & cents)

16. Manager report – Smith said the Council discussed a meeting for a special budget workshop retreat. The Council agreed to April 5<sup>th</sup>, 2016 at 6:00 pm. Staff will contact Pennybyrn to see if they have a room available.

- May 17, 2016 – presentation of the budget message at the Council meeting
- June 21, 2016 – Public Hearing to consider adoption of the budget
- Smith reported the results from the study Council requested of NCDOT to reduce the speed limit on Main St. from 35 mph to 25 mph from Teague to Potter Drive. DOT researched and said 85% of the drivers are going 35 mph. Therefore, NCDOT does not recommend reducing the speed limit to 25 mph. However, they said they could reduce the speed to 30 mph from Teague to Oakdale Rd. and possibly extend 30 mph zone to Ragsdale Rd.

Regarding the request on E. Fork Rd., we asked that the entire road have a consistent speed limit of 35 mph. We focused on the concern of the greenway crossing. NCDOT does not recommend reducing the speed. They said the Penny Rd. side is a rural setting and Guilford Rd. side is a very urban setting.

NCDOT offered to put up pedestrian warning signs and reflective bars to all pedestrian sign posts, and double indicating pedestrian crossing signs. Council Member Nixon-Roney said we should at least accept NCDOT's offer of erecting the additional signage.

Smith said the Town has yet to receive our final payment from FEMA from the March 2014 storm in the amount of \$52,408.00. This is mainly from the State. They have agreed to release 75% of those funds to the Town. The remaining 25% is held for the close out process.

17. Other business – There was no other business.

18. Closed session per General Statutes 143-318.11 (a) (6) – Council Member Montgomery made a motion to go into closed session to discuss a personnel matter. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

The Council reconvened to the office of the Town Manager.

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

Council Member Nixon-Roney made a motion to go out of closed session. Council Member Straughn made a second to the motion. The motion passed by unanimous. Council reconvened in the Council Chambers.

Council Member Montgomery made a motion to resume the regular meeting. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote. The regular meeting resumed.

Mayor Volz stated no action was taken during the closed session.

Council Member Nixon-Roney made a motion to deny budget amendment #7 in the amount of \$8,625.00. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote. Budget amendment #7 was not approved.

19. Adjournment – Council Member Montgomery made a motion to adjourn. Council Member Straughn made a second to the motion. The motion passed by unanimous vote. The meeting ended at 10:15 pm.