

Regular Meeting of the Town Council
June 21, 2016

Council Chambers
6:30 pm

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

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

Visitors Present: Gary Robbins, Carol Brooks, Sarah Glanville, Don Douglass, Gregory Spillman

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – The Mayor announced the following community events:
 - June 23, 2016 – Jamestown Public Library – Summer reading program begins
 - June 25, 2016 – Bluegrass Day – Mendenhall Plantation – 3:00 pm – 5:00 pm
 - July 4, 2016 – Town Hall Closed for the July 4th Holiday. Recycling remains on schedule
 - July 16, 2016 – Village Fair at Mendenhall Plantation – 10:00 am – 4:00 pm
 - July 23, 2016 – Music in the Park – Wrenn Miller Park 6:00 pm
 - August 3, 2016 – National Night Out Event - Wrenn Miller Park 7:00 pm
 - August 13, 2016 – Music in the Park – Wrenn Miller Park 6:00 pm

The Mayor asked to please bow your heads for a moment of silence.

3. Approval of minutes from the May 17, 2016 meeting – Council Member Straughn made a motion to approve the minutes for the May 17, 2016 meeting as presented. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.
4. Public Hearing to consider adoption of the Budget and Budget Ordinance for the Town of Jamestown fiscal year 2016/17 – Chuck Smith stated the budget ordinance has been available for public review at the Town Hall, Jamestown Public Library, on the Town website and the Budget Message was included in the Town’s newsletter distributed in June. There have been no revisions in the proposed budget since the May 17, 2016 Town Council meeting.

Mayor Volz opened the Public Comment Portion of the Public Hearing. He asked if there was anyone present that wished to speak in favor of the proposed budget to please come forward. Give your name and address. Please adhere to the 3 minute time limit. There was no one that wished to speak.

Mayor Volz then asked for anyone that wished to speak in opposition of the proposed budget to please come forward. Give your name and address. Please adhere to the 3 minute time limit. There was no one that wished to speak. Mayor Volz closed the Public Comment Portion of the Public Hearing.

Mayor Volz then turned the meeting over to the Town Council for discussion. Council Member Straughn stated he felt the budget was well done. He asked if there were any comments from the Public. Smith said he did not receive any comments.

Council Member Montgomery made a motion to approve the budget for fiscal year 2016/17 as presented. Council Member Ragsdale made a second to the motion. One a roll call vote:

Council Member Ragsdale voted aye
Council Member Montgomery voted aye
Council Member Straughn vote aye

The motion was approve by unanimous vote.

5. Public Comment Period –

Don Douglass – 202 Edwards Lane, Douglass said he toured the golf course today. He said he thinks it's going to be an opportunity for us to put the golf course back on the map where it will make money. He believes Marshalls or people are needed to help monitor the course. People drive carts on the greens and tear up the golf course. He said Oak Hollow Golf Course you park and there is staff to bring you to the Clubhouse. Blair Park Golf Course has Marshalls that patrol on carts and correct things they see. They have water on the carts for the players. Greensboro National has GPS on their carts and if the cart goes into the wrong area, the cart will not run. He said we keep getting rid of people (Staff) at the Golf Course instead of hiring people. We don't have to hire people, there are people that will work the course to play golf. People that play golf out there work so they can play golf for free. These are the people that take care of the course. He encouraged the Council to use professionals in the Clubhouse. To lose a classic Pro is a strange thing. This is an important position. Somebody has to know how to run a golf event & tournament.

The Town Manager stated the Town leases the golf carts every 3 years. We can add features to carts such as GPS. However, it adds to the expense.

Council Member Ragsdale said he thinks the point is to fence off the areas where carts are not supposed to go. Also, have someone to ride around and monitor what is going on. The Town Manager said we have been discussing different ways to fence off the areas.

6. Consider approval of Resolution Adopting a Capital Improvement Program for the Town of Jamestown for Fiscal Years 2016-2017 to 2020-2021 – Smith said this Resolution is to approve the CIP Program which Council reviewed in February and discussed at the May 17, 2016 Council meeting. Council Member Straughn made a motion to approve the Resolution Adopting a Capital Improvement Program for 2016-2107 to 2020-2021. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

(Resolution)

7. Review & Consider approval of Joint Government Agreement between Town of Jamestown and Piedmont Triad Regional Water Authority – Smith stated the Town Attorney has reviewed this contract. There were just a few statements that were not in the original 1987 agreement that are in this amended agreement. Such as allowing any member to sell water to any member or non-member. Jamestown could sell our allocation to a non-member. This was not on the 1987 agreement. Smith said they reviewed the exhibits that are part of the agreement. They are correct. Exhibit D reflects the total expansion allocation.

Council Member Montgomery made a motion to approve the Amended and Restated Joint Governmental Agreement with Piedmont Triad Regional Water Authority. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

8. Review and consider approval of Interlocal Agreement between Town of Jamestown and Guilford County for Animal Control – Smith said the Town Attorney has reviewed the contract. This is a 5 year agreement. Our last agreement from 2011 was in the amount of \$7,346.00. This contract for period July 1, 2016 to June 2021 is in the amount of \$8,237.00 per year.

Council Member Straughn made a motion to approve the Interlocal Agreement as presented. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

9. Review & consider approval of base funding for Jamestown Public Library Agreement between Jamestown and Guilford County – Smith presented the amendment No.2 to the Interlocal Agreement regarding funding for the Jamestown Public Library between Jamestown and Guilford County. Smith said this year we have the base funding and the additional funding in one contract in the amount of \$55,500.00. However, in the ensuing 4 years it will drop back to the per capita formula. We may get back into the separate contracts for the base funding and the additional funding. Judy Gallman, Finance Director, requested a change to item #12 Audit. The proposed agreement requested the Public Library financial records and operations be included in the Town’s audit. We had actually changed that wording to read that the Town would perform the Town audit and the Library would perform their own audit. The Town does have an agreement with the Library that they would supply the Town their audit. Smith has yet to hear from the County’ legal department. It is the same condition that was in the Town’s previous agreements.

Council Member Straughn made a motion to approve the Amendment No.2 to the Interlocal Agreement regarding funding for the Jamestown Public Library with the exception of revising the wording in item #12 Audit. The wording should be changed to read consistent with the prior agreement. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

10. Review & consider award of resurfacing contract – Blanchard presented the resurfacing contract for approximately 9,400 ft. of streets with Powell Bill Funding. The Town received 3 bids:

- Waugh Asphalt, Inc. \$284,211.95
- Blythe Construction \$348,430.50
- Sharpe Brothers \$388,803.17

The lowest bidder was Waugh Asphalt, Inc. in the amount of \$284,211.95. Blanchard stated that this project is funded by \$250,000.00 roadway improvements from the Powell Bill and \$34,211.95 from the water/sewer funding. Woodfern Dr., Shadowlawn Dr., Potter Dr., Wade St., Newberry Ct. and Hillstone have sewer issues.

Blanchard recommended the project be awarded to the lowest bidder. Council Member Straughn made a motion to approve the bid award of \$284,211.95 to Waugh Asphalt, Inc. and enter into a contract as of July 2016. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

11. Review & consider award of sanitary sewer improvement contract – Blanchard presented bids for the sewer system repair project. The project consists of replacing sewer line on Potter Drive from W. Main St. to Brookdale Dr. We received 2 bids.

- Breece Enterprises, Inc. \$141,400.00
- Triad Land Concepts, LLC \$155,160.00

Blanchard recommended awarding the project to the lowest bidder.

Council Member Straughn made a motion to approve the lowest bid of \$141,400.00 by Breece Enterprises, Inc. and enter into a contract as of July 1, 2016. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

12. Consideration of approval of professional services contract for sidewalk projects – Blanchard presented the Construction Engineering & Inspection Agreement for an engineering firm to perform the necessary CEI duties to comply with NCDOT Standards and ensure reimbursement for funding for construction. The Town interviewed 3 engineering firms and recommend Summit Design & Engineering Services, LLC in the amount of \$88,823.98 for the E. Fork Rd. Pedestrian Bridge and Summit Design & Engineering Services, LLC in the amount of \$87,637.64 for the E. Main St. sidewalk.

Council Member Montgomery made a motion to approve the agreement with Summit Design & Engineering Services, LLC in the amount of \$88,823.98 for E. Fork Rd. Project and \$87,637.64 for the E. Main St. Project. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

13. Consider accepting the donation by civic clubs for a flag pole located at Jamestown Park & Golf Course – Smith informed the Council that the Civitans and Rotary Club have requested the Town Council allow the placement of a flag pole at the entrance of Jamestown Park Golf Course. The projected cost of the flag pole installation, lighting and plaque is approximately \$4,000.00. The Town Manager recommended the Council allow the Civitan & Rotary Club to construct the flag pole at Jamestown Park at the entrance. Once constructed the Town Council can consider accepting this donation as an asset. Council Member Straughn made a motion to allow the Jamestown Civitan & Jamestown Rotary Club to construct a flag pole at Jamestown Park entrance. Council Member Ragsdale made a second to the motion. The motion was approved by unanimous vote.
14. Update & discussion of the Public Services Facility Project – Blanchard said as you remember, we had a significant change order for removal and replacement of soil and undercut material in the amount of \$109,000.00. Gary Robbins, Project Architect, was in attendance as well. Blanchard reviewed the project change orders to date:

The estimated contractor's cost per day is \$415.00. The contractor is requesting extension of the contract period due to delays of the project. (Soils delay requesting 35 additional days) The Contractor hit rock as well. The Contractor is requesting extending the contract from June 30 – December 3th, 2016. Only requesting days they could not work that was not due to the responsibility of the contractor. They are not getting cash compensation for days they did not work due to the weather. The total amount of general conditions is approximately \$40,100.00.

Blanchard presented pictures of the project to date. Blanchard said we need a revision to approve all the change orders submitted on the project. The Finance Director stated that a proposed Budget Amendment will be submitted with the financial statement later in the meeting.

15. Set Public Hearing date to consider approval of the Codification of the Town of Jamestown Code of Ordinances – Wolfe stated the Codification of the Town of Jamestown Ordinance is now ready to be presented for approval. Wolfe requested a Public Hearing date. Council Member

Montgomery made a motion to set a Public Hearing Date for July 19, 2016. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

16. Analysis of financial position of the Town of Jamestown – Gallman presented proposed budget amendment #14. This is an amendment to adjust the budget for the sale of obsolete equipment in the amount of \$6,191.00. Council Member Straughn made a motion to approve budget amendment #14 as presented. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment)

Gallman presented proposed budget amendment #15. This amendment is proposed to address the financial issues with the Public Services Maintenance Facility Project. We are proposing to take \$100,000.00 from the Water/Sewer Capital Reserve Fund move that into the Capital Project Fund for the Maintenance Facility.

The first part of Budget Amendment #15 in the Water/Sewer Capital Reserve would move \$100,000.00. within that fund to a line item where it will be transferred into the Capital Project.

The second part is the Capital Project Fund that shows the requested amendment which includes the \$100,000.00 from the Water/Sewer Capital Reserve Fund transferred into this fund.

Also, when the Capital Project fund was set up, everything was under capital outlay of the building. The suggestion is to adjust the amount in building & land improvements line items within the funds.

Council Member Ragsdale made a motion to approve budget amendment #15 and the amendment to the Water/Sewer Maintenance Facility Capital Project Fund as presented. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #15)

Gallman presented the financial statement for the month ending May 31, 2016. She stated the Town has cash balances of approximately 12 million dollars of that approximately 4 million is reserved for specific usages.

The debt balance for the Town of Jamestown as of May 2016 is as follows:

- Sanitation Truck \$137,942.20
- Golf Clubhouse Renovation \$766,668.32
- Water/Sewer Maintenance Facility \$574,998.34

Gallman presented the detailed financial report for the month ending May 2016. This does include debt payments on the Golf Course Clubhouse Project and the Water/Sewer Maintenance Facility Project. During the month, transferred \$274,000.00 from the General Fund to use for the Greens Renovation Project. In the Water/Sewer Fund there were expenses for hydrant painting and cutting trees on the outfall line. The Town made a payment on the Eastside Sewer Plant.

There were no question for Gallman.

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

18. Manager Report –

Smith stated he was contacted today by the Emergency Management personnel with the State. There is a meeting tomorrow for them to do a final review of the March 6 & 7, 2014 winter storm. Our final reimbursement is approximately \$37,000.00. He has been requesting this funding since June/July 2014.

Mayor Volz stated he has been meeting with the Town Manager regarding the Golf Course grand opening. We have one opportunity to get it right. There is a lot of coordination taking place. We will keep everyone updated. The Clubhouse is looking great. Mayor Volz said we need to revisit the 2 restrooms on the course. We need to take the drink machine out of the ladies restroom.

Mayor Volz said we did discuss the idea of Marshalls at the Golf Course. People drive golf carts on the greens. A Marshall will need to be polite in enforcing the rules. We have to mark (restrict) where people can take the carts.

Still under other business:

Beth Koonce, Town Attorney, gave an update on the agreement the Town has with Guilford County. The Council had asked her to talk with the County Attorney to see what we could work out with the possibility of putting a cap on the County's fee. Also, could the Town get a notice provision in the paragraph whereby the Town has to bid if there is a foreclosure on a property within the Town limits. Koonce said the answer was No. The Commissioners had already approved this same agreement and it was sent out to all 11 jurisdictions the County provides tax collection services to. They want all the agreements to be uniform. However, the County Attorney did agree to let the tax collector know that Jamestown was to be giving notice. It is not in the agreement but they will do it informally.

19. Close Session per General Statutes 143-318.11 (a) (5) to discuss a real estate transaction – Council Member Montgomery made a motion to go into closed session to discuss a real estate transaction. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

The Council reconvened in the Office of the Town Manager.

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

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 session resumed.

20. 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 8:48 pm.