

Regular Meeting of the Town Council  
September 20, 2016

Council Chambers  
6:30 pm

Minutes & General Account

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

Staff Present: Kathryn Billings (Interim Town Manager), Judy Gallman, Paul Blanchard, Martha Wolfe,  
Beth Koonce, Town Attorney.

Visitors Present: Dick Franks, Denny & Skip Crowe, Carol Brooks, Kerry & Joanne Miller, Lew Moore, Bill  
Pearson, Sue Moore, Harrison Thompson, Deborah Beach

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflection – Mayor Volz announced the following community events:
  - 9-24-16 – Litter Sweep 9:00am – 11:00 am
  - 9-24-16 – Jamestown Library Barbeque
  - 10-1-16 – Jamestown Day 1:30 pm – 9:30 pm – Wrenn Miller Park
  - 10-1-16-PSFD Barbeque Sale -2239 Bishop Rd.
  - 10-15-16 – PSFD Hot Dog Sale – Jamestown Station
  - 10-24-16 – Loose Leaf Collection begins
  - 10-27-16 – 11-5-16 – Early Voting – Town Hall
  - 11-8-16-Election Day

Mayor Volz called for a moment of silence.

3. Resolution Honoring Kerry Miller for his service on the Planning Board – Mayor Volz presented  
Miller with a Resolution honoring his 10 years of service on the Planning Board.

(Resolution)

4. Proclamation in Recognition of Constitution Week – Mayor Volz presented Deborah Beach,  
Daughters of the American Revolution, with a Proclamation proclaiming the week of September  
17<sup>th</sup> – 23<sup>rd</sup>, 2016 as Constitution Week in the Town of Jamestown.

(Proclamation)

5. Approval of minutes from the August 16, 2016 Regular & Closed Session meeting and the  
September 1, 2016 Special & Closed Session meeting –

Council Member Montgomery made a motion to approve the Regular & Closed Session minutes from the August 16, 2016 meeting and the minutes from the Special & Closed Session meeting from September 1<sup>st</sup> as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Council Member Montgomery made a motion to seal the minutes from the September 1, 2016 and August 16, 2016 closed meeting until such time the release will no longer frustrate the subject matter. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

6. Public Hearing to consider a Resolution to close a 200' section of Camelot Drive between Millis Road and Jamestown Parkway – Martha Wolfe presented the Street Order Closing and the map showing the 200' section of unpaved unopened right-a-way to be considered for closing.

Wolfe stated the former Town Planner presented the petition to close the subject right-a-way at the July 2016 Council meeting. The petition was signed by Dick Franks, Koury Corp. and Mr. & Mrs. Bill Pearson, both in attendance. The Council passed the Resolution of Intent to Close the right-a-way at that meeting. The Resolution of Intent has been advertised for the last 4 consecutive weeks. Two signs have been placed in prominent places and certified letters sent to the property owners.

Wolfe stated this is a 200' section that is an unpaved unopened right –a-way. The Town of Jamestown is retaining a 20' utility easement. She stated this is a Public Hearing. Once you conduct the Public Hearing, if the Council sees that this is proper to do, we have a Street Order Closing to adopt and then record the document. The property would then be divided equally between the two property owners and the Town retain the utility easement.

Mayor Volz opened the Public Comment Portion of the Public Hearing. He asked for anyone that was in favor of the Street Order Closing of the 200' section of Camelot Drive to please come forward. Give your name & address. Please adhere to the 3 min. time limit.

Dick Franks, Koury Corp. – Mr. Franks stated Koury Corp. initiated the petition request to close the 200' section of Camelot Drive. The reason to do so is it is not being used. Koury will get ½ of the property and the Pearsons will get ½ of the property. This will enhance both properties. He asked that the Council look favorably upon the request.

Mr. Bill Pearson, 4503 Merlin Drive, stated he had no problem with closing it, but he had a question about the utility easement. It looked like most all of the utility easement was encroaching on his property. He asked what type of utility easement is this. The Public Services Director stated this is a utility easement for sewer extension. Koury Corp. is developing the tract next door and running the sewer across the unopened right-a-way. This easement is being provided so that at some point in the future, the Town could provide sanitary sewer services to Camelot Subdivision.

Mr. Pearson asked that the utility easement be located in the 200' right-a-way. He strongly objected to the easement being located on all of his property. The Public Services Director explained the reason for the location such as gravity flow, elevations and line up with existing infrastructures. Council Member Nixon-Roney asked if the utility easement could be split between the 2 properties. The Public Services Director said that should work fine for function as a sanitary sewer.

Dick Franks, Koury Corp., said they gave the Town of Jamestown an easement for the sewer line down to the apartment complex. This easement for future city sewer will benefit the property owners in the Camelot Subdivision to have city sewer available to them when needed.

The Council discussed possible routes of the future water/sewer lines in this area. The Public Services Director explained future plans and how building set back requirements could affect the properties. Blanchard said the water line design has been approved and Koury Corp. is getting ready to let the project. They are setting valves so that in the future water can be extended to properties in this area.

Dick Franks said splitting the easement down the property line, doesn't really make any difference to Koury Corp. because you have a 10' setback from any building. The easement location was just due to ease in alignment.

Franks asked if we could still conduct the road closing and modify the easement. The Town Clerk said at this point the easement is just described as a 20' utility easement. The Attorney that draws the deeds for the 2 properties (Koury & Pearson) will at that time, need to have the proper description of the utility easement showing the metes & bounds of the easement.

Mayor Volz asked if there was anyone else that wished to speak in favor of the street order closing.

Lewis Moore, 4418 Merlin Drive, He supports Mr. Pearson. If you can locate the easement equally and split between the two properties it would be best.

Mayor Volz asked if there was anyone that wished to speak in opposition of the street closing order. There was none.

Mayor Volz closed the Public Comment Portion of the Public Hearing.

Mayor Volz opened to the Council for discussion. The Mayor stated we have had a long discussion on how it is possible to move the easement. Council Member Nixon-Roney made a motion to approve the Street Closing Order for the 200' portion of Camelot Drive with the 20' Utility Easement split equally between the two property owners; Koury Corp. and Bill & Ruth Pearson. Council Member Montgomery made a second to the motion. On a roll call vote:

Council Member Montgomery voted aye  
Council Member Nixon-Roney voted aye  
Council Member Straughn voted aye

The motion passed by unanimous vote.

7. Public Comment Period – There was no one that wished to speak.
8. Consider Special Event Permit Request from the Jamestown Rotary Club – Martha Wolfe stated the Jamestown Rotary Club has submitted a Special Event Permit Request for the Christmas Parade to be held December 4<sup>th</sup>, 2016. They have all the required paper work. They are requesting the Town waive all fees and the Town pay for the law enforcement and postage which is approximately \$500.00. Council Member Montgomery made a motion to approve the Special Event Permit for the Jamestown Rotary Club Christmas Parade and waive the fees in the

amount of approximately \$500.00. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Council Member Montgomery said we need to make the Rotary Club aware of the fact that traffic and parade traffic jams up on Potter Drive. The Rotary needs to make parade traffic aware that they need to continue moving through the subdivision and not stop when they turn onto Potter Drive.

9. Proclamation Litter Sweep – Mayor Volz presented a proclamation declaring September 24<sup>th</sup>, 2016 as Litter Sweep in the Town of Jamestown

(Proclamation)

10. Resolution Designating Bank of North Carolina an Official Depository – Judy Gallman stated this Resolution is required due to the sale of High Point Bank to Bank of North Carolina and the exchange of name & ownership.

Council Member Nixon-Roney made a motion to approve the Resolution Designating Bank of North Carolina an official Depository. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution)

11. Consider addition to Assignment of Grades to Classes to include the position of Planning Director – Billings said she provided information to the Council about a recommendation for an adjustment of Grades to Classes for the Planning Director position. We have a vacancy in our Planning Dept. for a Planning Director. This position has been advertised. We have collected quite a few applications. In reviewing the class description from 2013 she felt it did not really cover areas that we wanted to cover. She had a meeting with Matt Reese, Council of Government. He reviewed the job description and came back with a recommendation. With the increased responsibilities and duties and grant expectations, he recommended that we change the class from a 17 to 20 on our Assignment of Grades to Classes. She included the job description and the current adopted Grades to Classes assignment. She recommended the adjustment for approval.

Billings said she spoke with the Finance Office for next year's budget it would be good to include funding a study to review some of the positions with the Town. Over a period of several years, duties and responsibilities change. It is good to have an outside (COG) consultant to interview employees and see what duties and responsibilities they are performing.

Council Member Straughn made a motion to approve the request to adjust the classifications from 17 to 20 for the position of Planning Director on the Town of Jamestown Assignment of Grades to Classes. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

12. Consider amendment to the Town of Jamestown Personnel Policies – Kathryn Billings recommended a change to the Town of Jamestown Personnel Policy. She said we are in the process of reviewing our Personnel Policy with consultants. She met with 2 of the consultants last week. We were advised this was something we should go ahead and change now. This change allows a new person hired in a Full Time Position participate in the Local Government Retirement System immediately. Presently the time has a 90 day waiting period. It is

recommended by the Local Government Retirement System that we make this change immediately.

Council Member Straughn made a motion to amend Employment Benefits Article VIII, Section 4, Retirement Plan to read: "Enrollment in the Local Government Retirement system is effective immediately upon full-time employment with the Town."

Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

13. Consider approval of Resolution to adopt the Deferred Compensation Plan under IRS Code 457(b) – Billings said many many years ago, the Town adopted the plan for employees to contribute to a 401 (k) supplement retirement program. It has been suggested that we also include with that the option for employees to participate in a 457 (b) plan. This is a similar plan but the 457(b) allows part-time people to participate in this. It allows people to shelter some of their income for additional retirement planning.

Council Member Straughn asked if the Town is required to match contributions to the 457(b). Billings said there is no match or cost to the Town. Council Member Straughn made a motion to approve the Resolution to Adopt a Qualified Governmental Deferred Compensation Plan Internal Revenue Code 457 (b). Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

(Resolution)

14. Budget Amendment – Billings presented budget amendment #4 part a) in the administrative budget is to adjust for pay-outs of vacation and severance and hiring of interim Town Manager. b) Changes to planning budget to hire a new Planning Director.

Gallman presented the second half of the proposed budget amendment. c) To increase salaries and benefits due to increased staff needs at Golf Shop. d) Supplies needed to restock clubhouse and repairs to equipment as well as increased charge for security & internet.

Council Member Montgomery started this amendment would take monies out of the Fund Balance. The Finance Director said that is correct. However, the fund balance we appropriated for fiscal year ending June 2016 (not totally finalized with audit) we are not using any of that amount that we proposed to use in that fiscal year. She feels confident in using the fund balance in this fiscal year. Council Member Montgomery said then we are starting with a surplus in fund balance this year. Council Member Montgomery made a motion to approve budget amendment #4. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Gallman handed out the summary of the Golf Course Operations Report. She was preparing this report and including it in the packets until such time as the Golf Course was shut down for renovations. Since the course is now open, she is including the reports again. This report includes the current month of September through 9-19-16. The revenues for September of this year (3<sup>rd</sup> – 19<sup>th</sup>) are more than the total month of September revenues for 2015. Things are looking great at the Golf Course.

Gallman presented an amendment to the Capital Project Ordinance Fund for the Golf Clubhouse Renovations. This amendment would only move money between the building and land improvements line items. (within that fund)



Council Member Nixon-Roney made a motion to approve the amendment to the Capital Project Ordinance Fund Golf Clubhouse Renovations. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

15. Analysis of Financial Position of the Town of Jamestown – Gallman presented the Financial Summary for the month ending 8/31/16. She stated the Town has cash balances of approximately 10 million dollars of that approximately 4 million dollars is reserved for specific uses.

Gallman said the debt balance for the Town of Jamestown is as follows:

General Fund approximate \$879,000.00  
Water/Sewer Fund approximate \$562,000.00

Gallman presented the detailed Financial Statement for the month ending 8-31-16. A large payment was paid to Breece Enterprises for the sewer line replacement project on Potter Drive.

There were no questions for Gallman.

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

17. Other business:

Mayor Volz gave an update report he received from Jo Sanderlin of Rock 92 advertising. From August 28<sup>th</sup> – September 10<sup>th</sup>, they increased our number of commercials for the Town by 20, as well as added 25 promotional ads at no charge during that time.

About 153 people signed up for the “Win a Round” of Golf with Rock 92 personalities. This list will be given to Spin-A-Webb Design for leads/emails. The next on air promotion will be October 3, 2016. The Town will be a co-sponsor of an on-air game at Rock 92.

Billings gave the Council an update of the progress on the Clubhouse. She said the Town is waiting on a couple of small repairs. Blanchard is following up on that. We have a number of applications for the Café Manager position and she has been interviewing. Our steps are to get that Café Manager in place, get the repairs at the Clubhouse finished, deep cleaning, do the planning & have the health department inspection completed.

First, initially we are providing that food service to our golfers, we are moving as quickly as possible. Then we plan to support the outings. We have the ABC license in the Town’s name. This is a good source of revenue.

Ross will be involved in the final interviews for the Clubhouse Manager since this position will report to him. She hopes to have the Café Manager in place within a couple of weeks. Council Member Nixon-Roney felt we still need to offer the ability for people to use their own caterers at the Clubhouse.

Mayor Volz said he had someone ask about having a Christmas Party at the Clubhouse. Billings said we have had several calls inquiring about renting the Clubhouse. Billings is unwilling to sign a contract until everything is in place. We are keeping a list of people that are interested and holding the date for them. If it is up and running, we can contact the people.

Council Member Straughn thanked all the staff that was involved in getting the Golf Course and Clubhouse ready for the Grand Opening. It was a big success and he has received good feedback.

Council Member Nixon-Roney said an extra shout out to John Crowe for all his hard work at the Golf Course. He went the extra mile.

18. Per G. S. 143-318.11 (6) Closed Session to discuss matters relating to personnel – Council Member Nixon-Roney made a motion to go into closed session to discuss matters relating to personnel. Council Member Straughn made a second to the motion. The motion passed by unanimous vote. The Mayor asked the Town Attorney to join the Closed Session for the first part of the closed session. The Council reconvened in the Office of the Town Manager. (7:35 pm)

Council Member Straughn asked Kathryn Billings to join the closed session meeting at 8:05 pm. The Town Attorney was excused from the Closed Session and returned to the Council Chambers.

----- 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 vote.

The Council reconvened in the Council Chambers for the regular meeting.

Council Member Nixon-Roney 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. No action was taken.

Council Member Nixon-Roney made a motion to adjourn. Council Member Straughn made a second to the motion. The motion passed by unanimous vote. The meeting ended at 8:50 pm.