

Regular Meeting of the Town Council  
12-20-16

6:00 pm  
Minutes & General Account

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

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

Visitors Present: Dick Franks, Koury Corp., Becky Straughn, Chad & Kaia Markert, Dr. Ray Pifer, Rebecca Mann Rayborn, Jane Whitehorn (Jamestown News)

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the following community events:
  - December 23<sup>rd</sup> – December 26<sup>th</sup> – Town Hall closed for the Christmas Holidays  
There will be no garbage pickup on Friday December 23, 2016.
  - December 26<sup>th</sup> – Recycling will be picked up as usual.
  - January 2<sup>nd</sup>, 2017 – Town Hall closed for New Year’s Day – Recycling will be picked up as usual.
  - Mayor Volz called for a moment of silence.
3. Approval of minutes from the November 15, 2016 Special & Regular Meeting – Council Member Straughn made a motion to approve the minutes from the Special & Regular meeting of 11-15-16. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.  
  
Council Member Montgomery made a motion to approve the Closed Session minutes from 11-15-16 as presented. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.  
  
Council Member Straughn made a motion to seal the minutes from the closed session of 11-15-16 until such time as the release would no longer frustrate the subject matter. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.
4. Public Comment Period – No one registered to speak.
5. Review Interim Town Manager Position – Kathryn Billings stated the Finance Director has presented a proposal to the Town Council. This would allow Kathryn Billings to continue to serve in the interim position for as long as 8 months; based on a 30 hour work week. She has a cap on the calendar hours she can work in a year. She does not believe the Council will need her for that length of time. She can be available month to month, as the Council so chooses.

The Council discussed the proposal which projected a monthly salary of \$8,250.00 through June 30, 2017 for a salary cap of \$49,500.00 in this budget year. Benefits include Town health, vision, dental and flex plan insurance until no longer employed. Also included is the opportunity to contribute to the 457b

plan with no contribution from the Town. Council discussed the terms of the proposal. If the Interim Position is extended past June 30, 2017 the compensation would need to be approved in the new budget for the next fiscal year.

The Town Clerk stated the Council originally approved the Interim Position through December 2016. Therefore, the Council needs to make a decision regarding extending this Interim Position past December 2016. Council Member Straughn made a motion to approve the extension of the Interim Position and the salary and benefits as presented in the proposal until such time as a new Town Manager is employed.

Council Member Montgomery stated we had 8 months of annualized salary being paid in 6 months. Gallman stated there is only 6 months remaining in the current budget. (6 months at the annual amount) based on the hours Billings could work. The Finance Director took the salary and divided by 8 months to get the monthly amount.

Council Member Straughn asked if the monthly amount is \$8250.00. Gallman confirmed it is. Billings said it is month to month until such time as the Council no longer needs her service. She anticipates the Council should hire a new Town Manager by March. Council Member Straughn asked if the salary cap is \$49,500.00 through the end of June 2017 provided the Interim Position is still needed. Billings confirmed that amount was correct.

Council Member Montgomery stated she calculates a 6 month salary totals \$33,000.00. Billings stated when she first spoke to the Council we did not know how long the Council would need her service. The salary was extended out as far as possible for flexibility. She again feels the Manager Position will be filled by March 2017.

Council Member Straughn confirmed the employment agreement is a month to month term. Council Member Nixon said she feels it is the compensation that is in question. Council Member Montgomery said the annualized salary agreed to by the Council is \$66,000.00 that would be annual and divided over 12 months. Gallman said that Billings could not work that long due to the "maximum hours worked" restriction of the State Retirement System. Council Member Nixon questioned why not use the annual salary and divide by 12 to get the monthly amount. Billings stated because this is the compensation she requested.

Council Member Montgomery made a second to the motion. The motion passed by majority vote of 3 to 1. (Council Member Nixon voting against)

6. Update of the Town of Jamestown Personnel Policy – Billings stated when she first came back to work in September the Town staff was working on the updates to the Personnel Policy. The update review project was budgeted in this fiscal year. The former Town Manger was already working on this. The Finance Director & Account Manager worked on this with the Town Manager. These policies have been in place since 1990. Every few years we review them to see they are in compliance with current personnel law, payroll law, etc. There were small changes to the personnel policy in 2012 & 2015, but no full review of the policy.

Staff has been working with the consultant, Piedmont Triad Regional Council, in order to review these personnel policies. Billings said there is no markup available from the original policy to the new revised one. This being a complete re-write would make that very difficult to do. The current recommendation

is to have a separate policy booklet that the Town Council is responsible for. Then an operational booklet that the staff administers. Billings said what we are asking the Council to do is to review the personnel policy that is presented tonight. We have given the Council a summary from the Piedmont Triad Regional Council of the changes made to the policy.

Billings highlighted the summary of the recommended changes by the PTRC. Billings stated the only real change in pay scale is the recommendation to approve 3 days for the Christmas Holiday. This is the same holiday schedule the State currently recognizes. Billings said the Town currently recognizes 2 or 3 days depending on what day Christmas falls on. The recommendation is to move to a consistent 3 days which would match the State holiday schedule.

These are the policies that are to be adopted by the Council. They are pulled from our existing manual. Now we will have 2 manuals. A policy and an operational manual. Once approved & printed, Billings will meet with all the employees to go over the operating procedures.

Council Member Straughn asked if the personnel policy that was included in the packet is all inclusive of the 97 page existing personnel policy. Billings said included in the packet is an outtake from the existing policy specifically for the policy portion and the other pieces of the personnel policy will be part of the operational manual.

Council Member Straughn stated he understands the policy part. He asked if the operations side is specifically for the Town Manager to create. Billings said that is on-going with the consultant. Council Member Straughn asked if the Council would get to review that operational manual. Billings said it is not required for the Council to approve the operational manual. However, we can certainly bring it to the Council for approval once completed.

Council Member Straughn stated based on the short time to review the existing policy he personally would like to compare what already exists with what is being proposed. He would recommend tabling this item until the January 2017 meeting. Council Member Montgomery asked if we were on any kind of deadline to make this decision. Billings said the only piece that had a time requirement would be the 3 day holiday for the Town Employees, which would be nice to do.

Billings stated that our consultant does not have a markup copy. This is creating 2 new documents. Billings stated she has reviewed the documents and feels confident it is a great move to make to have all of the policy in 1 document. She recommends continuing forward with it.

Council Member Straughn does not disagree. He certainly would not want to hold back the 3 day holiday for the employees if that is something we can vote on tonight. He needs time to go through the personnel policy. It is a lot of information and he wants to be sure he is making an informed vote. But he is in favor of the 3 day holiday for the employees. Council Member Nixon thanked Billings for emailing the existing personnel policy. However, she just received it and would agree with Council Member Straughn and would like more time to review it. Council Member Nixon would be in favor of voting on the 3 day holiday for the staff, they certainly deserve it.

Council Member Straughn made a motion to table the update to the Town of Jamestown Personnel Policy until January 17, 2017 meeting with the exception of immediately approving Article VI: Employee Benefits Plans – to include approval of 3 days for the Christmas Holiday. Council Member Nixon made a

second to the motion. The motion passed by unanimous vote. Council Member Straughn requested a hard copy of the personnel policy.

7. Update on advertising media budget – Billings stated this is a past item. The Council approved funds for radio & social media last fall for the Golf Course opening. The Council requested to revisit the budget in December. Billings said the Town did spend all the budget for the radio & social media advertising.

Currently Town Staff is doing a great job promoting the Golf Course through our social media accounts. Billings thinks we should revisit the advertising budget in the spring when the weather improves. Staff will continue to advertise the Golf Course & Grill through Town Facebook site. We will also promote the Clubhouse rental for special events.

Council Member Straughn said he heard the radio ads on Rock 92 Chris & Chris show several times. He asked the Town Manager if she could share any of the feedback from the social media advertising from Spin-A-Web Design Company. Billings stated that she did not receive any reports from the company. Billings tried to set up a meeting with Capes on 3 different occasions, but she was unsuccessful. Capes did bill for her time. Billings said the Purchase Order for Spin-A-Web has been paid in full. Several Council Members stated they had received some email reports from Vickie Capes, Spin-A-Web Design.

8. Certificate of Sufficiency – Martha Wolfe stated over the last several months the Council has been going through the steps for the annexation request from Koury Corp. At the November meeting, the Council directed the Town Clerk to investigate the petition and to certify its sufficiency. The Town Clerk stated she has investigated and hereby makes the following findings:
  - a) The petition contains adequate description of the property (maps, metes & bounds description). The map has been recorded at the Guilford County Register of Deeds. She is satisfied that Koury Corp. owns the property. The Town Clerk is satisfied that the applicant has vested rights in the property.

The Town Clerk stated she has signed & sealed the Certificate of Sufficiency and is satisfied the petition and annexation request is sufficient.

(Certificate of Sufficiency)

9. Consider Resolution Fixing date of Public Hearing on Question of Annexation Pursuant to G. S. 160A-31 – Matthew Johnson stated the next step in the annexation process is to respectively request the Town Council set a Public Hearing date for January 17, 2017 meeting to consider this annexation request.

Council Member Nixon made a motion to approve the Resolution fixing the Public Hearing date on the annexation request by Koury Corp. for the January 17, 2017 meeting. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution)

10. Budget Amendment – Gallman handed out an amended budget amendment from the one included in the packet. Gallman reviewed Budget amendment #8 which included:

- Moving salary & benefits between Rec. Dept. & Golf Maintenance Dept. (an employee in the Rec. Dept. is leaving and we made the decision not to rehire that full time position in the Rec. Dept.) We are going to hire an Asst. Golf Course Superintendent.
- Increase the budget in the Golf Maintenance Dept. to allow for golf covers delayed – purchase of pine needles to cover the greens to protect against freezing. We do have temporary covers that have come in until the permanent covers are here.
- Increase the telecommunications fees & revenue to correspond with contracted services.

Council Member Montgomery made a motion to approve budget amendment #8. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment)

11. Analysis of Financial Position of the Town of Jamestown – Gallman presented the financial summary for the month ending November 30, 2016. She highlighted the Town has approximately 11.5 million in cash balances. Of that approximately 3.5 million is held in reserves for specific usages.

The Town debt balance is as follows:

General Fund:

Sanitation Truck	\$121,265.00
Golf Clubhouse	<u>\$733,336.00</u>
Total	\$854,601.00

Water & Sewer Fund

Water/Sewer Maintenance	
Facility Construction	\$549,996.00

Gallman presented the detailed report for the month ending November 30, 2016. Gallman stated the Town did pay PTRC for planning services.

Council Member Straughn asked if there has been any savings in the utility bills at the Clubhouse. The renovations were supposed to make the building more energy efficient. Gallman said she would compare the utility bills.

Gallman highlighted the Golf Course Operations statement for the month ending November 30, 2016. The Golf Course did not make money for the month of November, but almost broke even.

12. Public Comment Period – No one registered to speak.
13. Other business – Mayor Volz asked if there was any other business. There was none.
14. Adjournment – Council Member Nixon made a motion to adjourn. Council Member Straughn made a second to the motion. The motion passed by unanimous vote. The meeting ended at 6:40 pm.