

Regular Meeting of the Town Council
February 24th, 2015
6:30 pm
Council Chambers

Minutes & General Account

Council Members Present: Mayor Volz, Council Member Thomas, Montgomery, Nixon-Roney and Ragsdale

Staff Present: Chuck Smith, Paul Blanchard, Martha Wolfe, Beth Koonce, Town Attorney.

Visitors: Joyce Volz, Carol Brooks of the Jamestown News, Hannah Raeny, Carson Sanon, Sarah Glanville, Mai Vo, and Ira Wade

1. Mayor Volz called the meeting to order.
2. Community Reflections – The Mayor gave the following community events:
 - March 14, 2015 – Girl Scout Troop 40333 is sponsoring an Arbor Day Event at the Wrenn Miller Park.
 - March 28, 2015 – Town of Jamestown 4th Annual Easter Egg Hunt at the Jamestown Athletic Complex on E. Fork Rd.
 - Kevin Bottomley, Executive Director of YMCA, was selected as a “40 Under 40 Leader” by the Triad Business Journal. Congratulations to him.
 - The Mayor announced it was the Town Manager’s birthday. The Town Council sang Happy Birthday to Chuck Smith.
 - The High Point City Lake has been renamed to the “Arnold J. Koonce, Jr. City Lake.” This is in honor of Arnold Koonce. Mr. Koonce served the City of High Point on the City Council and as Mayor for 16 years. Arnold Koonce is the father of Beth Koonce, our Town Attorney. Congratulations to both of them.
3. Approval of minutes from the January 8th, 2015 Council Work Session, January 14, 2015 Special Council meeting and the January 20, 2105 Regular Council meeting – Council Member Ragsdale made a motion to approve the minutes from the January 8th, January 14th, and January 20th, 2015 meetings as presented. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

Mayor Volz called for an amendment to the agenda to remove items # 5, 6, & 7 and move to the March meeting. Due to the cold weather, plans are to end the meeting early in case of hazardous driving conditions. Council Member Ragsdale made a motion to remove items # 5, 6 & 7 and move these items to the March 17, 2015 Council Meeting. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

4. Public Comment Period – No one signed up to speak.
5. Consideration of Interlocal Agreement with Guilford County regarding additional funding for the Jamestown Public Library – The Town Manager presented the Guilford County contract for the

additional funding for the Jamestown Public Library. This is the same agreement as last year with slightly different funding. It is an annual contract that the Council approves each year. Council Member Thomas made a motion to approve the Interlocal Agreement with Guilford County regarding additional funding for the Jamestown Public Library. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

6. Town of Jamestown Safety Policy Presentation – Paul Blanchard stated the Town of Jamestown has conducted a voluntary health survey from the North Carolina Department of Labor (NCDOL). The NCDOL recommended that the Town combine all departments’ programs, plans and procedures that fall under OSHA guidelines into one concise policy. He presented the Town of Jamestown Safety Policy for approval.

Council Member Montgomery made a motion to approve the Town of Jamestown Safety Policy dated February 17, 2015 as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

7. Consideration of approval of Resolution Appointing Review Officer – Smith stated that currently the appointed Review Officers for the Town are Chuck Smith and Matthew Johnson. We are asking the Town Council to approve the request to the Guilford County Commissioners to appoint Carrie R. Spencer as a Review Officer for the Town.

Council Member Nixon-Roney made a motion to approve the request to appoint Carrie R. Spencer as a Review Officer for Jamestown. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

8. Discussion of the National Golf Foundation Proposal – Smith said the Council asked him to obtain a proposal from the NGF. This is the same company that provided the Town an operational review report for Jamestown Park in 1992. This proposal is an update to that 1992 report. The NGF requested if other proposals will be solicited, please do not disclose their quote prior to other proposals. Smith said in this proposal the NGF does provide guidance for capital projects. Since the inception of the Town’s CIP we are actually proposing capital projects. In fact, the ones mentioned in this proposal have already been identified. There is room for some negotiation in the price of the proposal. Some services of the proposal will not be needed by the Town. Smith stated if we do decide to move forward with any proposal, a budget amendment would be necessary. The amendment would be presented at the March Council meeting if it is decided to move forward.

Council discussed the proposal. Council Member Ragsdale said he has reviewed the proposal. He felt the Town might be in need of some of the services, but not all of the tasks described. He feels staff is capable of doing some of the work in-house. Council Member Thomas agreed. He reviewed the original report from 1992. There are some recommendations listed in that original report that the Town still has not completed. We can still act on those original recommendations. We could pare down the services proposed in this current proposal. Council Member Thomas said at this point, he does not think we need to act on the full report. Council Member Ragsdale said it would be nice if we could do a cursory needs analysis to determine our true needs. Smith stated that he provided a summary of this proposal to Freeman Kennett Architects. Freeman Kennett is the architectural firm that is working on the Clubhouse Project. Smith stated they did not comment on the NGF proposal. The idea was that the architects might want to work with NGF on some operational aspects of the Clubhouse project. Smith stated he feels Freeman Kennett probably have local sources they draw from on these elements. The

Mayor suggested they table this idea for now. Possibly discuss during the budget session. Council agreed and no action was taken.

9. Update on E. Fork Rd., E. Main St., and Oakdale Rd. Sidewalk project - Paul Blanchard said he will briefly talk about the E. Main St. Project (Lydia Trail) and E. Fork Rd. project. Plans for both projects have been submitted to various agencies and we are waiting for comments.

The E. Main St. Project has been submitted to NCDOT. We received some good comments back that we are addressing. The NC Railroad plans were submitted and we are awaiting comments. Duke Energy has been slow to comment, but should be forthcoming. NCDENR plans have been submitted. We have met with 1 property owner and are in the process of scheduling meetings with the other property owners involved.

The E. Fork Rd. Pedestrian Bridge plans have been submitted to NCDOT and NCDENR. We will submit plans to the City of High Point shortly.

Smith said we are very thankful that Paul Blanchard is able to design both of these projects in-house. This saved the Town a large sum of money and time.

Smith talked briefly about the Oakdale Rd. Sidewalk project. He did hear from the State regarding the CMAQ Funding. They have not awarded the Town the funding, but it is very favorable that we will receive it. They start the process in 6 months. At this point, we are the only municipality in the running for those funds. This project is slated for 2017. Plans are for the sidewalk to pick up at the existing sidewalk at Dillon's Automotive Repair Shop, cross the RR tracks and extend to the Chimney Ct. area.

10. Consider approval of additional fees for the 2014-15 Fee Schedule – Smith stated a consultant was supposed to make the presentation tonight, however they are located in Wake Forest and were not comfortable driving in these weather conditions.

Smith said as of now we are under contract with Carolina Telecommunications Services (CTS). This contract is to review existing communications contracts the Town has for the equipment located on the elevated water tank at Flowers Bakery. Also review our LDO Ordinance to provide necessary updates. What is being presented tonight are the fees for services CTS will provide for the Town.

Essentially, CTS will be the review consultant for the Town. Services include:

- Review modification plans to existing cell towers
- Review of new cell tower plans
- Negotiate new contracts with cell tower companies

The Town Application Fees are fees a telecommunication company would pay the Town. The Expert Assistance Fees – are “pass through” fees. The Town would collect the fees, hire the consultant to provide the required work. The Town Manager is requesting these fees be added to the Town Fee Schedule.

In addition to these fees, the Town Manager is requesting approval of Planning Department Fees as follows:

- Clarify that \$300.00 is the fee for a Special Use/Conditional Use Permit.

- Change of Occupancy and Special Event Temporary Structure Fee of \$25.00 be added to the fee schedule.

Council Member Nixon-Roney stated the “pass through fees” are paid by the telecommunication companies. She asked if there is anything that the Town would be required to pay. Smith said there is a fee of \$250.00 per hour for the consultant to negotiate a contract for the Town. The majority of review and request would be covered in the proposed fee schedule. If these fees are approved a budget amendment is required.

Council Member Montgomery made a motion to approve the fee schedule for Carolina Telecommunication Services, LLC (CTS) as presented and approve the change and addition of fees for the Planning Department. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

11. Budget Amendment – Smith presented Budget Amendment #8 in the amount of \$62,959.00. This amount includes the Guilford County Grant for the Jamestown Public Library, the fees for telecommunication planning services and the sale of a mower at the Golf Course.

Council Member Montgomery made a motion to approve budget amendment #8 in the amount of \$62,959.00. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #8)

Smith stated in the financial report for the Golf Course Operations, staff has broken down the report to show the Golf Course Maintenance Expenditures and the Pro Shop Expenditures. This will allow the Council to see the expenditures in each department.

12. Analysis of Financial Position of the Town of Jamestown – Smith presented the financial statement for the month ending January 31, 2015. First he reviewed the financial summary report. Then the detailed financial report. He highlighted that the financial report reflects the Guilford County grant payment to the Jamestown Library. Also, the Town made a payment on a sidewalk project.

Council Member Nixon-Roney asked if the Town had received final reimbursement from FEMA. The Town Manager stated the Town is anticipating the final reimbursement of approximately \$52,000.00 in the near future.

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

14. Other Business –

Smith advised the Council that the Town did receive approval of our application to participate in the 2016 Urban Archery Season. (January 9th, 2015 – February 13, 2015)

Mayor Volz said there are now directional signs for Jamestown erected on the new road.

Mayor Volz said he has spoken with NCDOT about the intersection at E. Fork Road and Guilford Road regarding the turn into the Forestdale East Subdivision at O’Neill Drive. It is an awkward turn. He had

some citizens request a “No Left Turn” at O’Neill Drive. NCDOT suggested putting up a sign first to see if that would help the situation.

Council Member Nixon-Roney asked the status of the ABC permit. Smith had the application. He said the Town would act as the corporation and he would act as the Site Manager. He said 3 of 4 Council Members must sign the application and be fingerprinted. Each Council Member must supply a copy of their fingerprints to be included with the application. Council Member Nixon-Roney felt we need to proceed. Council Member Thomas agreed. Smith said the cost for the application is \$38.00 per application and \$400.00 for each permit. (Wine & Beer) Council Member Nixon-Roney, Thomas and Ragsdale agreed to sign the application.

Smith said he and Mayor Volz met with the Mayor & Town Manager of Thomasville. They met at Winding Creek to tour their golf course operations. It basically is operated as the Jamestown Golf Course operations in the late 80’s and early 90’s. It is a very efficient operation. There is a lot of incentives to the Golf Pro or the person running the snack bar and apparel sales to bring golfers in. A big component to that is beer sales and food sales, some apparel. We could consider going back to that model. It could be profitable for the Town and the Golf Pro. He feels more oversight is needed for this operations model than previously required.

Council Member Nixon-Roney feels we need to have a special meeting to discuss the Golf Course. We need to do something sooner than later.

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

The meeting ended at 7:18 pm.