

Special Budget Workshop
April 5th, 2016
Penybyrn at Maryfield
109 Penny Rd. High Point, NC

6:30 pm

Minutes & General Account

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

Staff Present: Chuck Smith, Judy Gallman, Paul Blanchard, Carrie Spencer, John Crowe and Martha Wolfe

Visitors Present: Carol Brooks of the Jamestown News

1. Mayor Volz called the meeting to order.
2. Discussion of current & future major initiatives & objectives – The Mayor asked the Council what they see as the next major initiatives for the Town. What does the Council think the citizens would like to see? The Mayor said from past meetings some suggestions were:
 - Tennis courts
 - Disc golf
 - Lighting at the baseball fields
 - The Town Manager said there 2 poles up now. They are not connected & do not cover all the baseball fields. The cost was approximately \$10,000-\$15,000 to have the poles connected to electricity
 - Need to add another 3 poles to light the entire area. This project is on the current CIP Program – 4 poles \$90,000.00 scheduled for 2017/18
 - 2 poles wired \$11,470.00 (17/18)
 - Canoes & Kayak Paddle Trail/Greenway Trails
 - Bike Trails
 - Corner of Main St. & Penny Rd. – Monument entrance sign. Possibly locate on the gas station side and work with the property owners to clean up that corner.

Council Member Straughn stated with all the work being done at the Golf Course, the natural progression would be to get the lighting at the ball fields. Move it forward. The Town Manager said initially get the electricity connected to the 2 poles that are there now.

The Town Manager said other project in the CIP include:

- Update the 2020 Comprehensive Plan
- Parks & Recreation Master Plan Update
- Comprehensive Pedestrian Transportation Plan Update
- Replace shelter at Jamestown Park (shelter #3)
- For the Town's stormwater permit build a vehicle washing facility at the Jamestown Park

3. Preliminary Budget Discussion –Judy Gallman reviewed some of the General Fund revenues:

- Taxes on Real Property
- Tax & Tag
- Council approved several years ago .02€ of the tax rate transferred to the General Capital Reserve Fund. That is being transferred monthly
- Local sales tax
- Distributions of: Solid Waste Disposal Tax, Electricity tax, Telecommunication tax, sales on piped natural gas, Local Video Programming tax
- State & Federal grants
- Grants from Guilford Co. for the Jamestown Library
- Powell Bill - this method has changed. No longer based on gas. Now the General Assembly can make the appropriations.
- Beer & Wine tax
- ABC Distribution - \$50,000.00 a year from High Point to Jamestown
- Planning Fees
- Green Fees – revenue projections down due to renovations – closing of the course

FEES:

- Recreation rent-JYL office, concession office & building, field rentals, shelter rentals

The Town Manager stated a municipality can charge a motor vehicle license tax. Municipalities can charge up to \$25.00. The majority of the revenue must be earmarked for:

- Maintaining, repairing, constructing, re-constructing, widening or improving public streets within a municipality. What that could mean for Jamestown is, there are approximately 2300 vehicles within the Town @\$5.00 per vehicle = \$11,400.00. This can be used for whatever we want. For street maintenance we have approximately \$45, 00.00 earmarked for street projects. After discussion, the Council was not in favor of adding a vehicle tax.
- Non-profit Grants – Same as last year:
Library Grant \$60,000.00
Historic Jamestown Society \$5,000.00
Ragsdale YMCA \$30,000.00
JYL \$5,000.00
- Merit increase 0 – 2%
- COLA – 1%

Staff reviewed the General Fund Expenditures:

Item 4100

- Increased Professional services to cover attorney fees

Item 4200 Administration

- Budget similar to last year

- Other contracted services – budget \$6,000.00 for Personnel Policy review & update. There are US Dept. of Labor & possibly NC Dept. of Labor requirements that need to be included in the Personnel Policy (contract with PTRC)
- Health Insurance – we are seeking insurance quotes to decrease this expense. However, at this point we do not have any quotes. The current plan is estimated to increase 11%

Item 4900 – Planning Department – Carrie Spencer, Town Planner, reviewed current projects.

- Assisting with E. Main St. sidewalk and E. Fork Rd. sidewalk, Oakdale Rd. sidewalk and the extension of sidewalk to Chimney Ct. We are at the point where we will be putting out a request for a designer to finish the design.
- Koury development is a big project. Koury is getting ready to build apartments located across from Millis Rd. Elementary School. Koury is at a point to request a rezoning for the 35 acre site. The development will look similar to Grandover not Jamestown. The more it looks like Grandover and not Jamestown she feels will help Jamestown keep its identity. The rezoning will be similar to a PUD (Planned Unit Development). There are lots of conditions with mixed use. The case will go to Planning Board Monday 4-11-16 along with a Master Signage Plan for the development.

Spencer stated:

- She is working with NCDOT on getting a potential Greenway & Paddle Trail under the Bypass.
- Working with a connection between High Point & Jamestown through High Point City Lake.
- Grant request for tree inventory
- Created new form for changes in occupancy form
- Corridor study to address parking, walking, etc. The HPMPO included Jamestown in their planning budget. They gave us a line item in the budget of \$100,000.00. The State added \$50,000.00. (Not as a match but overall project cost) 80/20 match. The Town's match is 20%. It is on HPMPO budget as \$80,000.00. Jamestown's match is \$20,000.00. We are pursuing funding for the local match.

Spencer said the Corridor Study would look at parking, effects of the Bypass and Koury Development. The Town is seeking ways to protect Main Street as a destination. Possible items for the Corridor Study to include:

- Walkability – bike ability
- Safety of road design
- Intersection treatments
- Streetscape
- Lighting
- Signage “Way Finding”
- Connections to surrounding residential areas
- Parking, parking map – Uber space
- Facilitated meetings with businesses
- Speeding problems, congestion, driveway access
- Corridor overlay district

- Attracting businesses
- Plan would produce projects that are 20/30% design completion
- Branding campaign

The Finance Director stated at this point, the \$20,000.00 match for the Corridor Study is not in the preliminary budget. Smith said the preliminary budget as it stands now would need approximately \$86,000.00 from fund balance to balance the budget. Smith said he would like Council direction regarding the match for this project.

Mayor Volz said it takes planning, patience and money. He said looking for new streams of revenue coming into Town. The Koury development will add revenue to the Town. Then we can start building the CIP program to include projects.

Paul Blanchard presented the preliminary budget for buildings & grounds which includes:

- Maintaining the facilities/Town Hall
- Fire Station
- Library grounds
- Flag poles
- Christmas decorations
- Contracted services
- HVAC systems
- Front door repair to Town Hall
- Bay doors at Fire Dept.

Chuck Smith reviewed the Public Safety Department preliminary budget:

- We budgeted in Sheriff's contract for the possible purchase of a new vehicle
- Off duty deputies for special events
- Animal Control Contract
- Fire Contract – not proposing increase in fire district tax

Blanchard reviewed the Street Maintenance Dept.:

- Loose Leaf Program
- Storm drainage repair
- Street repairs
- Signs
- Street lights
- Sidewalks/maintenance

Smith review the Powell Bill Fund:

- Resurfacing of streets
- Oakdale sidewalk project
- E. Fork Rd. & Lydia Project

Council Member Nixon-Roney commented that there are areas of brick sidewalk that need repairing.

Blanchard reviewed the Sanitation Dept.:

- Garbage
- Recycling – Blanchard stated that we are one of four communities in the State that use bags for recycling. Totters are the main use
- City of High Point to increase landfill fees about 13%

Blanchard reviewed the Water/Sewer Dept.:

- There are 3 employees approaching the 20 – 30 years of service and eligible to retire. That is a lot of experience potentially leaving at one time. We have included in the preliminary budget a Laborer 1 position to prepare for succession.

John Crowe reviewed the Recreation Dept.:

- Grills for shelter
- Paint sprayer
- Special events; Play in the Park, Yard Sale, Music Festivals, Jamestown Day
- Soccer fields

Crowe reviewed the Golf Course Maintenance Dept.:

- Greens Renovation Project coming up.
- Presently trying to save as much money as we can in operating budget preparing for the Greens Renovation Project.
- Working on drainage projects now
- Excited about the contractors that attended the pre-construction meeting on the Greens Renovation Project. Lester George, architect, has been great to work with thus far. Bid opening set for April 12, 2016.

The Town Manager stated they have added an item to the preliminary budget for the Golf Course. This is a stormwater project in the amount of \$60,000.00. This is not shown in the preliminary budget given to the Council.

Smith reviewed the Golf Course Pro Shop Dept.:

- Clubhouse Renovating Project is on-going. It is starting to take shape. The construction schedule (pending weather delays) projected for the 1st week in June. The architect & contractor are doing a good job.
- Smith said we do need for the Council to make a decision on a change order proposal for the cart barn. The proposal includes: new siding, painting, new gutters, and new shingles. This will make the cart barn look like the new clubhouse. The total price is \$23,100.00.
- Also within the contract we had the partition walls. One partition wall was included in the base bid. For \$17,000.00 to add the 2 additional partition walls. The contractor did frame it out so that the 2 walls could be added at a later time if Council makes that decision. Council Member Nixon-Roney said at this point she would rather wait on the 2 additional walls, see if they are needed. Smith said we had a project reduction of \$16,000.00 credited back to the contract for value engineering. Council discussed the change order for the cart barn. Council Member Nixon-Roney felt the cart barn was more important to do presently. The Council agreed to the change order of \$23,100.00 to repair the cart barn. (New siding, new roof, new gutters and painting) Per Smith, that increases the contract by \$32,000.00 along with the other changes along the way.

Smith reviewed the Water/Sewer Revenues:

- City of High Point is projecting a 4% increase in water rates. PTRWA projecting 3.6% increase in water rate. We are projecting a 4% increase to match these increased fees.
- Sewer rate as of now proposed by City of High is 16% increase. The Town Manager and Finance Officer are meeting with High Point to discuss this. Presently the Town is projecting a 4% increase in the preliminary budget. Increase in-town rate 4% and out of town rate 8%.

Per the Finance Officer, it will require \$364,000 from the Water/Sewer Equity Fund to balance this budget.

Paul Blanchard stated the proposal for the 2016/17 water/sewer department goal is to keep our water/sewer system healthy. Blanchard stated the 16% sewer increase proposed by City of High Point equals \$126,000.00. Some of the other proposed projects are:

- Root Control
- Easements
- Back Flow Program
- Hydrant Program
- Water line replacement on Dillon Rd. to Main St.
- Slip lining – Forestdale North
- Johnson Property Study – Possible land usage, density, cost of water/sewer extension. Property consists of approximately 450 acres.
- Lab testing
- Lifts
- Backup generator

The Town Manager said the new Public Services Facility is underway. Blanchard said the Public Services Facility construction is behind schedule. (Approx. 60 days behind) This is partly due to weather and partly due to footing issues. After the old building was demolished, it was discovered there is a 6" – 7" bad material (soil) under it. The architect is working on an excavation plan to support the re-building. We are looking at what is the most cost effective way of re-building the facility. Per the Town Manager, a change order for this will be very expensive. This will be presented to the Council for consideration.

The Town Manager stated he appreciates any insight the Council may have on the preliminary budget. The big items he needs to know while building the proposed budget is:

- Main Street Corridor Study – Town match funding
- Possible budget amendment at the 4/19/16 Council meeting as a result of the Greens Renovation Bid opening.
- May meeting we will present the budget message.
- June meeting will have the Public Hearing and Budget adoption.

Council Member Straughn made a motion to adjourn. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote. The meeting ended at 9:45 pm