

Regular Meeting of the Town Council
June 18, 2013
Council Chambers

6:30 pm

Minutes & General Account

Regular meeting of the Town Council, June 18, 2013, Council Chambers, Town Hall

Council Members present: Mayor Volz, Council Members Montgomery, Nixon-Roney, Thomas & Walls

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

Visitors Present: Carol Brooks of the Jamestown News, Kim Newson, David Hill, Doug Susong, Robert Carter, Karen Walls and Joyce Volz

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz reminded the community of the July 4th Parade sponsored by the Jamestown Lions Club will be held on July 4th, 2013 at 10:00 am. JBA will also host an “After the Parade” Party on the grounds of the Jamestown Library. On July 20th, 2013 the Historic Jamestown Society will host the “Village Fair” at the Mendenhall Plantation.

The Mayor announced that the Town has hired a new Parks Superintendent, John Crowe. The Town Manager stated he will invite John Crowe to the July Council meeting.

The Mayor asked for a moment of silence.

3. Approval of minutes from the May 21, 2013 meeting - Council Member Walls made a motion to approve the minutes as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

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

5. Public Hearing to consider approval of the Town of Jamestown Budget & Budget Ordinance for fiscal year 2013-2014 – The Town Manager stated the budget ordinance has been available for the public to review at the Town Hall, available on the Town website and the budget message was included in the Town newsletter which was distributed in early June.

No revisions have been suggested to the budget. The Town Manager requests approval of the budget ordinance for fiscal year 2013-2014 as it was presented to the Council on May 21, 2013.

Mayor Volz opened the Public Hearing and asked for anyone that is opposed to the proposed budget to please come forward. Please state your name & address.

Doug Susong, representing Family Services of the Piedmont, addressed the Council. Mr. Susong requested funding for the Jamestown Pig Pickin' event. This event is held to raise money for Family Services of the Piedmont. Council Member Nixon-Roney stated this is a very worthy cause. The only reason the grant was not given was due to lack of funds.

Mayor Volz asked if there was anyone that would like to speak in favor of the proposed budget, please come forward and give your name & address. There was no one that wished to speak. Mayor Volz closed the Public Comment portion of the Public Hearing.

Mayor Volz opened the discussion to the Council.

Council Member Nixon-Roney stated the Council has discussed the proposed budget thoroughly over the last several months. Council Member Nixon-Roney made a motion to accept the budget & budget ordinance for fiscal year 2013-2014 as proposed. Council Member Montgomery made a second to the motion. On a roll call vote;

Council Member Walls voted – aye

Council Member Montgomery voted – aye

Council Member Nixon-Roney voted – aye

Council Member Thomas voted – aye

The motion passed by unanimous vote. The Mayor thanked the Town Manager & Finance Officer for all their hard work.

6. Consider a Resolution adopting a Capital Improvement Program for the Town of Jamestown fiscal years 2013/2014 – 2017/2018 – The Town Manager requested approval of the Resolution for adopting a Capital Improvement Program. This is for capital projects for fiscal years 2013/14 – 2017/18. The proposed budget incorporates the proposed Capital Improvement Program items slated for this next budget year 2013/14.

Council Member Walls made a motion to approve a Resolution Adopting a Capital Improvement Program for the Town of Jamestown fiscal years 2013/2014 to 2017/2018. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Resolution)

7. Consider Pay Classification & Job Description – The Town Manager introduced David Hill, HR Essentials Consulting. The Town Manager stated in February 2013, the Council granted permission to approve funds to have this consulting firm conduct a Pay Classification Study. Mr. David Hill presented the results to the Council.

Mr. Hill stated his team tried to identify the local entities most similar to Jamestown. They looked at City of High Point and Greensboro as competitors for employees. Most of the information they based their study on was from data gained from Archdale, Clemmons, High Point, Kernersville, Lewisville, Gibsonville and Oak Ridge. They found that Jamestown has done a good job in maintaining a competitive pay scale and a good competitive standing in the local market area. One factor that surfaced is that 21% of the workforce is within 5% of the current maximum salary grade. The recommendation is to extend the salary ranges an additional 10%.

Mr. Hill stated all employees filled out an 18 page questionnaire on job analysis. This job analysis was reviewed by the supervisor and the Town Manager. Then each employee was interviewed by the consulting firm. This information was reduced to a thumbnail description of the job.

The Town Manager reviewed the recommendations from H. R. Essentials:

- Add 10% to the maximum salary range amount
- There were other recommendations concerning title changes, reassignment of salary grades, and add sanitation worker as a new title.

The Town Manager stated through this study they found 3 employees that have been with the Town greater than 8 years, earning less than the identified market rate. The Budget includes 1 ½% COLA and merit raises based on evaluation performance. We will still need to increase two employees' salaries. One employee will be promoted. Smith stated to implement this plan will cost approximately \$3400.00. This amount was already built into the budget. The Town Manager stated for him personally this is about employee retention. This will bring the three employees to a market salary level. They are very deserving of this. Mayor Volz agreed. The Town puts time & money into training employees. We do not want to see employees leave to go to another municipality. The Town Manager stated any promotion or salary increase was by recommendation of the Town Manager.

The Town Manager requested approval of the pay plan as presented and recommend the changes as follows: Reassigning of salary grades, adding additional title and title changes. The total cost to implement this plan is approximately \$3400.00.

Council Member Walls made a motion to approve the pay plan, the reassignment of salary grades, the additional title and title changes with the cost of \$3400.00 to implement. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

8. Set a Public Hearing date to consider approving update to the Town of Jamestown State of Emergency Ordinance – The Town Clerk stated recent changes approved by the General Assembly require that Jamestown make amendments to our current State of Emergency Ordinance.

Council Member Nixon-Roney made a motion to set a Public Hearing for July 16, 2013 Council meeting to consider adoption of amendments to the Town of Jamestown State of Emergency Ordinance. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

9. Set a Public Hearing date to consider amendments to the Ordinance Regulating Solicitors, Canvassers & Peddlers – Johnson requested items 9, 10, & 11 be consider together. The minutes shall reflect the vote for each item.

Council Member Nixon-Roney made a motion to set the Public Hearing date for the consideration of the Ordinance Regulating Solicitors, Canvassers & Peddlers for the July 16, 2013 meeting. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

10. Set a Public Hearing to consider amendments to the Land Development Ordinance Article 4 – Boards & Commission – Council Member Nixon-Roney made a motion to set the Public Hearing date for the consideration of the amendments to the Land Development Ordinance Article 4 Boards &

Commissions for the July 16, 2013 meeting. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

11. Set Public Hearing date to consider rezoning request from GTCC from Industrial (IND) to Civic (CIV) – Council Member Nixon-Roney made a motion to set a Public Hearing date to consider the rezoning request from GTCC from Industrial to Civic for the August 20, 2013 meeting. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

12. Consider approval of Resolution Calling for a Regular Election for the Town of Jamestown – The Town Clerk stated it is time for the municipal elections. She was notified by the Guilford County Board of Elections that the filing period will begin noon on July 5, 2013 to noon on July 19, 2013. Council Member Montgomery made a motion to approve the Resolution Calling for a Regular Election. Council Member Walls made a second to the motion. The motion passed by unanimous vote.
(Resolution)

13. Consider amendment to the Town of Jamestown Non-Profit Organization Funding Policy – Smith stated the request of the Council is to amend the Non-Profit Organization Funding Policy to cap the maximum amount of grant funding at \$100,000.00. The funding is dependent on available funding each fiscal year.

Council Member Montgomery made a motion to approve the amendment to the Non-Profit Organization Funding Policy to read: the total maximum grant funding amount is \$100,000.00 each budget year and is dependent on available funding. Council Member Walls made a second to the motion. The motion passed by unanimous vote.

14. Monthly golf course activity – Smith presented the golf course activity report for the month of May 31, 2013. Smith again announced that John Crowe was hired as the new Parks Superintendent. Crowe will attend the July Council meeting.

He reported that the Civitans had a successful golf tournament and raised over \$14,000.00 to benefit area causes.

Michael Hutcheon said this budget year he had over 150 weather affected days. That equates to a little over 3000 rounds of golf and approximately \$100,000.00 in revenue.

Smith said the Jamestown News has an article coming out in the paper regarding the vendor at the Golf Course Grill. Smith reported he had a good meeting with Michael Hutcheon and Kristine Brown this morning. Kristine gave her expectations of improvements she would like to see at the Grill area. They discussed some very preliminary ideas for possible renovations at the Clubhouse. An architect has been hired to sketch some ideas for renovation. Brown's concerns include:

- HVAC System – We have had HVAC contractors and mechanical engineers inspect the equipment. The Town has made all the recommended changes, however we still experience cooling problems on very hot days. We may utilize portable units to help in these situations.
- Upgrade appliances

Brown submitted her termination notice giving the required 6 months' notice. However, she is considering staying at this point. In early September we will revisit the situation. Mayor Volz commented that he is glad she is considering staying.

15. Analysis of financial position of the Town of Jamestown – Gallman presented the financial statement for the month of May 31, 2013. She stated that cash balances for the Town of Jamestown is approximately \$6.8 million dollars and of that approximately 2.4 million in funds are reserved for specific usages.

Gallman said some of the monies we budgeted as receiving from the State may fall a little short of projections. We have collected all the revenues from Cable TV franchise, Utility Franchise Tax, and Beer & Wine tax. However, expenditures are less than revenue.

Detailed financial statement reflects expenditures for the roofing at the Golf Course, the recreation areas and the Pro Shop. Insurance did pay for most of the roofing.

There were no questions for Gallman.

16. Public Comment – No one registered to speak.

17. Other Business –

Council Member Nixon-Roney asked if the Town Staff has heard any news about the financing for "Village View" Apartments. The Planning Director stated he will get an update and report back to the Council.

Mayor Volz said the Jamestown Veterans Committee is happy to say they are close to their goal. The Mayor will ask the Jamestown Veterans Committee to come to a Council meeting and give an update on their progress.

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 adjourned at 7:27 pm.