

Regular Meeting of the Town Council  
April 19, 2016  
Council Chambers  
6:30 pm

Minutes & General Account

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

Staff Present: Chuck Smith, Judy Gallman, Paul Blanchard, John Crowe, Martha Wolfe, & Beth Koonce, Town Attorney.

Visitors Present: Lisa Hart, Larry Boswell, Eddie Oakley, Ben Saunders, Gary Robbins, Don Douglass, Carol Brooks and John Capes

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the following community reflections:
  - April 24, 2016 – Food Truck Festival – Potent Potables 12:00 – 5:30 pm
  - April 26, 2016 – Announcement of the Retirement Community Certification 11:00 am – Council Chambers
  - April 29, 2016 – Arbor Day – 4:00 pm – Entrance Park at Vickery Chapel Rd.
  - May 8<sup>th</sup>, 2016 – Mother’s Day
  - May 21, 2016 – Community Yard Sale – Wrenn Miller Park – 7:00 am – 1:00 pm
  - May 29<sup>th</sup>, 2016 – Jamestown Lions Club & Jamestown Veterans Memorial Day Parade 3:00 pm
  - Election Day – June 7<sup>th</sup>, 2016 – Voting for State US House District 6 & 13
  - No early voting at Town Hall
3. Approval of minutes from the March 15, 2016 regular meeting – Council Member Straughn made a motion to approve the minutes as presented. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.
4. Public Comment Period –

Don Douglass, 202 Edwards Lane – He anticipates the Council will vote on the contract for the Golf Course tonight. He urges the Council to please get it done. We need to do this project.
5. Consideration of bid award for the Jamestown Park Golf Course Greens Renovation Project – Smith handed out a letter of recommendation from the Golf Course Architect, Lester George, and a bid tabulation for the Jamestown Park Golf Course Project. There were 3 bids received as follows: (Base Bid with alternate 1 included)
  - XGC Systems, LLC d/b/a TDI International  
Alternate #1 \$6,514.75 Base Bid \$163,882.10 total bid \$170,396.85

- Shapemasters, Inc.  
Alternate #1 \$5,800.00 Base Bid \$142,000.00 total bid \$147,800.00
- Landscapes Unlimited  
Alternate #1 \$6,000.00 Base Bid \$189,484.25 total bid \$195,484.25

Lester George recommended pursuing a construction contract with ShapeMasters, Inc. for an amount not to exceed \$170,000.00. The base bid was \$142,000.00, includes alternate #1 which is Haul Route Repair (\$5,800.00) and a 15% contingency (\$22,200.00). All bidders were qualified and had the credentials, personnel and experience to do the project. However, ShapeMasters was the lowest bidder.

John Crowe, Parks Superintendent, was present at the meeting. John said that ShapeMasters has been in business for 23 years. They have a good reputation for doing good work. He feels very confident and comfortable with them as the contractor. They are willing and able to start May 6<sup>th</sup>, 2016. The scheduling would be to begin May 2<sup>nd</sup>, 2016 and finished by June 15<sup>th</sup>, 2016.

Council Member Nixon-Roney asked if there was any concern about the price difference in the bids. Crowe said the bids from ShapeMasters and TDI were pretty close. Landscapes Unlimited, the highest bidder, is the top in the industry and often bid high.

Council Member Straughn asked about the bid price for the USGA Greens. There was a significant price difference between the bidders with ShapeMaster, Inc. being significantly lower. He questioned if the Town will be getting what it wants. John Crowe said that was a question he had with them. He thinks the amount of greens mixes was a little off. Crowe said he talked with ShapeMasters, Inc. and has straightened out the greens mixes. The Town will not pay for any more greens mixes.

Smith said the next step in the process, if Council approves moving forward with the contract, would be to analyze the quantity versus the unit price. We think they understand the difference in the quantity and come up with a fair unit price. That can be negotiated. If the Council approves moving forward with this contract tonight, he is requesting \$170,000.00 and awarding the contract to ShapeMasters, Inc. The next step is to negotiate anything as far as unit prices and enter into a standard AIA contract with ShapeMasters, Inc. with the required specifications. The Town Attorney would review the contract.

Council Member Straughn made a motion to accept the bid of the lowest qualified responsive bidder in the amount not to exceed \$170,000.00 from ShapeMasters, Inc. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

Smith said the Greens Renovation project will be done in this fiscal year. Crowe said the tentative schedule is May 6<sup>th</sup>, 2016 – June 15, 2016.

6. Discussion on the Mission & Vision Statement – Mayor Volz presented the final Mission/Vision Statement for the Town of Jamestown. Mayor Volz said his goal was to have a short Mission/Vision Statement for the Town. This draft has been reviewed by Council, Planning Board, Parks & Recreation & Historic Jamestown Society. This statement will provide guidance for the Town.

Council Member Straughn made a motion to approve as presented. Council Member Montgomery made a second to the motion. The motion was approved by unanimous vote.

(Mission/Vision Statement)

Mayor Volz asked that this statement be placed on the website. Also, send the final statement to the Planning Board, Parks & Recreation, JBA and Jane Payne (Historic Jamestown Society)

7. Set Public Hearing date for Case 2016-01 for rezoning request from Koury Corp. for properties located at 6115 Jamestown Parkway from Bypass (B) to Conditional Use Bypass (CZ-B) and 6029 W. Gate City Blvd. from Conditional Use Bypass (CZ-B) to Conditional Use Bypass (CZ-B).

Chuck Smith requested the Council set a Public Hearing date for May 17<sup>th</sup>, 2016 Regular Council Meeting, Case 2016-01 rezoning request for property located at 6115 Jamestown Parkway from Bypass (B) to Conditional Use Bypass (CZ-B) and 6029 W. Gate City Blvd. from Conditional Use Bypass (CZ-B) to Conditional Use Bypass (CZ-B)

Council Member Nixon-Roney made a motion to set a Public Hearing date for May 17, 2016 at the Regular Council meeting to consider rezoning request case 2016-01. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

8. Set Public Hearing date to consider a Master Signage Plan Case 2016-01 for Koury Corp. for property known as Grandover Village located at 6029 W. Gate City Blvd and 6115 Jamestown Parkway – Chuck Smith requested the Council set a Public Hearing for the May 17<sup>th</sup>, 2016 Regular Council meeting to consider a Master Signage Plan for Case MSP 2016-01 for Koury Corp. property known as Grandover Village located at 6029 W. Gate City Blvd. and 6115 Jamestown Parkway.

Council Member Nixon-Roney made a motion to set a Public Hearing date for May 17, 2016 at the regular council meeting to consider the Master Signage Plan case MSP 2016-01. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

9. Discussion of Piedmont Triad Regional Water Authority rerating allocation – Chuck Smith stated over the last month he met with Greg Flory, Exe. Director with PTRWA, Interim Archdale City Manager, Zeb Holden and Rich Glover, Jamestown’s Representative on the PTRWA Board to discuss the plant expansion.

Jamestown, Greensboro and Archdale are the 3 owning partners interested in participating in the plant expansion. Greensboro has decided not to take their full allotment of 2.33 MGD. Archdale & Jamestown have agreed to divide Greensboro’s remaining share of 867,000 MGD.

Smith continued by saying that the future demand for Jamestown (next 5-10 years) is such that we could possibly come close to doubling our current demand. Jamestown has a “take or pay” contract with PTRWA for Jamestown’s current 400,000 GPD allocation. The new agreement will be Jamestown pays a minimum of 25% of the allocation and the metered amount above that.

Jamestown & Archdale have agreed to divide Greensboro’s unused allotment of 867,000 gpd as follows:  
Jamestown 242,000 gpd

Archdale 625,000 gpd

That means Jamestown would receive a total allocation of the plant rerating of 375,000 gpd with only being required to pay 25%.

Smith has informed PTRWA that Jamestown is interested in participating. The next step is that Jamestown will receive a draft contract stating these water allocation amounts. Smith hopes to bring this contract to the Council in May. The PTRWA Board met in April & approved the initial draft agreement. Smith feels this is an excellent deal for Jamestown. He feels it is a win-win for Jamestown & Archdale.

The Town Manager requested the Council allow the Town Manager to consider the 375,000 gpd for PTRWA amount with anticipated capital expense of \$166,667.00 to be included in the water/sewer fund 2016/17 budget.

Council Member Ragsdale made a motion to approve the Town Manager's request to continue with current proposed PTRWA allotment for an additional 375,000 gpd with an anticipated capital expense of \$166,667 to be included in 2016-17 budget. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

10. Consideration of approval of change order for new Public Services Facility – Paul Blanchard stated he is requesting Council approval of change order #4 on the Public Services Maintenance Facility new construction. The project architect, Gary Robbins, was present to answer questions Blanchard reviewed the change orders to date:
  - CO#1 – Canopy Relocation
  - CO#2 – Demolition of Concrete Walls
  - CO#3 – Drain for sludge fields
  - \*CO#4 - Mass unsuitable soils undercut/export off site & fill – Amount of CO is \$109,000.00. This is the Change Order for the Council to consider.

\*Blanchard continued, the Town of Jamestown contracted with Atlantic Coast Engineering & Testing to determine the soil characteristics at the footprint of the proposed new Maintenance/Office Building. The initial test pit dug indicated unsuitable soils. Upon further boring, the creekside of the building has up to 7" of unsuitable material that needs to be removed. In the other area we have up to 5" of unsuitable material that needs to be removed. The contractor, W. C. Construction Co. LLC, estimates approximately 2000 cubic yards of unsuitable soils need to be removed and new engineered soil replaced. We were not anticipating the whole area would need to be removed. The existing building did not have any settling, sidewalks & driveways did not show signs of settling. We talked with Architect, structural Engineering Firm and testing companies to see if there were other solutions. Unfortunately, no other solutions have been viable except the removal of the unsuitable soil in order to obtain the 2,000 PSF of the building design.

- CO#5 – General Condition Cost for delays in the project.
- CO# 6- Temporary Power for fuel tanks (Not yet approved)
- CO#7 – Replacement of existing corrugated storm sewer pipe
- CO#8 – CCTV security system
- CO#9 – Electrical conduit & trenching

Council Member Straughn asked if footings and pylons would be an acceptable fix for CO#4. The Public Services Director stated the architect & structural engineer researched this however, there is more unsuitable soil than we anticipated and its removal and replacement is required.

Council Member Nixon-Roney asked if there was nothing budgeted for this at all. The Town Manager said we actually have a contingency for the project. This is not actually a budget amendment, we have 1.5 million available for the contract. The Town Manager cannot approve Change Orders over \$50,000.00. Plus he wanted to bring this before the Council due to the amount of money.

Council Member Nixon-Roney said it sounds like we have no choice if we want the project to move forward. Council Member Nixon-Roney made a motion to approve CO#4 in the amount of \$109,000.00 for the Public Service Maintenance Facility contract. Council Member Montgomery made a second to the motion. The motion passed unanimous vote.

11. Resolution Arbor Day – Martha Wolfe presented a Resolution Recognizing Arbor Day – The Town is observing Arbor Day on April 29, 2016. Council Member Nixon-Roney made a motion to approve the Resolution Recognizing Arbor Day. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution)

12. Proclamation National Public Works Week – Mayor Volz called Jeff Greeson, Public Services Operations Manager, forward. The Mayor read & presented a Proclamation proclaiming the week of May 15 – 21, 2016 as National Public Works Week.

(Proclamation)

13. Proclamation Municipal Clerks Week – Mayor Volz called the Town Clerk, Martha Wolfe, forward. The Mayor read & presented a Proclamation proclaiming May 1<sup>st</sup> – May 7<sup>th</sup>, 2016 as Municipal Clerks Week in Jamestown.

(Proclamation)

14. Consideration of Special Event Permit Request for Alzheimer’s NC – The Town Clerk introduced Lisa Hart, volunteer and co-chair for the Alzheimer’s NC event. Lisa addressed the Council. She said this is their 2<sup>nd</sup> annual Guilford County Summer Jam Concert. Last year they held the event from 9:00 am – 1:00 pm. This year they have changed the time to 4:00 pm– 9:00 pm. From 4:00 pm– 6:00 pm is family time and 6:00 pm– 9:00 pm they will serve alcohol and have live music. The alcohol will be served in a designated area with a beer garden set up and roped off. They have a security team headed up by Grant Evans who used to head up HPU security. The entire team (Alzheimer’s NC staff) will be on-site wearing red shirts to monitor event. The Boy Scouts will help with cleanup. The music will stop at 9:00 pm.

The date is June 4<sup>th</sup>, 2016. They plan to have Food Trucks set up on Perry Rd. Port-o-lets on Perry Rd. Two deputies to control traffic. There is no rain date.

The Town Manager said we fully support the event and think it is a very worthwhile cause. However, as a side note, the Town of Jamestown on April 15, 2014 adopted the Uniform Park Rules and Regulations.

We actually stipulate in those rules “Beer, wine, ale are allowed within fence line of the golf course, we state no person may possess, consume, display publicly beer, wine, ale or any alcoholic beverage in any park, greenway or trail except under following circumstances:

The one exception could be the Special Event Permit. Smith said for full disclosure, the Town did hold Jamestown Day last year and allowed service of beer for that event. We intend to do that again this year on Jamestown Day, October 1, 2016.

From time to time we do have people asking if they can have private events at either Wren Miller Park or Jamestown Park Shelter and want to serve alcohol. The Town Manager asked the question, do we want to have the folks wanting to serve alcohol come before the Council for that request. Does the Council want to have each request for a special event permit come before them or do we want to consider a change in our Uniform Park Rules & Regulations. Council Member Nixon-Roney said she remembers us touching on this several years ago. She recalls that the Council wanted to look at these requests on a case by case basis.

The Town Clerk said she has had several conversation with Lisa Hart on the special event for the Alzheimer’s NC. She does feel that they have the proper amount of personnel to monitor and maintain the event. However, she and the Town Manager are getting more inquiries about private events and weddings with the use of alcohol. She feels alcohol at a private event just adds another layer/element to the possible damage/disruption at the Park. However, if an individual went through the special event process and provided all the requirements, then the event could be allowed with the Council approval.

The Town Manager said the intention of the Wrenn Miller Park was to be a passive park. We do not take reservations for the shelter. It is first come first serve. Even if someone holds an event there, the public still freely walks/uses the park. The Park cannot be closed off as Jamestown Park. The Town Manager said any guidance the Town Council would offer would be appreciated.

Council Member Straughn said his concern would be the private security. What are the credentials of the private security? Council Member Montgomery asked in the case of a wedding would the caterer have the ABC permit. Council Member Nixon-Roney thinks the discussion before was to maintain some control by the special event permit process, it forces a person to get organized and have all the documents, insurance and plans in place ahead of time to be on the Council Agenda. She still thinks on a case-by-case basis would maintain that control.

Council Member Nixon-Roney said we seem to be talking about 2 things. Regarding the Special Event permit request for Alzheimer’s NC. She fully supports this event. Lisa Hart added that the person that will be in charge of selling the tokens for alcohol is the manager of a beer & wine store. She knows what is required. This will be an older crowd.

Council Member Nixon-Roney made a motion to approve the Special Event Permit Request for the Alzheimer’ s NC Guilford County Summer Jam at Wrenn Miller Park on June 4, 2016. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

15. Reappointment of ETJ Planning Board member – The Town Clerk stated that Richard Newbill, ETJ Member, term expires on May 11, 2016. He has agreed to serve another term. Council Member Montgomery made a motion to approve Richard Newbill to serve as ETJ Member on

the Planning Board through 5/11/2021. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

16. Consideration of High School Representative to the Planning Board – The Town Clerk said a member of the Planning Board, John Capes, had been approached by a Jamestown High School Student that would like to sit in on the Planning Board meetings. His name is Jackson Dew. He is interested in local government and would like to have this experience in seeing how local government works.

John Capes was present. He said Jackson Dew is 16 years old. He approached John Capes about this. Jackson is very interested in government. Capes said he knows Jackson and his family. He would be a good candidate for this position. The Planning Board voted unanimously to recommend Jackson Dew serve as a high school representative on the Planning Board through the end of the school year (June 2016).

The Town Clerk said since the Council appoints the Planning Board, we felt the Council should make this appointment. We have the Town Council Representative which is recommended to us by the High School Counselor.

Council Member Straughn made a motion to approve Jackson Dew to serve as a High School Representative on the Planning Board. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote. Council Member Ragsdale said we should help the youth anytime we can to get involved in local government.

17. Budget Amendment – Gallman presented Budget Amendment #11. The first part includes increased property tax collection, transfer of .02€, pro shop concessions exceeded budget. The total of \$5700.00. The second part of the Budget Amendment includes the transfer of the .02€ in the amount of \$5200.00.

Gallman also handed out a budget amendment #12 in the amount of \$20,000.00. This budget amendment is necessary to move money into the line item for the Greens Renovation Project which the Council passed earlier in the meeting.

Council Member Nixon-Roney made a motion to approve budget amendment #11 & #12 as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #11, #12)

Gallman also presented the original Capital Project Ordinance for the Golf Clubhouse Renovation Project. She handed out an amendment to this original Capital Project Ordinance. This is simply a change in the wording to add in Section 4 “Transfer from General Fund.” This give us the authority to actually transfer the \$150,000.00 funds.

Council Member Montgomery made a motion to approve the amended Capital Project Ordinance as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

(Capital Project Ordinance)

18. Analysis of financial position of the Town of Jamestown – Gallman presented the financial summary report for the month ending March 31, 2016. She said the Town has cash balances of approximately 12 million. Of that approximately 5 million is reserved for specific usages.

The debt balance for the Town of Jamestown as of March 31, 2016 are:

General Fund approximately \$920,000.00  
Water/Sewer Fund approximately \$587,000.00

Gallman presented the detailed financial statement for March 31, 2016. Highlighted expenses reflected: Town Hall repairs, Greens Renovation, Golf Shop architect and garbage truck debt payment.

There were no questions for Gallman.

19. Ragsdale High School Representative Report – Alex Stanco reported the following news from the High School:

- April 28, 2016 – Ragsdale’s Senior Speech Night. They are looking for judges. Contact Ms. Lowe at Ragsdale if you are interested.
- Ragsdale High School Band & Chorus are traveling to Disney.
- April 30<sup>th</sup>, 2016 Student/Faculty Basketball game – 6:00 pm open to the public
- Yard Sale this Saturday to raise money for the Senior Extravaganza at Ragsdale High School
- Sr. Baccalaureate Services May 15, 2016 at 4:00 pm Jamestown United Methodist Church
- Sr. Exams May 25 & 26
- Other student exams June 6, 7, 8 & 9
- Last day of school June 10<sup>th</sup>, 2016

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

21. Manager Report - The Town Manager requested the Council make an appointment to the N. C. Rural Water Association. He requested the Council approve him as the delegate and Paul Blanchard as the alternate. Council Member Nixon-Roney made a motion to approve Chuck Smith, Town Manager as the delegate and Paul Blanchard, Public Services Director, as the alternate to the N C Rural Water Association. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

The Town Manager reviewed Budget Updates – E. Fork Rd. sidewalk project has its first expenditure. We are required to relocate the utility poles and clear trees along where the walkway will be installed. We have hired Davy Tree to clear the trees. Duke Energy will relocate the utility poles. The cost for the relocation is \$59,000.00. Smith said Jeff Greeson got a great price from Davey Tree for the tree removal \$6500.00. The next highest quote was almost \$20,000.00.

Paul Blanchard will have a street maintenance contract coming up soon.

Smith handed out information received from Dick Broadcasting Co. It is advertising for the golf course.

Mayor Volz said recently he attended the Main St. Conference. There was a session about internet advertising. Council Member Ragsdale had recently talked with another person about internet advertising. We should look closely at this for the Golf Course re-opening.

22. Other business -

Council Member Nixon-Roney said recently she had a couple of calls regarding the Jamestown Food Truck Festival. This is sponsored by Potent Potable. However, it is called the Jamestown Food Truck Festival. The food vendors asked Steve Kim (Potent Potables) to be in the festival. Kim denied their request due to already having trucks with similar food. The complaint was why call the event a Jamestown event if not sponsored by Jamestown. A bit misleading.

- 23. Closed Session per G. S. 143-318.11 (6) to discuss a personnel matter – Council Member Nixon-Roney made a motion to go into closed session to discuss a personnel matter. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

The Council reconvened in the Office of the Town Manager.

----- Closed Session -----

The Council reconvened in the Council Chambers for the regular meeting. Council Member Montgomery made a motion to resume the regular meeting. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

The regular session resumed. No action taken by the Town Council.

Council Member Nixon-Roney made a motion to adjourn. Council Member Straughn made a second to the motion. The motion was approved by unanimous vote. The meeting ended at 8:25 pm.