

Town Council
Special Budget Work Session

April 14, 2015
Jamestown Park Clubhouse
6:00 pm

Minutes & General Account

Council Members Present: Mayor Volz, Council Members Thomas, Montgomery, Nixon-Roney (late arrival) and Ragsdale

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

1. Mayor Volz called the meeting to order.

2. Discussion of Preliminary budget for the Town of Jamestown fiscal year 2015-2016. The Town Manager gave an overview of the preliminary budget. Highlights as follows:

- No tax increases requested
- Water/Sewer rate increase of 3% - City of High Point has advised they will propose a 3 ½% - 4% increase to the Town. PTRWA proposed rate increase of 4%
- Maintain current level of services to the citizens
- Maintain current benefits to full time employees
- Maintain current staffing levels for all departments
- Propose 1 ½% COLA & 0 – 3% Merit raise for employees
- Includes funding for E. Main St. (Lydia) and E. Fork Rd. sidewalk projects
- Special events funding for Jamestown Park & Wrenn Miller Park
- Funding & financing for new Public Services Facility
- Funding & financing for renovations to the new Golf Course Clubhouse Project
- Includes 50% match for PARTF grant for greens renovation. If not awarded the PARTF grant, those funds allocated for the match will go to greens renovation project

CIP Program Highlights:

Paul Blanchard presented the Water/Sewer Fund Projects:

- Town's portion of Eastside Improvements
- Riverdale Pump Station relocation
- Sewer Systems – No projects proposed this year
- Water System – Engineering & survey to replace the water line Dillon Rd/W. Main to Oakdale Rd. Parts of the line were installed 1948 and 1958. It is time to up fit.
- Engineering study to update changes made to the water system in the last 5 years. Provide guidance for future projects.
- Maintenance Facility Project
- Adams Farm Flow Meter
- Vehicle Replacement

The Town Manager discussed the Golf Course Improvement Project. At a minimum, we will do greens renovation. Different equipment is required for the Bermuda grass, new sprayer, new grinder and lease mowers.

- The Greens Project is a “must do” project
- Clubhouse Renovation is a “Should do” project
- Tees Complexes (if PARTF is awarded) is “Should do”
- Disc Golf Course and cornhole boards moved up depending on PARTF grant
- The CIP Program shows a 2015/16 alternate line. This shows the 2 projects we would do if we get the PARTF funding.

Carrie Spencer, Town Planner, presented the sidewalk projects proposed:

- This fiscal year - E. Main St. (Lydia) and E. Fork Rd. projects. Scheduled to be let January 2016. These projects are 20%/80% NCDOT funding grant.
- Oakdale Rd. sidewalk from the Railroad to Chimney Ct. Anticipated let date of June 2017.

Spencer presented a map showing the development in Jamestown and the ETJ since 1970 to current year. Building has slowed down so the Comprehensive Plan has not yet been tested. The Land Comprehensive Plan is slated to be updated in 10 years unless needed sooner. The Town Manager added that the Parks & Recreation Master Plan is due to be updated.

Spencer said from the downtown development plan, we will work on projects such as streetscape improvement, trees, street lighting, planters, walkability and parking. Spencer said that HPMPO is working on a regional pedestrian transportation plan. We hope to be included in this study.

Mayor Volz suggested looking at the ordinances in the Bypass District to plan for the future construction of the second phase of the Bypass.

Other future sidewalk projects include:

- Intersection Improvements at Guilford Rd. at Wyndwood Dr.

The Council discussed the Non-Profit grant applications. The Council directed the Town Manager to accept the Ragsdale YMCA’s grant application for consideration. The YMCA requested \$35,000.00. The Council agreed to award the same amount as last year which was \$30,000.00. The Town Manager said the grant requests for this year totaled \$120,950.00. The Council agreed the total amount of funds allocated for all the non-profit grants is \$100,000.00. The Council directed the Town Manager to budget as follows:

- Jamestown Public Library \$60,000.00
- Ragsdale YMCA \$30,000.00
- Historic Jamestown Society \$5,000.00.
- JYL \$5,000.00

The Town Manager stated presently we have a line item in the budget for Town events. Some suggestions for 2016:

- Easter Egg Festival
- Wrenn Miller Park – Yard Sale
- Jazz Concerts Wrenn Miller Park
- Oktoberfest/ Jamestown Day Event

- October 2016 – 200th Anniversary of founding of Jamestown in 1816. Hope to work with JBA and volunteers on this event.

Mayor Volz discussed 3 events he would like to see included in the budget:

- i. Invite all the groups that play golf at Jamestown Golf Course to a lunch. Make a presentation of the plans for the Clubhouse renovations.
- ii. Send invitations to all the businesses in Town. Show them the renovation plans. Possibly seek donations/naming opportunities for the Jamestown Park.
- iii. Upon completion of the Clubhouse Project, have an open house for the community.

Mayor Volz stated we need to come up with a pricing list for the Clubhouse facility rental rates.

Mayor Volz stated he would also like to have more money budgeted for training for elected officials. The Town Manager said the budget includes the Essentials of Government Class for 3 Council Members to attend. The Mayor requested adjusting this to 6 members.

The Town Manager discussed the Clubhouse & Golf Course maintenance operations. The Town Manager said the architect, Freeman & Kennett, gave us an updated cost estimate for the Clubhouse Renovation Project. (including some site improvements) The projected cost was approximately \$800,000.00 included is \$35,000.00 contingency and \$75,000.00 for site improvements.

The Town Manager said the Public Services Facility cost projections from the architect came in at approximately \$1.2 million. This includes contingencies of approximately \$200,000.00 and site improvements of approximately \$400,000.00. A total cost projection for the Public Services Facility of 1.6 million. These are not detailed plans. In the CIP we list the Public Services Facility at 1.5 million and the Clubhouse Project at \$750,000.00.

The Finance Officer said since we have updated cost estimates, they met with LGC again to discuss funding. She drafted a financing plan consisting of financing \$750,000 for the Clubhouse Project and \$600,000.00 for the Public Services Facility. Therefore, the total amount to finance would be \$1,350,000.00. If a municipality finances over a million dollars then a legislative committee must review the request. This request must go to the legislative committee 45 days before the application is sent to the LGC. The LGC seems positive about the financing and projects we are proposing.

The Finance Officer said they did discover during the LGC meeting that if the Town is leasing any of the Clubhouse out (after renovations) to private activity the financing agreement is changed. Gallman talked with BB&T. They are a governmental lender. She presented the Town plans to operate the Clubhouse facility. If the Town operates the Clubhouse in-house, then the Town gets a tax exempt financing rate. If the Town thinks it will rent part of the Clubhouse out in the future, we will get a taxable financing rate. For example, the tax exempt rate is 2 ½% the taxable rate is 4 – 4 ½ %. This translate over the life of the loan to \$125,000.00 to \$150,000.00 increased interest for a 12 – 15 year loan. If the Town secures a tax exempt rate and later leasing part of the Clubhouse, the bank could call the loan and require the Town to pay in full. Or the bank would change the terms of the loan and charge the higher interest rate. The restriction is that no more than 10% of the total sq. footage could be leased to a private activity.

The Council discussed the different financing terms and conditions and possible scenarios. The Town Manager said when we get proposals from the banks we will bring to the Council for discussion. Council discussed that we cannot predict the future uses of the Clubhouse. We cannot bound future Council to commit to lease/not lease space. Mayor Volz felt the LGC meeting went well. Gallman agreed. She added that the LGC will look at public support for the project.

The Town Manager said he is going to Raleigh in the next 2 days to secure the ABC permits. He hopes to come back with a temporary permit in hand. They are working with the Health Inspector to see if we can relocate the beer cooler & soda cooler into the Pro Shop. Possibly add a hot dog rotisserie in the Pro-Shop. This way one person can handle all the services.

The Town Manager said we will need to add beer cooler and hot dog equipment. This will require a budget amendment of \$5000.00 - \$6,000.00. Council discussed the operations of food service during the construction phase.

Gallman said the next steps with LGC are:

- Take bids to LGC
- Before you submit the application, go out for RFP's from bank (time sensitive)
- 45 days before submit application – send report to the Legislative Committee

Smith will develop a time line for the process required. October 6th is the LGC meeting and this information needs to be submitted. The architects are on board with the time line.

The Town Manager discussed the greens renovation project. There will be some revenue loss during the renovation project. This loss of revenue will carry over to the 2016-17 year, due to growing in the greens. So the project will impact the next two budget years.

Gallman explained the preliminary budget. The sidewalk projects will be in grant project ordinances fund. We will set up a new fund for these. They are not part of the operating budget.

The greens renovation is included in the preliminary budget. If PARTF grant is awarded, we will amend the budget to reflect that. A transfer is proposed from the Capital Reserve Fund of \$274,000.00 into the General Fund. That will show up as a capital item and transferred.

At some point, she will request setting up a Capital Project Ordinance Fund for the water/sewer facility & Clubhouse facility.

Mayor Volz asked if the budget should include the RFQ for a designer to bid on the greens renovation project and for the grass seed. The Town Manager said the Parks Supervisor has already selected the type grass he would like to use for the greens. The Supervisor does not feel we need to reserve the grass at this time. However, it may be prudent to allocate funds for it. The Council stated they hoped the Town Staff could do the construction of the tee complexes in-house.

A power outage occurred due to an automobile accident. The meeting adjourned at 8:05 pm.