

Special Meeting of the Town Council  
December 2, 2010  
6:30 PM  
Council Chambers

Minutes & General Account

Council Members Present: Mayor Volz, Council Members Gray, Ragsdale and Nixon-Roney  
(Council Member Thomas not present)

Staff Present: Kathryn Billings, Chuck Smith, Judy Gallman and Martha Wolfe

Visitors Present: Carol Brooks of the Jamestown News and Craig A. Kaufmann

1. Mayor Volz called the meeting to order.
2. Presentation to award bid for the Jamestown Park Golf Course Irrigation Contract – Kathryn Billings reported that Paul McMahan, the irrigation specialist for the project, has done a great job in assisting the Town with the system design and preparation of the bid packet. Billings also credited Judy Gallman, Chuck Smith and Beth Koonce, Town Attorney, for their contributions to the process.

The project was put out to bid with appropriate advertising. A total of 17 bid applications were distributed. A pre-bid meeting was held and well attended. The bid opening was held on November 30, 2010. Staff present was Kathryn Billings, Judy Gallman, Chuck Smith and Martha Wolfe. There were 6 bids submitted. The project consisted of 2 base bids; Rain Bird and Toro System. The low bid was Adira Construction. Adira Construction was the lowest bidder on both systems.

The staff recommends that Council accept the Rain Bird system bid, which was the lowest bid. Jay Gardner and the irrigation consultant have checked 7 references for this company and all the references were good. They have their NC Construction license. The only piece they do not have in place at this moment is their Certificate of Authority to do work in North Carolina. They are based in Chesapeake, VA. They had a certificate but let it revoke because they had not submitted an annual report. However, the contractor is in the process of securing this Certificate of Authority and should have it in place by the next Monday. Billings did speak with the Town Attorney regarding this stipulation. The Town Attorney stated she would consider this informality. This does not involve price, time or changes in the work. None of the bidders turned this certificate in with their bids.

The amount for this will come from general funding. The total budget amount is \$827,000.00. That includes the \$740,000.00 bid plus a contingency of approximately \$10,000.00 and an estimate of \$60,000.00 for the pump house inlet pipe. This was additional work we discovered needed to be done in order to provide the appropriate pressure for the new system. Also

included is approximately \$17,000.00 for the irrigation consultant to assist in the process and installation.

The staff recommends awarding the bid to the lowest bidder, Adira Construction, for the Rain Bird System in the amount of \$740,425.00 with the stipulation that the Authority to Operate in North Carolina be in place.

Per Billings, the Council has already put the funding in place for this project. Billings stated the .02€ tax increase the Council approved in June in anticipation of the project will cover the price of this irrigation system.

Council Member Gray asked the length of time anticipated for completion. Billings stated plans are to begin work January 4, 2011 and to be completed by mid April. If work goes beyond that time frame, there are fines for the contractor. Billings stated the course is to remain open and may close no more than 1 hole at a time. Council Member Gray asked if Jay Gardner, Park Superintendent, was comfortable with this bid. Billings stated that Gardner was involved throughout the whole process and he is satisfied with this bid.

Council Member Gray made a motion that we accept the bid submitted by Adira Construction Company for the irrigation project at the Jamestown Park in the amount of \$740,425.00 for the Rain Bird System. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

3. Approval of budget amendment to provide funding for Jamestown Park Golf Course irrigation project. Judy Gallman stated the Council had a proposed budget amendment and a proposed promissory note and an amortization chart. Staff is proposing to borrow internally \$750,000.00 from the Water/Sewer Fund to transfer to the General Fund. Gallman verified with the Local Government Commission and the NC School of Government that this is an acceptable form of financing. They did suggest the financing be in writing. Gallman created the promissory note to show the written conditions of the financing. The Town would pay interest on the loan in the amount of 4.5% per annum, calculated yearly. The principal amount borrowed is \$750,000.00. The yearly payment will be repaid in consecutive yearly installments until the note is paid in full. It will take slightly over 13 years to repay in full.

Budget amendment #3, reflects the .02€ tax which is held for reserve in the Capital Reserve Fund this year. Staff recommends that we use the \$77,000.00 to pay the pump house inlet pipe and the architect's fees. Then in the next fiscal year, the Town would begin paying on the \$750,000.00 amount.

The budget amendment is to recognize that we are borrowing that amount of \$750,000.00 from the Water/Sewer Fund and that we will be using the \$77,000.00 in the current fiscal year to pay for the pump house inlet pipe and the architect's fees.

Council Member Gray made a motion to approve the budget amendment #3 in the amount of \$827,000.00 as proposed. Council Member Ragsdale made a second to the motion. Council Member Ragsdale stated this project is necessary and a “must have” project. He asked to also explore if there is any additional preventive maintenance that could be done to the course during this project. He would like to discuss that possibility at the January meeting. The irrigation system is one piece of a very old under serviced course. Let’s try to take an inventory of preventive maintenance and any other thing we could address while this project is underway. Jay Gardner would be a great resource. The Council voted by unanimous vote to approve the budget amendment # 3.

Council Member Ragsdale made a motion to approve the Promissory Note in the principal amount of \$750,000.00 at 4.5% interest rate to be repaid in consecutive yearly installments of \$77,000.00 until the note is paid in full. Council Member Nixon-Roney made a second to the motion. The motion passed unanimously.

Council Member Gray made a motion to adjourn the meeting. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote. The meeting adjourned at 6:50 pm.