

Regular Meeting of the Town Council  
May 15, 2012  
Civic Center  
6:00 pm

Minutes & General Account

Regular meeting of the Town Council, May 15, 2012, 6:00 pm, Civic Center, Town Hall.

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

Staff Present: Chuck Smith, Judy Gallman, Paul Blanchard, Matthew Johnson, Michael Hutcheon, Jeff Greeson, Jay Gardner, Scott Coakely, Martha Wolfe and Beth Koonce, Town Attorney.

Ragsdale High School Representative: Gloria Adedoyin

Visitors Present: Joyce Volz, Shirley Haworth, Kevin Bottomley, Ronnie Hancock, Bill Harris, Scott Bele, Jim Goard, Mary Browning, Carol Brooks-Jamestown News, Billie Bayne, Ken Bayne, Karen Walls, Carla Winslow, Eleanor Ratterman, Ira Wade, Charlie Dye, Alan Johnson, and Lt. Tim Parker

1. Call to order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz reminded the public that Memorial Day is approaching. Please remember the men and women who died while serving in the armed forces.

Mayor Volz called for a moment of silence.

3. Approval of minutes from Special Workshop April 4, 2012 and Regular Town Council meeting of April 17, 2012 – The Town Clerk stated the Town Manager did make a slight correction on page 1 paragraph #2 added; General Fund Reserve in the first sentence.

Council Member Montgomery made a correction on page 4 second paragraph to read (Ex: .03€ on the tax rate = \$110,000.00 - \$120,000.00) Council Member Montgomery made a motion to accept the minutes of the Special Budget Workshop of April 4, 2012 as amended. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

Council Member Thomas made a motion to accept the minutes from the April 17, 2012 regular Town Council meeting as presented. Council Member Walls made a second to the motion. The motion passed by unanimous vote.

4. Resolution Honoring Eleanor Ratterman – Mayor Volz presented a Resolution in Honor of Eleanor Ratterman, Manager of the Jamestown Library. The Mayor recognized her for her service to the Jamestown Public Library and to our Jamestown community.  
(Resolution)

Council Member Thomas, who is also on the Library Board, presented to Eleanor Ratterman gifts on behalf of the Town of Jamestown, Town staff, the Council, the citizens and patrons of the Jamestown Library. Council Member Thomas stated we appreciate all your hard work and dedication. You will be missed.

5. Resolution Honoring Gloria Adedoyin – Mayor Volz presented a Resolution Honoring Gloria Adedoyin for her service to the Town of Jamestown as the Ragsdale High School Representative during her junior and senior years.  
(Resolution)

6. Proclamation Law Enforcement Officers Week – Mayor Volz presented Lt. Tim Parker, Guilford County Sheriff Dept., with a Proclamation proclaiming May 13 – 19<sup>th</sup>, 2012 as “Law Enforcement Officers’ Week” in Jamestown.  
(Proclamation)

7. Public comment period – (3 minute time limit)

Shirley Haworth, 107 Sagewood Rd. – Mrs. Haworth stated the Historic Jamestown Society and the historic properties that it oversees are definite assets to Jamestown. They bring visitors to the area that might not otherwise come to Jamestown. For the year 2011, Mendenhall Plantation had visitors from 42 states and 8 foreign countries. When they visit we encourage them to linger in our village, visit our restaurants & shops. Historic Jamestown Society works very hard with its one half time employee and the small group of dedicated volunteers.

HJS expects revenues of approximately \$12,250.00 from investment income, supplemented by admissions, donations and membership fees. The total budget is \$42,930.00. They cannot continue their mission without additional revenue.

According to their articles of incorporation, if HJS should fail at their mission to oversee the Mendenhall property, oversight of the property would leave Jamestown and go to the High Point Museum, Guilford College or the NC State Archives. None of us wish to see this happen. Caring for structures that are 200 years old require money and work. The Fire Marshall stated the Mendenhall fire alarm is residential grade and is therefore inadequate for a facility that serves the public. Commercial grade fire alarm systems are expensive. Insurance costs go up every year. Utilities are a large part of their budget. They are working to overcome these deficits. However, in the meantime assistance from Jamestown would be appreciated. HJS would assure any funds awarded to them will be used to the benefit of our area and its citizens.

Bill Harris, JYL President, he introduced Scott Bele, Jim Goarn, JYL Board of Directors. He stated on behalf of the 1200 kids, thank you to the Council for extending the grant deadline. He stated the baseball and softball fields are in great shape. Gibson Park soft ball fields are in great shape. They recently had their golf outing at Jamestown Park. The golf course is in fantastic shape. JYL really appreciated the hospitality shown to them at the Golf Course.

JYL is ready to talk with the Town Manager regarding advertising at the soccer and baseball complexes. JYL looks forward to working with the Town in the future. JYL added that they will work with the Adult Football league. They did request that the Party Bus for the Adult Football League, be parked at another location.

Mary Browning, #8 Cedar Creek, since the late 1970's HJS has been the public face of Jamestown to hundreds of people from around the world that have visited the Mendenhall House. We hope that you will look favorably on our grant request.

Kevin Bottomley, Executive Director of YMCA, He announced that the Magnolia Luncheon will be held Thursday May 17, 2012 at Magnolia Farm. (Home of George & Jenny Ragsdale) This is a fundraiser for the YMCA annual giving campaign. All proceeds go to the annual giving campaign to provide financial assistance for people in our community that cannot afford YMCA programs & services.

Bottomley stated the YMCA has completed its spring sports program at the Jamestown Athletic Complex. They are currently registering for summer tackle football camp that will be held at Jamestown Athletic Complex. The registration for YMCA tackle football league will begin in early fall.

8. Monthly Golf Course Activity – Michael Hutcheon stated we experienced an increase in revenues for this April over last April. Played approximately 3310 rounds of golf. Revenues approximately \$91,000.00. Expenditures are down about 10% from last year in April.

May is busy as well. In May, we will start Junior Clinics. The First Tee Program will start soon. We are still actively looking for volunteers for the First Tee Program. Currently, we have about 15 interested volunteers. Hutcheon said the Civitans will host their golf tournament this weekend. The golf course is in great shape and things are busy.

There were no questions for Hutcheon.

9. Approval of NCDOT Utility Agreement – Smith stated this agreement is for extending public water under Vickery Chapel Rd. future #2412 Bypass Section. The estimated cost through NCDOT is \$199,877.00. The Town would be responsible for this cost as it is an extension of the Town's water system. If this system was extended after the roadway was constructed, we would have to bore under the roadway and the cost would be much more. Now is the time to do it. This will extend water from Clifton Park Drive along Vickery Chapel Rd. to the area of the proposed By-Pass. This allows for future extension of water along Vickery Chapel toward Guilford College Rd. We are proposing

a drop off connection towards Millis Rd. Eventually, the Town hopes to extend the water along Millis Rd. and loop back to High Point Rd. This will extend water to the residential development along Millis Rd.

Council Member Montgomery questioned, according to the proposed contract, NCDOT is going to contract for all the work and be responsible for overseeing its completion. She questioned what protects the Town's interests when NCDOT is in charge of overseeing the project work. The Town Manager stated he discussed this with the Town Attorney. This agreement is an estimate. Actual costs could be more with the Town being held financially responsible. The only control the Town has is to stay in close communication with project inspectors. The Town Manager said our design staff estimated the project to be \$150,000.00 – \$175,000.00. We feel the \$199,000 estimate is a little high. We are hopeful the project will come in under that estimate. Until there is an actual bid on the project, we will not know the final cost. The Town Manager said we can ask NCDOT if the amount in the contract could be stated; "not to exceed \$199,877.00" pending Board approval for additional funding. The Town Manager said NCDOT is not typically comfortable doing this. They want the project to move forward with no delays in the project. The Town Manager can request it. This project is anticipated to go out for bids within the next few months.

Council Member Nixon-Roney made a motion to authorize the Town Manager to enter into a Municipal Agreement on behalf of the Town with NCDOT to construct a 12" water line along Vickery Chapel Rd. under Project U-2412B not to exceed \$205,000.00. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

10. Approval of NCDOT Sidewalk Agreement - Smith presented a sidewalk contract in connection with NCDOT Project U2412. This sidewalk agreement is in conjunction with the traffic study the Town of Jamestown recently approved. This project will provide for sidewalks along High Point Rd. and Millis Rd. connecting through to the Ragsdale School site existing sidewalk on Vickery Chapel Rd. The sidewalk will continue to the High School site over to Millis Rd./High Point Rd. intersection and eventually continue to the Ragsdale YMCA and GTCC campus. We are still in discussions with NCDOT & MPO's as to exactly where the sidewalks would be located. The agreement is a 20% (Jamestown)/80% (NCDOT) match. The preliminary figure given to the Town Manager for Jamestown's share was in the approximate \$10,000.00 range. He feels the additional funding (\$31,496.00) that is represented in this agreement is to replace sidewalk along Guilford College Rd. after the roadway is constructed. (Existing sidewalk ripped up due to roadway construction). The Town Attorney reviewed the contract & recommends the insertion of the clause –"Price not to exceed a set dollar amount by recommendation of the Council". The Town Manger also requests the authority to negotiate with NCDOT that portions of sidewalk NCDOT proposes to re-install are in Greensboro jurisdiction and therefore, the Town should not be responsible for matching any funds for those areas. The Town Manager feels the stated \$31,496.00 Town funds will decrease once the actual sidewalk locations are appropriately distinguished. The Town Manager requests authority to negotiate and enter into an agreement with NCDOT for "not to exceed" Council determined dollar amount. The Town Manger feels he can get the cost for this sidewalk project reduced. The sidewalks will be concrete.

The idea of the project would be that the citizens in the Yorkleigh neighborhood could walk to the YMCA by walking through Ragsdale High School Campus using sidewalks.

NCDOT is supposed to extend sidewalks along the new connection from Millis Rd./High Point Rd. intersection along the new connector back to the new Bypass; (along Guilford College Rd. toward Sheetz). Koury Corporation will be responsible for installing sidewalk connections at their proposed development located at High Point Rd. This is a savings to the Town.

Council Member Montgomery made a motion to grant the Town Manager authority to enter into a municipal agreement on behalf of the Town with NCDOT to construct sidewalk along U2412 not to exceed \$31,500.00. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

The Town Manager presented another sidewalk agreement that is separate from the U2412 sidewalk project. NCDOT is offering to fund sidewalk projects using division enhancement funds (not grant funds) up to \$100,000.00. The Town would be responsible for ensuring all procedures from design to final completion comply with required state & federal guidelines. The Town would hire a consulting engineering firm. The consultant would need to be familiar with federal & state design requirements and contract documentation requirements. The consultant would be hired through a RFQ process. The selected firm would oversee the project from beginning to end with Town staff involvement. The sidewalk projects proposed are:

1. Along High Point Rd./E. Main St. from Vickery Chapel Rd. to Yorkleigh Lane at the entrance sign.
2. Along Oakdale Rd. generally from Hillstone Dr. to Main St. and possibly a short distance westward on W. Main St. (possibly to the Shubal Coffin House – yellow house)

The Town Manager said if this \$100,000.00 project goes well for the Town, future funding next year may be available to continue sidewalk enhancement projects. The Town would have to pay a portion of the engineering firm's costs. The Town Manager explained that a \$100,000.00 project would yield probably \$60,000.00 - \$70,000.00 in funds for sidewalks. However, that is more sidewalk than the Town can do, plus the possibility of continued funds in the next fiscal year.

The Town Manager stated the down side of this agreement is if all the regulations, inspections, testing, specification, etc. as stated for the Federal & State requirements for constructing sidewalks are not followed and documented,(either by the Town or the consulting engineer) the State can withhold the Town's Powell Bill funding until the \$100,000.00 is repaid to the State.

Council Member Nixon-Roney suggested inserting a clause in the contract for the engineering firm, whereby the firm is responsible for performing all the required regulations by the Federal & State agencies. That is why a professional engineering firm is hired. The Town Manager said we can add that stipulation in the RFQ process.

Council Member Walls made a motion to grant authority to the Town Manager to enter into a municipal agreement on behalf of the Town with the NCDOT to receive funding of up to \$100,000.00 to construct sidewalks as follows:

- Along High Point Rd/E. Main Street from Vickery Chapel Rd. to Yorkleigh Lane at the entrance sign.
- Along Oakdale Rd. generally from Hillstone Drive to Main St. and possibly a short distance westward on W. Main St.

Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

11. Update on Garbage Collection and Recycling RFP – Jeff Greeson gave an update on the trash pickup and the route adjustment. Per Greeson, since April 24<sup>th</sup> through today (4 Tuesdays) the sanitation crew made it to the scales on time to unload trash twice. Greeson said the crows are still a problem. The Yorkleigh Subdivision is better, but still a problem throughout the rest of the Town.

Paul Blanchard said he has yet to complete the RFP for recycling due to other work. He will present this report to Council at the next Council meeting.

12. Proposed update on the Public Records Request Policy – The Town Attorney presented a revised Public Records Request Policy which contained the recommendations by Council Member Nixon-Roney from the meeting last month. Council Member Walls made a motion to accept the Public Records Request Policy as presented. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.
13. Presentation of the proposed 2012/2013 Budget and Budget message for the Town of Jamestown - The Town Manager presented the budget message to the Council. He stated an increase in the current tax rate is required to remain revenue neutral following recent property revaluation. A tax rate of \$0.3935 is needed to adjust for the decline in property values. An additional adjustment in the revenue rate of .0015 should be considered due to anticipation of further decline in property values from appeals. It is proposed to increase the tax rate to \$0.395 on a \$100.00 valuation. This will bring Jamestown a projected \$1,544,000.00 in General Fund revenues.

The Town Manager highlighted the following budget items:

#### **General Fund**

- Jamestown's share of the sales tax revenue is projected to be \$374,000.00
- Interest income continues to decline
- Budget includes reimbursement from Guilford County in the amount of \$184,380.00 for operating Gibson Park.
- The Pro Shop and Golf Course maintenance budgets are now shown as separate departments. Similar revenues as FY 2011-2012 are projected.
- Overall the General Fund revenues are fairly consistent with prior fiscal year revenues with a slight projected decrease due to grant funding amounts.
- General Fund budget reflects a proposed 5% reduction for FY2012-2013.

- In the prior FY 2010-2011, the fire district tax increased a substantial amount and has not decrease.
- Sheriff contract continues to increase.

The non-profit grants are provided by the taxpayers budgeted from the General Fund. North Carolina law provides that public funds be spent only for public purposes. Fluctuating revenue and increasing expenditures have decreased available funding for grants.

The Town Manager recommends establishing a non-profit grant funding policy to stipulate funding levels for the grant process. Adopting such a policy should allow for funding of CIP items and general maintenance projects. The Town Manager gave an example of three cents of the tax rate would yield grant funding of approximately \$110,000.00 to \$120,000.00 each year.

The Town Manager continued the budget message:

- Decrease in expenditures proposed for departments; Governing Body, Administration, Planning, Buildings & Grounds, Recreation, and Golf Course
- Street Maintenance- expenditures projected to increase due to possible NCDOT funding of sidewalk projects.
- Fire & Public Safety indicate increases again this year with no proposed tax increase by the Town of Jamestown.
- Powell Bill budget decreased due to proposed street maintenance & resurfacing work to be performed every other year.
- Governing Body Dept. reflects a slight decrease in expenditures (Non-profit grants paid from this department)
- Administrative Dept. funds the manager and office staff positions, audit contract & general office expense.
- Planning Dept. supports 1 employee, related mapping, and zoning ordinance enforcement and office supplies.
- Buildings & Grounds Dept. include general maintenance of entrance signs and all of the Library grounds.

**Public Safety Dept.** reflects expenses for the Fire Dept., contracts with Guilford County to provide law enforcement and animal control services. The Sheriff Dept. includes purchasing 2 new vehicles this FY.

**Street Maintenance Dept.** funds street lighting costs, leaf collection, equipment, storm water & street report expenditures, sign post replacement and streetscape sponsorship items. Inadequate funding is available for stormwater CIP projects.

**Sanitization Department** funds solid waste disposal, recycle services. Includes 1 fulltime staff and 2 staffed employees through employment agencies. It is proposed to hire 1 staff sanitation employee in a fulltime position.

**The Recreation Dept.** reflects funds to maintain shelters, restroom facilities, baseball & soccer fields and all areas around the clubhouse, shelter, playgrounds and six fields. The Dept. budget

decrease is partially due to a shift in personnel from full time to part time positions. Capital expenditures are proposed for walking paths and parking lot repairs.

Capital projects continue to be unfunded and park facilities are deteriorating. The Maintenance & Pro Shop budget decreased more than 7%. The dept. budget decrease is partially due to a shift in personnel from full time to part time positions.

The Town Manager stated that the salary projections include the cost for currently budgeted positions with a change in the sanitation department. It is proposed to hire one fulltime sanitation employee verses the employment agency personnel. There are 2 positions shifted from full time to part time, overall staff will decrease by one. A 1 ½% COLA and merit increase from 0 – 2% is proposed in the budget.

A General Capital Reserve Fund was established in 2010-2011 to prepare for the replacement of equipment and property improvement for the Town's needs both today and in the future. It is clear the CIP cannot be adequately addressed with the proposed tax rate. Building "Capital Reserve" funds will allow the Town to plan for future needs and to be good stewards of public properties. It is clear that funding will not be available for CIP projects without a tax or fee rate increase and to designate these revenues to building reserve funds. Jamestown Park is experiencing maintenance issues. These projects have been identified in the CIP with cost estimates. If funds are not made available the facilities will experience noticeable deterioration.

### **Water-Sewer Fund**

The budget proposes a 3% increase in water/sewer rates for in-town and out-of-town customers. Water – Sewer privilege fee rates are requested to increase due to infrastructure costs.

The expenses for the water/sewer department are projected to decrease nearly 18% over last year's budget. Projects planned include:

- Video inspection & root control of existing sewer maintenance & repair
- Re-lining & replacement of obsolete sewer main
- Replacement & new construction of water mains
- New service truck
- City of High Point treating sewage
- Payments to High Point, Greensboro & PTRWA for transmission and purchase of water

The budget proposed overall is 11% lower than 2011/12. The Town has acquired enhancement funding & share costs with other agencies to reduce Town's funding. Partnering with agencies especially in fund matching is vitally important for the Town to continue to achieve CIP projects.

The proposed budget for FY 2012-13 again, is a "do more with less" approach.

Council discussed the Guilford County Tax revaluation and the affect that has on the Town's tax rate. Council further discussed the Fire Dept. contract and the Sheriff's Dept. contract. The

Town Manager did not foresee a fire district tax increase being proposed for this budget year, however, a possible fire district rate increase could occur in future budget years. The Guilford County Commissioners must approve a fire district tax rate increase.

The Council discussed the funding from Guilford County for the Jamestown Library. If not approved, the Town would have to consider making up that amount. The Council had in their packets the preliminary draft of the proposed budget ordinance, detail of funds budget and fee schedule.

The Town Manager said that the proposed budget presented to them does not show any changes in the non-profit grants. JYL did submit a request for grant funding in the amount of \$15,000.00. Council Member Thomas stated he feels it is important at some point to adopt a grant funding policy to make it easier on staff and future Council.

Council Member Thomas suggested the funds appropriated for non-profit grants in the proposed budget be allocated in the following manner:

Jamestown Public Library	\$60,000.00
Ragsdale YMCA	\$50,000.00
JYL	\$ 7,500.00
Historic Jamestown Society	\$ 7,500.00
Total	\$125,000.00.

Council Member Thomas suggested placing a portion of the remaining \$27,500.00 to Capital Improvement Projects with part in Capital Reserve Fund and earmark a portion for Jamestown Park Capital Projects. Council Member Montgomery agreed that monies need to be set aside for the Park Projects Capital Improvements.

The Council discussed the allocation of funds. The Mayor suggested increasing the amount of grant funding to the Historic Jamestown Society. Council agreed that all the applicants that applied for grants are worthy organizations. However, there is just not enough money to fund them all.

Council Member Nixon-Roney suggested increasing the funding to JYL and the Historic Jamestown Society to \$8500.00 each. She suggested that the remaining \$25,500.00 be put into the General Capital Reserves. Council Member Montgomery asked if we designate the \$25,500.00 to the General Capital Reserve what happens if the Library does not receive total funding from the County. The Finance Officer stated once funds are designated for the Capital Reserves they must be used for Capital Reserve Projects.

Council Member Walls asked if there were any departments where we could cut expenditures. The staff & Council previously made budget cuts in all departments. Council Member Montgomery asked what type of reserves we could have in place that is not designated capital improvement. After we find out if the Library is fully funded, we can then have a budget amendment to designate this amount in capital improvement. The Finance Officer said we

could reduce the appropriated fund balance. Then, if needed, these funds could be used for the Library.

Mayor Volz stated the Town has to find another source of revenue. We cannot keep asking the citizens to make up the revenue. If we ask citizens to pay for downtown beautification and parking lots, etc. the business/property owners need to participate as well. (Especially the area around Sheetz.) This will be the growth area for future business. The Town should be ready when the development occurs. Mayor Volz said we should look to businesses to participate in the downtown area by privilege licenses. Council discussed privilege licenses for electronic gaming. Mayor Volz said we should revisit this issue.

Council Member Montgomery said privilege licenses in Greensboro are \$50.00 to \$2500.00 based on income of the business. Businesses that have sales up to \$15,000.00 income pay \$50.00 for their license. That level would probably apply to the boutiques in Jamestown. Then the larger income producing businesses pay a higher amount for their privilege license. Mayor Volz said that revenue could be put back into the downtown district to do façade grants, etc. The Town would have to purchase new software to keep up with the required accounting.

The Town Manager stated the Council needs to give staff direction on how they would like to make the grant awards for the proposed budget. The Staff will make the required budget changes and post the revised budget on the Town website. There will be a public hearing on the proposed budget.

Council Member Nixon-Roney agreed with the earlier recommendations of Council Member Thomas to grant \$60,000.00 to the Jamestown Library, \$50,000.00 for the Ragsdale YMCA, \$8500.00 for JYL, and \$8500.00 for the Historic Jamestown Society and the remaining \$25,500.00 to reduce appropriate fund balance and have the \$25,500.00 available for the Library grant in case needed. If we find that Guilford County fully funds the Jamestown Library grant, this \$25,500.00 will be moved to Capital Reserve for Jamestown Park.

The Town Manager reviewed budget items that were adjusted after the budget retreat meeting.

- \$4000.00 removed for tablets
- Animal Control Contract increased \$1000.00
- Sanitation & Recreation Dept. changes due to shifts of FT to PT position and permanent sanitation position

Council Member Nixon-Roney stated the Town will pay off the loan for the Fairground property in 2013. She suggested the funds that are available after this debt is satisfied go toward improvements at the Golf Course.

14. Set Public Hearing Date for the 2012/2013 Budget Ordinance – Council Member Nixon-Roney stated she will not be present at the regular June 19, 2012 Council meeting.

Council Member Thomas made a motion to hold a special meeting to conduct a Public Hearing to consider approval of the proposed budget for FY 2012-2013 on Wednesday May 30<sup>th</sup>, 2012 at

6:30 pm in the Council Chambers. Council Member Walls made a second to the motion. The motion passed by unanimous vote.

15. Review of the Capital Improvements Projects for the Town of Jamestown fiscal years 2011/2012 to 2015/2016 – Smith reviewed the projects proposed that are included in the current budget.

#### General Fund – Must Do

- Develop Wrenn Miller Park
- Purchase 4500 D mower
- Replace walking paths in shelter area
- Snow plow for new service truck
- Powell Bill improvements

#### Could Do Projects

- Sidewalk Main St. (NCDOT Enhancement)
- Sidewalk Oakdale (NCDOT Enhancement)
- Forestdale East Storm water drainage improvements – areas prone to flooding (Wiltshire Drive, Royal Rd., O’Neill Drive)

#### Water/Sewer Fund

- Adams Farm Outfall
- Vehicle Replacement
- Vickery Chapel Rd. Water Extension
- Potter Main Water Replacement
- Jamestown’s portion of Eastside Improvements
- Maintenance Facility (Planning for possible future building for Public Service Maintenance Shop)

Smith stated after formal approval of the proposed budget, the Council will be requested to approve a Resolution to adopt this revised CIP for FY 2012/13 – 2016/17. This Resolution will be presented at the June 19, 2012 meeting.

16. Resolution in Support of an application to participate in the NC Small Town Main Street Program – Johnson said we are going to apply for the Small Town Main Street Program again this year. The Resolution is required to complete the application. The Clerk is still accepting Letters of Support to go along with the application.

Council Member Nixon-Roney made a motion to approve the Resolution in Support of an Application to Participate in the NC Small Town Main Street Program. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

17. Consider Approval of Special Events Permit for the Jamestown Lions Club – Smith presented a Special Events permit on behalf of the Lions Club for their Fourth of July Parade. The Club is requesting the Town waive services and cover the cost of law enforcement as we typically do. Cost is approximately \$330.00.

Council Member Nixon-Roney made a motion to approve the Special Event Permit for the Lions Club to hold the Fourth of July Parade and to waive Town services fees. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

18. Budget amendment – Gallman presented budget amendment #8. The first component is a \$500.00 grant to the Library from Guilford County. We have issued these funds to the Library. The second component is in the street department. This is for the 20% to be reimbursed to the Town by NCDOT for the traffic study (\$11,760.00) Smith added that the Transportation Board did approve the Town’s request for this 20% reimbursement for the traffic study at their last meeting.

Council Member Nixon-Roney made a motion to approve Budget amendment #8 in the amount of \$12,260.00. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment)

19. Analysis of Financial Position of the Town of Jamestown – Gallman presented the financial statement for the month ending April 30, 2012. The financial summary report includes:

- Debt balance - \$59,041.40
- Cash balance – approximately 7 million – of that amount, funds are reserved for Randleman Reservoir, Powell Bill, Wrenn Miller Park, General Capital Reserve & Water/Sewer Capital Reserve
- Revenues & Expenditures by fund are in line with budget

Gallman presented the detailed financial statement for month ending April 30, 2012. She highlighted:

- Sign posts were purchased
- Transfer made to Wrenn Miller Capital Project Fund
- Landfill fees paid for clearing the Wrenn Miller Park site
- Bobcat attachment purchased
- Normal reoccurring expenses

20. Public comment period –

Charlie Dye – 204 Wiltshire Drive – He stated he had 2 questions.

- If the budget from last year was decreased by 11%, why would we need to raise the tax rate?
- Is there going to be a survey going out to citizens referencing totters & garbage bags. He feels citizens should have the opportunity to give their opinion on this matter.

21. Other Business –

Council Member Nixon-Roney asked for an update on 103 Pearce Drive – The Town Attorney stated the Town’s hearing is scheduled for May 31<sup>st</sup>, 2012 at 10:00 am. Council Members are

invited to attend. The Town Attorney has sent out notices to all parties. She said this Public Hearing is the next step in our ordinance process. The structural engineer will be at the Public Hearing. He will also conduct an updated inspection of the property to certify that it continues to deteriorate and is a candidate for demolition, not repair. Assuming no parties attend, one of our options will be that demolition is appropriate. There is a foreclosure date scheduled for May 30, 2012. She stated there should be some significant plan of action after May 31, 2012.

Council Member Walls asked Paul Blanchard what happened to the Fire Hydrant on Havershire Ct. Blanchard stated the Fire Dept. was conducting a normal exercise program and packing broke loose on the hydrant. The Town had to repair leaks in two areas. We may possibly have to replace the hydrant. The hydrant was installed in 1978 or '79. Blanchard said staff will negotiate the street repaving with contractors awarded the Powell Bill repaving project.

Council Member Nixon-Roney made a motion to go into closed session to discuss a personnel issue. Council Member Montgomery made a second to the motion. The motion was approved by unanimous vote.

Council retired to the Office of the Town Manager.

------(Closed Session)-----

Council Member Nixon-Roney made a motion to resume the regular Council Meeting. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

In open session, Mayor Volz stated the Council conducted the Town Manager's evaluation. It was a positive review. The Mayor stated that the Council approves the Town Manager receive a 1.5% COLA and a 2% merit increase which is proposed for all Town employees and included in the proposed budget.

Council Member Nixon-Roney made a motion to adjourn. Council Member Montgomery made a second to the motion. The motion was unanimously approved. The meeting ended at 9:10 pm.