

Regular Meeting of the Town Council
June 19, 2012
Council Chambers
6:00pm
Minutes & General Account

Regular meeting of the Town Council, June 19, 2012, Council Chambers, Town Hall

Council Members Present: Mayor Volz, Council Member Montgomery, Thomas & Walls

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

Visitors Present: Mark Bias, Kevin Bias, Bill Harris, Roger Marcum, Carol Brooks of the Jamestown News, Karen Walls and Scott Horton.

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the following community events:
 - JBA sponsoring the Main Street Decorating contest on July 4th, 2012. Any Main Street owner or business is eligible to enter.
 - The Lions Club is hosting the Jamestown 4th of July Parade. The parade will be held on Wednesday July 4th, 2012 at 10:00 am.
 - JBA is hosting a parade party after the July 4th parade on the front lawn of the Jamestown Library. Hours 10:30am – 12:00pm

Mayor Volz called for a moment of silence.

3. Approval of minutes from the regular council meeting of May 15, 2012, Closed Session Council meeting May 15, 2012 and special council meeting May 30, 2012 – Council Member Thomas made a motion to approve the minutes as amended for the May 15, 2012 regular & closed session meetings and the special council meeting of May 30, 2012. Council Member Walls made a second to the motion. The motion passed by unanimous vote.
4. Public Comment Period –

Bill Harris, JYL, informed the Council that the JYL had a fun & successful year at Jamestown Park & Gibson Park. Mr. Harris complemented the excellent field conditions. He also complemented Recreation Supervisor, Scott Coakley, and the other employees that helped maintain Jamestown Park & Gibson Park. He thanked the Mayor & the Council for all they have done for JYL this year.

5. Resolution Adopting a Capital Improvement Program for the Town of Jamestown fiscal year 2012/2013 to 2016/2017 - Smith requested the Council approve the Resolution Adopting the Capital Improvement Program for the Town of Jamestown for fiscal years 2012/2013 to 2016/2017. Per Smith, this Resolution approves the CIP projects the Council has discussed over the last several months. This does not financially bind the Council to fund these projects. This just approves the projects as the Capital Improvement Program for this next year.

Council Member Walls made a motion to approve the Resolution to Adopt the Capital Improvement Program for the Town of Jamestown for fiscal years 2012/2013 to 2016/2017. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Resolution)

6. Monthly Golf Course Activity – Michael Hutcheon presented the golf activity report for the month of May 2012. He stated May was a very busy month at the Park with almost 3900 rounds of golf played and just over \$107,000.00 in revenues. There were several tournaments played at the Park last month.

Play & revenue are both up compared to May of last year. Expenditures are down. The Park is up about \$39,000.00 from last year at this time. June & July will be busy months as well.

Hutcheon said they hope 1st Tee Program will do an outreach program at the Jamestown Library for the Parade Party on July 4th, 2012. Mayor Volz stated Sheetz is interested in helping with the 1st Tee Program. He asked Hutcheon to attend a meeting with the representatives from Sheetz Corporation.

Smith added that the entrance sign at the Jamestown Park is near completion. He stated all the funding for the sign improvements came from sponsorships.

Council discussed the need for greens improvement at Jamestown Park. Hutcheon said while Jay Gardner would be better to speak to this, we have some ball park quotes of \$300,000.00 to renovate the 18 greens. Per Hutcheon, Hollyridge Golf Course has renovated their greens and has definitely seen an increase in play.

Council Member Walls said Hutcheon should be proud of the month they had in May. That was a good month.

7. Discussion on Recycling RFP – Blanchard presented a Power Pt. Presentation regarding the Recycling Request for Proposals. Blanchard stated the Town has 3 vendors that bid on the recycling proposal:
 - Waste Industries
 - Republic Waste Services
 - North Davidson Garbage Service, Inc.

Blanchard stated the current recycling program consists of a recycling center located behind the Town Hall. The recycling is a voluntary program. Currently we have recycling bins for cardboard/paper and comingled plastics, aluminum & glass bins. The current cost is \$30,000.00 per year. Compares to \$1.92 per customer per month.

Pitfalls of current recycling program:

- Open to anyone at anytime
- Non-recyclable material left outside bins and staff must remove & dispose of
- Bins occasionally full and customers unable to dispose of recycling
- Program funded by solid waste and taxes paid by residents

Some residents of the Town have requested curbside recycling service. Proposed curbside recycling would be paid by residents. The Recycling center would be closed, which would free up current funding. Curbside recycling should produce greater participation and eliminate disposal by out-of-town customers.

North Carolina Department of Environmental & Natural Resources Division of Environmental Assistance & Outreach (NCDEAO) has grants available for up to \$25.00 per cart for purchasing carts. Jamestown is eligible for a grant of \$32,575.00. They also have grants available for up to \$10.00 per cart for renting carts. The Town is eligible for a grant of \$13,030. Per State information, cart-based recycling programs collect more material than bag based programs.

Blanchard went over information listed in the Guilford County Solid Waste Management Plan (2012) and gave breakdown of materials recycled. Guilford County showed 15.7% recycled while Jamestown showed 21.1% recycled.

Blanchard stated we looked at 3 options in the proposal as stated below:

Option 1 – Clear or blue bags collected (Requested Monday pickup)

- North Davidson Garbage Service, Inc. \$4.15 per unit/mo. - \$64,889.40 per year
- Republic Services of NC, LLC No bid
- Waste Industries No bid

Option 2 – Leased per month – Town would provide carts – Town does not have carts - Estimated at \$70,000.00 to purchase carts – A grant of approximately \$32,000.00 is possible.

- North Davidson Garbage Service \$1.78 per unit/mo - \$27,832.08 per year
- Republic Services \$1.95 per unit/mo - \$30,490.20 per year
- Waste Industries \$2.48 per unit/mo - \$38,777.28 per year

Option 3 – Bidder (Vendor) supply the carts

- North Davidson Garbage Service \$2.77 per unit/mo - \$35,493.72 per year

- Republic Services of NC, LLC \$2.70 per unit/mo - \$42,217.20 per year
- Waste Industries \$3.48 per unit/mo - \$54,413.28 per year

Mayor Volz stated he would like to put a survey out on the utility bills to the citizens to get their opinions on recycling. Council Member Walls stated he has received phone calls from citizens requesting a survey be sent. Mayor Volz felt the survey should simply state – Do You want curbside recycling and trash pickup or do you want to continue with the bags as currently used. Smith said the next in-town billing is in July. Mayor Volz felt with lots of people going on vacation it may be better to do the survey in August or September billing. Council Member Walls requested staff draft the survey and give to the Council to review.

Smith stated this project is not in the approved budget for the upcoming year. However, if Council decides to fund it, the Town could increase the solid waste fees to implement whichever program the Council decides.

Smith asked if Council would like a third party to conduct the survey. He can get a quote on how much that would cost. Mayor Volz felt it should be simple. Do you want to stay with bags or go to recycling? Smith said you have to think about if you do an on-line survey, do you want to try to limit to one vote per resident and take steps to control that. Council Member Thomas felt it is the responsible thing to do. We need to move towards the “going green” initiative. Smith said the survey should ask the citizens if they would be in favor of a solid waste fee increase or tax increase to fund the recycling.

8. Budget Revision – Gallman presented budget revision #8 in the amount of \$2500.00 to transfer funds between departments to increase budget for attorney fees. No Council action required.

Budget Revision #8

Fund 10:

		<u>Debit</u>	<u>Credit</u>
Professional Fees – Governing Body	10-4100-1019	2,500.00	
Conference Fees and School-Planning	10-4900-3150		1,500.00
Data Processing-Planning	10-4900-3800		1,000.00

Increase budget for attorney fees – taken from Planning budget that will not be used

9. Budget amendment – Gallman presented budget amendment #9. She handed out an updated amendment for the Council to replace with the amendment in the packet.

Budget Amendment #9

Fund 10:

		<u>Debit</u>	<u>Credit</u>
Salaries	10-6200-1000	3,750.00	
Fertilizer and lime	10-6200-2142		2,750.00
Seed	10-6200-2140		1,000.00

To increase salary line for vacation pay-out of employee

Assets not capitalized	10-6300-2900	4,153.00	
Insurance Recoveries	10-3910		4,153.00

Insurance received to replace fence at athletic complex that was torn down in vehicle accident

Seed and sod	10-6300-2140	260.00	
Donations and contributions	10-3833		260.00

Donations from flag football league to be used for purchase of sod for athletic fields

Council Member Thomas made a motion to approve budget amendment #9. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

10. Requested Write-Off of Utility Past Due Accounts – Gallman presented a list of past due utility accounts requesting to write-off these accounts in the amount of \$3,438.86. Per Gallman, we have tried to collect these accounts but have been unsuccessful. Most of the accounts are under the \$50.00 balance that can be sent to debt set-off. We make this request every 2 – 3 years.

Council Member Walls made a motion to accept the requested write off of past due utility accounts in the amount of \$3,438.86 for fiscal year 2011/2012. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

11. Analysis of Financial Position of the Town of Jamestown – Gallman presented the financial summary report for the month of May, 2012:

Cash Balance – approximately 7 million - of that amount funds are reserved for Powell Bill, Wrenn Miller/Capital Project, Randleman Reservoir, General Capital Reserves and Water/Sewer Capital Reserve Fund.

Debt Balance as of May 2012 - \$55,635.12 (which will be paid off FY2013)

Gallman presented the detailed financial report for the month ending May 31, 2012. She said we did make a payment on the new Robbins Ave. water line. The rest is normal reoccurring expenses.

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

13. Other Business – Council Member Walls stated he would like to make a motion that the golf report is done quarterly instead of monthly for efficiency and to free up staff to do their work. Council Member Thomas would like to see this report monthly, but Hutcheon does not have to come to the meeting each month to present it. Council Member Montgomery would like to have the monthly report as well. Council agreed that Hutcheon could come to the Council meetings to give a quarterly overview and continue to put the monthly golf report in the Council packets.

Council Member Walls also requested considering having the non-profits that receive Town grants funding give the Council a semi-annual progress report. Smith stated these grant recipients are required to do an annual report. This report is usually done in January each year.

Mayor Volz asked about the \$25,000.00 in funds that Council directed to go toward CIP projects if the Library received its grant from Guilford County. Gallman stated that a budget amendment will be presented in the new budget year.

Council Member Walls asked to have the privilege tax issue revisited. Mayor Volz felt we need to take some of the burden off of the tax payers of Jamestown and ask the businesses to help out. Mayor Volz directed the Town Manager and the Planning Director to come up with some suggestions on privilege taxes and bring back to the Council at the August or September meeting.

Council Member Montgomery said she would like to see us concentrate on the infrastructure at the golf course. We need to look at a plan to establish those funds. Smith said we have preliminary numbers in the CIP. To get accurate numbers we would have to go through the process of contract documents and putting out to bid. That would cost quite a bit. Council Member Montgomery said we need to be aware as we move forward during the year; we need to have a plan for funding the infrastructure at the golf course.

Council Member Walls asked about the copy of the email he received in his packet citing the sweepstakes business in Town was expanding. Smith said the sweepstakes was **not** expanding.

Council Member Thomas asked Beth Koonce for an update on the status of 103 Pearce Drive. Koonce advised that we held the Public Hearing last week in the Council Chambers. No property owners or lender attended. The structural engineer was present, Mr. Jeffrey Perrier. Based on evidence at the Hearing and evidence from the engineer's re-inspection of the property, the Planning Director entered his findings that the dwelling should be demolished.

The Planning Director will be getting quotes on the demolition. The plan is to set a firm date for the demolition, send out notices and advertisements one more time. The notice will state "on or after" a set date.

The Town Attorney feels it will be around the end of September when the demolition will occur. Several residents did attend this hearing. They were advised it would be a few more months before the demolition takes place.

Still under other business, the Town Manager reported that the Jamestown Library did received funding from Guilford County.

Also, the County is moving toward terminating the operation contract with Jamestown for Gibson Park. We will present a budget amendment in the future to reflect this termination.

Regarding the fire district tax, the Town is exempt from an increase for the next fiscal year. There is a letter of agreement with Pinecroft-Sedgefield Fire Dept. being prepared that simple state the Town will remain at this same rate for the next year, but will go up in 2013/2014. We need to anticipate that increase.

Smith gave thanks to Matt Johnson for working on the sidewalk bypass project. Council had previously given the Town Manager authority to work with NCDOT to negotiate the Town's portion of the \$157,000.00 + sidewalk project. The Town's share would be 20% or approximately \$34,000.00. Thanks to Johnson he followed up and the contract amount to Jamestown has been dropped to \$3,000.00, Johnson's efforts saved the Town a lot of money.

The other NCDOT \$100,000.00 enhancement project is being reviewed. This is a long process for RFQ for engineers for design, contract document review and construction inspection, etc. This paperwork is moving forward.

Council Member Walls asked when Yorkleigh Lane will be paved. Smith stated it is scheduled for next week.

Council Member Walls made a motion to adjourn. Council Member Thomas made a second to the motion. The motion passed by unanimous vote. The meeting ended at 7:00 pm.