

Regular Meeting of the Town Council  
November 15, 2011  
Civic Center

Minutes & General Account

Regular meeting of the Town Council, November 15, 2011, Civic Center, Town Hall

Council Members Present: Mayor Volz, Council Members Nixon-Roney, Thomas & Gray.  
Council Member Ragsdale was absent

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

Visitors Present: Vernon & Connie Queen, Brent Pridgen, Shanna Moore, Anne Marie Goslak, Shirley Haworth, Charles Yates, Cathy Nicks, Judy Page, Buddy Mann, Janet Gapan, Billy Harris, Mary Dalton, Susan Joyner, Jo Anne Hassell, Joe Franklin, R. Coble, Jeff Greeson, Joseph Basile, Jane Walker Payne, Dan Piscitelli, Roger Watson, Charlie Dye, Dot Perdue, Benjamin Briggs, Mary Browning, Linda Marsh, Leon Marsh, Billie Bayne, Ken Bayne, Mary Ann Hodgins, J. Raybon, Wes Cashwell, Jay McQuillan, Heather Lewis, Charlotte Sears, Kerry Miller, Vernon Ward, Don Ellis, Carol Brooks of the Jamestown News, Carol Hay, Tony & Pat Cruthis, Tom Tervo, Tommy Walls, Luke Van Wagner, Deborah McMahon, Gene Bridgers, Robert Pickett, Kristine Brown, Scott Coakley, Lisa Boggs, Frank Landing, Jr., Hugh Cates, Doug Parrish, Sharon Parrish, Lynn Montgomery, Mark Scott, Dave Prevo, Rebecca Wilson, Bill Colonna, Alan Teichman, John Stratton, Kim Morgan, Rhonda Reagan, Bob Thomas, Steve Williamson, John Capes, Laura Baillargeon, Brian Baillargeon, Michael Coles.

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz recognized that last Friday was Veterans Day. He asked for all the veterans to stand. He recognized and thanked them for their service to our country. They received a round of applause from the public.

Mayor Volz stated this is also the month of Thanksgiving. He asked everyone to bow their heads in remembrance of this occasion.

3. Approval of minutes from October 18, 2011 meeting – Council Member Gray made a motion to accept the minutes as presented. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

Mayor Volz made an announcement that Council Member Ragsdale is absent tonight due to an illness.

4. Public hearing on Consideration of the Ordinance Creating Jamestown Historic Preservation Commission – Matt Johnson stated several concerned citizens have requested the Council consider the formation of a Historic Preservation Commission. Staff has largely been outside of that process and serves as an advisory role. Johnson turned the presentation over to Jane Payne, who has been involved in this group.

Jane Walker Payne – 105 Burrows Rd. – Mrs. Payne stated the proposed ordinance which would establish Jamestown’s Historic Preservation Commission has been a long time coming. The Jamestown Historic Preservation Group has been working on this for a year and a half. She thanked Dot Perdue and Mary Browning, Billy Harris, Carol Brooks and Billy Ragsdale for all their hard work.

Mrs. Payne drafted the proposed ordinance with valued input from the group, the State Historic Preservation office, which gave her the model to go by, the Town Attorney reviewed at it and the Town Staff made suggestions.

The purpose of this ordinance is to safeguard the heritage of Jamestown by preserving its history. The Village of Jamestown was established in 1816. By preserving its history the Town is documenting and hopefully saving historic properties by either landmarks or historic districts. This will help stabilize and increase property values for all citizens. The authority for creating this commission comes from NCGS 160A-400. 1-14.

If approved, the Commission will be appointed by the Council. There will be 5 members initially with staggered terms. If a historic district is established, 2 additional members will be appointed for a maximum of 7. The members must be residents of Jamestown or the Town’s Extra-Territorial Jurisdiction.

The qualification of members is one who demonstrates education, experience, special interest, or a combination thereof in historic preservation, history, architectural, architectural history, archaeology, cultural anthropology, planning or related field.

The ordinance establishes rules of procedure and powers & duties of the commission. This includes conducting an inventory of properties of historical, archaeological, architectural, and/or cultural interest.

The commission will prepare & adopt guidelines to assist and guide in the designation of any historic landmark or district. The ordinance sets out how these historic landmarks and districts are established.

The actual designation of any landmark or district is in the future. As a commission, we have a lot of ground work to do in preparing these guidelines. The next step would involve an inventory of all the appropriate properties of historical and or archaeological, architectural and/or cultural interest.

The Commission will involve property owners and others interested in advisory committees and/or boards. Any property that may become a proposed historic landmark or district will go through a process with public input.

Mrs. Payne said she would be glad to answer any questions. Ms. Payne said the State Historic Preservation Commission office has reviewed and approved this proposed ordinance. They made suggestions which she changed. Representatives from the State office have been to Jamestown and viewed all the buildings in Town. The Salisbury Historic Commission came and met with the Jamestown Historic Preservation Group, Mayor & Staff. Mary Browning and Dot Perdue are probably the 2 most valued historians in this Town, along with Bill Harris and others. The Town Attorney stated that Ms. Payne has tracked the General Statues almost 100%. She did a good job.

Mayor Volz opened the Public Hearing. He asked if there was anyone that would like to speak in favor of this proposed ordinance to please come forward.

Dot Perdue, 723 Guilford Rd. – Ms. Perdue stated they have several people here at the meeting that are very experienced with Historic Commissions and they would be glad to answer any questions from the Council. She introduced the following:

Julie Curry, Preservation Consultant; Janet Gapen, associated with Salisbury Historic Preservation Commission; and Benjamin Briggs, Executive Director of Preservation of Greensboro. Ms. Perdue asked Benjamin Briggs to please address the Council.

Mr. Briggs stated he is a native of High Point and his family is from Jamestown. He said in 1934 construction was ongoing of the City Lake across from the Mendenhall Plantation. At the urging of Jamestown folks, they saved the Mendenhall Store and Meeting House. Everyone recognizes that Jamestown is a special place with history and character. Jamestown has historic churches, Mendenhall Plantation, Oakdale, the school downtown. The brick walks & street lighting add to the special feel and character of this Town. People respond to that and want to live here because of that. This ordinance will be a tool to help historic Jamestown in preserving its special character and history. I am excited at the grassroots effort of citizens that stepped up to support an ordinance for historic preservation. I appreciate their hard work.

Julie Curry – I have been the Guilford County Historic Preservation Planner at Guilford County for 12 years. I worked at the State Historic Preservation office for several years in the department that regulates and helps to administer historic districts and landmarks. Not only is this about the history it is also about the future. This is about the value you place on Jamestown's remaining architectural styles and their character. It is important to honor and treasure that. This is a very positive step. A step that shows the citizens of Jamestown that there is a value placed on your own Town. It is a great way to grow new interest in your community.

Janet Gapin – Sr. Planner with the City of Salisbury. She stated one of her roles is to supervise their local historic preservation commission. She applauds this group that has work so hard. As you consider this, the Council would be gaining another tool to help you in the governance of the city. I came here tonight to lend my support and answer any question as to the function of a historic preservation commission. Mayor Volz asked her how long Salisbury has had a historic commission. Gapin stated she has been with Salisbury for 9 years and involved in the historic preservation commission for 7 years. The Salisbury Commission was formed in 1975. They have 10 national districts with 5 of these also being local districts. She said over the long run this helps to stabilize property values. Also, residents moving into an area have some level of expectation that they can be assured the area will retain the character that it currently has.

Billy Harris – 211 Mendenhall, He just wants to reinforce the idea that every Town or community in Guilford County has a historic preservation commission. Jamestown is considered the oldest town in Guilford County. So we need to form this commission.

Shirley Haworth – 107 Sagewood – President of the Historic Jamestown Society – She spent 13 years travelling through Salisbury while on the faculty at Catawba College. The thing that struck her about that Town was something that I think is important to the Town of Jamestown. That city has found a way to have a vibrant historic character while growing in very modern ways. Many business opportunities were drawn to Salisbury because of that character. She thinks Jamestown needs to consider this. This local group would be a great way to provide the kind of open community debate that brings understanding about what is going on in the community. She hopes that all of the work that this group has done will not be for naught.

Mayor Volz asked if there was anyone that wished to speak in opposition to the proposed ordinance to please come forward.

Jim Mooney – 210 Shadowlawn Drive – He stated he would like to recommend that you not establish a historic preservation commission. He sees this as the taking of private property for the use of Jamestown's power of eminent domain. Once this Council accepts recommendation from this non-elected commission, a burden is created for every property owner in that historic district; one that they did not have when they bought the property. They can no longer add, modify or move without the approval of the commission. As the ordinance is created, it establishes a structure that is largely unfettered power to do whatever they think is best for Jamestown. They cannot be overruled by Council once a historic district is created. Nor be discharged or disbanded by the Council should their actions be judged abusive. It authorizes 7 non-elected commissioners to require (without Council approval) a Certificate of Appropriateness for alterations or additions to any project within a designated district. With the power to disapprove or approve architectural style, general design, kind of textures of materials, size & scale, type and style of windows, doors, light fixtures, color, signs, landscape, architectural and natural features.

In addition it provides a stimulus of the Town to acquire and maintain historic properties as the ordinance is written. It even allows the commissioners to submit proposals to the NC Dept. of

Cultural Resources for a designation of a property as a historical landmark without having any input from the property owners of the proposal. I believe that such a concentration of power has no place in Jamestown, contending with trampling on private property rights. I strongly recommend you reject this ordinance as it goes against basic rights. I also ask that you call for a period of public comment on this issue. It is too significant to dispose of in a 15 minute regular comment period at a Council meeting. I am aware that those who proposed this had the best of intentions and have certainly prepared well for this public hearing. However, he is strongly opposed to it.

Mike Coles – 211 Oakdale Rd. When I acquired this property, I planned to renovate it. I planned to do what I wanted to with it. Now we are going to be stuck, we don't plan on changing much of the curbside appeal of the house, but it will change a little, such as windows & doors. I don't want to be told what I can do and what I can't do to the house. I plan on building out the back. I love Jamestown; I love the people and the atmosphere. But I am not for this particular proposal.

Tony Cruthis, 600 Oakdale Rd. – He is not necessarily opposed to any commission but I am opposed to my property being included in a historic authority. I love the house I live in and I have no intentions of drastic changes, but I do not feel that anybody should come tell me what I can or cannot do to my house. I am fairly certain that if passed most of the commission does not live in a historic district. They would not have regulations on their property. He feels there is too much regulation in government as it is. Most people on Oakdale Rd. don't plan on any drastic changes. Most of the people on Oakdale Rd. that he has spoken to about this are opposed to it basically for the same reason he gave; the regulation part. He is opposed to that; the regulation part.

No one else came forward to speak.

Mayor Volz closed the Public Hearing portion of the meeting. He called for Council discussion. Council Member Nixon-Roney stated she thinks it is a wonderful proposal, but I realize that I do not live in a historic district. She asked if the Council could put in some amendments that the Homeowner has the right to do a presentation or have some say in the matter. I think it is great for property values and has a lot of great attributes. But she had not considered the fact that it does not affect me like ones owning property in that district. Council Member Thomas agreed. The idea of the commission is great and the ability for them to make recommendations is great. However, I agree I don't like being told or regulated what I can or cannot do on my property. Council Member Gray said if I put my life's work and savings in my home, I want to be able to maintain and manage it as I see fit. I love the history in this Town. I certainly see where the commission would have a positive approach. I do not live in a historic district. I like the idea of a community discussion to get feedback. I would make a motion to table this until perhaps a future meeting.

Mayor Volz asked the group for their thoughts on districts; he knows Oakdale Rd. was one of the areas discussed.

Jane Payne said there will not be a historic district or landmark designated in the near future. She also stated that if the Commission is approved would make recommendations. We do have some authority because we are a quasi- judicial authority. Whoever the historic commissioners are, they would ask input from any homeowner of any area that was considered.

This group has no intention of infringing on anyone's rights. We care about the Town and its history. If the Council so chooses they can certainly put some amendments in the ordinance. This proposed ordinance is from the State model. There is a lot of work to be done prior to a district, such as guidelines. We want input from everybody. We don't want to upset anyone. I would feel very fortunate to live in a house as old as some on Oakdale Rd. We have met with Oakdale Rd. residents; and we have had numerous other meetings in last year and a half. We feel this is a good thing and it does not take away anyone's rights. The Town Council has the final say on what happens in this Town.

The Town Attorney said there may be some confusion on how this process would work. She is not speaking for or against the ordinance to establish the historic commission. She said the commission would only make recommendations to the Council after researching it and sending it to the State for their recommendation. The Council will make the decision if any historic district is created or any landmark is designated. There would be a special public hearing. She suggested maybe the process should be studied more before a vote is taken on Council Member Gray's motion. Just because the commission is established doesn't mean that any district would be established tonight. It would mean a commission is established then they would have the opportunity to make recommendations to the Council at another public hearing. If a property owner had objections to being included in the district, that person would have ample opportunity to be heard by the Council. The Council would have the final vote in approving any designation of a district. Once a district is established there are certain rules & regulations that would have to be complied with in that district. Council does need to be comfortable with the process.

Council Member Nixon-Roney thinks it is an excellent opportunity for Jamestown but wants to make sure there are amendments that do safeguard people's property rights. She feels it is worth more study. Council Member Gray amended his earlier motion to ask for continuance of the public hearing until the January 17, 2012 meeting. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

The Mayor addressed the Historic Preservation Group and suggested at the January 17, 2012 public hearing they have representatives from the State on hand to answer questions. Council Member Nixon-Roney asked those that spoke in opposition to please send her your questions. She also asked that the Council Members send their questions to the Town Manager who will forward onto the historic group.

##### 5. Public comment period –

Tom Tervo – 2 Langholm Ct. – Regarding the historic preservation commission ordinance he feels more time should be given to citizens to voice their concerns before Council votes. On

another topic, Mr. Tervo stated he is looking forward to hearing Mr. Watson's report regarding the idea of engaging a management company to manage the golf course to help with fiscal problems. Mr. Tervo stated he is not sure of the Council intentions. He requests the Council use this report as a fact finding meeting. Thoroughly vet both the idea as well as the company before taking any votes. This is very important to the golf course. Please let everyone have their say. He believes it would be appropriate at a future date to have a public meeting on this matter for all to speak.

Sharon Parrish – 305 Yorkleigh – One thing brought up during the budget meeting was the enterprise fund, whether it is legal or not legal to use this for any other purpose beside that fund such as water. She has researched municipal enterprise fund accounting. She discovered that if the water/sewer fund has borrowed from the general fund before, and there is a surplus in the water/sewer fund then the general fund can be reimbursed. She questioned if we could consider using these funds for the Town's commitments rather than purchasing water meters.

My next subject is the water meters. Beside the safety issue, I am in the computer business, the more technical things become, the more problems you can have. I don't feel that anything has been presented beside just the safety in other words, I question about the equipment, the warranty, whose using it in the area, has there been any site visits of those areas, read-rate, what are the failures, maintenance issues, what is the long term expense for that. I certainly don't want to put anybody's safety as risk, but there is also the technical side. Before, you say it is just a public safety issue I'd like personally to know what kind of research has been done, and if this is the only company that does it. She stated she was also confused about the awarding of the bid and if the Council had already approved it. Before you spend that kind of money, have you done the research that should be made public?

6. First Tee of the Triad – Shanna Moore 104 Wyndwood Drive – She thanked Council for letting her speak on behalf of the First Tee Program for Jamestown Park. She gave some background information about how this program came up. I represent the enthusiasm of a group that wants to help promote not just the golf course, but parks in Jamestown in general. The formation of this group is a result of Michael Hutcheon calling a group of folks together and asking if we would serve as an advisory role for the golf course. We met a few times and had discussions about what we could do for the golf course, to help promote play, help promote communication between the golf course and the community. There were 2 things that kept coming up:

- i) Like to see increased efforts of Jr. golf
- ii) Like to promote Parks in general.

We felt a group called "Friends of the Park" would represent what we are trying to do. Our goal is to raise some private funds to help support the recreational assets that belong to Jamestown. There was a very strong feeling in the group that we have all enjoyed tremendous quality of life in Jamestown because of our recreational facilities. Certainly it is our responsibility to help maintain those assets for all the children in the future. We want to include the soccer field,

baseball fields, the general play area, Wrenn-Miller Park, future recreational initiatives for the sidewalks. We hope there will be a day when people drive up E. Fork Rd. and they will not only see lots of children playing on the soccer and baseball fields, but on the golf course as well.

Our first goal as “Friends of the Park” would be to start a First Tee Chapter at Jamestown for fall of 2012. We’d like to enhance the current Jr. Golf Program which is already very good. We’d like to think that by bringing in another generation of future golfers and exposing more juniors to golf is a positive step. We are not asking the Town for funds. We would raise those funds privately and through grants. There is a lot of grant money available through childhood obesity.

First Tee is 70% character development and 30% using golf as a tool for those 9 core values (9 healthy habits). There are 4 existing programs in the Triad. We would like to be the fifth. Shanna Moore then introduced Ann Marie Goslak. She is a 1990 graduate of Wake Forest University; where she played varsity golf. She became a professional golfer and is the Executive Director of the First Tee of the Triad. Mike Barber, CEO of the First Tee of the Triad was in the audience. There were 2 program directors present as well.

Ann Marie Goslak – described the First Tee Program. The program teaches life skills to children using golf as the tool. We have a simple mission; it is to make a difference in the lives of young people by providing education opportunities that build character, that enlist life enhancing values & promoting healthy choices through the game of golf.

Everything they do is based on the code of conduct. Respect for self, others & their surroundings. She asked how Jamestown would change if every child here showed respect for themselves, others and their surroundings. The program is based on the 9 core values, some examples are; honesty, respect, courtesy, perseverance, judgment. Every class teaches a golf skill combined with one or more of the life skills.

This year they incorporated into the program the 9 healthy habits through the national organization. The national organization has been around for 11 year. They have local chapters in all 50 states and 6 different countries. The 9 healthy habits focus on health and what you can give back to the community.

Currently chapters are located at Gillespie Golf Course, Winston Lake Golf Course, Salem-Glen Golf Course and Tanglewood Park Golf Course. We are very interested in moving to the Jamestown area. We as the local chapter would provide quality instructors, a proven curriculum, and equipment and train the coaches and volunteers. We offer marketing opportunities and media opportunities. There are discounts from national vendors like Toro and chemical companies. There are employment opportunities. Most importantly you have an opportunity to touch hundreds of lives right here in Jamestown. Basically moving forward we need access to the range, range balls, short game area and the golf course. We are in this for a long term commitment and seek a 10 year facility commitment. We would be looking for assistance in securing volunteers, assistance with fundraising, access to some of the databases to help promote the organization.

Ultimately, I want to make it clear that there is no cost to Jamestown, this is run by volunteers. It is supported by local donations. The staff does all the training. Scholarships are provided by local people as well as the chapter.

Michael Hutcheon, Golf Pro, stated they look forward to working with this program. Council Member Nixon-Roney made a motion to approve the First Tee Program for Jamestown Park and Golf Course. Council Member Gary made a second to the motion. The motion passed by unanimous vote.

#### 7. Presentation from Carolina Golf Group – Roger Watson

Mayor Volz stated we asked Roger Watson to come speak. He manages several golf courses. He is offering another approach as to how we might handle our Golf Course.

Roger Watson stated the company is based out of Raleigh and N. Myrtle Beach. They do management of private and semi-private clubs. They have a reputation of building business back when golf is down in private clubs & public golf courses. They generally work with a local golf course manager and turf care people in golf operations and provide marketing, IT work, membership promotion, and VIP plans. Their staff includes Turf care, technology, information services, business operations, accounting, human resource, customer service, social networking, and public communication.

They work on increasing revenues and improve expenses by offering national account pricing, utility managing, audit, reduce property taxes, and centralizing administration functions. They work hard to excel in customer service. Centralizing and clustering office functions helps reduce cost. National account pricing on food & beverage, turf care equipment, golf merchandise, office supplies, furniture, and fixtures is a way we pass along savings to the golf course.

We have a library of ways to increase revenue through membership promotion. We work closely with Jr. Organizations. The communication department communicates back to the players with email, video email, thank you cards, etc. It is critically important they do customer service training sessions. We do bulk buying when budgets are preformed. We prepare and price out the list and pass savings onto the Golf Course. We maximize efficiency in day to day operations.

We do a 14 day schedule report of staffing, food & beverage, merchandise, promotions. We ask the course superintendent and the general manager to rate their own golf course. Watson listed the following golf courses that they manage:

High Point Country Club – increased 193 members in 18 months

Wilson Country Club – increased 156 members first 3 months

Wildwood Glen Golf Course – 379 members in 28 months

Salisbury Golf Course increased 182 members in 7 months  
Sanctuary Cove increased 191 members in 24 months

Watson said we are the best at this and we are proud of what we do. Council Member Thomas thanked him for coming.

8. Resolution in Support of Parks & Recreation Trust Fund Application – Matthew Johnson stated this PARTF grant application is being requested for development of the Wrenn Miller Park. Council Member Nixon-Roney made a motion to approve the Resolution in Support of the PARTF Grant application for the Wrenn-Miller Park. Council Member Gray made a second to the motion. The motion passed unanimously.  
(Resolution)
9. Presentation of proposed social media policy – Chuck Smith requested this item be removed from the agenda. The Council agreed.
10. Bid award for purchase of water meter replacement and radio read upgrade contract – Paul Blanchard said he is here to recommend the water meter project. The purpose of the project is to provide meters and transmitters to create automatic meter reading system and replace older meters that have higher water usage. Existing newer meters with low or moderate usage will remain in service and only a transmitter would be provided for those. Town staff and possibly sub-contractors will install the meters and transmitters after delivery. The successful bidder will provide the necessary training and support to deliver a complete and operational data product that integrates with the Town’s hardware and software.

Blanchard is recommending the award of \$449,812.08 which includes a tax refund of \$28,438.44. Results in a project cost of \$421,373.64.

Council Member Thomas requested additional time to review the information. He is curious with the economy, that no one else entered a bid. Blanchard stated we contacted 8 vendors and received the one bid, under purchase contract laws, we can accept the one bid.

Council Member Nixon-Roney said she understands this is not the highest end meter, but a medium grade meter. Blanchard stated he felt this was an excellent meter product. He met with 3 different meter vendors; this seemed to be the best product. It is definitely the best fit for Jamestown because we already have this product. We do not have to retrofit meter box lids or splice wires.

Council Member Nixon-Roney asked when was the last time meters were replaced. Blanchard said we replace every year. The average age of the meter is 14 years. In 1994 we replaced 444 meters. These are still in service. If we replace every 15 years we would be replacing about 173 a year. We have not been doing that on average.

Blanchard said under the current system, we read meters every 2 months; in-town one month and out of town the next month. If we find a reading of 0 we bill a minimum bill and we lose that usage billing.

Council Member Gray asked how long the bid is valid. Blanchard said the bid is effective for 30 days. We can contact the vendor to see if we can extend that time period. Council Member Nixon-Roney stated she too would like more information. Council Member Nixon-Roney made a motion to table the bid until the January 17, 2012 meeting. Council Member Thomas made a second to the motion. Smith asked for Council to please provide staff with the specific information they would like to have presented. The motion passed by unanimous vote. Mayor Volz asked Blanchard to check with the vendor to see if they would extend the date of the bid amount through January 2012.

11. Progress report on condemnation proceedings on 103 Pearce Drive – Beth Koonce, Town Atty., stated at the last meeting Council gave permission for a structural engineer to inspect 103 Pearce Drive and give an assessment of the condition of the structure. She presented the report to each Council Member. The report was performed by Jeffrey Perries, Sutton-Kennerly & Association. Koonce talked with the engineer regarding the report. She questioned him if there was any reason the remaining structure could be boarded up and kept for the next person that might want to renovate or rebuild it. He said no. They felt a contractor would not certify the foundation for rebuilding. We think we have a situation where we are going to be seeking demolition. We would like to get a motion from the Council to direct the Planning Director to go forward with the condemnation process. If the motion passes the next step will be for the Town Attorney to prepare a notice for the Planning Director to send to the substitute trustee, the bank and the owner, sent by certified mail. Notice will advise them of the schedule for the hearing. At that hearing, the Planning Director will preside over the hearing. The structural engineer will give his testimony. The owner has a chance to respond at the hearing. Then the process goes forward. Per our Town Ordinance, we have to have a finding that the structure is unsafe in order to go forward with demolition. It must be a danger to the public or an attractive nuisance. The Planning Director said when he accompanied the engineer during the inspection he did not feel safe. There is substantial damage to the 2<sup>nd</sup> floor. Koonce said the report stated there is a presence of mold in the structure. The engineer said he is prepared to come to the hearing and testify that the structure is unsafe.

Council Member Nixon-Roney stated based on the report made by the Planning Director and the Town Attorney concerning the condition of the structure located at 103 Pearce Drive, I make a motion that the Planning Director is authorized to commence condemnation proceedings against the property. Council Member Nixon-Roney also asked that the engineer issue an amendment stating the property is unsafe. Council Member Thomas made a second to the motion. The motion passed by unanimous vote. The Town Attorney said the Planning Director has the authority to declare the property unsafe.

12. Set Public hearing date to consider annexation agreement line changes between the City of Greensboro and the Town of Jamestown. Smith requested the Council set a public hearing date for December 6<sup>th</sup>, 2011 at 7:00 pm for consideration of amending the Jamestown Greensboro annexation line agreement. This is a special meeting of the Town Council. Council Member Thomas made a motion to set a public hearing date of December 6<sup>th</sup>, 2011 at 7:00 pm to consider amending the Jamestown – Greensboro annexation line agreement. Council Member Gray made a second to the motion. The motion passed by unanimous vote. This special meeting will be held in the Council Chambers.
13. Change December meeting time – Smith requested change of time of the December 20<sup>th</sup>, 2011 meeting to 6:00 pm. Council Member Gray made a motion to change the December 20<sup>th</sup>, 2011 meeting time from 7:00 pm to 6:00 pm. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.
14. Monthly report on Jamestown Golf Course Activity – Michael Hutcheon recognized Shanna Moore and Ann Marie Goslak for their efforts to bring First Tee to the Jamestown Golf Course. He thanked the Council for their approval. They are looking forward to working with this organization. He feels this will be a benefit to the community and to Jr. Golf and the youth of the area. Hutcheon reported there were 2300 rounds of golf played during the month of October which amounted to revenues of \$65,000.00. (5 rain days) He checked other municipal Golf Courses in the area, they ranged from about 2000 – 2900 rounds with revenues of \$45,000 - \$66,000. Jamestown is in line with these courses. The economy continues to hurt us.

The Fall Classis was once again a success. We are looking forward to the 10<sup>th</sup> anniversary next year. Other outings for the month of October; Highland Containers, Pennybyrn, Emily's Plea and Women's Public Golf Assoc. As we go through the winter month, Staff will be working on scheduling events for the New Year. We already have Carolina Golf Assoc. scheduled for next August.

Hutcheon said he really appreciates the Friends of the Park group and their time. We look forward to the challenges we are facing at the course in terms of acquiring funds for greens renovation.

15. Analysis of Financial Position of the Town of Jamestown – Gallman pointed out she has changed the title of her report from the financial statement to Analysis of Financial Position so this allows us to talk about more items than just the financial statement. She highlighted the 3 page summary report for the month ending October 31, 2011. The total cash balance approximately 6.8 million some of these funds are reserved for Randleman Reservoir, Powell Bill and General Capital Reserve. The debt balance of the Town in General Fund as of October 31, 2011 is approximately \$92,000.00. The garbage truck loan is paid off. She summarized the revenues & expenditures by fund.

The detailed financial statement displays the first receipt of Powell Bill money. We will receive a second payment later. We received \$6600.00 in golf sponsorships.

The Town paid the 1<sup>st</sup> quarter of the Sheriff's contract and we paid the 2<sup>nd</sup> quarter of the fire contact with PSFD. In water/sewer revenues we received the 1<sup>st</sup> quarter of the Adams Farm w/s revenues.

Gallman referred to G.S. 159-13.2 – Project Ordinances. This is in relation to the adoption of Capital Project Ordinance. – Wrenn Miller Park. A capital project ordinance is actually a budget for the life of the project. There is a multi-year budget. Before you can spend any money on a capital project you have to set up the capital project ordinance. This budget can be amended if needed. Council Member Gray made a motion to adopt the Capital Project Ordinance for the Wrenn Miller Park. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Ordinance)

Gallman said the audit is complete. The report will be presented at the December meeting by the Auditors. Gallman did include in the Council packets, a copy of the management letter the auditors prepared. In this letter, the auditors commented on the Town Fund balance available for appropriation. We did have a decrease during the year. The balance has fallen below the level recommended by the LGC.

16. Adoption of Town of Jamestown Reserve/Fund Balance Policy – Gallman stated that at this point the Town does not have a fund balance policy. This is a policy that the LGC is recommending we need to have adopted and they are expecting the Town to adopt one. The policy stated a minimum percentage for the available appropriate balance is 8% but the Local Government Commission wants us to exceed that amount. We recommend that the percentage is to be determined by dividing the fund balance available for appropriation by actual expenditures and the target goal would be ½ of the average percentage of Town & Cities in our population group. (Based on average percentage of prior year end) At this point that is 65%. The recommendation is that Jamestown has ½ of that. The purpose of the reserve is that these funds will be used to avoid cash flow interruptions, generate investment income, eliminate the need for short-term borrowing and maintain the Town's credit ratings. The fund balance may be purposely drawn down below the target percentage for emergencies, nonrecurring expenditures or major capital project.

We are recommending in this policy that if our percentage falls below this target, that there be a way to replenish this. The suggestion is the Town replenishes funds by direct appropriation in the next budget of approximately 25% of the difference between the target and where we actually are and that we continue that until we reach the desired level. If we cannot do that, then the Town Council reaffirms by Resolution its commitment to replenish the fund balance over a longer period of time. Council Member Nixon-Roney made a motion to adopt the Town of Jamestown Reserve/Fund Balance Policy – Council Member Gray made a second to the

motion. The motion passed by unanimous vote. Gallman stated staff will be looking at ways to increase our fund balance and hopefully present something at the next meeting.

#### 17. Public comment Period –

Cathy Nicks – 110 Winward Lane – She is here to speak as an advocate for the Golf Course. She has lived here since 1975. She is a retired Real Estate agent and knows the value of the amenities Jamestown has to offer. The Golf Course is one of these values. It needs to be maintained and money needs to be appropriated properly for improvements. She is also in support of the management group that is there now. Michael Hutcheon is very professional, a great golfer and offers excellent customer service. She supports the staff there.

Vernon Ward – Stated the people dressed in the red shirts are from the Jamestown Golf Course Association. He has been part of this Association for over 20 years and has played golf at Jamestown for a long time. He brought several tournaments to the Jamestown Golf Course. Michael and his staff do a great job and they have never had any issues. Jay Gardner and his staff do a great job.

Ward said regarding the presentation by the management group earlier everything he mentioned is already being done by the staff at Jamestown Golf Course. He does not see that they can do management any cheaper than what is happening now. Also, if the management group takes over, the employees that are there will lose out and for what?

Please look at all the aspects of it. You have a great place now. Infrastructure is lacking. The only complaint they have ever had was about the greens. The management team we have there now is excellent and provide great service. Make sure you are not giving up a gem.

Linda Marsh – Stated She loves the Golf Course. She feels it is a real asset to this small Town. She knows Roger Watson and played courses he manages and they do a tremendous job. But I think we have a great course too, let's keep it up and support it. She is very happy about the First Tee Program. Those are our future golfers.

Luke Van Wagner – 101 Mendenhall – Mr. Van Wagner stated he went to the last Planning Board meeting. He spoke regarding the proposed annexation line agreement amendment with Greensboro. If it is an equal swap of commercial property then maybe it is something we should do. He only asks if we need answers to the questions of the Planning Board. Get the facts before we proceed to make a decision.

Bob Thomas – 200 Stafford Oak Rd. – Mr. Thomas said he has been playing golf at Jamestown since 1988. (2 or 3 times a week) He thinks the management group at Jamestown course is doing good job and does not need any changes. He recommends the topography of the greens is what needs attention by Jamestown. If the Council wants to do something they should work on the greens. He said several senior groups used to play at Jamestown. The reason many left

is due to the greens, not management. It is costing more money to keep repairing and maintaining greens that are not good to begin with.

Robert Pickett – 605 O’Neill Drive – He is in support of the current staff at the Golf Course and the First Tee Program. He is also a member of the Parks & Recreation Committee and a member of the Friends of the Park. He was listening to Mr. Watson’s presentation and he had the following comments:

- Regarding discounts in buying power – The Park & Golf Course use State purchasing contracts.
- Current Golf Course management & staff manage the athletic fields and picnic areas. Would the management company do that as well?
- The greens, greens complexes and tee boxes - how will the management company help with this. He feels sure the improvements would have to come from the Town’s budget.

18. Other Business – Mayor Volz recognized Gloria Adadoyin, our High School Representative. She shared with the Council that the construction of the new High School is ongoing. They are cleaning out one side that will be demolished. She will keep the Council updated on the construction.

Still under other business – Council Member Nixon Roney asked when the Planning Board checklist would be used. The Town Clerk and the Planning Director said the checklist will be presented with the Public Hearing rezoning case request going to the Council January 2012. She asked if the annexation agreement amendment would have a checklist with it. The Planning Director stated the checklist is used for rezoning cases. The annexation line agreement is an interlocal agreement and the checklist does not really apply.

Council Member Nixon-Roney asked for a progress report on E. Fork Rd. with NCDOT and the installation of safety equipment. Smith said the passing zones will be removed. He will follow-up on the other items. He will speak with Paul Ingram, NCDOT.

Council Member Nixon-Roney stated since the Town debt is almost paid off, she would like to start planning on implementing a curbside recycling program. Smith said he is still discussing with a recycling company different options.

19. Closed session to discuss personnel matter – Council Member Gray made a motion to go into executive session to discuss a personnel matter. Council Thomas made a second to the motion. The motion passed by unanimous vote. The Council reconvened to the Office of the Town Manager.

----- Executive Session ---

Council Member Thomas made a motion to go out of executive session and to resume the regular council meeting. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote. Mayor Volz resumed the regular meeting.

Mayor Volz stated per the Town of Jamestown Personnel Policies Article VII, Section 6, Training & Education – Incentives – Being that the Town Manager has completed the training offered by the State of North Carolina Water Pollution Control Systems Operators Certificate Commission and met the requirements for certification as Grade 2 Water Pollution Control Collection System Operator, the Mayor directs a 2% increase in the salary of the Town Manager, effective the date of completion of the required training as of September 8, 2011.

Mayor Volz adjourned the meeting.