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Regular Meeting of the Town Council
April 17, 2012
Civic Center
6:00 pm

Minutes & General Account

Regular meeting of the Town Council April 17, 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, Matthew Johnson, Paul Blanchard, Jeff Greeson, Jay Gardner, Martha Wolfe and Beth Koonce, Town Attorney

Visitors Present: Joyce Volz, Bill Harris, Jim Gore, Charlie Dye, Kerry Miller, Karen Walls, Wes Cashwell, Jim Martin, Carol Brooks of the Jamestown News, Cheryl Harvey, Billie Baynes, John Capes, Ronnie Hancock, and Martha Ward.

1. Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz announced the dates and times of the early voting schedule for the May 8th, 2012 primary.

Mayor Volz announced that spring Litter Sweep will be held on Saturday April 21, 2012. The employees from Martin Marietta Jamestown Rock Quarry are participating for the 3rd year.

Mayor Volz also reported that he recently met with Mr. Bill Moss. Mr. Moss is a veteran of the Korean War. He is also involved with the “Carolina Field of Honor” project. This project is to establish a memorial park. The land is located between the counties of Forsyth & Guilford. Mayor Volz is organizing a group of veterans to help with fundraising efforts.

Mayor Volz asked for a moment of silence.

3. Approval of minutes from the Council Work Session on March 20, 2012 & the Regular Council meeting on March 20, 2012 - Council Member Thomas made a motion to accept the minutes from the Council Work Session and the Regular Council Meeting minutes of March 20, 2012. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

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4. Proclamation Municipal Clerks Week – Mayor Volz presented a Proclamation to the Town Clerk, Martha Wolfe, proclaiming April 25, - May 5, 2012 as Municipal Clerks Week.

(Proclamation)

5. Proclamation Public Works Week – Mayor Volz presented to the Public Service Director, Paul Blanchard, a Proclamation proclaiming May 20 – 26, 2012 as National Public Works Week in Jamestown.

(Proclamation)

6. Public Comment Period

Bill Harris – President of JYL, stated there are approximately 1000 members in JYL. He said these JYL members are patrons of the local businesses. He stated JYL needs help from the Town on the field rental rates at the soccer complex. He did fill out an application for a grant request. However, he was informed that the application was incomplete. JYL would like an opportunity to correct this application. Again, he requested help from the Town Council on behalf of JYL.

Jim Gore – Board of Directors of JYL and a JYL Coach. He asked for the Council to reopen the grant period and give JYL the chance to correct their mistakes.

Charlie Dye – 204 Wiltshire Drive –In his opinion, the idea of a \$50.00 business license is not a good idea.

Mr. Dye also thought that going to a monthly billing instead of the billing every 2 months is not a good idea. The monthly billing in postage could make up the same difference as imposing a \$50.00 privilege licenses.

Jim Martin – 103 Somerset, if the new garbage proposal is going to cost more than we are now spending, then don't do it. He would like to hear the proposed garbage policy presentation.

Cheryl Harvey, 206 Knollwood Drive – She is here as a representative of her neighborhood. Many of her neighbors contacted her. It is their understanding that the Council is considering getting totters for trash pickup. They are not in favor of it. They like the system as it is. The new containers would be an eye sore and people have no place to store them. Please take this off the table and spend that money somewhere else.

7. Resolution Approving & Endorsing the 2012 Guilford County Solid Waste Management Plan Update - Blanchard stated once every 3 years the State requires that the Guilford County Solid Waste Management Plan be updated. It is a long range planning tool for solid waste management. Council Member Thomas made a motion to approve the

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Resolution Approving & Endorsing the 2012 Guilford County Solid Waste Management Plan Update. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

(Resolution)

8. Monthly Golf Course Activity – Mayor Volz moved this item up on the Agenda. Michael Hutcheon complemented Jay Gardner on his hard work maintaining the Golf Course. The course is in great shape. The weather has been good which helps our revenues. Approximately 700 more rounds played this March than March of last year. For March of this year, revenues are up approximately \$22,000.00 from March of 2011.

Hutcheon said the Golf Course is very busy during April. Mayor Volz thanked Jay Gardner and Michael Hutcheon for all their hard work at the Park & Golf Course.

9. Informal Recycling Proposal for carts & garbage bags – Blanchard stated staff researched what other communities have used for recycling cart and bag proposals. The City of Burlington had a good proposal. The Town staff is taking this document and customizing it to accommodate Jamestown's needs. We are looking at two options:
 - Clear recycling bags
 - Totters

Staff is looking at adding in the component of curbside recycling with a Monday pick up day. This is still a work in progress. The Town Manager hoped to have the results of the proposal back for the June Council meeting. This RFP is for information purposes only.

10. Results of Trash route adjustment study 30 day pilot program - Jeff Greeson gave the Council an update on the change in the trash pickup route. Yorkleigh subdivision is now the first stop on the trash pickup route due to the crow problems. Greeson stated for the month of March, it was after 4:00 pm on each Tuesday before the crew made its last stop. The garbage truck must be on the scales at the landfill by 4:15 pm. So, the trash was not unloaded. This has been the case for many Tuesdays.

Greeson reported that the first Tuesday after the last Council meeting they changed the trash route. The last stop on that day was at 4:08 pm. The last two Tuesdays we had to run two garbage trucks due to Good Friday and Easter Holiday. So, we got through with the trash pickup by 2:30 pm. Greeson suggested another short term solution would be to have an employee from the water/sewer department bring an empty garbage truck to the sanitation driver when the first truck is full. The sanitation driver can continue the route and the water/sewer employee take the full truck to the landfill. This would allow the truck to make the scales by the time deadline. However, we will be using another employee from another department to work the route. Per the Town Manager, we are close to going to once a week garbage pickup. Greeson reported that the change of route did not really effect the time the sanitation crews were able to make it to the landfill. However, the route change seemed to help with the crow issue. Council Member Walls agreed the situation

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was better. Council Member Nixon-Roney felt we should continue this study for another month.

11. Consideration of bid award for 2011-2012 resurfacing contract – Blanchard presented the bid results for the 2011-2012 Resurfacing Contract. The Town received 5 bids with Waugh Asphalt Inc. being the lowest bidder in the amount of \$202,367.60. Blanchard requested Council approval of this bid. Council Member Nixon-Roney made a motion to approve the bid of Waugh Asphalt Inc. in the amount of \$202,367.60. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

12. Report of research regarding privilege license tax and/or fees on electronic gaming terminals - Johnson stated at the March Council meeting, Council Member Walls asked that the staff make a report to the Council about instituting a business or privilege license with specific look at electronic gaming institutions. Council had that report in their packets. Council Member Walls asked the Town Manager if he would recommend or not recommend this policy. Council Member Walls stated after reading it he probably would not recommend it. The Town Manager stated the business license would be one way to regulate when a business opens in Town. It would also be a source of revenue. However, the Town Manager stated he is not so sure he would recommend the policy. It also depends on how the Council would use the policy. Council Member Nixon-Roney stated if the intention of Council Member Walls is to hinder sweepstakes businesses from opening up in town; we could open the Town up for liability. She stated that it is not a large source of revenue. There is a lot of expense involved in the first few years to set it up. There is no guarantee the Town would collect those funds. Council Member Walls thanked Johnson for the report. He stated it was good information and a good report.

13. Traffic Study update discussion – Smith stated the amount on the traffic study has changed from \$52,880.00 to \$66,100.00. This change due to HPMPO conducted traffic count work on behalf of Jamestown and decided to charge \$7,300.00 for that work. Smith said that we have received a letter from HPMPO confirming that they would reimburse the Town \$52,880.00 (80%) for this study. On May 3rd, 2012, we anticipate the NCDOT Board to approve reimbursing the Town 20% of the study in the amount of \$13,220.00. Smith has verbal commitment from NCDOT for this 20%. This represents the full cost of the study.

Council Member Thomas made a motion to grant the Town Manager the authority to enter into an agreement with MAB in the amount of \$58,880.00 for the traffic study. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

Smith said he is also requesting that once the NCDOT Board approves the Town's request for the 20% (\$13,220.00) the Town will be required to enter into a municipal agreement with NCDOT. Smith requests that the Council grant him the authority to negotiate and sign on behalf of the Town to secure reimbursement funding for the traffic study. Council Member Nixon-Roney made a motion to grant the Town Manager the authority to

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negotiate and sign the municipal contract with NCDOT for the requested 20% reimbursement funding for the traffic study. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

14. Approval of the Audit Contract for the Year ending June 30, 2012 – Judy Gallman stated last year the Town entered into a 3 year proposal from Dixon Hughes Goodman to perform the audit for the Town of Jamestown. This will be the second year of that proposal period. The amount for this year's audit is \$18,900.00.

Council Member Montgomery made a motion to approve the audit contract with Dixon Hughes Goodman in the amount of \$18,900.00. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

15. Discussion of JYL field rental rates –Smith gave the Council information on the Town's rates for the athletic fields, the facility use policy and the cost revenue received by JYL, YMCA and others. Council Member Thomas stated when JYL submitted its application for a grant, there was some incomplete information. He feels JYL is a worthy organization and entitled to some consideration by the Council. Council Member Thomas suggested granting JYL a 2 week window to complete their grant request correctly. At that time, the Council could consider some funding for JYL.

Council Member Nixon-Roney stated she requested at the last Council meeting to have additional information on the grant request from the Historic Jamestown Society. It seemed the grant request was for funds to employ someone. Therefore, it seems to be a request that will be presented each year. Per Smith, \$5,000.00 is for renovation to a bathroom and the remaining \$15,000.00 would be used for salary.

Council Member Nixon-Roney made a motion to extend to the current grant applicants a two (2) week extension to complete the grant process. Council Member Thomas made a second to the motion. The motion passed by unanimous vote. The Town Manager will notify the current applicants of the May 2, 2012 extension.

16. Discussion of budget fiscal year 2012-2013 – Smith presented a proposed rate schedule to the Council. Included in the rates was an increase in the water, sewer and irrigation by 3%. This increase is requested due to a rate increase to Jamestown by Greensboro, High Point and the Randleman Water Authority. Smith stated while High Point, Greensboro and Randleman proposed rates are higher, we feel the 3% increase is adequate for the Town at this time.

In the water tap fee there has not been an increase since 2005. We are requesting an increase in all meter sizes of the privilege fees. This applies to sewer taps as well. This increase would yield a break even rate. This fee would impact developers and new residents. This is a component of the budget for Council information only. Rates will be approved along with the proposed budget.

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17. Budget amendment – Gallman presented a budget amendment with several components as follows.

	<u>Debit</u>	<u>Credit</u>
<u>General Fund</u>		
Powell Bill	\$10,000.00	
To increase budget for repaving		\$10,000.00
<u>Street Study</u>		
Contracted Services	\$52,800.00	
Local grant reimbursement by MPO		\$52,800.00
<u>Recreation Dept.</u>		
Department supplies	\$ 500.00	
Donations and Contributions for Easter Egg Hunt		\$ 500.00
<u>Golf Course Department</u>		
Salaries	\$12,000.00	
Assets not capitalized		\$ 7,000.00
Contingency		\$ 5,000.00
<u>General Capital Reserve Fund</u>		
Transfer to other funds	\$36,000.00	
Reserve for future expenditures		\$36,000.00
Budgeting to transfer Wrenn Miller designated Funds to capital project fund		
Total	\$111,380.00	

Council Member Montgomery made a motion to approve budget #7 in the amount of \$111,380.00. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

18. Analysis of Financial Position of the Town of Jamestown – Gallman presented the financial summary reports for the month ending March 31, 2012.

- Cash Balance - Approximately 6.9 million
Of that amount funds are reserved for Randleman Reservoir, Powell Bill, General Capital Reserves and W/S Capital Reserve Fund.
- Town debt balance is approximately \$69,000.00
- Town’s revenue and expenditures by fund are appropriate for this point in the year

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The detailed financial statement as of March 30, 2012 is mainly the normal monthly reoccurring expenses. Smith reported that the new sign posts should be ready next week. The new signs should be erected shortly.

19. Recognition of “Award of Financial Reporting Achievement” – Smith called Judy Gallman forward. He stated for the 5th year, we have an award winning Finance Officer. Smith stated a certificate for achievement of excellence in financial reporting has been awarded to the Town of Jamestown by the Government Finance Officers Association of the US & Canada for its comprehensive annual financial report (CAFR) a certificate of achievement is the highest form of recognition in the area of governmental accounting and financial reporting. Its attainment represents a significant accomplishment by a government and its management. An award of financial reporting achievement has been awarded to the individual primarily responsible for preparing the award winning CAFR. This has been presented to Judy Gallman, Finance Officer, for the Town of Jamestown.

The CAFR report has been judged to meet the highest standards of the program including demonstrating a constructive spirit of full disclosure to clearly communicate its financial story. The Mayor & Council thanked Gallman for her hard work. The Mayor stated Gallman helped the Town navigate through difficult economic times.

20. Proposed update on the Public Records Request Policy – Beth Koonce stated at the last Council meeting the Council asked her to draft a Public Records Request Policy. She presented a draft of a policy. Included in the draft was a schedule of fees and costs of a public records request. Koonce stated the G.S. does allow a government to charge a special service charge for extensive public records request which requires extraordinary amounts of time and energy on the part of the staff and/or other persons that may be required to fulfill the request. Koonce did make a correction on page 3, G. S. cited was 136-6.2 (b), this G. S. should be corrected to 132-6.2(b).

Council Member Nixon-Roney suggested that the Public Records Request should include a definition of what a public record is. She is aware there are times a Public Records Request has been made for documents that are not public records. Example: Compare & contrast salaries of Jamestown Golf Course with that of other municipalities. That is not a Public Record that is asking the Town staff to do a research project at the Town’s expense. The Town Attorney stated she has considered that, however was a bit reluctant to add the definition due to it is subject to change as court cases are decided. Koonce also cited that the Town is not obligated to present a record that does not exist.

Council Member Nixon-Roney asked that the statutory definition of public records and the sentence stating no obligation to present a record that doesn’t exist be added to the policy. The Town Attorney will make the revisions suggested and present at the next council meeting.

21. Public comment Period

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John Capes – 704 O’Neill Drive – Regarding billing of the water bills, the Town should allow for on-line payments.

In dealing with the funding last year of the Library & YMCA, it seems we are past the divine right of entitlement phase where the YMCA gets \$100,000.00 a year. The Town struggled last year to come up with \$80,000.00 for the YMCA. As we approach this year, he thinks we should look at putting more of our existing funds into the Jamestown Library. It is truly the focal point of the Town. We display it as our symbol of the Town. Last year funding for the library was in jeopardy as it is this year. He feels strongly we should significantly reduce the funding to the YMCA.

Lastly, he encourages Council Member Walls to work on his transparency.

22. Other business –

Council Member Nixon-Roney asked for a status report on 103 Pearce Drive. The Town Attorney said the Public Hearing for the condemnation of the property is scheduled for the end of May, 2012. Notices are being sent out now. There is another foreclosure sale date scheduled for the first of May, 2012.

Council Member Thomas said he received an email from Alan Johnson that the preliminary budget for Guilford County now shows only \$11,448.00 designated for the Jamestown Public Library. This is down from the \$55,000.00 granted last year. Council Member Thomas stated this is a concern. If the County does not fund the Library grant, the Town will have to think about possibly funding that amount.

Council Member Thomas announced that on Tuesday April 24, 2012 at 6:00 pm at the High Point Chamber of Commerce, Guilford County Commissioners are holding a sectional meeting. Please get the word out and come speak to show your support for the Jamestown Library. Talk to your County Commissioners.

The Town Manager stated the Town has a 5 year contract with Guilford County to provide \$3.37 per capita based on our population. However, the County decreased this amount in the preliminary budget.

Still under other business:

The Town Clerk announced if anyone is still experiencing problems with their Town email address to please call Sharen Apple and she will schedule an on-site visit to work on any problems. Council Member Nixon-Roney declined the Town email address. She asked to please continue emailing her as before.

Council Member Nixon-Roney stated she will be absent from the June meeting. She questioned if the preliminary budget would be complete for the May meeting. The Town Manager felt

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confident the preliminary budget would be presented at the May meeting. Smith said the grant funding may change due to the earlier motion regarding JYL. The budget should be ready for adoption at the June meeting.

Council Member Montgomery made a motion to adjourn. Council Member Walls made a second to the motion. The motion passed by unanimous vote. The meeting ended at 7:38 pm.