

Regular Meeting of the Town Council
June 21, 2011
7:00 pm
Council Chambers

Minutes & General Account

Regular meeting of the Town Council, June 21, 2011, Council Chambers, Town Hall

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

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

Visitors Present: Rose Gallagher, Pat & Betty Sarsfield, Luke E. Van Wagner, Joyce Volz, Mike Raybon, Jane Walker Payne, Debbie&John Frezell, Ken Adams, M. Dailey, Richard Mack, Darlene Laurie, Mike Laurie, Angie Bean, Kerry Miller, Northia B. Murchison, Dot Perdue, Karen Walls, Tommy Walls, Al Munns, Emily Ragsdale, Ken Bayne, Billie Bayne, Beth Seagraves of the News & Record, Bettie Freeman, Nancy Sherril, Cathy Durbin, Judith Cates, Hugh Cates, Dave & Helen Gebhardt, Donna Vail, Jeff Vail, Phil Mikles, Buddy Mann, Robert Harvey, Kevin Bottomley, Charles Dowdy, Mary Ragsdale, Keith Lackey, Sarah Burger, Deputy Buskirk, Tom & Nancy Graham, Jim Rayborn, Lynn Montgomery, James Bridgers and Bill Harris.

1. Call to Order – Mayor Volz called the meeting to order.
2. Jamestown Community Reflections – Mayor Volz announced that the Jamestown Lions Club will sponsor the July 4th Parade. The Parade will be held on Monday July 4th at 10:00 am. Also, after the Parade there will be some activities and games at the Jamestown Library. Please attend. Mayor Volz wished all a safe Fourth of July. He called for a moment of silence.
3. Approval of minutes from May 17, 2011 meeting - Council Member Nixon-Roney made a motion to approve the minutes as presented. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.
4. Resolution Establishment and Maintenance of the Water/Sewer Capital Reserve Fund – Judy Gallman requested the Resolution presented be approved. The Resolution is pertaining to the Water/Sewer Fund to plan for current & capital needs of the Town of Jamestown. This Resolution sets up a Water/Sewer Capital Reserve Fund. This fund would be used for only capital needs of the Water/Sewer Fund.

Council Member Thomas made a motion to approve the Resolution Establishment & Maintenance of the Water/Sewer Capital Reserve Fund as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

(Resolution)

5. Public Hearing to consider an update of the Town of Jamestown Prohibiting Parking and Enforcement Ordinance – Mayor Volz called on Chuck Smith - Smith stated that the Town staff worked with Capt. Gordon (Sheriff's Dept.) and the Town Attorney on this Ordinance update. He stated that the Town Clerk also did a lot of the research on the proposed Ordinance and asked Martha Wolfe to present the Ordinance update.

The Town Clerk stated the current Parking Ordinance in the Town of Jamestown Book of Ordinance dates back to the 1950, and 1980's. With increased traffic and pedestrians, it is necessary to update this ordinance to accommodate the current parking situation. The proposed ordinance is to restrict parking along certain Town maintained streets and to approve the enforcement of these prohibited parking areas. This ordinance is applicable to Town maintained streets; Not State maintained streets or private parking lots. If approved, there would be a master Map of the 'No Parking' areas displayed in the Town Hall.

This ordinance also gives the Guilford County Sheriff's Dept. the authority to enforce the Ordinance. This enforcement would be done by the creation of a Town Citation book. The Deputy could give an oral warning, a written warning or a written citation for a \$25.00 parking violation. All fees are to be paid to the Guilford County Clerk of Courts. Also, on the citation form is a block where the Deputy could give a citation for violation of other Town Ordinances, such as Noise Ordinance. If approved, this ordinance would replace the old ordinances regarding Prohibiting Parking.

Mayor Volz opened up the Public Hearing for an Ordinance Prohibiting Parking and Enforcement. He asked for all in favor to speak. No one spoke. Then he asked if anyone wished to speak in opposition of the ordinance. No one spoke. Mayor Volz then closed the Public Hearing.

After Council discussion, Council Member Thomas made a motion to accept the Ordinance Prohibiting Parking & Enforcement. Council Member Ragsdale made a second to the motion. On a roll call vote:

Council Member Nixon-Roney voted aye
Council Member Thomas voted aye
Council Member Ragsdale voted aye
The Ordinance passed by unanimous vote.

(Ordinance)

6. Public Hearing to consider the proposed Town of Jamestown Budget & Budget Ordinance for fiscal year 2011/2012. Mayor Volz asked the Town Manger to present the

changes to proposed budget as discussed in the Council Work session from Friday June 17, 2011. Smith gave the following changes:

Revenue

- Line item #3326 – Gibson Park decreased \$33,294.00
- Line item #3346 – Flowers Cell Tower decreased \$2,000.00

General Fund Expenditures

- Line item #6930 – YMCA Grant increased \$30,200.00 (note \$25,000.00 from Town –of Jamestown and \$5200.00 from Flowers Bakery)
- Line Item #4900 Fire Department Expense – increased \$35,640. due to increase in fire district tax
- Line item #2900 Street Maintenance Expense – decreased \$10,000. (Sign Post)
- Line item #2100 Sanitation Expense – decreased \$23,000. – removed garbage bags
- Line item #2144 – Recreation Department – decreased \$155.
- Line item #1000 – Salaries decreased \$10,000.
- Line item #2900 – assets not capitalized decreased \$5,000.
- Line item #2141 – Golf Course Dept. decreased \$2000. (chemicals)
- Line item #2142 – decreased \$2000.
- Line item #2145 - decreased \$1000.
- Line item # 2700 – Purchase for resale decreased \$10,000. (Pro Shop Inventory)
- Line item #3700 – decreased \$5,500.
- Line item #3710 – Sponsorship (new line item created) increased \$2500.

Gibson Park Department

- Line item #1000 – decreased \$30,000.
- Line item 1033 – longevity pay decreased \$900.
- Line item #1010 – decreased \$2000.
- Line item #1011 decreased \$7500.
- Line item #1040 decreased \$900.
- Line item #1015 increased \$7500.
- Line item #1017 decreased \$1400.
- Line item #4940 increased \$4,090.

Debt Service

- Line item #9600 decreased \$3,869.

Revenue General Capital Reserve fund

- Line item #3981 – decreased \$3,869.

Expenditure Report for General Capital Reserve fund

- Line item #9800 – Reserved for future expenditure decreased \$3,869.00

Per Smith, this reflects all changes made from the Council Work Session.

Mayor Volz opened the Public Hearing. He asked each speaker to come to the podium and give name and address and their comments. First Mayor Volz asked anyone that was in favor of the proposed budget to come up to speak.

Gene Bridgers – 4 Havershire Ct. – gave three responses:

- Is .39€ still the tax rate for Jamestown?
- He is against the smart water meter project
- Hopes the Town will continue granting the \$100,000. Funding to the YMCA

Council Member Ragsdale stated the proposed budget was adjusted to give the YMCA \$25,000. Council Member Nixon-Roney stated garbage bags to citizens were cut to provide these funds to the YMCA.

Tommy Walls, 303 Yorkleigh Lane, agrees with previous speaker.

- Against smart meters
- Do not take away garbage bags to citizens
- Reduce Town staff

Bill Harris, JYL President stated:

- JYL paid \$3,180.00 for baseball field rentals at Jamestown Park during 2010 and 2011
- JYL paid \$2250.00 for rental of office space during 2010 and 2011
- Questioned if lights at Ball Park were going to be replaced

The Town Manager said the two (2) lights that were delivered to the park will be paid for by the insurance money the Town received from storm damage claim. These two (2) poles were damaged by the storm. The insurance will pay to put up the two (2) light poles and put the lights on them, but they will not be operational.

Jim Rayborn, 404 Mendenhall –

- Against the Wrenn Miller Park Project
- Keep garbage bags for citizens

Mary Ragsdale, 411 E. Main Street – Board Chair for Jamestown YMCA, read a statement highlighted as follows:

- Previous Council passed a Resolution to give the Jamestown YMCA 2 million dollars over a 20 year period. Funds to come from \$50,000. ABC money and \$50,000. from Guilford County
- The \$100,000. is 20% of the YMCA Capital Expense, 80% from operations of the YMCA
- If no funding, the YMCA will have to cut expenses such as; no new equipment, no 10% discount for Jamestown residents and raise membership fees
- Risk shutting doors in future years
- The Town has already invested 1.1 million dollars in the YMCA
- 41% of Jamestown residents are members of the YMCA
- Mary Ragsdale asked that the Town reconsider and put \$100,000.00 to the YMCA back in the budget

Angie Bean, 104 Royal Rd. – Part-time employee of the YMCA

- The Town pledged 2 million over 20 years to the Jamestown YMCA. The Town should honor that pledge
- In favor of continuing the funding to the YMCA

John Frezell, former Town Manager, 206 Misty Waters Lane, gave a history of the establishment of the Jamestown YMCA. Mr. Frezell gave the follow summary

- Began in 1995 when Tom Ragsdale was Mayor.
- Town had the Golf Course, but still not serving 95% of people in Jamestown
- Town did not have a recreation facility
- \$100,000. Would not build and run a recreation facility
- The town approached High Point and they were not receptive in building a YMCA in Jamestown
- The Town approached Greensboro and they were willing to work with the Town to build a YMCA
- The Town received final approval from Greensboro and the YMCA National Association to move forward with building the YMCA
- Billy Ragsdale became Mayor after Tom's death
- The Town was going out of the ABC business
- High Point agreed to give Jamestown \$50,000. in perpetuity for the Town's ABC distributions (not tax money)
- The Town also negotiated a lease on cell towers with Flowers Bakery pledging their share of the rent to the YMCA
- Both Town and Flowers gave their share of the cell towers lease to the YMCA approximately \$60,000.00
- The money that was being used to support the YMCA was not tax dollars

Kerry Miller, 106 Tandy Ct. – Past Chair of the YMCA Board and a current Board of Managers member.

- 8 Councils and 3 Mayors have supported Jamestown YMCA
- Referred to the Resolution passed in 2002 as a promise the Town made to the YMCA
- The Town would not have the YMCA without that pledge
- Please support the YMCA
- Jamestown Swing Event promotes Jamestown
- Please support the Jamestown Swing Event

Hugh Cates, 105 Knollview – Member of Board of Managers for YMCA

- In favor of supporting the YMCA

Mayor Volz asked if there was anyone else that wished to speak in favor of the proposed budget. No one came forward. Mayor Volz closed the Public Hearing. He asked for Council discussion.

Council Member Nixon-Roney stated everyone at the Council table understands the importance of the YMCA. However, Council has cut the proposed budget and there is still not enough money. She said water/sewer money can only be used for water/sewer projects; this cannot be used for other projects.

Council Member Thomas stated we went through the budget at last Friday's work session and came up with \$25,000.00. He doesn't know where else to cut. He asked when the YMCA was forewarned last year, what they did to prepare for that.

Council Member Nixon-Roney stated the Town got hit with the mandatory fire tax \$35,000.00 at the last minute. Council Member Thomas said that the Town is looking at a Resolution next year from Guilford County that will cut \$42,000. from the Library budget.

Council Member Nixon-Roney asked if people are willing to raise taxes to fund the YMCA. Council Member Ragsdale went through the budget and it is very tight. The reality is somewhere along the line a commitment was made to the YMCA by the Town; whether legally binding or not. The expectation is the Town will support and fund the YMCA for the benefit of our citizens. Council Member Ragsdale said we need to clarify what the commitment is to the YMCA. So, the expectation is clear and understood. He feels we should support the YMCA. Council Member Ragsdale made a motion to go into reserves and capture \$55,000.00 to give to the YMCA along with the other \$25,000.00 grant from the Town and the \$5200.00 from Flowers Bakery cell tower lease receipts.

There was no second to the motion.

The Council discussed the General fund balance and the legal requirements set for maintaining fund balance. The Town Manager stated the Town has approximately 25% of the Town's operating expense in fund balance. The LGC recommends that the Town have a fund balance in excess of 34% for a Town our size and population. Smith said we are below that recommendation. The minimum allowed is 8%. Smith said if we dip into fund balance we need to have a plan to replenish that balance. Council further discussed the fund balance.

Council discussed the grant history of the YMCA. Smith stated that the Flowers Bakery pledge runs out next year. At that time, Flowers Bakery will have fulfilled their \$70,000. pledge. Council discussed the commitment letter regarding the Town's pledge to the YMCA. Council Member Thomas was not opposed to giving money to the YMCA, but did not think it was a good idea to dip into fund balance.

Charlie Dye, 204 Wiltshire Drive, stated:

- He did a survey 15 years ago regarding the Golf Course
- He plans to do this survey again
- Feels we can find the money for the YMCA & the Wrenn Miller Park Project
- The Town gave its word to support the YMCA and your word is you bond
- He feels the Golf Course is 1/3 million too high

Kevin Bottomley, Executive Director for Jamestown YMCA – In response to statements made by Council Members.

- Last week was the first he heard of the Flowers Bakery donation
- He will make contact with Flowers Bakery to see if they will extend pledge
- The YMCA is \$25,000.00 under budget for the year
- YMCA will Cut out staff and PT staff
- Operate on a very lean staff and are fiscally responsible
- Some YMCA's are supported by municipalities and some are not
- Bottomley does not think there is any funding possibility from GTCC
- GTCC students pay a \$50.00 activity fee to use the facilities
- Bottomley asked the Council to reconsider charging the YMCA a fee to use the fields
- Bottomley asked the Town to help the YMCA create a field behind the YMCA for tackle football

Council Member Nixon-Roney clarified that the Jamestown YMCA receives the biggest funding from a municipality in Guilford County. She explained that the Town has been hit with this increase in fire tax and lower sales tax revenue due to the economy. She does not want to dip into Fund Balance. The Town is at 1.1 million contributions to the YMCA. What can we expect next year? Bottomley agreed with Council Member Ragsdale that we need to define what the Town's commitment is to the YMCA to avoid being in this same position next year.

The Council discussed reducing inventory at the Pro Shop.

The Mayor explained to the Public that we cannot take money out of the Water/Sewer Fund to give to the YMCA. The Water/Sewer Funds may only be used for Water/Sewer projects.

The Council discussed the proposed Budget. They discussed the Wrenn-Miller project and the time schedule for the Park. The Phase 1 project is estimated at \$100,000.00 over the next two years.

After further discussion, the Council decided to continue this budget discussion at a special meeting. They set a date of Monday June 27, 2011 at 6:30 pm in the Council Chambers to continue budget discussions.

Mayor Volz thanked everyone for this comments.

Chuck Smith asked the Council for direction. They asked him to go back through the budget to look for areas that could be cut. The Town Attorney will review the documents of previous Town commitment to the YMCA.

7. Public comment Period-

Mayor Volz asked the Town Clerk for names of registered speakers:

Lynn Montgomery, 6 Langholm Ct., Ms. Montgomery said we have a problem with parking on Gannaway Street especially during the lunch hour and at 5:00 pm. She said the merchants along the street try to help out and offer their parking lots to employees and patrons after hours. The problem is parking on the street by postal employees. The US Postal Service pays several hundred dollars a month for leased parking. She asked for help getting these employees to use the parking that is paid for them to use by the US Postal Service.

She suggested that parking on Gannaway be a 2 hour parking from 8:00 am to 5:00 pm. Mayor Volz said the Parking Ordinance just passed earlier in the meeting should help take care of this problem.

Bill Harris, JYL President, gave handouts to the Council. He stated JYL gets no funding from the Town. He stated he has received several comments on the Park. He said the baseball fields are in excellent condition. Chuck Smith and his staff are doing a great job in helping JYL maintain the fields.

Mr. Harris further said that JYL paid approximately \$10,000.00 over 2010&2011 to the Town in field rental fees and for rental of office space the Park. They hope to continue renting this office space.

Mr. Harris stated the soccer fields are in excellent condition. JYL wants to maintain a partnership with the Town of Jamestown. JYL would like to discuss ways to adopt private sponsorship and advertising at the athletic fields. JYL would like to meet with the Town Council to discuss ways to fix the lights at the ball fields and soccer fields.

8. Resolution to adopt the Capital Improvements Program for fiscal year 2011/2012 – Chuck Smith said this Resolution is to approve the CIP Plan that Council has been working on the past several months. This Resolution does not grant the funding for the projects, is just solidifies the plan.

Council Member Ragsdale made a motion to approve the Resolution Adopting the Capital Improvement Program for fiscal year 2011/2012. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Resolution)

9. Resolution to adopt Interlocal Agreement with Guilford County for the Provision of Animal Shelter and Control Services- Chuck Smith said he defers to the Town Attorney, Beth Koonce. Koonce stated that Guilford County sent 3 Interlocal Agreements she has reviewed with the Town Manager.

The first document is the Interlocal Agreement with Guilford County for the Provision of Animal Shelter and Control Services. Koonce recommends approval of this Interlocal Agreement. The agreement stated the County is financially responsible for the animal shelter. The Town will continue to pay Guilford County for animal control services. This change adjusts the Town's agreement with Guilford County for animal control from \$21,085. to \$7,500.00. This is a five year contract through 2016. Council Member Nixon-Roney made a motion to approve the Interlocal Agreement with Guilford County for provision of Animal shelter and Control Services. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Resolution)

10. Resolution to adopt Interlocal Agreement with Guilford County on Tax Collection for the Town of Jamestown – Beth Koonce stated that Guilford County collects the property taxes for the Town of Jamestown. She has reviewed this agreement along with the Town Manager and the Finance Officer. She recommends approval of this contract. This is a 5 year contract. The tax rate was previously 1%. This new contract is for .62% for Guilford County to collect taxes for the Town of Jamestown. Council Member Thomas made a motion to approve the Interlocal Agreement with Guilford County on Tax Collection for the Town of Jamestown. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

(Resolution)

11. Resolution to adopt Interlocal Agreement on Public Libraries with Guilford County – Koonce stated she has reviewed this agreement with the Town Manager. They have some questions on the wording within the agreement. Per Koonce, the County has erroneously assumed the Town runs the Jamestown Public Library, which the Town does not. She recommends delaying action on this agreement until next Council meeting, July 19, 2011.
12. Resolution Calling for a Regular Election for the Town of Jamestown – The Town Clerk stated the filing period for the municipal election has been established by Guilford County Board of Elections. It is Friday July 1, 2011 noon to Friday July 15, 2011 noon. The Council sets the filing fee. At present the fee is \$10.00. Council Member Ragsdale made a motion to approve the Resolution Calling for a Regular Election for the Town of Jamestown. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Resolution)

13. New Donation Policy for sponsorship and items of donation – Smith presented a new sponsorship policy which permits private sponsorship of government programs or services in limited circumstances as a means to generate funds. The Town maintains sole discretion over who is eligible to become a sponsor. The Town Manager also

presented examples of sign sponsorship and advertising at 3 possible locations; Park entrance sign, tee markers and golf cart sign sponsorship. The Town hopes to realize some significant revenues from this.

Council Member Nixon-Roney made a motion to adopt the sponsorship policy and sponsor program as presented. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

14. Budget amendments – Judy Gallman stated there are 2 budget amendments requested. Budget amendment #7 is to move monies between departments. This will not increase the budget.

		<u>Debit</u>	<u>Credit</u>
Salaries	10-6300-1000	4,000.	
Repairs & Maintenance	10-6300-4900		4,000

To correct budget for insurance money received from storm damage. This portion was reimbursement for tree removal by Town employees, but was incorrectly added to the budget line for contracted services

Golf:

Salaries	10-6300-1000	10,000.00	
FICA	10-6300-1009	1,000.00	
Capital Outlay – Equipment	10-6300-5500		11,000.

Recreation:

Salaries	10-6200-1000	6,000.	
FICA	10-6200-1009	400.	
Contingency	10-6200-9700		5,000.
Capital Outlay	10-6200-5700		1,400.

To move fund between line items in department so as to avoid budget overage for the fiscal year in salaries and FICA. Due to part-time help used and overtime, necessitated by the various storms during the year. Includes extra work due to installation of irrigation system.

Budget amendment #8

		<u>Debit</u>	<u>Credit</u>
Capital Outlay – land Improvements	10-6200-5700	19,000.	
Insurance Recovery	10-3910		19,000.
To reflect insurance money received and expenditures for replacing 2 light poles at baseball field			
Transfer to General Capital Reserve fund	10-9600-9600	3,500.00	
Ad Valorem Taxes	10-3100		3,500.

To adjust tax collections and transfer to reserve fund (which is based on collections)

Council Member Thomas made a motion to adopt budget amendment #7 & #8 as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

15. Financial Statement – Gallman presented the financial statement for month ending May 31, 2011. The financial summary report as follows:

- Cash Balance approximately 6.4 million (part of this is reserved for Randleman Reservoir, Powell Bill and General Capital Reserve)
- The Debt balance of the Town is approximately \$134,000.00

In the detail financial report, the Town paid 2 quarters of the Sheriff’s contract. Gallman advised there is 1 more month in this fiscal year.

Gallman presented a Budget Revision #2 to transfer some money between General Fund. The Town Manager has the authority to make this transfer and then report it to the Town Council.

16. Public Commenter Period – The Town Clerk stated everyone has spoken that signed up.

17. Other Business – Chuck Smith advised that he has been working with Mike Hutcheon on a program which they are ready to implement at the Golf Course. The proposed program is an Annual Option. He is asking the Council to set the fees presented in the Annual Pass Option for green fees. The Town Manager asked Council to adopt the following:

\$1000.00 Adult pass
\$650.00 Senior pass
\$400.00 Junior Annual Pass
\$500.00 Annual range pass

This year Junior Summer Pass \$125.00 for July 1st through end of August. Next year, we will capture the month of June and increase revenues.

Council Member Ragsdale made a motion to approve the rates as presented in the Annual Pass Option. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

Still under other business – Council Member Thomas asked the Town Manager if he met with the Postmaster at the Jamestown Post Office regarding the parking issues. The Town Manager did speak with the Postmaster however; she has been replaced with a new Postmaster. Council Member Thomas asked the Town Manager to meet with the new Postmaster to see if anything can be done. The Town Manager said he would follow up.

Mayor Volz thanked the public for attending this meeting. He said the Council is working hard on the proposed budget.

Council Member Ragsdale made a motion to adjourn. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote. The meeting ended at 9:25 pm.