

Regular Meeting of the Town Council
October 21, 2008
Minutes & General Account

Regular meeting of the Town Council, October 21, 2008, Council Chambers, Town Hall.

Council Member Present: Mayor Volz, Council Member Thomas, Council Member Nixon-Roney, Council Member Lain

High School Representative – Denzell Faison

Staff Present: Kathryn Billings, Judy Gallman, Matt Johnson, Chuck Smith, Martha Wolfe, Jim Lannick, substitute for Town Attorney Beth Koonce

Visitors Present: John Frank, Dixon Hughes, PCCL, Keith Dillon, Asst. Scoutmaster Troop 8, Barry Neal, Scoutmaster Troop 8 and Boy Scout Troop 8, Carol Brooks, Jamestown News.

1. Mayor Volz called the meeting to order.
2. Mayor Volz called for a moment of silence.

The Mayor recognized the Boy Scout Troop 8 and their scoutmaster, Barry Neal.

Mayor Volz also recognized Jim Lannick, substitute attorney for Beth Koonce.

3. Public comment period – No one registered to speak.
4. Approval of minutes from September 16, 2008 – Council Member Lain made a motion to approve the minutes as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

Mayor Volz commented that past agendas, minutes and budgets are on the Town website for the public to view.

5. Audit report for fiscal year ending June 30, 2008 – John Frank, Dixon Hughes, said that the Town received a qualified or clean audit for this fiscal year. They did not issue any recommendations for internal control and found no reportable deficiencies. Overall the Town's financial condition remains strong.

Frank highlighted a one page financial summary. The financial summary compared fiscal year 2007 to 2008 as follows:

- Cash & investments (all funds) increased by \$330,228.00. Town's funds invested primarily in the NC Capital Management Trust, CD's and interest bearing checking accounts. Per Frank, the Town's funds are invested safely.
- General Fund balance increased approximately \$2,100.00

- General Fund Revenues increased about \$67,000.00 – Ad valorem taxes make up about 45% of the Town’s general fund revenues. Sales tax & ABC distributions basically are flat this year, which is expected in light of the economic climate.
- General Fund expenditures – overall up about \$19,000.00. Public safety spending was up due to the purchase of law enforcement vehicles & roof repairs to the Fire Station.
- There was a transfer of \$150,000.00 from the General Fund to the Park Fund.
- Available Fund Balance increase to 56%. This is well above the percentage suggested by the NC Local Government Commission. Frank said the Fund Balance is very healthy.
- Water-Sewer fund net increase of about \$533,000.00
- Park Fund increase net assets of approximately \$30,000.00
- Uncollected property taxes relatively low at \$22,979.00 at the end of the fiscal year.
- 99.4% of current year levy has been collected.

Frank stated the Town did receive a certificate of excellent in financial reporting.

Council Member Nixon-Roney asked how the Town managed to double the permits & fees item which shows a 109% increase. Judy Gallman stated this increase resulted from the garbage collection fees initiated by the Town.

6. Capital Improvement Plan for the Water-Sewer Department – Chuck Smith, Director of Public Services, presented a proposed capital improvement plan for sewer projects. Smith defined a capital improvement plan as:

- a useful approach to planning capital acquisition and improvements
- identifies sources of financing
- shows continuation of projects, expenditures & construction possibly phased over budget years.

Smith said the CIP is a tool for asking for future needs rather than a commitment of funds. These public services projects may be adjusted in future budgets.

This Capital Improvement Plan shows allocations only in each fiscal year. It does not show any projects that lap fiscal years. Again, this is specific to sewer projects. This plan does reflect developer reimbursement. Smith informed the Council that this plan is a requirement of our collection permit and must be submitted to the State.

Council Member Thomas made a motion to approve the Capital Improvement Plan for sewer projects for fiscal years 2008 through 2012. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

7. Set Public hearing date for 501 W. Main St. from LI to CU-LI with special use permit for Nursing Home Facility – Johnson asked the Council to set a public hearing date for November 18, 2008 for this rezoning request. Shannon Gray has already been approved for rezoning. This owner has purchased some additional acreage and we need to add this additional property to the project.

Council Member Thomas made a motion to set a public hearing date of November 18, 2008 for the rezoning request from LI to CULI (with special use for Nursing Home Facility) property located at 501 W. Main St. Council Member Lain made a second to the motion. The motion passed by unanimous vote.

8. Adoption of Identity Theft Prevention Program – Judy Gallman said the town is required to develop and adopt an Identity Theft Prevention Program which is part of the Federal Trade commission’s “Red Flag” rule. Since the town has utility service accounts, we are required to develop and adopt a plan. Gallman stated a “red flag” is an activity or practice that possibly indicates the existence of identity theft.

Examples: Suspicious documents, forgeries, return mail, etc.

This program to be effective November 1, 2008. The town will begin requiring ID such as driver’s license, to set up a new account.

If a customer requests information, the town will verify their identity.

The town has virus protection and password protection for all the computers.

Council Member Nixon-Roney made a motion to approve the Identity Theft Prevention Program as presented, to be effective November 1st, 2008. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

9. Adoption of donation Policy for the Town of Jamestown – Kathryn Billings stated this is a proposal for a policy to accept Landscape donation for the town. This will give citizens the opportunity to purchase items for the Town in honor or memory of a special person. This gives us an on-going policy to set up and publish procedures and pricing for items to be donated, placed and maintained. The staff recommends approval of the Landscape donation policy listed below:

The town of Jamestown offers citizens the ability to give a gift in honor or memory of someone special. Following established donation guidelines for various landscape items the Pubic Services Director, in collaboration with the donor, will chose a site for the item. Prices will be established for the items based on a 50% matching funds formula. Included in the price will be a commemorative plaque as well as installation of the item by the Town of Jamestown Public Services staff. As town funds are available for matching, the Town Council will accept all such gifts donated under this established policy. In the event that a donor wishes to assume all of the costs of an approved item, the Council will accept the full donation. The donor should check with their tax consultant for deductibility questions.

Mayor Volz requested we have guidelines for the commemorative plaque describing the size, letters, style, etc.

Council Member Thomas made a motion to accept the landscape donation policy as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

10. Accept donation from Janet C. Gill – Mayor Volz said several month ago, Janet Gill asked if the Town would accept a watercolor that was painted by Maggie Fickett. Per her letter, in 1992 the Gills commissioned Maggie Fickett, local artist, to paint a watercolor of scenes of Jamestown. It was their intention to eventually donate this watercolor to the Town of Jamestown. Mayor Volz said Fickett has done several scenes of Jamestown. It would be an honor to have this original painting displayed at the Town Hall.

Council Member Nixon-Roney made a motion to accept this donation from Janet C. Gill. Council Member Lain made a second to the motion. The motion passed by unanimous vote. Council Member Nixon-Roney added that a plaque should be added to display the name of the donor and that this is an original.

11. CMAQ Priority request – Kathryn Billings stated the Town is currently working on funding possibilities for projects in Town. The Town has an opportunity to apply for some CMAQ funds which is, Congestion Mitigation & Air Quality Grants. The Town is working with HPMPO. They have asked the Town to come up with a priority project list. We do have to submit this list quickly as the grant deadline is in December. The Town already had 2 projects in the planning stage that would be appropriate for the CMAQ grant. The Town also has the opportunity to go in with other local communities to order a hybrid vehicle.

The Town Manager presented the following list of projects in order of priority:

1. East Fork Pedestrian Bridge Project
2. Sidewalk, Lydia Tunnel Project
3. Hybrid Vehicle Purchase-joint request

Council Member Lain made a motion to approve the priority list of projects as presented. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

12. Adjustment of fees for Park Shelter rentals – Judy Gallman said we are proposing a change in shelter policy for the Jamestown Park. Jamestown Park recreation facility is supported mainly by the tax dollars paid for by Jamestown residents. We propose a change to the rental policy for the 3 shelters as follows:
 - Jamestown residents reserving a shelter with pay a \$50.00 rental fee.
 - Non-Jamestown residents reserving a shelter would pay a \$100.00 rental fee
 - Any parties reserving a shelter also participating in an outing at the golf course would pay a \$50.00 fee

Council Member Thomas made a motion to accept the adjustments of the fees at the Jamestown Park shelter rental as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

13. Budget Amendment – Judy Gallman presented the first budget amendment for this fiscal year. She explained the town received the grant money from Guilford County which is designated for

the Jamestown Library. This grant in the amount of \$50,000.00 and just passes through the Town to the Library.

The town received notification that we received the PARTF grant in the amount of \$55,863.00 to purchase land for the community park.

In the planning department a budget amendment in the amount of \$8,000.00 is requested to budget for plan review fees in the same fund as revenues are collected, and to increase estimates revenues to be collected.

Council Member Nixon-Roney made a motion to accept the budget amendment as presented. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Insert Budget Amendment)

Gallman said as part of the budget amendment of \$8,000.00 in the planning department, the Planning Director proposes an increase in some of the fees. This being a new department we were not sure how to budget the engineering fees and these fees are more than anticipated. Billings said these services deal more with developers than citizens.

Council Member Lain questions the watershed plan review fees which were new. Johnson said we have a 3rd party that reviews the technical aspects of the watershed plan. These plans are more technical in nature.

Council Member Lain made a motion to adopt the new fee schedule as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

14. Financial statement – Judy Gallman presented the cash balance on hand as of September 30, 2008 was approximately \$5,924,000.00. (some of that is reserved for the Randleman Dam project and the Powell Bill street improvements)

Debt balances as of September 30, 2008 total in general fund approximately \$500,000.00.

Water/Sewer Fund approximately \$850,000.00

At this point, we are at about 25% of the budget. The General fund is right at the 25% revenue.

Gallman presented the financial statement as of September 30, 2008. She highlighted during the month we purchased some of the new sign posts, benches at the golf course, water lines and sewer lining projects.

15. Public comment period – No one registered to speak.
16. Other business – Kathryn Billings stated we had a request from the National Lung Cancer Partnership to adopt a Resolution in support of Free to Breathe 5K Inaugural event.

Mayor Volz read the resolution. Council Member Nixon-Roney made a motion to approve the Resolution. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

Resolution

Mayor Volz asked if there was any other business. Council Member Thomas recognized Denzell Faison for his participation in Litter Sweep and the 5K Fun Run/Walk.

Mayor Volz acknowledged the hard work of the Town Manager and the Town Clerk on the 5K Fun Run/Walk.

Council Member Thomas said Lisa Stallman from High Point City Council, contacted him about a week ago and asked him to present a Resolution in favor of the Vote Yes to the property tax relief. There was not time to get it on the agenda. But he brought it to the attention of the Council. Stallman said High Point is backing it and she asked for Jamestown to support it as well. Council Member Thomas said back in May voters voted in favor of the education bond and now we have to pay for them. There are two ways to achieve this. One if the increase the property tax on Guilford county property owners. The other is a ¼ cent sales tax increase. This would be shared by everybody coming through Guilford County.

Council Member Thomas said Beverly Foster contacted him just before the meeting. She asked him to inform the Council that her husband did meet with NCDOT last week.

Council Member Thomas made a motion to adjourn. Council Member Lain made a second to the motion. The motion passed unanimously and the meeting ending at 7:46 pm.