

REGULAR MEETING OF THE TOWN COUNCIL  
OCTOBER 18, 2011  
7:00 PM  
Council Chambers  
Minutes & General Account

Regular meeting of the Town Council, October 18, 2011, Council Chambers, Town Hall.

Council Members Present: Mayor Volz, Council Member Nixon-Roney, Thomas, Gray and Ragsdale

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

Visitors Present: Kat Manzella, Shirley Nicholson, Neal Davis, Gene Bridgers, William T. Walls, Joseph & Michele Basile, Tom Tervo, Eddie Oakley, Billy B. Harris, Lynn Montgomery, Darlene Laurie, Mike Laurie, Dot Perdue, Mickey Peeler, Luke Van Wagner, Glen Meredith, Joe Franklin, Caroline Van Wagner.

1. Call to Order – Mayor Volz called the meeting to order.
2. Community Reflections – Mayor Volz stated it was an honor to have the sitting President come to Jamestown today. Mayor Volz said it was a delight to get to meet him. The President promised to come back to play golf and visit our restaurants.

Mayor Volz asked for a moment of silence.

3. Approval of minutes from the September 20<sup>th</sup>, 2011 Regular Council meeting and minutes from the September 20<sup>th</sup>, 2011 Closed Session Council meeting. Council Member Ragsdale made a motion to approve the minutes from the September 20<sup>th</sup>, 2011 Regular meeting and the September 20<sup>th</sup>, 2011 Closed Session meeting as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

4. Public Comment Period – Mayor Volz called for the first Public Comment Period –

Luke Van Wagner – 101 Mendenhall Rd. stated he applauds the Mayor and Town Council on their position regarding the YMCA.

Mr. Van Wagner stated he was disappointed in the Town Council for holding the “Meet the Local Officials” event before the meeting tonight. He feels it is a good concept, but thinks the meeting should have been held after the election campaign.

5. Consider approval of special event permit request by “Kisses 4 Kate” non-profit. Chuck Smith presented the application for the Kisses 4 Kate special event. He stated that Kat Manzella, applicant, is here in the audience.

This is the 2<sup>nd</sup> annual 5K walk/run. They are adding some different vendors this year and request to use the Town Hall property. Smith said we have received the certificate of insurance for the event. The event is to raise money for children and their families with cancer. They will be responsible for any town fees incurred. They would like to make this an annual event to support their efforts to continue helping children and grow the festival. They are not asking for any law enforcement and not closing any roads. They will be using the Civic Center, and have submitted the rental application and payment. Smith asked for Council approval of the Special Event Permit for the event to be held November 19, 2011.

Council Member Ragsdale made a motion to approve the special event permit request by "Kisses 4 Kate" for the November 19, 2011 5K Walk/Run and Festival. Council Member Gray made a second to the motion. The motion passed by unanimous vote.

6. Request for approval of historic marker for property located at 107 Ragsdale Rd. -Mayor Volz called on Mr. Billy Harris. Mr. Harris stated the Historic Jamestown Society is requesting the Town Council approve a Historic marker to be erected at 107 Ragsdale Rd., property of Molly Froelich. The property has been researched by Mary Browning and determined to be The Robbins-Holton Mill & House. The mill dates from about 1825 and the miller's house was built about 1850.

The Historic Society will purchase the marker and request the Town place the order and erect the marker when shipment is received. Council Member Gray made a motion to approve the text and the location of 107 Ragsdale Rd., Molly Froelich property, for a historic marker. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

7. Discussion of proposed Jamestown Historic Commission – Mayor Volz called on Dot Perdue. Ms. Perdue stated the Jamestown Historic Preservation Group has submitted to the Council an "Ordinance Creating Jamestown Historic Preservation Commission." This will permit the Town of Jamestown to form their own districts and landmark designations. The group is seeking acceptance by the Council so they may proceed. Mayor Volz said the purpose tonight is to introduce the proposed Ordinance. He called on Mary Browning for further information.

Mrs. Browning said the Jamestown Historic Preservation Group is an informal group. We are asking the Town Council to pass an Ordinance Creating a Local Historic Commission. The draft ordinance has been submitted to Mayor, Council and Town Attorney. Browning stated that she and Dot Perdue began working on this project 1 ½ years ago and they have grown to 6 members. They have consulted with the Town Planning Board, the Mayor, Town Staff and Town Planner. They have held 4 public meetings, one attended by several members of the Thomasville Historic Commission. Also, several members of the Salisbury Historic Commission met with their group, the Mayor and Town Staff. This Salisbury meeting was arranged by the former Mayor, Billy Ragsdale.

Browning said they have received encouragement and advice from the NC Historic Preservation Commission office. We feel this is an excellent time to pass this ordinance, which would help us to protect historic properties, protect integrity of these properties, devise guidelines for development in historic districts, evaluate changes in old buildings, and enhance property values. The first step to all of this is to create the Commission.

Mayor Volz said the Town does not have a commission. He would like to take the next month for Council to look at the ordinance and have the Town Attorney review the ordinance. Then have the Council decide if the formation of a Historic Commission is suitable. After that, the Commission will begin to work on where the first historic district would be located.

Council Member Nixon-Roney made a motion to hold a Public Hearing for the November 15, 2011 Council meeting to consider approval of the "Ordinance Creating Jamestown Historic Preservation Commission." Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

8. Resolution to adopt Interlocal Agreement on Public Libraries – Chuck Smith stated at the last Council meeting a question came up regarding the termination clause in the base contract for funding of the Jamestown Public Library. Smith stated he did contact Mark Payne, County Attorney. He was reluctant to remove this clause and said the 12 month termination period was very fair. If we want to pursue removing the termination clause the contract would have to go back through the County Commissioners. He would not support removing this clause.
  - a) Interlocal Agreement Regarding Funding for the Jamestown Public Library Contract # 015– Council Member Thomas made a motion to approve the Interlocal Agreement regarding Funding for the Jamestown Public Library. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.
  - b) Interlocal Agreement with Guilford County Regarding Additional Funding for the Jamestown Public Library Contract # 037 – Smith said this agreement is for the amount above the \$13,000.00 bringing the total to \$55,500.00. Smith requested approval of this agreement as well. Council Member Thomas made a motion to approve the Interlocal Agreement with Guilford County Regarding Additional Funding for Jamestown Public Library. Council Member Gray made a second to the motion. The motion passed by unanimous vote.
9. Set Public Hearing Date for consideration of rezoning request 1002 Gardner Hill Drive from CZ-C to CZ-C with new conditions – Matthew Johnson stated the applicant has requested a 90 day extension for the Public Hearing Date. The LDO does allow for this extension request.

The purpose of the extension is to consider alternatives in relation to the negative recommendations by the Planning Board which they received at the last Planning Board

meeting. The applicant would like to take that 90 days to research and see if there is anything they can do to make their case more favorable to the Council. This would set the Public Hearing date on January 17, 2012. Council Member Ragsdale made a motion to give the applicant the 90 day extension to set the Public Hearing date for January 17, 2012. Council Member Gray made a second to the motion. The motion passed by unanimous vote.

10. Progress Report on 103 Pearce Drive Condemnation Proceedings – Beth Koonce, Town Attorney, stated we have received the written complaint that we needed per our ordinance to begin the proceedings. She and Matt Johnson both have contacted Guilford County Building Inspections Division to ask them to review the property again and give us a new assessment of the condition. Once the revised assessment is received, we can begin our hearing process. Guilford County is going to send us a letter based on language Koonce drafted. However, Guilford County requests the Town have a structural engineer to do an assessment on the property. She estimates less than \$500.00 for this report.

Her plan is to come before the Council at the November meeting and get formal authority to move forward. Then the Planning Director will proceed with the notice and the hearing. Koonce feels by January 2012 we should have made significant progress. Council Member Nixon-Roney made a motion to have a structural engineer perform an assessment report on the property located at 103 Pearce Drive. Council Member Gray made a second to the motion. The motion passed by unanimous vote.

Council Member Thomas asked if the cost of the engineer could be recovered. Koonce stated that this amount would be added to the lien on the property.

11. Request permission to use the Town logo for special project - The Town Clerk stated in 2009 the Council approved the use of the Town seal for a project by a local merchant. She wanted to place the Town seal on her handmade soap. The merchant would then sale the soap and donate the proceeds to JBA. After a long process, we found that the seal was too intricate for her to emboss on her soap. We recently tried stamping the Town logo on the product and created a bar of soap. Wolfe passed around a sample of the soap. Wolfe said since this was the Town logo and not the Town seal, we felt it appropriate to seek Council approval for its use. The local merchant would like permission to use the logo. Once her initial investment is made; she would donate the proceeds to JBA.

Council Member Nixon-Roney made a motion to approve the use of the Town logo as the design on handmade soap by The Soap Lady. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

12. Monthly report on Jamestown Golf Course Activity – Michael Hutcheon presented his report for the month of September. He told the Council that September is the month we aerify greens and that affects the rounds of golf played. We also had some rain days that affected play. We had about 2000 rounds of golf played with approximately

\$60,000.00 in revenues from golf and sponsorship income of approximately \$3,000.00. Hutcheon checked with Lexington Municipal Course and their September revenues were approximately \$58,700.00 for the month. Through the first quarter, staff has been working on expenditures. We have cut 250 man hours from part-time employees representing about \$2000.00.

They are working on the First Tee Initiative Program. They hope to bring this program to the Council at the next meeting. They continue to work on the Million Dollar Hole-in-One Shootout. Hutcheon said he recently traded a pro-rated Adult Annual Pass (\$750.00 value) for \$6,000.00. in advertising with Clear Channel Radio, stations 94.5 Rush Radio and 99.5 WMAG. We will begin using this advertising next spring.

Hutcheon has been looking at the golf course revenue and expenditures over the last several years. He stated from the discussions he has heard, it seems we are to view the golf course as a "For Profit" course. If the financial statement is a for profit scenario, then we must exclude the capital outlay and debt service. This would not be included in a traditional profit and loss statement.

The last few years have been a bit of a challenge due to weather and the economy. From 1990 – 2009, excluding capital outlay and debt service, the golf course made a profit of \$56,000.00 during that period.

We have suffered the last couple of years. We hope to turn that around. The way to turn that around is infrastructure repair. While not a popular topic right now, no money has been spent on the golf course for several years and it is now evident. Hutcheon gave the following examples:

- The Fall Classic - This tournament has been a sale out for 9 years. Hutcheon said it took him 4 ½ hours to set up the greens, so they would have reasonable greens placement for the loyal customer that come back each year.
- Hosted 64 ladies – received complains all day about the greens
- Received a visit from former Councilman that used to play the course; however now goes to Holly Ridge to play because they have new greens complexes.

If we are trying to build customer loyalty and build customers, Staff is doing their part but we need infrastructure that is going to permit us in bringing in more rounds of golf. The difference between us being profitable and not profitable is 2000 – 3000 rounds a year and bringing down some operational costs that are associated with greens.

Hutcheon said that they have been profitable at the course for 20 years (excluding expenditures or assets). We have incurred losses the last couple of years. It is not an operational or staff issue at the course; it is an infrastructure issue at the course. If you want the course to be profitable we need new greens.

Mayor Volz asked Jay Gardner about aerification of new greens. Gardner stated the new grasses used today are aerified once a year and they heal faster than the older grasses as used in the greens at Jamestown course. Our greens take about 2 weeks to heal and we aerify 3 – 4 times a year. We lose a lot of play due to this.

Gardner said Holly Ridge has re-done their greens with the new grasses and their play has tripled. Jamestown has lost a lot of good customers to Holly Ridge due to this. The average life span of a green is 20 years; our greens are 37 years old.

Hutcheon said we are doing the best we can right now. A management company cannot promote the golf course like the Town staff does now. A management company will not come and do the infrastructure repairs for us. Council Member Nixon-Roney said that no one in the past has ever set up a fund to build up capital for golf course repair. She said now we have a Capital Reserve Fund this Council set aside to build up funds to address the problems at the course. We just need to figure out how to get the Golf Course staff what they need with the money available.

13. Budget Amendment – Judy Gallman presented budget #2 which included the following:
  - i) Golf Expenditures & Revenues for the golf sponsorships. The anticipated revenue for this year would be \$19,300.00. We want to do an amendment to put this amount into the revenues and matching amount in the expenditures.
  - ii) Fire Department to appropriate additional funds for repairs and maintenance of fire station building in the amount of \$2000.00
  - iii) Golf Department - \$1500.00 to increase budget for fees for consultation by the National Golf Foundation.

Gallman stated the amounts of \$2000.00 and \$1500.00 is to come out of appropriated fund balance. Gallman said last year percentage of fund balance was 41% and this year decreased to 21% at the end of 2011 fiscal year. This is well below the average for a Town of our size. Gallman stated that the fund balance is not in good shape right now.

Budget Amendment #3 is the allocation of salary and benefits for superintendent, assistants, and mechanics based on percentage of time spent on the golf course and time spent on the recreation department. This amendment is to re-allocate that position to the Recreation Department. Gallman said we want to be sure the expenses charged to the Golf Course are truly those that are being used at the Golf Course.  
Budget amendment #2 - \$64,100.00

Council Member Nixon-Roney questioned the \$1500.00 amount proposed for the National Golf Foundation. The Town Manager said his proposal was to have consultants of the National Golf Foundation come to Town on November 14, 2011 and spend the day at the Golf Course. They would oversee the operations and come to the Council meeting on November 15, 2011 to give the Council an overview and answer questions from the Council. Smith said this is the same group that did the study of the Golf Course in 1992. This amount does not include an analysis of the course, it is for the National

Golf Foundation members to visit the Golf Course, observe operations and come to the Council meeting in November to answer questions from the Council.

Council Member Nixon-Roney made a motion to adopt budget amendment #2 and #3 with the exemption of the National Golf Foundation consultants in the amount of \$1500.00. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment)

14. Financial Statement – Judy Gallman presented the financial statement for the month ending September 30, 2011. She reported the following:

Cash balance approximately 6.7 million

Some of this amount is reserved for Randleman Reservoir, Powell Bill Street Improvements, and General Capital Reserves for capital improvements.

Debt balance in General Fund is approximately \$108,000.00.

Revenues & expenditures at this point in the year should be at 25% of the budget:

- General Fund Revenues at 35% and expenditures at 25%
- General Capital Reserve Fund no monies spent
- Water-Sewer revenues at 18% and expenditures at 24%.
- Randleman Reservoir most of revenues received we have spent 54% of budget. This amount is paid in semi-annual payments.

Gallman then went over the detailed financial statement for the month ending 9/30/11. The line item for Golf Sponsorship has been added to the General Fund.

There were no questions for Gallman.

15. No one registered to speak.

16. Other Business – Council Member Nixon-Roney asked the Town Attorney to:

- 1.) Explain parliamentary procedure that must be followed during the Public Comment Period
- 2.) Explain the “Meet your Town Officials” meeting that was held before tonight’s Council meeting and the Attorney’s understanding of how accessible elected officials need to be whether running for election or not.

The Town Attorney said regarding the Public Comment Period, this is a chance for citizens to address the Council on any subject that concerns them. Time limits may be placed on the comments. The Council agenda for a meeting is advertised. The agenda contains the items that will be covered at the Council meeting and possibly acted upon. It is a matter of concern during Public Comment Period to have discussion on items brought up by a citizen and definitely no action taken at the meeting because it has not been properly advertised. The Council may consider placing an item brought up at a

Public Comment Period on the agenda of the next month's meeting if they decide. The Public Comment Period is really an opportunity for citizens to let the Council know what is on their minds; not an opportunity for Council to add agenda items for discussion and action. Council Member Nixon-Roney stated citizens may contact a Council Member privately with their concerns as well.

Koonce stated regarding the meeting before the Council meeting. Koonce stated she has heard citizens say there is a feeling that Council is not accessible and would like another opportunity to speak with the Council Members. This earlier meeting was a time for citizens to do just that. Koonce said of course no action could be taken and formal discussion of agenda items could not occur.

Council Member Nixon-Roney said we all have been contacted by citizens at our private businesses. However, Public Comment Period is not a time for a two-way conversation. Council Member Nixon-Roney said the "Meet & Greet" tonight was just that, to give citizens more time with Council. The State Board of Election approved of the meeting. John Faircloth encourages this type of meeting. The Town Manager and Mayor were present, it was a pleasant evening and for someone to turn it into something ugly is honestly quite disappointing.

Mayor Volz thinks it is an excellent idea. The informal gathering is an excellent way to meet with citizens. The Mayor thanked Council Member Nixon-Roney for organizing the meeting tonight.

Still under other business, Council Member Thomas thanked Council Member Ragsdale for his involvement in Jamestown Swing over the weekend. He knows it was a lot of hard work.

Council Member Ragsdale said it was a great event. This year we had more sponsors and more people come from out of town to the event. He was pleased with some of the local involvement; such as Univar and Flowers Baking Company.

Council Member Gray 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 8:01 pm.