

TOWN COUNCIL WORK SESSION
Thursday, February 11, 2010
5:00 pm

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

Planning Board Members: Kerry Miller, Vic Gilliland, Dot Perdue, Eddie Oakley, Kim McKone, Heath Carrier, Lynn Montgomery

Staff Present: Kathryn Billings, Chuck Smith, Matthew Johnson, Judy Gallman, Sharen Apple, and Martha Wolfe

Visitors: Don Douglass, Buddy Mann, Beverly Foster, Jan & Carl Galloni, Carol Brooks of the Jamestown News, and Lawrence Straughn, Tom Shepherd of the Guilford County Sheriff's Department, Jeff Thomas and Kendal McCarter of Pinecroft-Sedgefield Fire Department

Mayor Volz welcomed everyone present and thanked them for attending the Council work session. At that time, he turned the meeting over to Kathryn Billings, Town Manager. Billings gave a history and overview of the Town. She then introduced Sharen Apple, who is the staff person responsible for IT, website, facebook and the Town newsletter. Apple demonstrated to the public how to navigate the website and join the Town's facebook.

Billings introduced the next staff presentation which was Matthew Johnson, Director of Planning. Matthew gave a presentation concerning planning history past to present and an explanation of what the Planner does. Johnson said he is working on a future CIP plan to prioritize projects & funding for businesses in areas of retention and recruitment.

Mayor Volz commented that he wants to work with Council Member Gray, landowners, property owners, and residents about downtown issues. Johnson stated the Town could contract with a consultant to create a downtown strategic plan. This strategic plan would study each piece of property and advise what is right or wrong with each parcel. The plan would give guidelines, a priority list and costs estimates. Johnson stated this downtown plan was in the budget last year, but due to the economic climate, the project was delayed.

Johnson said we can also investigate the Small Town Main Street Program. This program involves an application process and is competitive. Johnson also commented that we could do a downtown plan in-house.

Mayor Volz again stated that he plans on working with Council Member Gray to create a Committee that will work on the issues of the downtown area. The Committee needs to be comprised of property owners, business owners and residents. Mayor Volz stated this is an action item.

Billings introduced Beth Koonce, Town Attorney. Koonce is an attorney with the firm Roberson, Haworth & Reese. Koonce discussed several legal topics. Such as the open meetings law, which basically states if at least 3 council members are together for the purpose of discussing Town business, this is an official meeting and should be advertised and open to the public. This includes Planning Board and Boards appointed by the Town Council. This rule also applies to conference calls and emails. If at

least 3 members are involved in the conference call or email discussing town business then it should be advertised as an official meeting.

Carl Galloni asked if there was any penalty for not following this open meeting law. Koonce said that yes, if someone felt this law had been broken, they could get an injunction from the Superior Court Judge which could declare void any action taken in such a meeting.

Koonce went on to say there are exceptions to open meetings where the Council can legally go into a closed session. Minutes must still be recorded of the closed session.

She explained the Conflict of Interest statute, which states a Council Member shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. The basic of this rule being you cannot vote on a matter in which you have a direct financial interest.

In zoning cases, if you have a direct financial interest in the subject zoning case then you must disclose this and excuse yourself from voting. The other members of the Council must also vote to excuse you from voting. Koonce discussed the Quasi-Judicial process & finding of fact.

Buddy Mann asked regarding zoning matters – “What is substantial interest”? Koonce stated direct financial interest means that you could get financial benefit from the decision being made. As far as “readily identifiable” we do not really know. If the Town has a specific rezoning on a specific piece of property and you have a financial interest in that property, you should not vote. When you are not going to vote you must formally excuse yourself from voting.

Koonce stated that by January 2011 the Town of Jamestown must adopt an Ethics Policy. The School of Government is working on a model policy which the Town may use as a guide in developing a policy for Jamestown. Each Council Member is required to take 2 hours of ethics training within 12 months of being elected.

Koonce advised the Council that emails relating to Town business are a matter of public record. This is true for each Council Member’s personal computer. If the email is in regard to Town business then it is a public record and should be kept. If there is a request for this email then you should be available to give this to the public. This public records policy is applicable to the Planning Board as well. Koonce will check on the retention schedule for emails.

Buddy Mann asked about the Council emails. All the Council Members’ emails on the Town website go directly to the Town Clerk and she then forwards them to the appropriate Council Members. Council Member Nixon-Roney’s email goes directly to her personal email.

The next presentation was by Lt. Piner of the Guilford County Sheriff’s Department. He was accompanied by Captain Lawrence Straughn. Council Member Georgia Nixon-Roney asked if the Sheriff’s Dept. will investigate automobile wrecks. It seems that only the highway patrol will investigate. Capt. Straughn said that historically the highway patrol is the agency to investigate automobile wrecks. Guilford County Sheriff Dept. can investigate anything under \$2000.00. The Sheriff Dept. does not have a lot of training for accident reports. It is better to have the highway patrol do this job. Capt. Straughn said they are trying to take a more aggressive approach to this situation, but the Sheriff Dept. has limited man power.

Buddy Mann asked if the Sheriff's Dept. could compare the number of 911 calls that Jamestown received with that of High Point and Greensboro. Lt. Piner said that is really hard to do because of Jamestown's size. It is hard to compare with the 2 larger cities. Jamestown has 1600 people per sq. mile while other townships have 300 people per sq. mile. That population figure does not account for GTCC student.

Eddie Oakley said that the old Forestdale subdivision was hit hard in 2009 with car break-ins and home break-ins. Oakley asked if the thieves tend to move out of a neighborhood. Lt. Piner said yes they did, often car break-ins will occur in one neighborhood and then move to another subdivision the next night.

The next presentation was from Deputy Fire Chief, Jeff Thomas, Pineroft Sedgefield Fire Department. He was accompanied by Kendall McCarter, Fire Chief. Thomas gave a report of the Fire Department's activity from last year. At the end of his report, Beverly Foster of Beverly Hills On Main, described an incident that happened at her shop just before Christmas. She had a customer that fell in her store. Foster called 911 and the Fire Truck passed her store twice and the ambulance passed by it once before pulling into the store. Thomas said he would investigate that incident to see what happened during that call.

Kerry Miller thanked the Fire Department for all they do for the Town. Also, thanked them for all they do for the Ragsdale YMCA. Charles Dowdy asked what the response time is for a call and Thomas stated 4.1 minutes district wide.

The next presenter was Chuck Smith, Public Services Director. Smith stated that Jamestown & Guilford County have partnered together and applied for a grant to set up a curb side recycling program. We should know in May if we are awarded this grant. Smith said there are several ways we could structure recycling. At present, we are spending \$23,000.00 a year on garbage bags and \$20,000.00 on the recycling center. Smith explored the idea of having garbage service one a week and recycling every other week. The size of the recycling container is 95 gals. The side load truck is very expensive. Smith estimated to set up the curb side recycling with trucks and carts will be approximately \$300,000.00.

Charles Dowdy commented that at present, the sanitation truck employees 3 people, one driver and two temporary workers on the back of the truck. If you change to the side load truck, you will do away with two jobs.

Carl Galloni asked if the same truck could be used for recycling and garbage. Smith said that it could, the truck would have to be cleaned between pickups of garbage and recycling. Mayor Volz questioned how many trucks would you need. If the truck broke down, would you have a backup? Smith said the current garbage truck could be retrofitted to pickup recycling but it would be more labor intensive and would increase time and labor. Ideally you would have two trucks.

Capt. Straughn complemented the Public Services Department saying they are always out servicing the public and always willing to help law enforcement.

Buddy Mann stated that recycling is a major problem. Mann suggested installing a video camera in the recycling center. Billings commented that a large part of the problem is that people are not following direction. Charles Dowdy also suggested installing a monitoring camera. Smith said he looked into

installing a camera, but someone would have to monitor this and that would add the cost of another staff person.

Billings added if we get the grant, the community must decide if they want curbside recycling. If we do not get the grant, the Council will have to decide how to pay for recycling if we move forward. Mayor Volz voiced a concern about eliminating the 2 days a week garbage pickup. He was also concerned if the truck broke down, would trash be left out on the street. Decisions would need to be made regarding back up service in case of emergency and possible changes in the routes.

Council Member Georgia Nixon-Roney asked if the grant had stipulations in it regarding usage of funds. Smith said if we are awarded the money, we will have to make the decision to move forward with the recycling program. Smith can work out the logistics.

Some residents asked if they could contract with a private hauler to pick up their recyclables. The Council would need to make the decision to allow the recycling cans on the street, at present, no cans are allowed on the street.

Charles Dowdy complimented the Public Services department for the great job they did on the recent snow removal.

Carl Galloni had a question regarding stormwater drainage system. He explained that there is a catch basin that meets at 3 points. The location is on Oakdale Rd. Smith stated that the Town has contacted the State and they did not claim any responsibility. Smith has taken this situation to a higher level. At Present, the area is barricaded. Smith said he would follow up with Galloni regarding the situation.

Charles Dowdy commented he would like to see a beautiful entrance sign at the location entering Jamestown at Penny Rd. near the Flowers Bakery.

Buddy Mann stated it is a State regulation to reduce stormwater runoff. Matthew Johnson said that the Town does require this on new development.

Carl Galloni asked Mayor Volz what steps he would be taking to revitalize Main Street. Mayor Volz stated he would ask Council Member Gray to help him send a letter out to Main Street property owners, business owners and residents to have a meeting in March. Mayor Volz would like to have this group come up with ideas that would positively affect the downtown area. Think of ways to get private property owners to renovate their property.

Carol Galloni said to look at the Oak Ridge community. They put some creative building requirements on new building. Also, they adopted requirements on how the renovation of old and existing buildings should look. Galloni would like to see the Town adopt Ordinances that would set building standards in the core area from the Town Hall to the Library.

Dot Perdue stated she was the Jamestown's representative on the Guilford County Historic Preservation Commission when Oak Ridge was first developing. The Historic Preservation played a big role in regulating building design.

Mayor Volz invited the public to join the Council in the morning from 8:00 am to 10:00 am for the second part of the Council work session.

Town Council Work Session
Friday February 12, 2010
8:00am – 10:00 am

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

Staff Present: Kathryn Billings, Judy Gallman, Jay Gardner, Michael Hutcheon, Matthew Johnson, Chuck Smith and Martha Wolfe

Visitors Present: Don Douglass, Kerry Miller, Buddy Mann, Jim Dore, Robert Pickett, Eddie Oakley and Ogi Overman of the Jamestown News.

The first presentation was Cookie Billings and Judy Gallman. They each described their role during the budget process. Billings described the employee evaluation process and the position classification plan. She described that for each position there is a minimum, middle and maximum salary range. With the exception of last year, the Town has adopted a COLA raise which is based on the CPI index. Typically COLA is 2% - 2.5%.

The Town usually budgets for merit increases ranging from 0 – 2%. This merit is awarded to an employee based on their annual evaluation. Billings said that it has been hard to look at this year with no merit increase. This really hurts the salaried employee that is not entitled to overtime.

Judy Gallman stated the budget process has started. She is working with the department heads on their budgets now. Gallman stated that Connie Queen and Sharen Apple are the employees in the finance department which help her.

Connie Queen is responsible for utility billing, collection of utility accounts and other revenues, purchases supplies, accounts payable and answers phone calls.

Sharen Apple is responsibility for payroll, collection of utility account and other revenue, coordination of the computer system, web site administrator, newsletter editor and answers phone calls.

Gallman informed the Council that there are two major commitments the Town is responsible for in the future. The first is the Eastside Wastewater Treatment Plant. We share in its use and capacity. The Town has only two more payments on this loan, but we will have capital expenses on the maintenance of the Plant while in operation.

The other major commitment the Town has is the Randleman Reservoir. This is a joint agreement between 6 governments and the Piedmont Triad Water Authority. Gallman said the Dam is constructed. The water distribution lines are in construction now. The Town is obligated for about 2 ½ million dollars over the next 20 years. This is a \$135,000.00 annual payment. Council Member Nixon-Roney asked in the case of a joint governmental venture, who makes the decisions on operations for that project.

Billings stated there is a Board with representatives from each of the governmental entities involved. Billings said that Charles Jones is the Town's first and only representative on this Board.

Buddy Mann asked did the 3 million the Town paid for the Eastside Waste Treatment Plant come out of water/sewer fund. Gallman said that it did. Mann asked if the Town's financial statement was published on the Town website. Gallman said that the financial audit is approved in October by the Town Council. Then the report is published on the website and remains there all year until the new financial statement is adopted.

Martha Wolfe was the next presenter. She gave details of the Town Clerk's duties and responsibilities.

Dave Horner, Gibson Park, gave the next presentation. Gibson Park is owned by Guilford County however, the County contracts with Jamestown to manage the Park for them. Mayor Volz asked how someone rents a field or shelter at Gibson Park. Dave Horner said to contact him. He keeps up with the schedule and reservations.

Jay Gardner was next to make a presentation to the Council. He described his list of duties. He introduced his staff.

Michael Hutcheon was next to make a presentation to the Council. He introduced his staff and the duties of each. Hutcheon said he had a good working relationship with Jay. Hutcheon told about future promotional events he scheduled at the Jamestown Golf Course.

Hutcheon stated the Council was given a copy of the Golf Course Renovation Plan. He also showed the names of 14 other Public & Private golf courses in the area that have gone through a renovation. The Jamestown course is 36 years old. There is no doubt the course is in need of renovation. For the course to remain current and competitive in the market place, we must renovate the course. Hutcheon said there are 33,000 – 34,000 rounds of golf played each year. If we don't renovate the course, these numbers will decline. Hutcheon said he and Jay are both in favor of the renovation plan. We need to create a new course for new generations.

Buddy Mann asked who did the business renovation plan for the golf course. Billings described the process the Town took in creating this plan. Billings said first we did a golf course survey of the citizens & golfers, and then the Town Council appointed a Golf Committee. This Committee worked with the consultant, Richard Mandell. The golf committee and the consultant devised the Business Plan. Council just received a copy of the plan tonight. The business plan will be discussed at the February Council meeting. This plan goes hole by hole with recommendations and cost study. Mayor Volz stated this is an asset that needs to be fixed. Buddy Mann asked if this renovation would be done in phases. Hutcheon said he felt it should be done all at one time.

Billings said this business plan has a large list of priorities. The Council will have to make a decision if they want to move forward. Buddy Mann asked about the sink hole. Hutcheon said there are two main problems at the golf course, irrigation and drainage. The business plan calls for renovation of all the drainage which would eliminate sink holes.

Billings said the park was partially built with a federal grant. So it must remain as a park. The Golf Course does generate revenue. Mann said the renovation will cost the tax payers. He had no solution, but the cost will be spread out among a small number of tax payers.

Don Douglass said he has been playing the Jamestown Golf course for 26 years. He feels Jay & Michael do a super job. Douglass is on the Golf Committee. Douglass said if we renovate this course, it will be a distinctive course that people will drive 40 miles to come play it. He hopes the Council will support it.

Mayor Volz said the Council will look at the dollars involved in the Renovation Plan at the February Council meeting.