

**Parks & Recreation Advisory Committee**  
**October 2, 2023**  
**6:00 pm in the Civic Center**  
**Minutes & General Account**

**Parks & Recreation Advisory Committee Members Present:** Doug Sampson, Charles Clapp, Jr., Phyllis Bridges, Denise Johnson, Lamar Lee, Amy Reese, Daniel McDaniel

**Parks & Recreation Advisory Committee Members Absent:** None

**Council Member Representative Present:** Council Member Capes

**Staff Members Present:** Matthew Johnson, Katie M. Weiner, Scott Coakley, & Rebecca Ashby, Marcy Newton, Jamey Claybrook, Scott Coakley.

**Call to Order-** Chair Sampson called the meeting to order at 6:00 pm.

**Approval of Minutes from August 7<sup>th</sup> meeting**

Member Lee made a motion to approve the minutes from the August 7<sup>th</sup> meeting as presented. Member Bridges made a second to the motion. The motion passed by a unanimous vote.

**Amendments to the Complimentary Play Policy**

Golf Pro Marcy Newton presented and reviewed proposed amendments to the Complimentary Play Policy for the golf course highlighting the following:

- Play will be allowed on a space available basis only and those benefitting must yield tee time to paying customers.
- Limits employee use of practice facilities based on availability
- Former Council member may still play for free, but removed that benefit for spouses
- Included minimum work hours for complimentary play to be awarded
- Will still offer it to Jamestown EMS and District III Sheriff's Officer

Member Johnson made a motion to recommend that Council approve amendments to the Complimentary Play Policy. Member McDaniel made a second to the motion. The motion passed by a unanimous vote.

**Amendments to the Facility Use guide for the Clubhouse at the golf course**

Golf Pro Newton said they started looking at the Facility Use Guide policy after closing the grill. They have been getting lots of requests to rent the Mendenhall Room during unavailable times. They considered four hour blocks of time for rental at a cost of \$75 per hour. Golf outings have access to the Mendenhall Room until the Clubhouse closes plus afterwards at \$75 per hour.

Member Lee asked about security officer requirements.

Member McDaniel made a motion to recommend that Council approve the amendments to the Facility Use Guide. Member Reese made a second to the motion. The motion passed by a unanimous vote.

### **Amendments to the Tee Time Reservation Policy**

Golf Pro Newton spoke about revenue losses to the Town due to last minute cancellations and the need to revise the policy to address that.

Board members discussed the matter and ways to fix it. Members indicated the policy needed additional language to address repeat offenders.

Member Bridges made a motion to recommend that Council approve the amendments to the Tee-Time Reservation Policy. Member Lee made a second to the motion. The motion passed by a unanimous vote.

### **Implementation of Golf Course Event Contract**

Golf Pro Newton said she felt a contract was necessary to manage event outings to curtail when reservations were made and people did not show up or notify the course that they would not hold the event. She recommends that staff be informed of the number of people expected at an event a week in advance of to be able to adjust the times accordingly. This has always been on the honor system in the past.

Members discussed the entire course rental process.

Member Lee made a motion to recommend that Council approve the implementation of a golf Course Event Contract. Member McDaniel made a second to the motion. The motion passed by a unanimous vote.

### **TPGC Maintenance Report**

Golf Course Superintendent Jamey Claybrook reported the new bathrooms at the course are in progress. The tile has been installed and the plumbers have been out working. We will be blowing the greens due to the increase in falling leaves. Work on the dam at hole # 4 (formerly # 13) is closed. There is a new front 9 while work is completed. We are also working on drainage at hole # 8. He spoke about group labor breakdown citing most of labor is spent on the greens.

### **General Parks and Recreation updates**

Recreation Director Scott Coakley reported they are moving the septic tank lines to begin construction on the shelters and basketball court as part of the PARTF project.

The amphitheater at Wrenn Miller park was damaged in a storm and we are working with the insurance company on repairs.

The last Music in the Park event is Friday. Ryan Perry band is performing.

Members discussed the progress of the AFP playground project.

### **Public Comments – None**

**Adjournment**

Member McDaniel made a motion to adjourn at 6:54 pm. Member Lee made a second to the motion. The motion passed by a unanimous vote.

The meeting ended at 6:54 pm.