



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

Parks & Recreation Advisory Committee

October 7, 2019

6:00 pm

Council Chambers

Agenda

1. Call to Order- Bob Wilson, Chair
2. Approval of minutes from the January 7, 2019 meeting
3. Update on the Jamestown Park & Golf Course- Ross Sanderlin, Golf Course Manager
4. Discussion of the Parks and Recreation Committee Rules and Procedures- Matthew Johnson, Assistant Manager/Director of Planning
5. Discussion of progress of the Strategic Plan for Jamestown Park & Athletic Facility- Matthew Johnson, Assistant Manager/Director of Planning
6. Public Comment Period
7. Other Business
8. Adjournment

**Chair**  
Bob Wilson

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Paul Craft, Vice Chair  
Steve Owen  
Daniel McDaniel  
Jim Pendry  
Doug Sampson  
Jay McQuillan  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the January 7, 2019 meeting

**AGENDA ITEM #:** 2

☐ **CONSENT AGENDA ITEM**

☒ **ACTION ITEM**

☐ **INFORMATION ONLY**

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**MEETING DATE:** October 7, 2019

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

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**SUMMARY:**

Minutes from the January 7th Parks & Rec meeting.

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**ATTACHMENTS:** Minutes from the January 7, 2019 Parks & Rec meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends approval of the minutes from the January 7th Parks & Rec meeting

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Parks & Rec Member makes a motion to approve/amend the minutes from the January 7th Parks & Rec meeting. Parks & Rec Member makes a second to the motion. Then vote.

**FOLLOW UP ACTION NEEDED:** N/A

**Parks & Recreation Advisory Committee**  
**January 7, 2019**  
**6:00 pm**  
**Council Chambers**

**Parks & Rec Advisory Members Present:** Robert Pickett, Chair; Bob Wilson, Vice Chair, Steve Owen, Doug Sampson, Jim Pendry, Paul Craft, & Jay McQuillan

**Council Member Representative Present:** John Capes

**Staff Present:** Kenny Cole, Matthew Johnson, Katie McBride, Scott Coakley, & Ross Sanderlin

**Visitors Present:** Martha Wolfe & Dan McDaniel

1. **Call to Order-** Pickett called the meeting to order.
2. **Approval of minutes from the August 6, 2018 meeting-** McQuillan made a motion to approve the minutes from the August 6, 2018 meeting. Wilson made a second to the motion. The motion passed by unanimous vote.
3. **Selection of Chair-** Pickett stated that the Committee needed to select a new Chair for the Parks & Rec Committee. Pickett called for nominations for a new Chair. Sampson nominated Bob Wilson. Pickett made the second and third call for nominations for Chair. There were no other nominations.

Sampson made a motion to elect Bob Wilson as the Chair of the Parks & Rec Committee. Pendry made a second to the motion. The motion passed by unanimous vote.

4. **Selection of Vice Chair-** Wilson stated that the Committee needed to select a new Vice Chair for the Parks & Rec Committee. Wilson called for nominations for a new Vice Chair. Pickett nominated Paul Craft. Wilson made a second and third call for nominations. There were no other nominations.

Pickett made a motion to elect Paul Craft as the Vice Chair of the Parks & Rec Committee. McQuillan made a second to the motion. The motion passed by unanimous vote.

5. **Discussion of progress of the Strategic Plan for Jamestown Park & Athletic Facility-** Johnson stated that staff had begun the process of developing a strategic plan for the Jamestown Park and athletic facility. He said that staff would like to gather more information on the public's opinion of the area. Johnson noted that he was going to apply for a grant in order to help pay for the updates.
6. **Appointment of two Members of the Parks and Recreation Committee to serve on the Steering Committee for the Strategic Plan-** Johnson stated that staff would like to create a Steering Committee in order to assist with interviews of the potential consultants for the project. The Committee would also help gather public opinion information that would help guide staff on the priorities of the strategic plan. Johnson said that staff would like to have two

Members from the Parks and Rec Committee to serve on the Steering Committee. He asked if anyone would like to volunteer.

Steve Monroe and Jim Pendry volunteered to serve on the Steering Committee. Cole noted that the volunteer's names would be submitted to Council for final approval.

**7. Public Comment Period-** Nobody signed up.

**8. Other Business-** There was a brief discussion about the East Fork Sidewalk project between Pickett and Cole.

Sanderlin spoke about the conditions of the Golf Course after all the rain. He noted that it was challenging to get equipment on the course since the ground was so saturated, but that staff would be moving on to other projects once everything dried out.

**9. Adjournment-** Pickett made a motion to adjourn. McQuillan made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 6:17 pm.

**Chair**  
Bob Wilson

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Paul Craft, Vice Chair  
Steve Owen  
Daniel McDaniel  
Jim Pendry  
Doug Sampson  
Jay McQuillan  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Update on Jamestown Golf Course and Clubhouse

**AGENDA ITEM #:** 3

☐ **CONSENT AGENDA ITEM**

☐ **ACTION ITEM**

☒ **INFORMATION ONLY**

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**MEETING DATE:**

**ESTIMATED TIME FOR DISCUSSION:** 10 min

**DEPARTMENT:** Golf Course

**CONTACT PERSON:** Ross Sanderlin

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**SUMMARY:**

Updating committee on last quarter and yearly golf operation numbers as well as golf course maintenance and future projects.

Summary of past and future clubhouse rentals and events.

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**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

**Chair**  
Bob Wilson

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Paul Craft, Vice Chair  
Steve Owen  
Daniel McDaniel  
Jim Pendry  
Doug Sampson  
Jay McQuillan  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Discussion of the Parks & Rec Committee Rules & Procedures

**AGENDA ITEM #:** 4

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CONSENT AGENDA ITEM

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ACTION ITEM

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INFORMATION ONLY

**MEETING DATE:** October 7, 2019

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

**SUMMARY:**

The Rules and Procedures for the Parks & Recreation Committee were adopted in 2006 and amended in 2011. There have been some changes to the Membership of the Committee over the past couple of years. As a result, it may be a good time for everyone to familiarize themselves with the Rules and Procedures. They are attached to this abstract. Please feel free to ask staff any questions that you may have in regard to the Rules and Procedures.

**ATTACHMENTS:** Parks and Recreation Advisory Committee Rules and Procedures

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

THE TOWN OF JAMESTOWN PARKS AND RECREATION ADVISORY COMMITTEE  
AND POLICY

Adopted 12-19-2006

Amended 2-15-11

**Be it adopted by the Town Council of the Town of Jamestown, North Carolina that:**

**Section 1. Creation, Name, Number of Members.**

There is hereby created a Committee composed of seven (7) members to be known as the Town of Jamestown Park and Recreation Advisory Committee (the "Advisory Committee").

**Section 2. Committee, Powers and Duties**

The Advisory Committee shall serve at the pleasure of and as an advisory body for the Town of Jamestown and surrounding area on issues relative to parks and recreation. The Advisory Committee shall advise the Town officials including the Mayor and Town Council, Town Manager and Planning Director within its responsibilities and powers as stated in this policy.

The Advisory Committee shall serve as a liaison between the Town officials and the citizens of Jamestown and the surrounding area.

The Advisory Committee shall consult with and advise the Town in matters affecting park/recreation programs, tree related matters, facilities, policies, finances and the acquisition and disposal of land and properties and its long-range, projected plans for parks and recreation.

The Advisory Committee shall also assume specific duties and responsibilities as follows:

1. To investigate and determine the needs, interests and goals of the community for recreation facilities and programs and make recommendations to the Town Council to meet those needs and goals.
2. To inform and educate the general public of the importance and need for park and recreation programs, facilities and services.
3. To seek and make recommendations on the acceptance of grants, gifts, bequests, donations and personal or real property for park and recreation purposes.
4. To assist the Town in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of park and recreation programs for the citizens of the community.
5. To assist the Town in recruiting voluntary leadership staff to work with park/recreation facilities, programs and activities.
6. To assist in matters relating in maintaining of the highest standards in park development and operation, park/recreation leadership and in well-balanced programs.
7. To assist in developing a plan to meet the present and future needs for programs, services, park facilities, open spaces and trails and to advise in developing priorities for each of these.

8. To receive information and reports from staff concerning the evaluation of program, facilities, policies and procedures.
9. Upon request, recommend approval of rules and procedures pertaining to the use of public parks and facilities including suggested fees and charges.
10. To provide guidance for developing tree and landscaping programs and policy; evaluate and monitor current regulations for effectiveness and recommend appropriate changes regarding Tree Preservation Ordinance to the Town Council; to conduct education programs with respect to tree preservation; to review and provide recommendations regarding long term tree management and maintenance plan for the Town; to review appeals, order, requirements, decisions or interpretations made by Town staff charged with enforcing the Tree Preservation Ordinance; to make recommendations to the BOA with reference to variances with relation to provisions of the Tree Preservation Ordinance; and to approve minor variations to the Tree Preservation Ordinance that provide equal or better compliance.

### **Section 3. Appointment of the Committee**

The Town of Jamestown Parks and Recreation Committee shall consist of seven (7) members, all of whom shall be appointed by the Town Council.

The terms of office for the members shall be for two years; Members may serve three full terms; after that, they may not return for at least two years. (amended)

Vacancies arising on the committee shall be filled by the Town Council for the balance of the unexpired term. All members shall hold office until their successors are appointed and qualified. Any member who misses more than three consecutive regular meetings loses his/her status.

### **Section 4. Officers**

The Town Council shall appoint the first Chairperson. The members of the Town of Jamestown Parks and Recreation Advisory Committee shall annually elect from their own membership a Chairperson, a Vice-Chairperson and other officers as they deem essential. Officers shall be elected at the regular monthly meeting in January and take office at the subsequent regular meeting in February. Officers shall serve for one year from election with eligibility for reelection.

In the event of an officer's appointment to the Committee is terminated, a replacement to this position will be made at the meeting following the termination.

### **Section 5. Duties of Officers.**

The Chairperson shall preside at all meetings of the committee. The Chairperson shall appoint all subcommittees, represent the Committee at public affairs and shall maintain the

dignity and efficiency of the Committee in all possible ways. The Chairperson shall present recommendations or report, including an annual report, to the Town Council. The Chairperson shall meet regularly with the Town Manager and Planning Director to discuss preparation of agendas, reports and other matters that concern the Committee. The Chairperson shall perform the other duties ordinarily performed by that office.

The Vice-Chairman of the Committee shall, in the absence, of the Chairperson, perform all duties of the Chairperson. The Vice Chairperson shall be responsible for assisting the Chairperson and to see that al standing and temporary subcommittees function as planned by the Advisory Committee and town staff.

The Town Clerk shall serve as Secretary for the Advisory Committee and be responsible for the satisfactory accomplishment of secretarial duties. The Clerk shall keep or cause to be kept a full and true permanent record of all meetings of the Advisory Committee. The Clerk shall send out or cause to be sent out notice of regular and special meetings at least five (5) days prior to such meeting.

#### **Section 6. Compensation and Expenses.**

The members of the Committee shall serve without compensation, but shall be entitled to reimbursement for subsistence and travel to professional recreation meetings, conferences and workshops, with such reimbursement being made in compliance with the general Town policies.

#### **Section 7. Meetings.**

The Parks and Recreation Advisory Committee shall meet at least monthly and at other times as may be necessary to transact business, upon the call of the Chairperson or upon call by a majority of the Committee members, or upon call of the Town Council.

A quorum of the Committee shall be in attendance before action of an official nature can be taken. A quorum is at least one (1) more than the number of the appointed members absent. The Chairperson shall have the right to vote on matters only where there are equal number votes in the affirmative and the negative.

General parliamentary rules shall be observed in conducting meetings.

The first regular meeting in January will be an organizational meeting for the ensuing year with election of officers, annual report and subcommittee reports.

#### **Section 8. Subcommittees and Standing Committees**

The Advisory Committee shall organize temporary or standing subcommittees as it deems necessary in order to carry out the responsibilities of the Committee. Such subcommittee shall be appointed by the Chairperson.

The Advisory Committee may refer any matter to a subcommittee before action is taken on the subject by the Advisory Committee.

Each subcommittee shall consist of not less than two members on the Advisory Committee. Subcommittees may be composed of members from the community, representative of civic groups or others. A record of actions of each subcommittee shall be kept by the Subcommittee Chairperson and reported to the Advisory Committee at its next meeting.

**Section. 9 Conflict with Other Ordinances and Resolutions.**

Any earlier adopted ordinance and resolutions of the Town Council pertaining to parks and recreation which are or may become in conflict with the provision of this policy are hereby declared to be null and void and of no effect.

**Section 10. Effective Date.**

This policy shall become effective upon adoption by the Town Council.

Adopted this the 19th day of December, 2006.

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William G. Ragsdale, III, Mayor

ATTEST:

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Martha S. Wolfe, CMC  
Town Clerk

**Chair**  
Bob Wilson

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Paul Craft, Vice Chair  
Steve Owen  
Daniel McDaniel  
Jim Pendry  
Doug Sampson  
Jay McQuillan  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Discussion of the progress of the Strategic Plan for JPAC.

**AGENDA ITEM #:** 5

☐ **CONSENT AGENDA ITEM**

☐ **ACTION ITEM**

☒ **INFORMATION ONLY**

**MEETING DATE:** October 7, 2019

**ESTIMATED TIME FOR DISCUSSION:** 15 min.

**DEPARTMENT:** Recreation

**CONTACT PERSON:** Matthew Johnson, Asst. Town Mgr.

**SUMMARY:**

A brief update will be given on the status of the master planning process for Jamestown's Parks & Recreation amenities. Survey results will be presented and staff will hold a discussion related to the upcoming joint meetings between the steering committee and the Parks & Recreation Advisory Committee (planned for Nov. 4th at 6:30pm, SAVE THE DATE!).

**ATTACHMENTS:** N/A

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** Save the date for Nov. 4th - Joint Meeting of the Steering Committee and P&R Advisory Committee