



Settled 1752
JAMESTOWN
NORTH CAROLINA

Parks & Recreation Advisory Committee

January 7, 2019

6:00 pm

Council Chambers

Agenda

1. Call to Order- Robert Pickett, Chair
2. Approval of minutes from the August 6, 2018 meeting
3. Selection of Chair- Robert Pickett, Chair
4. Selection of Vice Chair- Chair
5. Discussion of progress of the Strategic Plan for Jamestown Park & Athletic Facility- Matthew Johnson, Planning Director
6. Appointment of two members of the Parks and Recreation Committee to serve on the Steering Committee for the Strategic Plan- Matthew Johnson, Planning Director
7. Public Comment Period
8. Other Business
9. Adjournment

Chair
Robert Pickett

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Parks & Rec Committee Members
Bob Wilson, Vice Chair
Steve Owen
Tony Brancazio
Jim Pendry
Paul Craft
Jay McQuillan
John Capes, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the August 6, 2018 meeting

AGENDA ITEM #: 2

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 7, 2018

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the August 6, 2018 meeting

ATTACHMENTS: Minutes from the August 6th Parks & Rec Committee meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from August 6, 2018

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Committee Member makes a motion to approve/amend minutes from the August 6th Parks & Rec Committee meeting. Committee Member makes a second to the motion. Then vote.

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**Parks & Recreation Advisory Committee
8-6-18
6:00 pm
Council Chambers**

Parks & Rec Advisory Members Present: Robert Pickett, Chair; Steve Owen, Daniel McDaniel (Alternate), & Doug Sampson (Alternate)

Parks & Rec Advisory Members Absent: Jim Pendry, Paul Craft, Tony Brancazio, & Jay McQuillan

Council Member Representative Absent: John Capes

Staff Members Present: Matthew Johnson, Ross Sanderlin, & Katie McBride

Visitors Present: Carol Brooks

1. **Call to Order-** Pickett called the meeting to order.
2. **Approval of Minutes from the February 5, 2018 meeting-** Owen made a motion to approve the minutes from the February 5, 2018 meeting. Sampson made a second to the motion. The motion passed by unanimous vote.
3. **Discussion of potential PARTF grant application-** Johnson stated that staff had been fairly successful with obtaining grant funding for parks within the Town. The money had been used to construct Wrenn Miller Park in the past. He noted that he had spoken with John Crowe, Parks Maintenance Superintendent, and Scott Coakley, Recreation Supervisor, about revamping an area of the Jamestown Park and Golf Course. The area included the section where the baseball fields were, the parking lot, playground, shelters, and the land before the entrance of the Golf Course.

Johnson stated that the PARTF application required a strategic plan and that there was some money within the current budget to begin that process. He said that he would like to request that a consultant come in and assist staff with the plan. He noted that he would be sending out a request for qualifications within the next few weeks.

Johnson stated that the consultant would require some input from the public and staff would be relying very heavily on the Parks & Rec Committee for assistance with that.

Parks and Rec Committee Members discussed the details of the planning process with Johnson.

They also discussed the current condition of maintenance facilities at Jamestown Park & Golf Course with Johnson and Sanderlin.

Johnson gave a brief overview of the projects that had previously been funded by the grant and the potential options for the Town. He also spoke about the deadline

4. **Update on Jamestown Park & Golf Course-** Sanderlin gave the Parks and Rec Members an update on the Golf Course. He stated that the greens had recently been aerified. He also noted

that there had been a lot of positive feedback received about the Golf Course and Clubhouse through online reviews. Things were going really well. Sanderlin said that a citizen had also recently requested a memorial bench be placed at the Golf Course. The bench had already been ordered and a location for installation would be determined soon.

He said that the number of people interested in renting the Clubhouse was continuing to grow. There had been several baby showers, birthday parties, and bridal showers held there. He also noted that the Jamestown Golf Association (JGA) was hosting a Golf Tournament in honor of veterans on August 22nd. Veterans that were participating in the tournament would play for free.

Sanderlin noted that National Night Out would be held the next evening at Wrenn Miller Park. Johnson gave an overview of what National Night Out was and what would be occurring at the event.

5. **Public Comment-** Nobody signed up.
6. **Other Business-** Pickett asked Johnson about the ongoing sidewalk projects. Johnson stated that staff had completed all the plans for the East Fork sidewalk project, but they were waiting for approval from NDOT so that they could let the project. Johnson also briefly explained how the bridge would be put into place.

Johnson described where the sidewalk would be constructed in regards to the East Main Street sidewalk project. He noted that staff had been making progress on the project.

He also spoke about the sidewalk on Oakdale. He said that staff was working on the designs for the project.

Pickett asked if there was any other business to be discussed.

McBride stated that Tony Brancazio had to step down from the Board. She said that Sampson and McDaniel had both submitted applications to become fulltime members of the Committee. Those applications would be given to Council for consideration. She noted that one of them would become a permanent Member.

7. **Adjournment-** McDaniel made a motion to adjourn. Owen made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 6:30 pm.

Chair
Robert Pickett

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Parks & Rec Committee Members
Bob Wilson, Vice Chair
Steve Owen
Tony Brancazio
Jim Pendry
Paul Craft
Jay McQuillan
John Capes, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Selection of Chair and Vice Chair

AGENDA ITEM #: 3 & 4

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 7, 2019

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Parks & Recreation

CONTACT PERSON: Matthew Johnson

SUMMARY:

Each year, the Parks & Recreation Committee names a Chair and Vice-Chair for that year. Generally, this happens at the January meeting. The current Chair will lead the nomination process and preside over the meeting until the new Chair has been named. At that time, the Chair will conduct the election of the Vice-Chair.

The Chair will begin by accepting nominations from the floor for the Chairman of the P&R Committee. Nominations will be recorded in the order in which they are received. The Chair will ask twice more for any nominations before closing the nominations. At any time before closing the nominations, a member who has been nominated may decline their nomination. At that time, the Chair will call for a vote on the first nomination. If the first nomination has a majority vote in favor, they will be seated as the Chairman of the Committee.

Once the Chair has been named, they will conduct an election for the Vice-Chair position in the same fashion.

Recommended Procedure:

At this time, I would like to call for nominations for the Chair of the Parks & Recreation Committee:

- 1.
- 2.
- 3.
- 4.

I will make the 2nd call for nominations for the Chair. I will make the third and final call for nominations for Chair. Seeing none, I will declare the nominations for Chair of the Parks and Recreation Committee closed. All those in favor of _____ as Chair of the Parks & Recreation Committee for 2019, please say "Aye". Any opposed? Ladies and Gentlemen, please welcome _____ as your Chair.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: See above - need to nominate and vote on new Chair and Vice-Chair for 2019.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: See above.

FOLLOW UP ACTION NEEDED:

Chair
Robert Pickett

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Discussion of Strategic Plan & Steering Committee

AGENDA ITEM #: 5 & 6

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 7, 2019

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Matthew Johnson

SUMMARY:

The Town is working on completing a strategic plan for an area of Jamestown Park which focuses on the baseball fields, chipping area, playgrounds, shelters and associated parking lots. The Town issued a Request for Qualifications (RFQ) for qualified firms to respond to which outlined their particular approach to this project and highlighted their success in helping jurisdictions obtain grant funding through the Parks & Recreation Trust Fund (PARTF) grant. The Town received eight (8) responses from very well-qualified firms. The process to narrow the list to three (3) was very difficult, but has been completed.

The Town desires to create a steering committee to assist with interviewing the three short-listed firms and providing guidance on the implementation of the planning process. During discussions with responding firms, it became clear that this strategic plan will be one component of an overall Parks & Recreation Master Plan effort that will take place over the next 1-2 years. Therefore, the staff recognized the need for members of the steering committee to come from several different areas. The committee will be comprised of the following members:

- 1) A member of the Town Council
- 2) A representative from the YMCA
- 3) A representative from the JYL
- 4) One representative nominated from the Director of Golf
- 5) One representative nominated from the Parks & Recreation Director
- 6) Two members of the P&R Committee

At the January 7th P&R Committee meeting, we will need the members to nominate *two* members who are interested in serving on the steering committee. The commitment will likely involve meetings to interview firms for final selection, providing input to the selected firms regarding the strategic plan for the area identified, and generating excitement about the project and compelling attendance at public meetings.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: Nomination of 2 members of the P&R Comm. to serve on the Strategic Plan Steering Comm.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Members must be nominated and must accept the nomination to serve.

FOLLOW UP ACTION NEEDED: