



Settled 1752
JAMESTOWN
NORTH CAROLINA

Parks & Recreation Advisory Committee

February 5, 2018

6:00 pm

Council Chambers

Agenda

1. Call to Order- Bob Wilson, Vice Chair
2. Introduction of Council Representative Capes- Kenny Cole, Town Manager
3. Approval of minutes from the November 7, 2017 meeting
4. Selection of Chair- Bob Wilson, Vice Chair
5. Selection of Vice Chair- Chair
6. Discussion of upcoming special events- Scott Coakley
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: Introduction of Council Representative Capes

AGENDA ITEM #: 2

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: February 5, 2018

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

John Capes was elected to the Town Council this past November. He also served as an Alternate on the Planning Board from December 2011 until August 2015. He was a full-time Planning Board Member from August 2015 through December 2017. He has volunteered to serve as the Council Representative on the Parks & Rec Committee. Council Member Capes will be a liaison between the Parks & Rec Committee and Council. His term will expire in December 2019.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None

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 November 6, 2017 meeting

AGENDA ITEM #: 3

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: February 5, 2018

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the November 6, 2017 meeting.

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

RECOMMENDATION/ACTION NEEDED: Committee Member makes a motion to approve/amend minutes

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

Parks & Recreation Advisory Committee
11-6-17
6:00 pm
Council Chambers

Parks & Rec Advisory Members Present: Robert Pickett, Chair; Bob Wilson, Vice Chair; Steve Owen, Jim Pendry, Jay McQuillan, Tony Brancazio, Doug Sampson, Alternate.

Council Member Representative: Lawrence Struaghn

Parks & Rec Advisory Members Absent: Paul Craft

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

Visitors Present: Rebecca Mann Rayborn & Carol Brooks

1. **Call to Order-** Pickett called the meeting to order.
2. **Approval of minutes from the April 3, 2017 meeting-** Wilson made a motion to approve the minutes from the April 3, 2017 meeting. McQuillan made a second to the motion. The motion passed by unanimous vote.
3. **Update on Jamestown Park Golf Course & Clubhouse Renovation Plaque-** Johnson stated that the Parks and Rec Committee had discussed honoring those that helped renovate the Golf Course and Clubhouse in the past. He said he had designed a plaque to honor those involved in the renovation. It was eleven by seventeen inches and would cost about four hundred dollars. Johnson planned to order the plaque if the Committee approved of the design.

Pendry made a motion to approve the design for the plaque. Wilson made a second to the motion. The motion passed by unanimous vote.

4. **Flagpole Installation and Dedication-** Johnson stated that the Town would like to have a small Dedication Ceremony at the flagpole. He said that Scott Coakley would be planting flowers around the flagpole sometime this week. The Town had received a donation that would cover the costs of the flowers. Johnson stated that the Dedication Ceremony would take place on November 30th at 3:00 pm. He also requested that the Parks and Rec Committee Members provide him with some additional information on Charles Dowdy and Chip Hicks, the two men being honored by the Civitan and Rotary Clubs. Johnson stated that he would like to invite both of their families to the Dedication Ceremony. The Mayor would also be asked to attend and say a few words. The Town would provide light refreshments after the ceremony. Johnson said that he would be glad to attend upcoming Rotary and Civitan meetings in order to invite all the members to the event.
5. **Update on Jamestown Park & Golf Course Operations-**Sanderlin stated that the Mendenhall Room at the Golf Course had been rented for five events since April. One of the events in June was attended by about eighty people. Sanderlin stated that the Clubhouse has also been reserved for two Christmas events.

He noted that some of the kitchen equipment had been replaced because of safety issues. The flat top grill, the burner, and the fryer had all been updated. He also stated that recently the Grill had received a 99.5 rating from the health inspector.

Sanderlin said that the new Golf Course website would be launching within the next couple of months. He was really excited about it and stated that it would be a large upgrade from the current website. It would be much more user friendly and people would be able to access the full site on their smartphones.

There was discussion between Committee Members and Sanderlin about the details of the events that had taken place. Sanderlin answered all the questions that the Members had and stated that the feedback he had received from customers had been overwhelmingly positive.

6. **Public Comment Period-** Kenny Cole introduced himself to the Parks and Rec Committee. He stated that he was very happy to be working for the Town of Jamestown. He said that he looked forward to working with the Town staff for many years to come.
7. **Other Business-** There was none
8. **Adjournment-** Pendry made a motion to adjourn. Brancazio made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 6:23 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

AGENDA ITEM #: 4

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: February 5, 2018 meeting

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The Parks & Rec Committee is required to have an annual organizational meeting. The Committee must appoint/reappoint a Chair every year.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Committee Member makes a motion to appoint _____ as Chair

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Committee Member makes a motion to appoint _____ as Chair of the Parks & Recreation Committee

FOLLOW UP ACTION NEEDED: N/A

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 Vice Chair

AGENDA ITEM #: 5

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: February 5, 2018

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The Parks & Rec Committee is required to have an annual organizational meeting. The Committee must appoint/reappoint a Vice Chair every year.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Committee Member makes a motion to appoint _____ as Vice Chair

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Committee Member makes a motion to appoint _____ as Vice Chair of the Parks & Recreation Committee

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Council Members
Georgia Nixon, Mayor Pro Tem
Martha Stafford Wolfe
Rebecca Mann Rayborn
John Capes

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Discussion of upcoming special events

AGENDA ITEM #: 6

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: February 5, 2018

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Recreation Department

CONTACT PERSON: Scott Coakley, Parks Supervisor

SUMMARY:

Upcoming events:

Movie Night with the Jamestown Business Association (JBA)-

We are trying to nail down the the exact dates, but think they will start in May. We will have one a month until it gets to cold.

Looking for vendors and volunteers to help plan and execute.

Jamestown Concert Series-

Talking with radio station about advertising with Rock 92 and 107.5.

Dates will be determined by the availability of the bands

Hopefully one concert a month starting in May and ending in September

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT:

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: