



Settled 1752
JAMESTOWN
NORTH CAROLINA

Parks and Recreation Advisory Committee Meeting

April 1, 2024

6:00 pm in the Civic Center

Agenda

1. Call to Order- Doug Sampson, Chair
2. Consideration of approval of the minutes from the October 2nd Parks and Recreation Committee meeting- Doug Sampson, Chair
3. Request for a motion of support for the Accessible Parks (AP) grant application- Rebecca Ashby, Grants Administrator, & Scott Coakley, Parks and Recreation Director
4. General update on ongoing grant projects- Rebecca Ashby, Grants Administrator
5. General Parks and Recreation updates- Scott Coakley, Parks & Recreation Director
6. Public Comment
7. Other Business
8. Adjournment

Chair
Doug Sampson

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Parks & Rec Committee Members
Daniel McDaniel, Vice Chair
Charles Clapp, Jr.
Amy Reese
Maria Ashburn
Phyllis Bridges
Lamar Lee
Rebecca Mann Rayborn, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from October 2nd Parks & Rec Meeting

AGENDA ITEM #: 2

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 1, 2024

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Minutes from the October 2nd Parks and Recreation Committee Meeting

ATTACHMENTS: Minutes from the October 2nd Parks and Recreation Committee Meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends that the Parks and Rec Committee approve the October 2nd Minutes.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Parks and Rec Committee Member makes a motion to approve/amend the minutes from the October 2nd meeting.

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**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.

Visitors: Carol Brooks

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

Approval of Minutes from August 7th meeting

Member Lee made a motion to approve the minutes from the August 7th 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 times 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 Jamestown Park & 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.

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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 no-shows for reservations and events. She recommended that staff be informed of the number of people expected at an event a week in advance in order 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 had been installed and the plumbers have been out working. They would 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. They were 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 he was working with the insurance company on repairs.

The last Music in the Park event would be on Friday, and the Ryan Perry band would perform.

Members discussed the progress of the AFP playground project.

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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.

Chair
Doug Sampson

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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Amy Reese
Maria Ashburn
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Lamar Lee
Rebecca Mann Rayborn, Council
Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Motion of Support for the Accessible Parks (AP) grant application

AGENDA ITEM #: 3

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 4/1/24

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Rebecca Ashby/Scott Coakley

SUMMARY:

The Accessible Parks Grant Program provides \$12.5 million in matching grants for parks and recreation to benefit people living with disabilities in North Carolina. In 2022, the Town was awarded \$500,000 to update the playground and provide accessible pathways throughout the park. Applicants can request a maximum of \$500,000 with each application and must match the grant with at least \$1 of local funds for every \$5 in grant funds. The matching funds would come from our state allocated grant of \$200,000.

During the planning process for the park upgrades, it became evident that the existing restroom building is lacking essential accessibility and comfort needs to serve our community. Additional funding is needed to update the restrooms to an ADA model, accommodating the need for adults and children of all ages to have the accessibility and comfort items, such as adult changing tables, that will make a day at Jamestown Park just another day at the park.

The Town also recognizes a lack of connectivity to the basketball court, an ADA walkway would be installed to provide access to individuals of all abilities to shoot hoops with their friends. The Town will be holding an information session Wednesday April 3, 2024 from 4-6pm at Jamestown Park Shelter 1.

ATTACHMENTS: Community outreach poster

RECOMMENDATION/ACTION NEEDED: Staff recommends the Committee support the Accessible Parks grant application as presented.

BUDGETARY IMPACT: None

SUGGESTED MOTION: Committee Member makes a motion to support the Accessible Parks grant application as presented.

FOLLOW UP ACTION NEEDED: Staff will complete and submit the application.

Chair
Doug Sampson

Town Manager
Matthew Johnson

Town Attorney
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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: General update on ongoing grant projects

AGENDA ITEM #: 4

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 4/1/24

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Rebecca Ashby/Scott Coakley

SUMMARY:

Under the PARTF grant, work is complete on moving the septic and leach lines for the restroom. Water lines are in the process of being replaced, which will connect to the restrooms and also feed water down to the dog parks for the water fountains. Work will also began on relocating the volleyball court and will be completed by parks and recreation staff. Staff has also been gathering quotes on the basketball courts and shelters. Once the volleyball court has been relocated staff can begin the bid process for the new inclusive playground equipment for the AFP grant. The pathways will be the last component to be installed.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: Updates as needed.

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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: General Update for P&R

AGENDA ITEM #: 5

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 1, 2024

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Recreation

CONTACT PERSON: Scott Coakley

SUMMARY:

Scott Coakley will give an update on the Recreation Dept. and the projects that are underway, and Music in the Park.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT: N/A

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED: NO