

Parks & Recreation Advisory Committee  
10-3-16

6:00 pm

Jamestown Park Clubhouse  
7041 E. Fork Rd.  
Jamestown, NC

Parks & Recreation Advisory Committee Members Present: Lynn Tice, Chair; Robert Pickett, Vice-Chair; Charles Dowdy, Steve Owen, Bob Wilson, Paul Craft (alternate for Tony Brancazio)

Staff Present: Kathryn Billings, Martha Wolfe

Visitors Present: Carol Brooks of the Jamestown News

1. Call to Order – Chair Lynn Tice called the meeting to order.
2. Approval of minutes from the August 1, 2016 meeting- Charles Dowdy made a motion to approve the minutes as presented. Steve Owen made a second to the motion. The motion passed by unanimous vote.
3. Update of the Jamestown Park Clubhouse Café Manager position and the Clubhouse Facility Use Policy – Kathryn Billings stated she is currently serving as Interim Town Manager. The advertisements for the Café Manager were already published when she was hired. The applications were open through September 23, 2016. We had a number of candidates. She narrowed down to the 3 top candidates. She had the Golf Pro, Financial Director and the Town Clerk assist her with the interviews.

We selected a candidate, checked references and offered her the position. She has accepted. She is currently employed and will give a 2 weeks' notice at her current job. However, she has agreed to come on Thursday and Friday on her days off to start setting up; checking equipment, purchasing utensils, deep cleaning and setting up for the health inspection. She has already started developing a menu. We have in the budget to hire a couple of Part Time people. She will work closely with the Golf Pro.

The first order of business is to get the Grill up and running to serve the golfers. The next step is to be sure we can accommodate any outings. Then be able to rent the Facility as Council would like for us to do. We will be reviewing the Facility Use Policy with the Golf Pro and the new Café Manager.

Billings said we are looking for a new name for the Grill. If you have any suggestions let her know. She is excited. She sees it coming together in a matter of weeks. This candidate has a lot of catering experience and has owned her own business.

Steve Owen suggested researching a historic name for the café. Carol Brooks of the Jamestown News said she will write in the newspaper that we are looking for naming suggestions. Something catchy.

4. Update of the Jamestown Park Flag Pole Project – The Town Clerk stated at the last meeting, the Parks & Recreation Committee directed her to write a formal letter to the Presidents of the

Civitans and the Rotary Club requesting donations for the project. The Civitans responded immediately and pledged \$2,000.00. She never received an official reply from the President of the Rotary Club but a Rotary Club member said the Club could not pledge anything until after the Horse Show which was October 1, 2016. So, to date the Civitans have pledged \$2000.00 and the balance left of that total is approximately \$1300.00 Steve Owen, Rotary Club Member, said he would contact the Rotary Club President to see if the Rotary Club could contribute the \$1300.00 balance.

- **Amendment to Minutes – Since the October 3, 2016 Parks & Recreation Meeting, the Jamestown Civitans clarified that the club would be willing to contribute 50% of the total cost of the project up to \$2,000.00. The total cost of the estimate is \$3288.69. Jamestown Civitans would contribute 50% which equals \$1644.34. The Jamestown Rotary Club has agreed to pay the remaining 50% or \$1644.34. The Jamestown Rotary Club requests a plaque to be placed stating their contribution is in memory of Charles Dowdy. As we know Charles Dowdy was a former Jamestown Rotary Club Member and Parks & Recreation Committee member that recently passed away. At the time of this amendment, the Town Clerk has still not received written confirmation from the Jamestown Rotary Club. She has received a verbal commitment.**

5. Update on Tree Inventory Grant Project – The Town Clerk stated if you remember Carrie Spencer, former Town Planner, applied for and received a Tree Inventory Grant for approximately \$9600.00. However, she left us the middle of August. I met with the representatives from the Forestry Service. At first they were willing to let us continue to do the grant project. However, when the Town experienced more turn over in staff, the Program Coordinator with the Forestry Service was nervous there would not be proper leadership to do the project. They have rescinded that grant offer and given it to another grant recipient. They encouraged the Town to apply next year. We can use the same application, just change the dates. While there is no guarantee, if we have a Planner in place, we feel pretty confident the Town would receive this grant next year.
6. Highlights from Jamestown Day – The Town Manager said the event was a big success. The two bands that performed were great. There was a very nice opening ceremony. Justice Paul Newby spoke and did a great job. Joe Jackson said the National Anthem which was beautiful. We had 2 pumpkin pie eating contests which were a lot of fun. Triad Trophies donated the 6 trophies. Food Lion in Jamestown donated the 40 pumpkin pies for the contest. There was great community support for this fun event.

The Town Clerk reported that we had lots of crafters and food trucks. Everyone had lots of fun. It was a great celebration. The vendors all seemed happy with the business they did with 1 exception. The crepes truck vendor was not pleased with the amount of sales he had. However, the other food trucks and crafters were satisfied and said they would come back.

7. Public Comment Period – No one registered to speak.
8. Other business –

The Town Manager said she is in the process of interviewing for an Asst. Golf Pro. Someone to do teaching as well as help out in the Golf Shop. We have hired a Part Time Golf Clerk recently. She is very personable and a golfer.

The Town Manager said again that we are working on getting the grill and the food service up and running. Also, if the Parks & Recreation Committee members had any suggestions or comments about the Golf Course or Clubhouse, please let her know.

Bob Wilson stated the Mayor told him he would like to keep the Golf Course Committee that worked on the planning process together. Billings said the Mayor is very proud of the Golf Course and the Clubhouse projects. He talked about the wonderful committees that have been in place to help make these projects come together. It has truly been a community project all along. The Mayor wants to recognize these people that have done so much. These committee volunteers are the people that drive the support of the community. That is a huge component of having a successful community project.

Still under other business, the Town Clerk said applications for the Jamestown Rotary Club Christmas Parade have been mailed out. The date is Sunday December 4<sup>th</sup>, 2016.

The Town Clerk said presently, she does not have any business for a November 7<sup>th</sup>, 2016 meeting. She will keep in contact with the Parks & Recreation Members and let them know if a November meeting is necessary.

Seeing there was no other business, Robert Wilson made a motion to adjourn. Robert Pickett made a second to the motion. The motion passed by unanimous vote. The meeting ended at 6:40 pm.