

Parks & Recreation Advisory Committee

1-5-15

6:00 PM

Council Chambers

Minutes & General Account

Parks & Recreation Members Present: Al Bartko, Steve Owen, Lynn Tice, Robert Pickett, Charles Dowdy

Staff Present: Chuck Smith and Martha Wolfe

Visitors: Richard Newbill, Carol Brooks of the Jamestown News, John Kennett & Peter Freeman, Architects

1. Call to Order – The Town Clerk stated due to a prior commitment the Chair and Vice-Chair could not be in attendance. The Town Clerk called the meeting to order.
2. Approval of minutes from the November 3rd, 2014 meeting – Steve Owen made a motion to accept the minutes from the November 3, 2014 meeting as presented. Al Bartko made a second to the motion. The motion passed by unanimous vote.
3. The Parks & Recreation Members agreed to move item #3 Appointment of Chair and Vice Chair to the end of the meeting to allow adequate time for the presenters.

Chuck Smith presented information on the Master Parks & Recreation Plan and a map for the Jamestown Park & Golf Course. Smith stated the Town Council did approve this Mater Plan for the Jamestown Park on 12-16-14.

The primary purpose for creating the Master Plan was to better our chances with the PARTF application. The Town Council did approve a Resolution to submit a PARTF Application for 2015. The Town's PARTF Representative advised the Town Staff that we could gain a point on our PARTF application if we had a consolidated plan specifically for Jamestown Park.

Smith said the Master Plan was born from information already vetted through the public process. The vision statement came from the Town's Park & Recreation Master Plan. The purpose of the Plan is very general. The projects are listed in the Town of Jamestown Capital Improvement Program. The Town Council voted and adopted the CIP Program and these projects. We are going to submit this with our PARTF Application. We will narrow down the projects listed to specific items to place on the PARTF Application.

Smith apologized for the sequence of timing in presenting this to the Parks & Recreation Committee. The technical review of the PARTF application is due this week. So, time is of the essence. The final application is due the end of this month.

4. Update on Jamestown Park Clubhouse Project – Peter Freeman and John Kennett, Freeman Kennett Architects – Freeman stated they were hired in November 2014 to do a Master Plan for renovation and/or additions to the Clubhouse at the Golf Course. They met on 12/11/14 with a citizen volunteer group and went through past information and gathered input. This was presented to the Council. Also met with a representative from the Guilford County Health Dept. to view the options for the existing

Kitchen. From this information they put together a concept plan. This plan is being presented tonight to the Parks & Recreation Committee to gather their input. Plans are then to present the concept plans to the public on 1-14-15 for public comments.

Freeman said the Clubhouse is a good building. From a construction standpoint, it is an easy building to make changes and additions to. It has a fantastic view of the Golf Course. The roof line is easy to add onto. Other areas of concern are:

- Replace the HVAC - The operating costs for the system is very high.
- The Kitchen is now vacant. We are weighing the option of the full Kitchen to the self-service convenience center.
- The electrical needs reworking/updating.
- The Restrooms/plumbing needs updating.
- The entry and the aesthesis are an issue. The entryway is not clear. We need to identify the entry for the building.
- Possible addition of Community Room.

The architects did a sketch of the facility and came up with a ballpark estimate of the project:

Total Square Footage	4,064
Renovation of existing building	\$349,000.00
Community Room addition	\$120,000.00
Porch additions	\$ 30,000.00

The sketches show adding covered porches to the Building. The back patio gets lots of sun exposure. The heat is so great that people cannot sit on the patio. The addition of the covered porches would provide shading & additional seating. Covered porches on the front of the building make it more inviting. They sketched a new Grill Room on the rear of the building and added the Community Room. The existing partition located in the Clubhouse is being utilized. The Kitchen area is expanded into the existing women's locker room. This opens up for a lot of expansion for the Kitchen area. The design opens up the Pro Shop area to provide space for events. The Grill Room is located towards the Golf Course. This is easier for the golfers to use and provides a great view. They would like to add an indoor/outdoor fireplace. This takes advantage of the outdoor space. They envision the Grill Room and Community Room spill out onto the patio. This adds opportunities for a lot of different events and uses.

Architects list of inventory currently working on for the concept phase:

- Inventory measurement
- Review existing plan
- Building Programming
- Process of doing concept plans
- Estimate elevations
- Preliminary cost development

They looked at renovating the Kitchen to make it more of a self-convenience center approach. The Pro Shop could help with retail food service; much like the operation of a Hampton Inn. It is cost effective. This approach by itself would limit how the facility could be used for community events. They then looked at a hybrid approach to food service. Renovate the Kitchen area to accommodate the use of a caterer. Then the Community Room could be used for all types of events.

In researching for renovation, it is apparent the existing hood in the Grill Room should remain intact. The hood is a very expensive item. One thought is to keep that Grill Room intact.

The Parks & Recreation Committee discussed the sale of alcohol. Also, the renovation is being planned to capture additional uses. (book clubs, receptions, corporate meetings, etc.) The thought is to do a self-service, caterer availability, convenient center. A hybrid method, all in the same footprint. The architects want to show all the available options for the Clubhouse space. The addition of a Community Room opens up the space for business meetings, book clubs, bridge clubs, school meetings, etc.

The architects displayed sketches. They described the uses of each area. The renovation shows the use of the convenience (pre-package) food or catering events. Also, shows the design of 3 rooms for individual groups or a large group. It would have 3 levels of food service. Still keeping the grill with exhaust hood for cooking hamburgers and hot dogs, all in the same footprint.

The bulk of the work to be done is in the core of the building. So, the addition is actually smaller in scale. The work that needs to be done inside is required whether a Community Room is added or not. We are not adding a lot of extra work. Now would be the time to do it to get the most for your money.

Dowdy asked if soil testing would be done on the site to insure the soil is sufficient for foundation. The architects said there is some sinking of the patio, but they haven't seen evidence of a foundation problem.

Smith said the financing for this project would either be a pay as you go approach or request financing approval through the LGC. A decision should be made in the next few month if the Town is going to look at financing. There is a public presentation and forum on January 14, 2015 to get public feedback and Council discussion.

There was a discussion of solar panels and possible use. It would depend on the cost of installation and how much the savings would yield.

Pickett said the indoor/outdoor fireplace is a great addition. This should be kept in the plan if possible. This expands the use of the space.

Discussed the roof line and extending to maximize the amount of space for use on the patio. The use of pergolas on the patio will improve the aesthesis for the building.

The Parks & Recreation Committee also discussed flipping the uses inside of the building. However, it does change the ability of the staff in the Pro Shop to supervise/see all of the building. We know that the Grill and Mechanical Room locations cannot be moved. The architects were receptive to researching this change in plan location.

The existing windows will be replaced with stationary French doors. This is for security issues but have the flow and view of a standard French door.

The Town Manager reported that Thursday 1/8/15 is a work session for the Town Council. There will be no public comment at this work session. However, on Wednesday 1-14-15 at 6:30 pm is a Public Forum to present these concept design plans to the Public and get public input and feedback. If the Town Council decides to request financing for this project, the more positive comments will help the Town with LGC approval for financing.

The Town Manager stated the Mayor has already stated taxes will not go up in order to do this project. Per the Town Manager, one option is for the Town to “pay as you go” on the project. No matter what, the Town must do some repairs at the Clubhouse.

Dowdy said regarding the front of the building, it is bland. He suggested adding a covered sidewalk to the entrance. The architects said they cannot disturb the mechanical yard that is located in the front of the building. They extended the roof to add covered porches in the front of the building.

Dowdy asked regarding the rear of the building where the roof line would be extended, would it look better to have open vaulted ceilings. It would add a lovely touch. The architects said they can design that and bid it as an “add on” to see the cost of it.

5. Consideration of Resolution in Support of Parks & Recreation Trust Fund Application – Smith stated the Town Council has approved a Resolution in Support of Submitting a PARTF Application in 2015. At the advice of the PARTF Representative, we have taken off the improvements to the baseball fields. They advised us to reduce the cost of the project. We added the addition of a cornhole board game. This addition added a point to our application for the project by adding a “like facility”. The total of the project is \$522,330.00 with the Town’s matching portion of \$261,165.00.

Parks & Recreation Member Dowdy made a motion to approve the Resolution In Support of Parks & Recreation Trust Fund Application. Parks & Recreation Member Al Bartko made a second to the motion. The motion passed by unanimous vote.

(Resolution)

6. Consideration of Little Free Library Agreement proposed for Jamestown Park – The Town Clerk stated unfortunately, Shanna Moore could not be in attendance tonight. Shanna asked the Town Clerk to present this agreement. The Parks & Recreation Members had a copy of the proposed agreement. This is the same agreement the Town has for the Little Free Library located at Wrenn Miller Park. The Agreement is with the Jamestown Modern Book Club. They would like to install one of the Little Free Libraries at the Jamestown Park. A picture of the structure was given to the members. Hugh Cates built this structure as well as the first one. The Town Manager and Staff will work on the site placement of the Little Free Library.

Parks & Recreation Member Al Bartko made a motion to approve the agreement for the Little Free Library to be installed at Jamestown Park. Parks & Recreation Member Robert Pickett made a second to the motion. The motion was approved by unanimous vote.

7. Appointment of Chair & Vice Chair – The Town Clerk stated January is the time of the year when the Committee appoints a new Chair & Vice-Chair. Charles Dowdy made a motion to appoint Lawrence Straughn to serve as Chair of the Parks & Recreation Committee. Al Bartko made a second to the motion. The motion passed by unanimous vote.

The Town Clerk stated that Shanna Moore’s term expires 12/2014. She has asked not to be reappointed at this time. She is working on a project for GTCC which will involve a lot of time. She will be volunteering beginning in March for the First Tee Program.

Charles Dowdy made a motion to nominate Lynn Tice to serve as Vice Chair of the Parks & Recreation Committee. Al Bartko made a second to the motion. The motion passed by unanimous vote.

7. Recommendation for appointment of new member – The Town Clerk stated Al Bartko has served 3 terms on the Parks & Recreation Committee. According to the Parks & Recreation Policy, after 3 terms a member must rotate off for a term before they can be re-appointed. We are sorry to see Al step down, he made such a great contribution to the Parks & Recreation Committee.

Since Al Bartko must rotate off and Shanna Moore has declined to be reappointment, we have 2 vacancies. The following members are eligible for re-appointment:

Lynn Tice term expires – 12/2014

Charles Dowdy term expires 12/2014

Steve Owen term expires 1/2015

These members agreed to serve another term if the Town Council reappoints them.

The Town Clerk stated we have an application for a new member interested in serving on the committee. The nominee is Anthony “Tony” Brancazio. The Town staff is requesting approval of this nomination. This nomination will go to the Council at the January 20, 2015 meeting for approval. If approved, Mr. Brancazio will take Shanna Moore’s seat. Since this will leave one vacancy, Al Bartko will continue to serve until another member is appointed.

Robert Pickett made a motion to recommend approval of Anthony Brancazio as a member to the Parks & Recreation Committee. Al Bartko made a second to the motion. The motion passed by unanimous vote.

The Parks & Recreation Committee instructed the Town Clerk to contact the current alternate, Dennis Lain, to see if he was still interested in serving. Steve Owen stated that Paul Craft might be a possible candidate for the alternate position. If anyone is interested in serving on the Parks & Recreation Committee, please contact the Town Clerk.

9. Public Comment – No one registered to speak.

10. Other Business – There was no business.

11. Charles Dowdy made a motion to adjourn. Steve Owen made a second to the motion. The motion passed by unanimous vote. The meeting ended at 7:40 pm.