

## Parks & Recreation Advisory Committee Meeting

2-1-16  
6:00 pm

### Council Chambers Minutes & General Account

Parks & Recreation Members Present: Lynn Tice, Chair; Robert Pickett, Vice-Chair; Bob Wilson, Tony Brancazio, Jim Pendry, Paul Craft (sitting in for Steve Owen), Lawrence Straughn, Town Council Representative

Staff: Chuck Smith, Carrie Spencer and Martha Wolfe

Visitors: Mayor Keith L. Volz, Carol Brook of the Jamestown News

1. Call to Order – Chair Lynn Tice called the meeting to order.
2. Approval of minutes from the December 7<sup>th</sup>, 2015 meeting – Robert Pickett made a motion to approve the minutes from the December 7<sup>th</sup>, 2015 meeting as presented. Bob Wilson made a second to the motion. The motion passed by unanimous vote.
3. Discussion and input on a Mission Statement and Vision Statement for the Town of Jamestown – Chair Tice said Mayor Volz is present at the meeting. She turned the meeting over to the Mayor for the Mission & Vision Statement discussion. The Mayor stated he has a goal. He would like for the Council to adopt a Mission and Vision Statement. He feels it is important for the Town to have a written guide for future planning. Mayor Volz said the Town does have a current Vision Statement that was adopted in the Town's 2020 Land Development Plan.

Mayor Volz stated the Parks & Recreation Members were given a copy of a proposed Mission & Vision Statement for the Town of Jamestown which he drafted. He would like to propose a Mission & Vision Statement that would provide mid-term & long-term future planning goals for Jamestown. He would like to keep the statements short, simple and easy to understand. Mayor Volz said the Vision statement reflects the idea that we want to keep that small town quality.

Mayor Volz said he would like for the Parks & Recreation Committee to review the draft of both statements and report back to the Council. Please provide the Council with any changes you feel necessary. The Mayor said this draft will also be given to the Planning Board, JBA and Town staff department heads. The final Mission & Vision Statement will serve as a guide for future Council, Boards and Town Staff.

Spencer said she compared the 2020 Land Development Plan Vision with the proposed draft. They are similar. In fact, one could say that the proposed Vision is informed by the publicly led 2020 Land Development Plan Vision. The elements are similar.

Spencer said an example for the Parks & Recreation Committee standpoint could be the addition of a statement “provide a variety of recreational opportunities centered on neighborhoods, Town & Main St.” Add “recreational” as a focus along with the Main Street and residential focus. Robert Pickett asked where Jamestown Park & Golf Course would fit into this Vision Statement. He felt it should be identified as part of the core recreational facilities. He

said the Town is putting a lot of money into the facility. By naming it in the Vision Statement will ensure future Council and Town Staff will continue maintaining Jamestown Park & Golf Course as an important amenity for the Town.

The Mayor informed the Parks & Recreation Committee that plans are to start the pedestrian bridge project on E. Fork Rd. in the summer. Once this project is complete, it would allow pedestrians to cross the Koonce City Lake (a/k/a High Point City Lake) to Jamestown Park. He added from a planning standpoint this new pedestrian access could allow for other recreational activities. (running trails, canoe trails, etc.). The Town Manager said the E. Main St. sidewalk project should begin in the summer as well.

The Town Clerk stated the Mission & Vision Statement discussion will be on the Parks & Recreation Committee March Agenda. This will give the Committee time to review the draft and provide comments.

4. Nomination for appointment of alternate position – The Town Clerk stated she has not received any names for this position. We are still seeking nominations. She said at one time Jay McQuillan’s name was mentioned. She talked with him last year. He showed some interest, but he felt he could not serve due to his commitment to the Civitans. Several Parks & Recreation members said they would contact McQuillan to see if he would be interested in the alternate spot. Paul Craft suggested contacting Ed Stafford as a possible nominee. This item will be on the March Agenda.
5. Public Comment Period – No one registered to speak.
6. Other Business – The Town Manager said the Parks & Recreation Committee had asked Scott Coakley, Recreation Supervisor, to get a quote on installing a flag pole at Jamestown Park. The Town Manager handed out an estimate from Superior Sign Company.

The estimate provided 2 options:

Option A – 30’ Pole - \$2,363.47

Option B – 25’ Pole - \$2284.47

Coakley said the flag should have a rope cover added to the raising & lowering mechanism to protect it from unauthorized persons raising or lowering the flag. This cover costs approximately an additional \$300.00.

Brancazio asked if there was a design for the footer. As he mentioned before, Kit Barker, local general contractor, has a utility company. He is willing to dig the hole and put the footer together. Brancazio feels we can get this installation portion done for much less than quoted.

Smith said the engineer’s design is still needed. It was mentioned that Gary Robbins, architect, had done some volunteer work for the Jamestown Veterans Committee on the Veterans Monument. Staff will try to find out who did the engineering drawings for the Veterans Committee.

Smith said the estimate does not include lighting. However, the good news is power is available on that side of the drive. Hopefully, exiting off of that lighting will not be overly expensive. Coakley will continue to seek estimates on lighting. Brancazio volunteered to contact Scott Coakley and speak with him directly to see what other information is needed to finalize a quote. He hopes with the labor

donation we can keep the cost down. Smith said the idea behind this project was to see if Rotary Club & Civitans or other civic groups would fund the project.

Still under other business:

Carrie Spencer announced that the Town did receive its Tree City USA Designation and the Growth Award for 2015. She said one of the grants offered by the North Carolina Forestry is for a Tree Inventory & Maintenance Plan project. This project includes inventorying existing trees on Town owned property. (Species and condition) Then set up a maintenance plan and suggested areas for future planting. The 3 main areas where Jamestown would conduct this project would be Main St., Golf Course and Wrenn Miller Park. Other areas to consider are; Town Hall campus, entrance parks and Library grounds. The grant is a 50/50 match. The Town's match could be in-kind contributions. Such as volunteer & staff time.

Spencer said the City of High Point was awarded one of these grants. She spoke with the staff person and got lots of information on the process & procedure. She feels it is doable for Jamestown. But we would need a volunteer force. The volunteers would receive training. Spencer said the grant application is due by March 31, 2016. She will bring this project back to the Parks & Recreation Committee at the March meeting for consideration. The Council will have to give final approval to apply. The grant awards are made the end of July. If a grant is received, the applicant has 1 year to complete the project.

Still under other business:

Smith said the CIP Program initial discussion is February 16<sup>th</sup>, 2016 at the Council Meeting. Citizens are urged to attend and give input for Capital Projects.

Council Member Straughn said for those that were present at the last Council meeting, the architect gave a presentation on the greens renovation project. Council Member Straughn asked for feedback. Smith said he had a conference call last week with the architect and another call planned for this week. The architect is finalizing the design of all 19 greens. One of the biggest issues is not knowing what is underground. That is why the greens mix figure went from \$7,000.00 to \$67,000.00. That was a pure guess.

Pickett asked the projected completion date of the Clubhouse. Smith said late April early May. Smith invited everyone to go take a look at the renovations. Pickett asked if plans are on-going to work up a promotional campaign for the Clubhouse. The Town needs to market it. Let the people know the Clubhouse is available to the public for lease of special events, meeting, etc.

Smith said staff is presently trying to decide if marketing should be done with the reopening of the Clubhouse and reopening of the Golf Course separately. Smith said it could honestly be May reopening for the Clubhouse and May closing of the golf course. Labor Day to be the grand reopening of both the Golf Course and Clubhouse.

There was no other business.

Jim Pendry made a motion to adjourn. Tony Brancazio made a second to the motion. The motion passed by unanimous vote. The meeting ended at 6:53 pm.