

Parks & Recreation Advisory Committee

4-7-14

6:30 pm

Council Chambers

Minutes & General Account

Parks & Recreation Members Present: Lawrence Straughn, Chair; Al Bartko, Vice Chair; Robert Pickett, Shanna Moore, Lynn Tice, Steve Owen, and Charles Dowdy

Staff Present: Chuck Smith, Martha Wolfe

Visitors Present: Carol Brooks of the Jamestown News

1. Call to Order – Lawrence Straughn called the meeting to order.
2. Approval of minutes from the 11-4-13 and 12-2-13 meeting – Al Bartko made a motion to accept the minutes from the 11-4-13 and 12-2-13 meeting as presented. Charles Dowdy made a second to the motion. The motion passed by unanimous vote.
3. Appointment of Chair and Vice Chair – Al Bartko made a motion to appoint Lawrence Straughn to serve as Chair of the Parks & Recreation Advisory Committee. Charles Dowdy made a second to the motion. The motion passed by unanimous vote. Straughn stated he was happy to serve another term.

Al Bartko made a motion to appoint Shanna Moore to serve as Vice Chair of the Parks & Recreation Advisory Committee. Lynn Tice made a second to the motion. The motion passed by unanimous vote. Moore accepted the appointment.

4. Update on Wrenn Miller Park reimbursement and banners – Chuck Smith displayed the new banners for the Wrenn Miller Park. These banners have been installed at the Park.

Smith reported that the Town has been officially reimbursed for the Town's portion of the Wrenn Miller Park costs. We received reimbursement from PARTF in the amount of \$132,688.00.

Smith also reported during the ice storm fencing was damaged at the Wrenn Miller Park as well as several trees. The Town is in the process of receiving quotes to have the damaged trees cut and removed. Straughn thanked the Town staff for their hard work in procuring the grant which made the Wrenn Miller Park possible.

5. Review & discussion of Jamestown Park Clubhouse preliminary design plans – Smith distributed to the members a copy of the conceptual design for the Jamestown Park Clubhouse. Shanna Moore and Robert Pickett are representatives on the design team that met with the architect. Smith said the goal of the design team was to get a schematic idea of what was desired in the Clubhouse. The architect tried to capture the ideas on paper. This design is not an approved plan. However, we needed a conceptual design to begin building the cost for the project.

Smith described the elements in the design.

On the back patio area there is a proposed addition of a community room. This area could be rented for a community gathering or business meeting. This could also serve as additional seating area for outings & events. The addition almost doubles the current sq. footage for Clubhouse seating. The concrete base of the patio would have to be removed to build the community room.

To enlarge the kitchen area, the women's restroom would be relocated to the current men's locker room. The men's bathroom and locker room would be redesigned. By doing, this we can isolate the community room/banquet room for private events. Adding a window opening to the covered porch would allow us to still serve the golfers even if there were events scheduled in the other part of the Clubhouse. These improvements add to the functionality of the Clubhouse.

We recognize that there are electrical, plumbing, HVAC issues existing at the Clubhouse. The building is not energy efficient. The improvements proposed will improve the energy efficiency rating of the building.

Smith said primarily during the winter months most of the kitchen & bathroom work would be done. Along the outside area would be a covered porch with tables & chairs. Possibly construct French Doors to open onto the covered patio or glass doors that slide open. The design changes the focus of the dining area to look out over the greens verses the cart barn.

Pickett said the existing kitchen area is not equipped for larger catering events. It is small. Plans would be to upgrade the equipment and appliances, add area for food storage and catering.

Smith reported that staff had a very promising meeting with the Local Government Commission. We have to get LGC approval prior to the Town proposes to take out any loans. Smith said cost is yet to be determined but estimating probably \$600,000 - \$800,000.00 range for this type of design.

Smith, Gallman and Mayor Volz met with the LGC to vet the idea of combing the Public Services Facility (underway) with the Clubhouse facility as one project. The LGC stated the Public Services Facility was of course, a needed project. Regarding the Clubhouse, the LGC really liked the idea of the Community Room. They liked the idea of having a place where the whole community could use and enjoy for community events. LGC said it looks like it would be a good project for the Town. This is just one small step forward. Staff can now research financing and costs.

The Town has a Request for Qualifications out for architects interested in working on the design project. Staff also needs to contact lenders, if the Council is on board with the idea. Smith hopes within 3 – 4 months to actually submit our application for both projects to the LGC for approval to move forward with a construction loan.

The Committee talked about the need to have storage for tables & chairs, etc. Furnishings would fall under the operations budget of the Pro Shop.

Straughn felt this was an excellent design. He appreciates the people that took the time and effort to come up with this plan. The price seems high but hopefully the return over the years would make it worth it.

6. Discussion of Uniform Parks Rules & Regulations for Wrenn Miller Park & Jamestown Park – Smith handed out a revised Rules & Regulations document. Under item #9, Guns, Firearms & Incendiary devices, North Carolina State statues changed recently on concealed weapons requirement regarding concealed carry on parks & playgrounds. Smith informed the committee, that the Town Attorney will request a change in the Town’s concealed carry weapons ordinance at the next Council meeting. The proposed Rules & Regulations regarding guns, firearms & incendiary devices reflects those changes. The wording reflects the current state law. Straughn said the Guilford County Parks & Recreation Commission recently approved the same amendment to the County rules to coincide with State law.

Straughn asked if a reenactment group wanted to do an event at the Park using for example black powder guns, could they do that. Smith stated the group would have to secure a special event permit through the Town Council and therefore, could be allowed.

Straughn said the proposed Rules & Regulations are almost identical to Greensboro and Guilford County rules. Smith said that we tried to keep similar wording to help the deputies with enforcement.

Straughn asked if the General Code of Ordinances is posted on the website. The Town Clerk stated they are not presently. Staff is in the process of building the preliminary budget. We are asking for funds to do an ordinance codification project in the new budget year. Once completed, the ordinances will be posted on the Town’s website.

Steve Owen made a motion to recommend approval of the Town of Jamestown Uniform Park Rules and Regulations as presented. Al Bartko made a second to the motion. The motion passed unanimously.

Smith stated residents and non-residents can rent the shelters at Jamestown Park. Staff has discussed the picnic shelter at Wrenn Miller Park. There are two thoughts regarding the Wrenn Miller Park; rent the shelter or leave as an open park, first come first serve. We have had calls from people wanting to reserve Wrenn Miller Park. How would we enforce it? It is an open park with no fencing along the Main Street. There could be conflicts in the future.

The Park was originally designed to be open to the community. The amphitheater is open. If there was a group that wanted to hold a big event, they would need to apply for a special event permit. Steve Owen said we need to see how it plays out. We don’t really know how it will be used by the public. Straughn said at this point it seems as through the Parks & Recreation Committee wants to keep the Wrenn Miller Park as open and not reserve it. The Committee can revisit the rules if this becomes a problem. The Rules & Regulations will be considered for approval at the April 15, 2014 Council meeting.

7. Discussion of alternate for Parks & Recreation Committee – Wolfe stated that presently we do not have any alternates in place. We typically like to have 2 alternates. To date I have received 1 application. Dennis Lain has submitted an application. Wolfe asked for the Committee’s approval to submit his name to the Town Council.

Shanna Moore made a motion to recommend approval of Dennis Lain as an alternate member to the Parks & Recreation Advisory Committee. Steve Owen made a second to the motion. The motion passed unanimously. Wolfe said we still have a vacancy for another alternate position. Please send anyone that is interested to her.

8. Public Comment Period - None

9. Other business – Shanna Moore presented a project, “Little Free” Library. This is being proposed by the Jamestown Modern Book Club established and continuously membered since 1933. This book club would like to sponsor a “Free Library” in the Wrenn Miller Park.

It is a small book kiosk that is stocked with books. You can take a book, leave a book. They have adult books and children books. There are 12,000 in the US. Once you register your “Free Library”, you are placed on a map showing where the libraries are located. There at 11 in Greensboro and one in High Point. She has volunteers that will build the kiosk and they will maintain it. They would like to put it in the Wrenn Miller Park.

The Book Club would like to try this for a year. She loves the idea of parents & kids reading at the Wrenn Miller Park. Members of the Jamestown Modern Book Club will check on the “Free Library” every 2 weeks. They would like to install it where it is most convenient for the Town.

Smith stated this project needs to come back before the Park & Recreation Committee with a recommendation to the Council. There needs to be a simple written agreement stating this is not Town property and that the Jamestown Modern Book Club will be maintaining it.

Steve Owen asked if we are setting a precedent for outside groups to place something in the park. Smith stated that this has already been done with the Veterans Monument. This must be accepted by the Parks & Recreation Committee and then approved by the Town Council.

Smith said the simple agreement will renew each year. Each year it should go through the same process of first the Parks & Rec. Committee and then to the Council for approval. If the Council does not approve the project, then we cannot do it.

Shanna Moore will officially bring the project to the Parks & Recreation Committee in May with the written agreement. Also create a map showing where they would like to place the structure. After the Parks & Recreation Committee votes, then the project will proceed to the Council. All of the Parks & Recreation members seemed in favor of the idea and look forward to the presentation.

Charles Dowdy made a motion to adjourn. Robert Pickett made a second to the motion. The motion passed by unanimous vote. The meeting ended at 7:27 pm.

Wolfe did remind the members to please put on their calendars that we will have a May 5th, 2014 meeting.