

Parks & Recreation Advisory Committee Meeting
5-2-16

Council Chambers
Minutes & General Account

6:00 pm

Parks & Recreation Members Present: Lynn Tice, Chair; Robert Picket, Vice Chair; Bob Wilson, Jay McQuillan (Alt. for Jim Pendry) Tony Brancazio, Steve Owen and Charles Dowdy

Staff Present: Chuck Smith, John Crowe and Martha Wolfe

Visitors Present: Carol Brooks of the Jamestown News

1. Call to Order – Lynn Tice, Chair, called the meeting to order.
2. Approval of minutes from the March 7th, 2016 meeting – Bob Wilson 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 on Golf Course Greens Renovation Project – John Crowe, Parks Superintendent, presented slides showing the progress of the Greens Renovation thus far. Crowe stated the reasons for the Greens Renovation Project are:
 - Too much slope on the greens
 - Grasses are over 40 years old
 - Very limited pin position on the greens

The Project Scope has a time frame from May 2, 2016 – June 15, 2016. Crowe outlined the renovation process. Jamestown crews sprayed roundup. New Life Turf LLC started construction today. This company was hired to strip all 18 greens and the putting green. They have a machine that strips all the old grass off, chops it up and stockpiles. This will be used to fill in areas where needed later.

ShapeMasters is the contractor that got the bid award. They have a very good reputation. The Town staff is removing the irrigation heads, so they will not get damaged during the renovation process. If all goes well, in mid-June Crowe will apply the Basamid fumigation to sterilize soil and remove weeds. In June & July we will also be sodding areas around the new greens. Sprigging will take place around the same time. We are using TifEagle Sprigs instead of Champion Grass. TifEagle is a proven grass. During July & August, will be the “grow in” time. We are planning for a grand Re-Opening Labor Day Weekend; September 3, 2016. We want the golf course to look the best it has ever looked before we re-open. The Project budget is \$170,000.00.

Crowe explained the sprigging process. This is a crucial time. It will take approximately two (2) weeks of watering. This project will correct “winter kill” from the last couple of years.

Crowe said hole #3 will be re-contoured to change the slope. This is one of the worst holes. This hole will be re-contoured to less than 2 % slope. This hole will be vastly different. Holes #8 & #11 will be re-

contoured. This will definitely help in pin placement. All the re-contoured holes will have less than 2% slope. Crowe said the sand traps will remain the same. Robert Pickett said some of the traps are ok but some need work. Crowe said as his budget allows, he will add sand to the traps.

Parks & Rec. Members were excited to see the project being started. This is a big project for Jamestown. Crowe said this is definitely a huge improvement and we are addressing several problems at one time.

4. Initial discussion of comprehensive facility use policy – The Town Clerk handed out information on surrounding area special events facilities (public/private) to give the Parks & Recreation Members an idea of the rental fees in the area.

Chuck Smith said this is an initial discussion on different policies that currently exist on the Town's recreational facilities. He would like to combine all of the recreational facilities into one document and include the Clubhouse Facility. He said we want to combine all the public rental and lease properties into 1 policy for the Town, update our current policies, determine our rental spaces and amenities (identify what we have). Smith said the Town rental properties include:

- Civic Center
- Newly renovation Clubhouse
- Jamestown Park Shelters
- Baseball & Soccer Fields
- Concession Stands at baseball & soccer fields
- Office at soccer fields
- Wrenn Miller Park

Some considerations include:

- Currently, if someone wants to rent a shelter at Jamestown Park, it is rented for the entire day. Some Parks will rent shelters for ½ day (4hr.) – Do We want to do this?
- Rental fees – With the Clubhouse being renovated, items to consider; rental fee, per hour rental fee, Security Deposit, Clean up fees, reduced rate for civic and non-profit groups, criteria for renting Clubhouse, rates for in and out of town residents, staff time for set up of events, cancellation policy, refund of deposits, do we allow equipment or furniture to be brought on site.
- Special Event Permit – When is this required? Example, if a group wants to rent a shelter at Jamestown Park, and they want to serve alcohol that is not allowed in the picnic shelter area. Presently, we request the applicant submit a special event permit request. The Town Council must approve it. Factors to consider at the Clubhouse, beer & wine will be sold by the Town at the Clubhouse. Do we require that a person that wants to have alcohol at an event must purchase alcohol from the Town? We have questions about insurance. We have people sign waivers. We need to verify the person signing understands what they are signing and do they have the authority to sign.

Wolfe said we need to decide how much to charge for the rental of the Clubhouse. She has previously handed out examples of rental fees for surrounding facilities. Once the rental fee is established, there are still the questions about: Alcohol, insurance, different rates for all or part of the Clubhouse.

Clubhouse is available for in and out of town people. Should in-town residents get a discount since their tax dollars maintain the buildings? We are looking to the Parks & Recreation Committee to help us answer these questions. Or to make suggestions on ideas not mentioned.

We presently don't have the maximum capacity yet. The Fire Marshall determines that. The group discussed catering. The Town does not cater. We have a grill to cook hot dogs, hamburgers & sandwiches. We have been discussing how to handle caterers. Do we allow an outside caterer? Smith likes the idea of allowing a caterer and the Town sale the beer & wine. Possible charge a flat fee for facility and a catering fee. Wolfe said she has seen facilities that have a preferred caterer list. Say 3 caterers to pick from. Hopefully, we can use the local caterers. Possibly a break is given to the lessee if they use the preferred caterer. If they use another caterer (outside) the charge would be more for the rental use. The Parks & Rec. felt it would be good to give Jamestown residents a discount on renting the facility.

Smith said there are 3 distinct areas at the Clubhouse that will be available to rent. We may also have a fee to lease the whole Clubhouse and golf course. Wolfe said this is going to be such a beautiful facility. Also, there is room outside to accommodate an area for tents for an event. However, we need to remember it is a Golf Course. If there is a special event it would need to be coordinated so that an event would not interfere with golfers and parking. Wilson said the biggest conflict with events at the Clubhouse will be to ensure any special event will not conflict with the golfers. Golf games usually end around 6:00 – 7:00 pm. (depending on season)

Tony Brancazio suggested staff contact an event (wedding) planner to get on their list of vendors. Smith advised the committee that the Town will not have an event planner on staff. The current staff will have to coordinate the events.

Lynn Tice said she talked with Julie Neff, Southern Roots. She is the person that handles their catering for the restaurant. She was excited about the possibility of the Town using the local restaurant as preferred caterers. Smith said we talked to Southern Roots about a year ago. We talked about the caterer charging a per head fee, and roll that into their fee that they would charge the renting party. They were not in favor of that. Some members suggested the Town charge a fee for the reservation of the facility and the caterer charges a fee for their catering. Some liked the idea of having the preferred caterer list. If a caterer from the preferred list is used, either the lessee gets a discount or extended time use, some type of incentive. If a caterer is used that is not on the preferred list, then the lessee does not get that incentive.

Smith said in the past, we have not charged much for the Clubhouse facility. However, now the building will be totally renovated and brand new. We will charge a competitive fee. We need to get the policies in place regarding fees & catering, alcohol. It will take some time for the word to get out and the business/rental to pick up. Tony Brancazio suggested printing a separate brochure; 1 for the golf events and 1 for special events for public use. Wolfe said she has discussed with Lynn Tice about advertising. Tice owns and operates her own printing company. Tice said one of the ways to be able to reach out to the public is with a digital format and send out messages with the water bills. She felt it was a great idea to separate the golf and the special events brochure for the Clubhouse advertising. Tice said she can help with photos. It was suggested to put slides on the website. Smith is asking the Council to approve in next year's budget increased funds for advertising for the golf course.

Smith said we should be able to accommodate a large golf outing now. We did not have that before. The extended patio areas add a lot of seating. There is an outside area for a large tent. Smith said Council approved the renovations to the cart barn to match the Clubhouse. Pickett said there are some cart paths that need repairing. Smith said Crowe is making note of them.

Smith said the contractor is still on schedule & we hope to have completion by end of June. Smith said the Council wants the grand re-opening for the entire facility to be held on Labor Day Weekend. The Mayor also suggests an open house for the public for just the Clubhouse when it is complete. Smith said the grill will now be operated by a Town Employee. Still discussing if the position should be Full Time or Part Time. Also have this person cover special events.

Wolfe said from the discussion of this meeting, it seems we should have a meeting on June 6, 2016. She asked the Parks & Rec. Members to please send any suggestions for Clubhouse rentals, etc. to the Town Manager or her. We are open for suggestions. Tony Brancazio said he knows a special events planner and he will get her contact information. We could get some information from her.

5. Other Business –

Dowdy asked the progress on the Flag Pole Project.

Brancazio said Kit Barker is still willing to be the General Contractor on the project. The Town pay for the concrete and Barker to dig the footings. Brancazio said Jim Hoskins, Engineer with Terracon is willing to design the footer for free and stamp for the permit. Smith said Coakley was working on the lighting. We need to get a plan together to bring to the Council for approval. Again, Jamestown Rotary Club & Jamestown Civitans are willing to contribute financially. Brancazio said the Engineer might be able to determine the lighting needs. However, an electrician would have to do the work.

Steve Owen made a motion to adjourn. Charles Dowdy made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 7:15 pm.