

Parks & Recreation Advisory Committee
June 6, 2016

6:00 pm
Council Chambers

Minutes & General Account

Parks & Recreation Members Present: Robert Pickett, Vice-Chair; Charles Dowdy, Paul Craft (Alternate for Steve Owen), Jim Pendry, Tony Brancazio and Bob Wilson

Staff Present: Chuck Smith, Carrie Spencer and Martha Wolfe

Visitors Present: Carol Brooks of the Jamestown News

1. Call to Order – Lynn Tice was unable to attend. Robert Pickett, Vice-Chair, presided over the meeting.
2. Approval of minutes from the May 2nd, 2016 meeting - Upon corrections to the minutes by Bob Wilson, Charles Dowdy made a motion to approve the minutes as amended. Bob Wilson made a second to the motion. The motion passed by unanimous vote.
3. Continue discussion of Comprehensive Facility Use Policy – Smith handed out the current rules and regulations policy for the Town Parks. Also, distributed the Facility Use Policy for the athletic field and the rental agreement, fees, usage and rental of Civic Center and Park Shelter agreement. Smith said these are all separate documents. He would like to pull all these documents into 1 document. We would like to craft a Uniform Rules & Regulations Policy for all the recreational facilities for Town Parks. We would like to offer a “one stop” place where the public can go on the Town website and find all the information they need regarding recreational facilities and policies. Smith would like to have a facility coordinator to provide an on-line calendar to check shelter and clubhouse availability.

Smith said tonight he would like for the Parks & Rec. Committee to discuss and give feedback on the Civic Center Rental Policy. Smith said the Civic Center is only available to rent by Jamestown residents and business owners. Smith asked do we want to look at allowing Jamestown non-residents to lease the Civic Center at a higher rental fee. The Parks & Rec. Members stated the intent is to have residents & non-residents rent the Clubhouse. A higher rate will be charged to the non-residents. Parks & Rec. Members felt to be consistent we should have a resident & non-resident rate for the Civic Center. Smith said currently the Civic Center can be rented during hours 8:30 am – 5:00 pm. We do allow Jamestown Civic organizations to hold an evening meeting in the Civic Center.

The staff said the Civic Center was intended more for business meetings. The Town Clerk stated the reasoning behind the renting only to Jamestown residents is because it is their tax payers’ dollars that maintain the facility. It was discussed to allow non-residents to use the Civic Center with a high rate.

Currently, the Civic Center is rented only on a full day rate. Jamestown non-profits can rent for ½ a day. This is something we have been thinking about doing at the Shelters at Jamestown Park. Having a ½ day rental fee.

It was suggested to add maps & pictures of the recreational facilities. Add the Wrenn Miller Park. However, Smith said the Wrenn Miller Park is a passive park. We do not rent it, but if someone wants to hold an event there, they submit a special event permit.

Smith said please read the documents. We can discuss further at our next meeting. Smith said the Clubhouse is really looking good. Work should begin on the cart barn soon. Smith said after July 1, 2016 (next fiscal year) we will order furnishings for the Clubhouse.

4. Discussion of flag pole project at Jamestown Park – The group discussed the possible location of the flag pole. Scott Coakley thinks a good location for the flag pole is to the right of the entrance of the park. (map attached) There are lights on the new sign at the entrance. We hope we can tie into the electricity here and have LED lights for the flag. Otherwise, we will have to ask Duke Energy to set a meter for the Town.

It was stated that Jamestown Rotary & Civitan Club are interested in donating funds for the flag pole.

Coakley said the Superior Sign Co. option A & B include installation. The only difference is the size of the pole; 25' and 30'. The Town Clerk said from the estimates we have received it looks like the total price is approximately \$3500.00. Branzazio said Kit Barker is available and will do the labor for the installation of the pole. However, Superior Sign Co. provided an estimate which is a turnkey job. Scott Coakley to confirm.

The next part of the process is for the Parks & Rec. Committee to make a recommendation to the Town Council. The Town Council will then vote whether to accept the project. Branzazio suggested placing a plaque on or near the flag pole crediting the Civic groups that donate the funds for the flag pole. Civitan and Rotary Club will check with their clubs to see if they are able fund the project.

The target date for completion is September 3rd, 2016. This is the grand opening of the Clubhouse & Golf Course. Coakley is to work with Branzazio about the labor & engineering work for the flag pole project. The Town staff will ask the Town Council to accept the project at their June meeting.

Robert Pickett made a motion that we recommend to install the 30' flag pole with a 5' X 8' flag to be located to the right entrance to Jamestown Park. Tony Branzazio made a second to the motion. The motion passed by unanimous vote.

5. Public Comment Period – No one registered to speak.

6. Other business-

Carrie Spencer said she received comments from the Review Committee regarding the Urban Forestry Grant. The Town submitted a grant application to do a Tree Inventory Project and Management Plan. The Review Committee stated they felt trying to do both of these projects would be too much for 1 year. They asked if the Town would be interested in receiving funding for the Tree Inventory Project this year and in the following year request funding for the Management Plan. The Parks & Recreation Committee felt that would be a good compromise and they were in agreement with the Forestry Review Committee's recommendation. Carrie Spencer will convey the Parks & Recreation recommendation back to the Review Committee.

Still under other business:

The Town Clerk handed out flyers of special events coming up. She encouraged everyone to volunteer.

The Town Clerk said staff hopes to meet with Lynn Tice to discuss some marketing for the new clubhouse. As soon as practical, we will begin work on a brochure with photographs.

Still under other business:

Carrie Spencer reported that the Jamestown Market is under new ownership. They plan to make it into a General Store. (crafts & produce) The building next door has been sold and a proposed Nail Salon is planned. The property next to this building (old dry cleaners) is planned a Pizzeria. She said several businesses on the Main Street are trying to work together on parking.

Bob Wilson made a motion to adjourn. Tony Brancazio made a second to the motion. The motion passed by unanimous vote. The meeting ended at 7:03 pm.