

Parks & Recreation Advisory Committee
July 7, 2014
6:00 pm
Council Chambers

Minutes & General Account

Parks & Recreation Committee Members Present: Lawrence Straughn, Chair; Steve Owen, and Lynn Tice

Staff Present: Chuck Smith, Matthew Johnson, Martha Wolfe

Visitors Present: Carol Brooks of the Jamestown News

1. Call to Order – Lawrence Straughn called the meeting to order. A quorum was not present.
2. Approval of minutes from the June 2, 2014 meeting - No action taken due to lack of quorum.
3. Discussion of Time Capsule Project – Wolfe stated she made the changes suggested by the Parks & Recreation Committee members regarding the letter to the Principals of the area schools. The letter was sent on June 17, 2014. This letter asked the Principals to contact us to let us know if they planned to participate in the Time Capsule Project. Wolfe emailed the Parks & Rec. Members a draft of an entry form. She asked for feedback on the form. Wolfe stated the size limitations was not listed because there is some question as to what size time capsule to use.

The Town Manager has been researching larger capsules. Smith showed the vault which was donated. If we use this vault, we need to specify that items cannot be any larger than 8 ½ X 11 (size of piece of paper). We have approximately 9” in depth to fill with items. The entries could include letters, photos, cards, etc. The vault must be sealed and air tight.

Smith stated he did some research on different cylinders/time capsules. He handed out information on a composite cylinder. The size is 16” in diameter and 31” high. The cylinder has a top that is easy to seal and is water tight. This would give us more volume. This would allow us to accept larger items and more entries. The price is \$579.00 plus shipping verses the donated vault which is free.

Smith stated if we were to install the time capsule above ground, we would have to construct some type of brick structure. The least expensive installation would be to dig a hole, pour a concrete vault and set the time capsule in the vault. Construct a cap and a marker to place on the site. Estimate of approximately \$300.00.

The larger cylinder underground installation method, would be an estimate of approximately \$900.00 for the cylinder and marker. If we want to install the larger cylinder above ground method in a brick column the price would be approximately \$1500.00 to construct. This estimate was for using dedicated brick. A specialized column would need to be constructed and the dedicated brick placed in the column. If a regular brick column was used the cost would be approximately \$900 - \$1000.00, with the dedicated brick the cost approximately \$2500.00 for labor & materials. The idea is to sale the dedicated brick for \$100.00 a brick to pay for the project. There would be room to sale 40 bricks. The column would be approximately 4’ tall with cap stone.

If we plan to do the fundraising effort, we would have to sale the dedicated brick by the end of August. Parks & Recreation Committee members and Staff would be asked to help sale the dedicated brick. This time line is very close. We would have to actively call on citizens and businesses, etc. to purchase bricks.

Smith said if this is the preferred time capsule (larger, above ground dedicated brick), the Council would have to approve a budget amendment. Then the Parks & Recreation Committee and staff would have to sale the dedicated brick. Any balance of funds needed to complete the project would come out of Recreation Budget. The Committee discussed the timing. It was a concern at the tight schedule. They discussed the different dates and possibly moving the event. However, the first anniversary date was a popular idea.

The Committee discussed the dedicated brick fundraiser. Some felt with the recent Wrenn Miller brick fundraiser, brick sales were overdone. Others were concerned on the tight time line to get the bricks sold, ordered and installed.

There was discussion to move the date. The Committee discussed moving the date to May 2015. This would give more time for the sale of bricks. Steve Owen suggested getting a second vault like the one we were given. This will double our capacity. We could then stay on the time line already set. A granite marker would need to be ordered and put in place. Smith will speak with Mickey Peeler about the cost of a second vault.

Wolfe stated if we have decided to stay with the original vault (be it 1 or 2) what size description should be put on the form. Straughn stated no larger than 8 ½ X 11 paper form, photos no larger than 8 ½ X 11. Wolfe will make corrections to the form and re-send to the committee for approval.

The process will be to put the final Entry Form on Facebook and Website. All entry forms will be sent to the Parks & Recreation Committee. Parks & Recreation will be the selection committee.

At the July 15, 2014 Council meeting, Parks & Recreation will give an update of the project details. Upon Council approval, on July 16, 2014 the entry form will go on the Town website and Facebook. The deadline for entries will be August 15, 2014. The entry forms will be scanned as they come in and sent to the Parks & Rec. members to review prior to the meeting. At the September meeting (change date due to Labor Day) Parks & Recreation will review and select entries to be included in the time capsule. The October meeting will be used to finalize entries and ceremony details.

Lawrence suggested a signature page for all Town employees and all members of Town Boards & Committees to sign and include in the Time Capsule. Also, talked about including photos of all Town Managers, and all Mayors. However, it would not be possible to get pictures of all past Council Members.

The Committee discussed entries being residents of Jamestown. It was decided to put on the form that Jamestown residents will be given preference.

Meeting adjourned at 7:05 pm.