

Parks & Recreation Advisory Committee
August 1, 2016
6:00 pm

Council Chambers

Parks & Recreation Advisory Committee Members Present: (Lynn Tice Absent) Robert Pickett, Vice-Chair; Steve Owen, Jim Pendry, Paul Craft (alternate for Charles Dowdy)

Town Council Representative: Lawrence Straughn

Staff Present: Chuck Smith, John Crowe, Martha Wolfe

Visitors Present: Carol Brooks of the Jamestown News

1. Call to Order – Robert Pickett presided and called the meeting to order.
2. Approval of minutes for the June 6th meeting – Lawrence Straughn made a motion to approve the minutes as presented. Steve Owen made a second to the motion. The motion passed by unanimous vote.
3. Review & Recommendation of the Civic Center and Jamestown Park Clubhouse Facilities Policies – Pickett said everyone should have received a draft copy of the Facility Use Guide for the Civic Center and information packet for Jamestown Park Clubhouse.

Smith said this is a follow up from our June 6th, 2016 meeting. Smith is requesting a recommendation from the Parks & Recreation Committee to consider approval or amending of the proposed policies for the Civic Center and the Clubhouse.

Smith reviewed the Civic Center Policy. He stated the first half-day rental period is from 8:00 am – 12:00 pm. The second half day rental is from 1:00 pm – 6:00 pm, Monday – Thursday. The rate increases for Fridays for the 2nd half and for Saturdays and Sundays and holidays. Smith stated to be perfectly honest, these rates are based off of what Bur Mill Clubhouse rents for their space. The supervisor of Bur Mill gave us their policy. Smith said the facilities are similar in size & space.

Smith said for the Civic Center Monday – Thursday the ½ day rates are a little cheaper than currently charged. Jamestown residents and businesses have a little bit lower rental rate. We have added allowing a non-resident to rent the Civic Center. The proposed policy allows Jamestown non-profits to use the Civic Center at a reduced rate. The Parks & Recreation Committee discussed allowing non-Jamestown Non-profits and non-residents to use the room.

Smith said we are designating a staff member as a Facility Coordinator that will help with the rental of the Clubhouse and the Civic Center. The Facility Coordinator will give first right of rental for either facility to the Jamestown residents or Jamestown businesses. Elizabeth Greeson will be the Facility Coordinator. Pickett said he thought Smith did a good job of putting this draft together. The group discussed how to handle the deposit for non-profits. Currently, we do not charge a deposit. However, if this proposed policy is approved, then a deposit would be required for each non-profit. Each non-profit would be required to renew its lease (scheduled meeting dates) yearly. Smith said this would be a good time to once a year renew the lease, get new contact information of the officers and check to be sure each group has the proper amount of keys.

Steve Owen made a motion to recommend to the Town Council approval of the Facility Use Guide for the Thomas C. Ragsdale Sr. Civic Center. Jim Pendry made a second to the motion. The motion passed by unanimous vote.

Smith then presented some information from the last Town Council meeting. The furnishings and landscaping quotes that came in were very high. The Council directed the Town Manager to look at the landscaping and try to scale it back. Focus on the irrigation and some anchor plants for the Clubhouse. Smith said he is working with 2 irrigation contractors now. The lighting is actually going to be provided by Duke Energy. The bulk of the landscaping budget will be used to install the irrigation system. The budget is approximately \$25,000.00.

The furnishings budget for the Clubhouse is \$16,000.00 - \$20,000.00. We have had to use some of these funds for purchasing appliances for the kitchen. We are going to get the Golf Shop set up with slat walls and fixtures, so they can conduct business & sell apparel. The estimate for the Golf Shop is approximately \$3,000.00. The Town Manager is working on revising the outside and inside seating. We will use the old tables and chairs until we can do better.

The Council discussed the idea that if a non-profit wanted to rent the Clubhouse and requested a waiver of deposit/fees/etc., the applicant could request a special event permit. This would be filed with the Town Manager or Town Clerk 60 days prior to the event. The request goes to the Town Council for consideration.

As a result of the Parks & Recreation discussion, the Town Council made the change that a Jamestown non-profit and civic clubs should receive a discounted rate and a Jamestown resident will receive a discounted rate. Smith said since not all the furnishings will be in the Clubhouse he has revised the rates. He added unfurnished rooms setup for receptions will be charged at 50% the room rental rate.

Smith asked the Parks & Recreation Committee for a percentage figure for the discounted rate for the Jamestown residents and Jamestown non-profits. Lawrence Straughn suggested a Jamestown non-profit/civic club be in one group and the Jamestown residents be in another group. The non-profits give back to the community. He suggested non-profits get a 30% discounted rate and the Jamestown residents get a 20% discounted rate.

Robert Pickett stated on page 2 section – **Rental Agreement, Deposits & Final Payment** – Staff needs to change the wording to make the sentence clear – Example – Your room reservation includes the base room rental rate and the deposit.

Smith said regarding food provided by the lessee. There will be a food service fee. Rates are listed on page 4 – Food Arrangements. This helps pay the salary of the Event Host.

Smith said the names of the rooms are all taken from Jamestown's history. But subject to change.

- Mendenhall Room
- Lindsay Room
- Charles Room

Steve Owen made a motion to recommend to the Town Council approval of the Jamestown Park Clubhouse Information Packet with the amended wording in section – **Rental Agreement, Deposit and Final Payment** and to recommend approval of Jamestown Non-Profits and Civic Groups receive 30%

discounted rate and a 20% discounted rate for Jamestown residents. Paul Craft made a second to the motion. The motion passed by unanimous vote.

Chuck Smith excused himself from the meeting.

4. Update report on the Golf Course Greens Renovation Project – John Crowe, Parks Superintendent, stated we are in week #5 of the Greens Renovation Project. Crowe showed photos of the renovation project beginning with planting day, June 22, 2016. He showed pictures of the progress from June 23 – August 1, 2016. The Golf Course staff has carefully watered and mowed during the process. The sprigs have been mowed about 20 times to date. Crowe said the collars on the greens will be sodded. Approximately 2/3 of the greens collars will be done this week.

Crowe said it is just amazing how quickly the grass has grown. We have had perfect weather for the sprigs. We will be top dressing and fertilizing these newly sodded areas.

He said we are about 4 weeks away from the opening. He is very pleased on how it is going. We do have a lot of work to do before the opening. But he is pleased with the progress and the results. Crowe is happy with the contouring of the greens. He feels the Town made a great decision to go this route. He is looking forward to getting everything done and the course open up for play.

Lawrence Straughn thanked Crowe and his staff for all the hard work they have put in on this project. This was a big project financially for the Town. Crowe said he hopes to see a lot of play on the Golf Course for years to come.

5. Public Comment Period – No one registered to speak.
6. Other Business – The Town Clerk said the Town Planner could not be present tonight. Spencer asked her to report that she received the grant award for the Jamestown Tree Inventory Project in the amount of \$9,740.00.

The Town Clerk continued under other business, regarding the Flag Pole project, Scott Coakley did confirm with the electrical contractor and Superior Sign Co. to be sure the amounts were the same. The electrician was the same. Superior Sign Co. was about \$75.00 more. The Town Clerk said in order to keep this project moving forward, we need to know if Rotary & Civitans are willing to fund the project. She would like an official commitment from each club as to the amount they can donate. Steve Owen suggested the Town Clerk send a letter to the president of each club asking them to each pay for half of the project.

The Town Clerk said the September meeting date will fall on Labor Day. She said the Parks & Recreation Committee typically does not meet that day unless urgent business comes up that cannot wait.

Jim Pendry made a motion to adjourn. Lawrence Straughn made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 7:04 pm.