

Town Council Work Session
1-8-15
6:30 PM

Council Chambers

Minutes & General Account

Council Members Present: Mayor Volz, Council Members Thomas, Montgomery, Nixon-Roney & Ragsdale

Staff Present: Chuck Smith, Judy Gallman, Paul Blanchard and Martha Wolfe

Visitors Present: Don Douglass, Robert Pickett, Carol Brooks of the Jamestown News, Peter Freeman & John Kennett

1. Call to Order – Mayor Volz called the meeting to order. He stated this is a work session to discuss the Clubhouse Renovation Project. There was a Parks & Recreation meeting on Monday 1-5-15 on this project. A lot of good ideas came from this meeting. We have scheduled a Public Presentation of this project on 1-14-15. Tonight’s work session is to update the Council on the project and allow the Town Council the opportunity to make any changes.

The Mayor stated that the intention is to do the Clubhouse Renovation Project without any tax increase.

Option A - Plans are to present this project to the LGC for approval of bank financing for the project.

Option B – If the Town does not receive LGC approval for financing, the Town would do the project on a “pay as you go” basis. The project may be scaled back if this method of payment is used. Still no tax increase is proposed for the construction of this project.

Neither of the financing methods mentioned would affect the construction of the Greens Renovation Project. The Town is applying for a PARTF Grant for this project. Approximately \$261,000.00 has been budgeted for the Town’s PARTF match.

Peter Freeman, architect, reviewed to date the needs at the Clubhouse; new HVAC, Kitchen area, electrical, plumbing, underutilized space, aesthetics, entry and addition of a Community Room.

The big portion of the work to be done on the Clubhouse is work that actually must be done whether you add a Community Room or not. Therefore, the addition is not as big a piece as you would think. The concentration of the work is in the core of the building.

The architect shared preliminary sketches. The goal of the first sketch was to create a new Grill Room and update the restroom facilities. A big component is the exhaust hood. It is expensive to relocate the hood. The architect worked on creating a food service component in the center of the design. Have 3 levels of food service; 1. Self-Serve 2. Hot dogs & hamburgers at the Grill 3. Catering functions.

The great flow of this design is to allow the Pro Shop staff to monitor the food components from the Pro Shop area. Also, this design allows for the Clubhouse to be rented out for community functions with all the necessary amenities for catering.

Covered porches add a better feel and better entrances to the building. The covered porches provide shade and additional seating. This design was presented to the Parks & Recreation Committee. From that meeting arose an idea to flip the uses of the building; moving the Pro Shop to the Cart Shed side and move the Community Room to the existing Pro Shop side. However, the Town Manager checked with the Golf Course staff. They felt by moving the Pro Shop it took them physically too far away from the first ten tees and away from the golf cart storage area.

In the final stages, this preliminary design seems to be preferred. Freeman stated what is key to this planning process is how to handle the Kitchen, Grill Room and Catering Center. We still need strong direction from the Council on which way to go. The architects are presenting a hybrid system. It proposes leaving the existing grill and hood as it is. The second part accommodates catering in the same footprint as a convenience food center. That is a self-service counter area that provides certain foods on a self-service basis. With this method, the Town would not have to hire extra staff to run the service. The Self-Service Food Center would be staffed by 1 person. This same space would be used for catering events. The architects asked for Council feedback. The council discussed:

- Extend roof lines to provide covered porches
- Landscaping
- Stationary French doors looking out over the Golf Course
- Locker room areas
- Pro Shop area/use of space/visibility
- Flexibility in use of different spaces/ 3 different spaces for use
- Storage needs

Council Member Nixon-Roney stated she likes the open concept with the bigger Grill Room and the Kitchen in the middle. There is no doubt work needs to be done at the Clubhouse. However, she feels we need to be clear to the public that there are funds budgeted for the Greens Renovation Project. The Clubhouse Renovation will not take funds away from the Greens Project. Council Member Ragsdale stated he feels it is all about golf. He appreciates the design and knows the Clubhouse is in need of repair and has been neglected. However, it is about golf.

The Town Manager stated we are trying to leverage Town funds with a PARTF grant, doubling Town funds with the 2 main focuses; Greens Complexes and Tees. The Town Manager stated we will know in August of this year if the Town is approved for the PARTF funding. Mayor Volz also stated as far as beginning the renovations of the greens there are certain times of the year when this should take place.

Mayor Volz reiterated we are working on both projects. The Town is seeking LGC bank financing approval on the Clubhouse Project using the new Public Services Facility as collateral. The Greens Complexes and Tees Project are the projects we are seeking for PARTF grant approval. We are not ignoring either one of the projects that must be done. Council Member Nixon-Roney stated this needs to be made clear to the Public.

Council Member Ragsdale stated he gets questions asking why a Community Room and facility update is needed. Council discussed the usage of the Clubhouse. Discussed having the additional revenue from the Community Center for rental of community events and business events. The rental revenue could be used for maintenance of the facility. Alleviating some of the burden to the taxpayers.

Mayor Volz suggested a time-line demonstrating when the Clubhouse Renovation Project would be done. Another time line showing when the Greens Renovation Project would be done and the financing method for both. Council Member Thomas stated it needs to be presented to the Public that these projects are of necessity.

Council Member Montgomery stated the addition of the Community Room is a key element in gaining LGC approval for financing. This space would provide more opportunities for citizens other than golfers to use the Park. It would be a new facility for the Jamestown Park. The Town Manager agreed that the addition of the new facility is the key element the LGC was in support of seeing at the Park. Council Member Nixon-Roney stated she is all for it. She is fine with acquiring the debt since the Town has no debt. She feels it is important to show the public the following:

- Community Room is key to LGC financing approval
- We are not delaying the Greens Renovation Project
- 75% of renovation must be done for the maintenance of the Clubhouse
- No tax increase

Council discussed the time line and the financing of the 2 separate projects; Clubhouse and Greens Renovation. The Greens Renovation Project cannot be financed. Either we are awarded the PARTF grant or the Town pays for the project from Fund Balance.

The Town Manager said that both projects (Clubhouse & Greens Complexes) are moving forward. The PARTF grant application will be filed by 2/3/15. There is approximately \$261,000.00 reserved for the Golf Course Greens Complexes. This is for the PARTF match grant. Total grant would be \$522,000.00 for Jamestown Park. This does not include any of the Clubhouse project. We will find out in August if the Town is awarded the grant.

If work is started on the Golf Course prior to entering into a contract with PARTF, the Town would not be reimbursed for those funds. Before any work could be done at the Golf Course, we need design plans in place for re-grading & re-contouring of the greens. We could not start any work until next year. We probably could not get a plan in place fast enough to start work on the greens before April of this year. Council discussed the planning phase of the Greens Project. The Town Manager said if we are awarded the PARTF grant in August, we would line up the landscape architects for that planning design so the earliest we could begin construction in spring of 2016.

Mayor Volz asked for John Crowe to set up a timeline of what we would do if we got the PARTF grant and what we would do if we did not get the PARTF grant. Mayor Volz would like to have something to show the public that we are working on the Greens Complexes Project as well as the Clubhouse Project.

The Council has a special meeting advertised for January 14, 2015 to discuss the Clubhouse Renovation Project. This is a special meeting for the Clubhouse Renovation project only. It was suggested to have a time line of the Greens Renovation Project to hand out to the public. This timeline would let the public know the Greens Complexes Project is moving forward and is not being delayed by the Clubhouse Project.

Smith said that we could start planning for Greens Complexes now and put money into hiring a consultant to prepare these plans. That would allow the start of construction in September 2015 if the PARTF grant is awarded. However, we would not be reimbursed for those fees. We cannot start work prior to the grant award. Council Member Nixon-Roney said we should have a hand-out for the Public to show how the Golf Course Renovation Project will proceed. Mayor Volz stated again both projects are moving forward.

The architects stated when the project is bid, they will have a base bid and then alternate bids for the other options. The architects had prepared a ballpark estimate of the Clubhouse Renovation Project.

The ballpark estimate for the existing Clubhouse Renovation Project is \$349,000.00. The Community Room addition is \$120,000.00. The porch entry is \$30,000.00 and fees/permits range \$28,000.00 - \$48,000.00.

Council Member Nixon-Roney stated she is not in favor of the self-serve/pre-package food option. The Town Manager stated that the National Golf Foundation is sending a proposal with an update to their 1992 overview operations study. He spoke to the consultant and told him of the Town's plans for the Golf Course & Clubhouse. The consultant was interested in coming and lending support to the architects with advice on food service, flow of the building, staging the Pro Shop, etc. Now is the perfect time to get this update.

Council Member Nixon-Roney suggested again a handout for the public showing that no tax increase is proposed in order to do the renovations to the building and addition of the Community Room. The addition of the Community Room is a new use at the facility. The addition of the new use enables the Town to seek LGC financing approval. Council Member Nixon-Roney felt if the public knew what the Council knows regarding the facts of financing, grants, and timeline; the majority would be in favor of it. That needs to be presented to the Public.

The Town Manager said we are soon to be at the end of the conceptual phase with the architects. We may need to enter a contract for the next phase. The Town Manager would like any updated figures from the architects prior to creating a handout.

Don Douglass, 202 Edwards Lane, said he is one of the 5% that does play golf at the Jamestown Park. He said the course was opened in 1974. It is recommended that the greens be done every 25 years. So, we are 16 years behind. He is not against the Clubhouse Project, but most golfers don't care about the Clubhouse. They are about the golf course. The greens must be fixed. The golfers are not happy and are leaving.

Robert Pickett, 605 O'Neill Drive, (Parks & Recreation Members) stated there needs to be 2 additional slides to the power point presentation by the architects. There needs to be a slide showing the existing building renovation construction cost is \$349,000.00. The next slide should show the addition of the Community Room estimate of \$150,000.00. Also show no tax increase proposed. He too suggested a simple handout with bullet points showing the 2 separate projects and timelines of projects. What will happen with the grant, what will happen with finance approval, what happens without grant and what happens without financing approval.

The Council discussed that the Greens Complex Project start date of spring 2016 would not be the start date of construction. It would be the start of the planning design phase.

The Council thanked the architects for their plans. They felt it was a great use of space at the Clubhouse.

Council Member Nixon-Roney made a motion to adjourn. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 7:45 pm.