



**Recreation Advisory Committee Meeting Minutes  
June 9, 2016 7:00 p.m. Town Hall Council Chambers**

**BOARD MEMBERS PRESENT:** Kevin Adams, Alice Reese, Howard Slinkard, Jennifer Jones, LeeAnn Pumer, Wanda Holloway

**ABSENT MEMBERS:** Liz Stone, Winston Shade

**COUNCIL MEMBERS PRESENT:** Cheri Lee

**STAFF PRESENT:** Len Bradley, Adam Huffman, Lori Puzak

**CALL TO ORDER:** Mr. Adams called the meeting to order at 7:05 pm.

**APPROVAL OF MINUTES:** Motion to approve: Mrs. Jones; Second: Mrs. Plumer; Vote: Unanimous; Meeting minutes approved with no corrections.

**PUBLIC COMMENT PERIOD:**

Erik Mayr, 300 Holly Branch Dr., introduced himself and notified the committee of his interest in serving on the advisory committee beginning fiscal year 2017.

**GUEST SPEAKER:** Ryan Monteleone, Kiwanis Club regarding the Holly Springs Half Marathon

The Kiwanis Club and the Holly Springs Run Club have joined together to create the Holly Springs Half Marathon that would showcase the parks and greenways in Town. Mr. Monteleone presented an overview of the proposed course, which goes through every park in Holly Springs. Communications have already taken place with the Police Department for traffic management and the application for off-duty police officers is pending. The Kiwanis Club would donate 75% of the proceeds from the Holly Springs Half Marathon to benefit parks and greenways. The remaining 25% would be used for startup costs for the subsequent year's race. The anticipated donation for the first year is approximately \$18,000. The Half Marathon Committee would request the Parks and Recreation Advisory Committee to recommend to Town Council to waive the deposit and rental fees for this event in the amount of \$1,700. The tentative date for this event is Saturday, November 19<sup>th</sup>, the weekend before Thanksgiving. The proposed weekend is the same as a CASL soccer tournament.

**Action:** The Advisory Committee approved a motion to recommend waiving \$1,700 in fees for the Holly Springs Half Marathon

**Motion by:** Jones

**Second by:** Slinkard

**Vote:** Unanimous. Will bring to Town Council at the June 21<sup>st</sup> meeting.

## **PRESENTATION OF THE FY17 P&R BUDGET: LEN BRADLEY**

Mr. Bradley handed out copies of the FY16-17 Budget for the Advisory Committee to review. The overall Parks & Recreation Department has a revenue budget of \$1,741,000 and \$5,058,003 in expenses. Highlights include (with page references):

p. 10-11: Itemized listing of revenues – fees are generated through various means such as donations/sponsorships, registration fees, and facility rentals.

p. 22: Itemized listing of expenditures – P&R department has multiple divisions to help track costs for the various facilities. Holly Springs is the third highest revenue-generating parks & recreation department in Wake County, behind Raleigh and Cary. Between \$300,000 and \$400,000 in expenditures are non-Parks and Recreation related for Town facilities.

p. 63: New Town Positions, 5 positions in Parks and Rec: Facility Maintenance Specialist, Sports Complex Manager (NMAC), Theater Production Technician (formerly filled with part-time employees), Hunt Center Manager (currently the Assistant Director is serving in this role with many other duties), Administrative Specialist (this position would take some duties from the Marketing and Special Events Coordinator)

p. 52: Capital Requests

p. 73-77: Fee Schedule – Development Fees, which are not part of the General Fund revenues, but rather a reserve account – increase from \$1119 to \$1500 to make us more comparable to nearby municipalities; Hunt Center – fitness room fees were increased approximately 10% and redesigned the age tiers, the Scholarship program was modified from 75% discount for free lunch and 50% for reduced lunch to a flat 50% discount for all recipients.

Projected park improvements – Mims BMP and grading in preparation for the new Farmers Market location and a space needs analysis for a Gym/Convocation Center. It is anticipated that the remaining \$7.5 million in Parks and Rec Bond will be issued to cover funding for these projects.

Mr. Adams asked about debt retirement. Cheri Lee will send this information to the committee via email.

## **ATTENDANCE FIGURES FOR WAKE COUNTY FUNDING FOR NMAC**

Adam Huffman gave a presentation on the performance goals for the NMAC. Points are awarded based upon the number of participants and visitors to the facility. The Town has 5 years to hit the performance goal of 753 points submitted to Wake County as part of the grant application. The Town actually received 218 points in year 1, only 40 points from the benchmark goal for year 2.

## **PARKS AND RECREATION UPDATES:**

**NMAC Beer Garden & Streetscape** – The project has experienced a delay, but expected completion date is in about 3 months. Once punch list items are completed then the next project at NMAC will be a playground.

**ADMINISTRATIVE BUSINESS:**

Mr. Adams reminded committee members to be sure to read emails and please reply to all committee members, as this is our primary mode of communication between meetings. Ms. Puzak will send the document with current contact information for corrections via email.

Appoint officers for FY2017: After much discussion, it was determined that the members with terms expiring should find out if they have been reappointed prior to electing new officers.

**Action:** The Advisory Committee approved a motion to postpone the election of officers until the July meeting.

**Motion by:** Adams

**Second by:** Slinkard

**Vote:** Unanimous

**JULY TOPIC:** Organizational meeting for the new fiscal year.

**OTHER BUSINESS:** Mr. Slinkard inquired about the status of the updates to the Parks and Recreation Advisory Committee ordinance enabling the Committee to be more active. Cheri will follow up with Hank Dickson and report back to the committee the next steps.

Mr. Adams thanked Ms. Jones and Ms. McCloud for their service on the committee. Ms. McCloud has resigned her position due to increased family commitments.

**ADJOURN:** There being no further items for discussion the meeting was adjourned at 8:50 pm.