



**Recreation Advisory Committee Meeting Minutes  
July 14, 2016 7:00 p.m. Town Hall Council Chambers**

**BOARD MEMBERS PRESENT:** Brian Ainslie, Tom Joyce, Alice Reese, Liz Stone, Kevin Adams, Howard Slinkard, Wanda Holloway, LeeAnn Plumer

**ABSENT MEMBERS:** 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 7:08 pm.

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

**PUBLIC COMMENT PERIOD:**

**Steven McFadden, Suggly Sweater 5K and Fun Run**

Mr. McFadden gave a brief history of the Suggly Sweater 5K. This year marks the event's third year. The first year's race had 290 runners for the 5K and 48 runners for the Fun Run. The total proceeds were \$9,800, of which \$800 and approximately 300 lbs. of food were donated to the Holly Springs Food Cupboard and \$8,800 was donated to the Meg's Smile Foundation. The second year's race had 800 runners for the 5K and 140 runners for the Fun Run. The total proceeds were approximately \$26,000, which was donated to the Meg's Smile Foundation.

Plans for this year's event include combining with the Holly Springs Half Marathon and creating a race series in Holly Springs. The tentative date of the event is December 17<sup>th</sup>. The registration goal for this year's race is 1,200. The fees for this event include a refundable \$200 damage deposit and rental fees in the amount of \$1,000, for a total amount due of \$1,200. In order for the Suggly Sweater 5K to be able to contribute more funds to their charities, Mr. McFadden requested that the Parks and Recreation Advisory Committee make a recommendation to Town Council to waive the rental fees in the amount of \$1,000.

Discussion followed regarding the impact to the Parks and Recreation Department's ability to generate revenue when fees are waived for these type of events, as well as the demands on Parks and Recreation staff to prepare and host them. It was brought up that the committee does not have to make a decision on this request per the Public Comment guidelines. The committee decided to vote on the recommendation.

**Action:** Recommend to Town Council to waive \$1,000 rental fees for the Suggly Sweater 5K, but the \$200 damage deposit would not be waived.

**Motion:** Mr. Slinkard

**Second:** Ms. Holloway

**Vote:** Unanimous

## **ORGANIZATIONAL MEETING:**

**Welcome New Members:** Brian Ainslie, Tom Joyce

### **Election of 2016-2017 Officers:**

**Action:** Motion to install Ms. Stone as Secretary, Ms. Plumer as Vice-Chair, and reinstall Mr. Adams as Chair for the 2016-17 Fiscal Year.

**Motion:** Mr. Slinkard

**Second:** Ms. Holloway

**Vote:** Unanimous

**Schedule orientation of new members:** Mr. Adams will email Mr. Joyce and Mr. Ainslie to set up the orientation meeting over coffee.

**Review timeline of yearly applications:** The staff will advertise for new members during the month of April. Town Council will vote on new members during one of the May meetings. The advisory committee will vote on the next fiscal year's officers at their June meeting.

**Update on changes to the Advisory Committee Ordinance:** Ms. Lee has not had the opportunity to speak with Mr. Dickson to find out the status of the ordinance changes so this will be tabled to next meeting. Mr. Adams and Ms. Lee gave a brief explanation of the proposed changes for Mr. Joyce and Mr. Ainslie.

## **PARKS AND RECREATION UPDATES:**

**Bass Lake-** The Holly Springs Police Department is joining with Bass Lake staff to provide an outreach program with the kids of the community. Currently, Summer Camp and Summer Work Crew are in session. The Summer Work crew has been mulching the trails around the lake.

**Cultural Center-** Summer at the Springs Outdoor Concert Series hosted Big Chief on July 8<sup>th</sup> with approximately 150-200 people in attendance. The next concert will be Friday, July 22<sup>nd</sup> with the Grass Street Bluegrass Band.

**Hunt Center-** Registration for Football, Cheerleading, and Soccer begins on August 1<sup>st</sup>. Registration is currently open for Baseball/Softball and Adult Softball until July 22<sup>nd</sup>. Intro to Soccer and Football registration is currently open until July 29<sup>th</sup>. The Fitness Center will be purchasing new fitness equipment soon. The department has \$30,000 in this fiscal year's budget for elliptical machines and stationary bikes.

**Parks and Recreation Events-** The July 5<sup>th</sup> celebration did take place in spite of a significant thunderstorm. A majority of the rides were able to come back up after the storm passed and the

fireworks show went on as scheduled at 9:15 PM. The Embers were not able to perform due to water damage to some of their equipment.

**UPDATE ON VANDALISM/THEFT:** Several thefts occurred at the P&R Maintenance Shop in April and May ranging from small equipment and up to a truck and trailer. The truck was recovered as well as some small equipment. The area has been secured with new fencing and more security cameras. The person of interest in the case has been arrested and is awaiting arraignment.

**TOWN DEBT UPDATE:** Information was provided to the committee regarding the Town's General Fund Long-Term Debt. Debt related to Parks and Recreation includes financing for the Cultural Center, the new Hunt Center building and renovation of the existing gymnasium, the Womble and Jones Expansion Project, and the North Main Athletic Complex.

**STAFFING UPDATE:**

**Cultural Center Manager:** Kathleen Hebert was promoted from Program Coordinator to the Manager position. She has been the acting manager since Mr. Briscar's retirement. The staff is currently accepting applications to backfill the Program Coordinator position that Ms. Hebert vacated.

**Athletics Program Manager:** Landon Carroll resigned to accept a position for the City of Raleigh. Interviews have taken place and staff is in the process of selecting a candidate.

**New positions for FY2016-17:**

Theater Production Technician – this used to be a part-time position; having a full-time position will provide better continuity and management of resources in the theater

Sports Complex Manager – duties will include the management of joint use/licensing agreements; scheduling athletics facilities; meeting with community businesses to help recognize the economic impact of the Sports Complex

Hunt Center Manager – duties will include athletics, before/after school, track out, summer camps, fitness, senior programming, and facility/staff management

Facilities Maintenance Specialist – duties will include the maintenance and repair of Town facilities that are not parks and recreation related and contract management

Administrative Specialist – duties will include serving as a clerk to Advisory Committee, financial support for the department, and administrative support for the director's office

**DISCUSSION REGARDING WAIVING OF FEES:**

Holly Springs Half Marathon had requested the Parks and Recreation Advisory Committee recommend to Town Council to waive fees for their event scheduled in November. At the Town Council meeting where the request was being presented to Town Council, another organization also requested that fees be waived for their event, Reach Four Moore football camp, which was

scheduled the same weekend as the SWAC baseball tournament. Part of the request was that the SWAC tournament be moved to another facility. Mr. Huffman had been in conversations with the organizer and the first projection for participants was 200. Currently, the projection is now 400-500 participants. Mr. Huffman will keep monitoring the registration numbers to schedule the facilities appropriately to accommodate both the football camp and the SWAC tournament. The number of organizations that have requested fee waivers are steadily increasing as time goes on. The concern is that there are no guidelines around who should receive a waiver. Staff has recognized this challenge and will be working on a formal process.

#### **NMAC BASEBALL FACILITY:**

**Logo Replacement** – Staff does not have any funding to update with the new logo. We will consider replacing the logo as part of the normal maintenance/replacement schedule for the turf fields.

**Pitch speed on Scoreboard** – Mr. Huffman will do some research with Daktronics, the scoreboard vendor, to see if they have an option to track and display the pitch speed.

**AUGUST MEETING:** The committee has decided not to hold a meeting for August

**SEPTEMBER TOPIC:** Further discussion on designing and implementing a process for granting fee waivers.

**OTHER BUSINESS:** Ms. Lee had a few comments about the Holly Springs Salamanders second season. The community has been really supportive of the Salamanders. Ms. Lee also stated that the menu was not as expected and marketing was not what it could be.

**ADJOURN:** There being no further items for discussion the meeting was adjourned at 9:02 pm.