



**Recreation Advisory Committee Meeting Minutes
January 12, 2017 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, Winston Shade

ABSENT MEMBERS: LeeAnn Plumer

COUNCIL MEMBERS PRESENT: Cheri Lee, Hank Dickson

STAFF PRESENT: Len Bradley, Adam Huffman, Lauren Martin, Lori Puzak

CALL TO ORDER: Mr. Adams called the meeting to order at 7:02 pm.

APPROVAL OF MINUTES: Motion to approve: Ms. Stone; Second: Mr. Slinkard; Vote: Unanimous; Meeting minutes approved with no corrections.

PUBLIC COMMENT PERIOD: None

CONTINUATION OF FEE WAIVER DISCUSSION:

Based upon previous Parks and Recreation Advisory Committee meeting discussions, the Parks and Recreation Staff proposes the following additions to the Parks and Recreation Policy.

Section 9: All Facilities – General Information

9.14 Nonprofit Rental Fee Discount

A nonprofit organization with a 501(c)(3) designation, hereafter referred to as “Nonprofit,” may be eligible for a twenty-five percent (25%) discount for rental fees to host a special event. The requirements for eligibility are as follows:

- A. Nonprofit must be physically located within the corporate limits of Holly Springs, as designated on the tax exempt certificate (P. O. Boxes are ineligible).
- B. The special event must be for charity only, i.e. 100% of the net proceeds is donated. This excludes athletic tournaments, camps, clinics, practices, and games where participants and/or teams pay a fee.
- C. Nonprofit must not have paid staff.
- D. Each nonprofit is limited to one discounted special event per fiscal year (July 1-June 30).
- E. A completed Special Event Permit Application must be submitted at least 120 days in advance of the event start date.

- F. Administrative expenses, including but not limited to staff fees, equipment use, lighting, etc. are not eligible for discounts.
- G. Nonprofit must hold a minimum of \$2 million in liability insurance and name the Town of Holly Springs, PO Box 8, Holly Springs, NC 27540 as an additional insured for the date(s) of the special event.

9.15 Partnerships

Parks and Recreation staff reserves the right to partner with an organization for events it deems beneficial to either the department, or the Town as a whole.

Parks and Recreation Staff proposes to update the Fee Schedule, found in the Operating Budget Manual, as follows:

Nonprofit Rental Fee Discount (one-time per fiscal year per qualifying nonprofit) 25% Discount

Mr. Adams opened the floor for discussion. Several committee members asked questions for clarification regarding nonprofit eligibility, insurance requirements, application processing, and staff responsibilities. The committee ensured that the partnership clause offered Parks and Recreation staff enough flexibility for special events with organizations that are not eligible for the discount.

Action: Motion to accept this policy and present the recommendation to Town Council for approval.

Motion: Mr. Slinkard

Second: Ms. Holloway

Vote: Unanimous (8-0)

FEBRUARY TOPIC: None.

MARCH TOPIC: Holly Springs Salamanders presentation on plans for upcoming season and the Coastal Plain League All-Star Game

OTHER BUSINESS:

Expiring Terms for Fiscal Year 2017- Mr. Ainslie, Mr. Shade, and Mr. Slinkard

Hurricane Matthew Repairs- Staff is taking bids for the Bass Lake parking lot repair, working on the stream channel, repairing the greenway, and replacing insulation under the conference center. There has also been issues with the flooring in the outdoor bathrooms and will be replaced. Staff has been meeting with FEMA regarding reimbursement for repairs. The sinkhole at Womble Park turf fields has been repaired.

Holly Springs Half Marathon- Ryan Montelione with the Holly Springs Run Club will make a check presentation at the Town Council meeting on Tuesday, January 17th in the amount of \$15,000. Parks and Recreation staff will be meeting with the Holly Springs Run Club to discuss how the money will be used. This will be an annual event and the expected participation for next

year is 1,250 runners. Early registration has started and there are currently 175 runners signed up.

NMAC Playground- Parks and Recreation staff received a 24% discount on playground equipment to be installed at the North Main Athletic Complex Baseball Stadium. Staff is currently working with Code Enforcement and Planning for design and installation.

Winter Weather Repairs- Due to extreme temperatures, repairs are being made at the NMAC Baseball Stadium and the Womble Park concession stand for burst pipes.

ADJOURN: There being no further items for discussion the meeting was adjourned at 7:47 pm.