



**Recreation Advisory Committee Meeting Minutes
March 8, 2018 7:00 p.m. Town Hall Council Chambers**

BOARD MEMBERS PRESENT: Gerry Martinez De Andino, Wanda Holloway, Kevin Adams, Alice Reese, Ken Cicora, Mark DiGiacomo, Tom Joyce, Liz Stone

ABSENT MEMBERS: LeeAnn Plumer

COUNCIL MEMBERS PRESENT: Cheri Lee, Christine Kelly, Tom O'Brian

STAFF PRESENT: Adam Huffman, Lauren Martin

I. CALL TO ORDER:

Chair Stone called the meeting to order at 7:08 pm.

II. APPROVAL OF MINUTES:

Motion to approve: Ken Cicora; Second: Gerry Martinez; Vote: Unanimous; Meeting minutes approved with no corrections.

III. PUBLIC COMMENT PERIOD:

None

IV. DISCUSS A NEW GREENWAY MASTERPLAN AND PROVIDE A RECOMMENDATION FOR TOWN COUNCIL.

Interim Director Adam Huffman presented the greenway masterplan and explained that he uses the greenway masterplan to determine if a new development is associated with a segment of the masterplan. On the map, light green lines represent proposed greenways while dark green represents existing greenways.

The Town standard for greenway construction is 10' wide 4" thick pavement. In land designated as wetland, a boardwalk is required. Fee in lieu is an acceptable alternative. Greenways are usually located in low-lying areas and for the most part are sewer easements. Adam is proposing to update the Greenway Masterplan and has \$75,000 devoted to work with consultants on the document. The consultant Alta, has proposed a beltway idea for the greenway system. They have identified the most pivotal points for connections in town and to greenway terminations on municipal borders:

1. Downtown: First priority is Ballentine to Earp and connect to Jones Park.

2. Sugg Farm: Second priority is Sugg Farm. Completing the greenway here would allow races to occur on greenway vs. city streets to relieve police requirements and save costs.
3. West side of town: Third priority is Avent Acres Trail, which connects Target to the water treatment plant.
4. Sunset Lake: This trail would connect the movie theater to Holly Springs Road.
5. Bass Lake Park trail

The masterplan shows priorities and costs of segments in detail. All are conceptual at this time, but link entire town. Plans can link into Apex as well. There are more details to come however; document provides ideas of plans to come.

Discussion:

Committee member Ken Cicora stated that the definition of greenways includes the use of sidewalks. Sidewalks would be identified by signage as a portion of the route. The idea is to have as many devoted greenways as possible, but in some cases, sidewalks will be required.

Committee member Kevin Adams stated that as a rule of thumb, with greenways costing an average of \$1.2 million per mile, this plan would be in the range of \$12 million. Interim Director Adam Huffman was in agreement and stated that some areas will be more expensive for example, those in low lying areas. The initial investment will be costly to reduce maintenance later. Greenways should be considered on scale of road development and the best way to fund them is through development fees. The Park and Recreation Department could possibly contribute \$500,000 a year to build greenways. This means the Town would fund roughly .75 miles a year. The masterplan is needed so greenways are built in a timely fashion. Developers should not capitalize on built greenways. In addition, developers can interrupt greenway during construction.

Committee member Wanda Holloway likes the blend of greenway and sidewalks, so not all of greenway is in nature.

Interim Director Adam Huffman is looking for a recommendation from the Committee, to move forward with a full detailed masterplan laying out tie-ins to adjacent municipalities. The goal is connectivity.

Discussion:

Committee member Mark DiGiacomo questioned why we need another plan if this one is complete. Interim Director Adam Huffman stated that the current plan only considered low-lying areas and needs to consider the pivotal areas of Town and the connections. Committee member Mark DiGiacomo stated that implementation is key and planning can be endless. Time is wasted, as is money. Interim Director Adam Huffman stated that \$15,000 was spent so the plan before us is not dialed down to the detail he is looking for. Committee member Ken Cicora stated that the current plan can be a resource for a company to begin with. Interim Director Adam Huffman responded that Alta would likely be the firm hired as they are working with Wake County on

their masterplan. They could build on the masterplan they already developed. He also indicated that they are using this plan to some extent. The Department of Transportation has given money that Holly Springs has matched to implement segments, Holly Glen. Town Councilwoman Cheri Lee asked if there is an example of the Wake County Masterplan. Interim Director Adam Huffman responded that there is an example but it is not very detailed. He also stated that he would send a link of the Wake County Masterplan to the committee. The Apex trail will come in from North behind Sunset Villages neighborhood, the Town of Holly Springs boardwalk trail will be extended north to connect to the Apex trail.

The Town of Holly Springs will accept several greenways in and around the Twelve Oaks Neighborhood. The Utley Creek Greenway will be a very big one. A new masterplan will better represent the greenway system including all the newly built segments helping staff identify the major arteries so they can begin to create the links. Committee member Mark DiGiacomo asked how a new masterplan would take. Interim Director Adam Huffman stated that he has to go to Town Council, and then develop the RFP.

Ken Cicora: motion to support Parks & Recreation to proceed with masterplan for \$75,000.

Second: Kevin Adams & Mark DiGiacomo all in favor no opposed.

V. DISCUSS THE SEPARATION OF WCPSS INCLEMENT WEATHER CLOSURES AND THE TOWN'S P&R PROGRAMS, AND PROVIDE A RECOMMENDATION FOR TOWN COUNCIL.

Interim Director Adam Huffman reviewed the current policy and went over the presentation from February. He also displayed the Cary policy for the committee to review. Committee member Mark DiGiacomo asked which staff member would make the call and how would the word get out. Interim Director Adam Huffman stated that he would make the call and use his network and communications supervisor to get the word out. Committee member Mark DiGiacomo asked if there would be any legal ramifications. Interim Director Adam Huffman stated that there could possibly be legal ramifications but that there could be legal ramifications with anything. Interim Director Adam Huffman would consult with public safety, the Town manager, and other necessary Town staff to make call, as he is already doing with each facility. Vice Chair Tom Joyce stated that he thinks it is a good idea as long as it is based on staff safety and constituents rather than influenced by people who cannot plan ahead to arrange alternate childcare. Cary's policy primarily works off trash routes and road clearings. Interim Director Adam Huffman stated that the revised policy would open when roads are safe, which is often after two or three days. He also stated that when our roads are clear and safe, we still have to follow Wake County policy, which covers every town in the county and more times than not, conditions vary per town.

Committee member Ken Cicora motioned to support the Town of Holly Springs staff to make their own decision regarding weather cancellations and develop their own policy to take before Town Council.

Second: Committee member Gerry Martinez De Andino

VI. INTRODUCE THE ATHLETIC FIELD USE GUIDE. DISCUSS AT THE APRIL 12TH P&R ADVISORY COMMITTEE MEETING AND PROVIDE A RECOMMENDATION FOR TOWN COUNCIL.

Interim Director Adam Huffman stated that this item would also be discussed in the April meeting. Tonight's meeting will brief the topic and a PDF will follow with more detail.

Parks & Recreation staff would like to introduce a more thorough process. As Holly Springs Parks & Recreation, facilities are 3rd in revenue to Raleigh and Cary for rental facilities. Staff would like to introduce a more thorough Rental Policy for Field Use.

A brief summary of current process was presented. Applicants submit requests from Oct. 1-31, and in November. Staff process the rentals. Staff then issues a proposal to renters on December 1. Accepted proposals are processed on January 1 allowing staff to plan for their seasons. Renting on a short lead-time basis will still occur based on availability. This would mainly help tournaments with their long-range planning. Wake FC, Lacrosse tournaments, Ting fields, Baseball tournaments, Big Ticket items in front end to secure sooner. Town of Holly Springs programs are always first according to priority order. Interim Director Adam Huffman wants the committee to review policy and comment before it goes to Town Council. Birthday parties and pick up soccer games do not need insurance. Soccer clinics do. Payments must be made to secure facility. The committee will review this draft along with current policies and procedures for discussion and recommendation during the next meeting. Cary and Raleigh book out further in advance to staff and arrange for field lining. Current rental demands require a more detailed policy and procedure.

Discussion:

Committee member Ken Cicora asked if this change is based on current problems. Interim Director Adam Huffman responded that staff cannot respond to last minute requests for lining fields. Some people rent facilities without paying; cancel at last minute then come play for free because all other organizations assume it is booked. A written up, detailed contract would allow Parks and Recreation staff to enforce restrictions. This would ensure no surprises.

Vice Chair Tom Joyce stated that this summary was a good overview. The committee will table this discussion for now and take the next month to review the draft, policies and procedures for discussion at the next meeting.

VII. DISCUSS THE ROLE OF THE PARKS & RECREATION ADVISORY COMMITTEE.

Discussion:

Interim Director Adam Huffman stated that staff has researched four other municipalities for the committee's consideration and has asked the committee to determine what their level of involvement will be moving forward.

Current policy is well written but some sub-committees might be needed. With the new leadership, the board is more involved. Committee member Mark DiGiacomo stated that the committee does not really advise on anything. He would be willing to put time into research and investigation. Committee member Ken Cicora recommended that sub committees could sit with staff and consultants during planning.

Committee member Wanda Holloway asked if there would be an opportunity to be involved in planning of town facilities. Examples include steering committees for greenways and Mims Park.

Vice Chair Tom Joyce stated that the current leadership seems to be an improvement. He also stated that some consulting should be left to the professionals, although we have some professionals on the Board. He suggest that the Advisory role should be a level of involvement and to advise as they go along and leave the big things to the professionals. Committee member Ken Cicora would like the opportunity to serve on sub-committees and be more involved in planning. Town Councilwoman Cheri Lee stated that the Committee should have been invited to attend Salamanders tour of coastal leagues. Committee member Ken Cicora stated that the policy is good, but how can the committee ensure that the current movement continues. He also said that the problem is not with the policy, but with what the committee is allowed to do. Interim Director Adam Huffman stated that some items will need Parks and Recreation input at Town Council meetings. Chair Liz stone is suggested that whatever the committee takes on needs to be sustainable. She recommends putting building blocks in place for exposure but cautions against trying to take on larger events. She also recommended that the committee concentrate on continuing to provide good services and ensure the public that we are hearing them. She also states that a booth seems small, but is a good start to build up from there to determine what committees or sub committees will be needed. Committee member Mark DiGiacomo suggested that the committee email their ideas on how to move forward.

Chair Liz Stone stated that before we invest more time talking, lets get a poll what current members want to do. She asked the committee if they want to committee more time. Committee member Mark DiGiacomo asked what the committee was deciding on.

Interim Director Adam Huffman asked the committee to develop two or three goals as a group of what they want to accomplish.

Committee member Ken Cicora stated that sub-committees might not be the answer, but asked how the committee could be of more value to the community. He also stated that sub committees might be ad-hoc.

Vice Chair Tom Joyce recommended the committee take a quick vote on how many would be interested in playing a more active role and attend events or organize events.

Chair Liz Stone responded by asking the committee to email their priorities before the next meeting.

VIII. OTHER BUSINESS

Committee member Ken Cicora asked about the committees NRPA level of membership. Staff member Lauren Martin will follow up on the committee's membership.

Interim Director Adam Huffman stated that Holly Springs Parks & Recreation department are members, however the director does not attend the National conference.

IX. ADJOURN

Committee Member Wanda Holloway motioned

Second: Mark DiGiacomo Committee Member.