



**Recreation Advisory Committee Meeting Minutes
May 10, 2018 7:00 p.m. Town Hall Council Chambers**

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

ABSENT MEMBERS: Tom Joyce, LeeAnn Plumer

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

STAFF PRESENT: Adam Huffman, Lauren Martin, Chris Champion. Kristen Denton

I. CALL TO ORDER:

Chair Stone called the meeting to order at 7:02 pm.

II. APPROVAL OF MINUTES:

Motion to approve: Committee Member Cicora; Second: Committee Member Martinez De Andino; Vote: Unanimous; Meeting minutes approved with no corrections.

III. PUBLIC COMMENT PERIOD:

No Public Speakers

IV. CONCESSION STANDS VS. DRINK AND SNACK MACHINES AT TOWN PARKS. INFORMATION AND DISCUSSION. RECOMMENDATION, ONLY IF READY. (CHRIS CHAMPION)

- A. Interim Director Adam Huffman explained that Town is considering changing from the concession stands to vending machines due to budget constraints. He had asked each division of P&R to explore ways to trim their budgets. Staff identified concessions to be an issue because the cost of product and staffing impact P&R budget negatively. Committee Members opinions on the option to switch after a presentation on the pros and cons of concessions vs. vending by Staff Member Chris Champion.
- B. Staff Member Champion identified vending machines over concessions as an option to trim budget in his department. Concession stands are located at Womble Soccer, Womble Baseball, Jones Baseball and Ting Soccer Fields. First, he summarized the history of the concession operations: contracted vendors proved unreliable to staff stands, a switch to booster club staffing was also unreliable. For the past 7 or 8 years,

Holly Springs Parks & Recreation has taken over due to consistently inconsistent service from third party vendors and Booster Clubs.

- C. Expenditures vs. revenue bottom line: concessions operate at a loss of \$8,917.88
- D. Pros and cons were presented in Power Point: (attached with minutes)
- E. Vending Machines pros and cons were presented. Pros include 24-hour availability, no/low overhead cost, no liability to Pepsi for damaged machines, more resourceful use of staff time. Cons include abbreviated inventory, vending machines cannot offer ice cream, which is a large percentage of purchases. Chocolate also problematic during summer. Vending machines would be cash only- no public machines with credit card reader.
- F. Summary: Concessions are operating inefficiently and changing to vending machines will save the town money.
- G. Discussion:
 - Committee Member Adams voiced concern about the public perception of broken vending machines (who reimburses eaten dollars?) and stated that the human aspect is key. Also, what happens on tournament weekends when demand at vending machines is greater than supply? Interim Director Huffman mentioned that food trucks would be able to handle increased level of service and demand. (Food Truck option is up to tournament host.) Food Truck operators and some vendors do not like to participate in tournaments because it is not profitable.
 - Committee Member Cicora asked: What is required to obtain a NC fresh food license? Staff noted it is an involved process they haven't thoroughly explored.
 - If concessions were closed, the current facilities would be used for storage.
 - Committee Member Cicora inquired of Interim Director Huffman what the trigger for this exploration was? Interim Director Huffman Adam is looking into improved efficiency of budget and operations.
 - Staff Member Champion noted that no other municipalities or similarly sized program offers concessions.
 - Interim Director Huffman explained that third party vendors are not interested due to lack of profitability. Water is the only product that is profitable.
 - Council Member O'Brien provided additional history of the concession stands: High School Football Booster Club manned Womble and the Booster Club made a lot of money. Other civic organizations might be an option to explore, also, perhaps at Jones park, a machine may suffice. The Boosters sold pizza and hotdogs and people who come to the Town expect concessions.
 - Chair Stone noted that it is not always clear when concessions are open, especially at Womble soccer where concession window is deep under the overhang. Staff Member Champion explained that Womble baseball concessions perform pretty well.
 - Committee Member DiGiacomo offered since paying staff is a big cost; maybe look into more volunteer efforts or civic clubs. Social cohesion is a value that should not be lost. It becomes part of the baseball experience that our Town can provide. Committee Member Cicora added that the losing amount seems to be so little compared to the experience offered.

- Chair Stone inquired into the job duties of the current staff member who maintains and manages the concessions should vending machines be installed. Staff Champion noted they would deploy that person to programming and maintenance.
- Committee Member Holloway offered that a concession stand makes a ballfield what it is.
- Committee Member Adams brought an accounting perspective to the discussion to ensure the evaluation has included basics such as price of items sold. Staff Member Champion explained that the prices of Gatorade and soda is high, and candy is \$1.00 - they don't want to raise it.
- Committee Member Reese expanded on earlier points of the experiential benefit of the concession stands stating they are a safe opportunity for children to participate in commerce independently of their parents. Both children and parents benefit and embrace the opportunity.
- Committee Member DiGiacomo summarized his thoughts stating Town should streamline offerings and try to engage volunteers to help. Maybe have both.
- Interim Director Huffman offered that he would rather keep all operations in-house or all contracted and explained his concern with volunteers is constant training and unreliability and inquired if the committee would be comfortable with vending at Ting and Jones but keeping concessions at Womble? The discussion continued with Committee Member DiGiacomo asking if they are still losing money can it be resolved and again encouraged the Town to look into Civic Partnerships. Interim Director Huffman's experience based concern is that volunteers are not reliable especially without them having any accountability. Credit card training would be an ongoing nightly process for each new volunteer. Chair Stone saw potential for partnership if the concession opportunity was handed off to a group for a service/fund raising opportunity. Vendors bring their own product and would shoulder the loss. She then inquired if vending machines increase need for police presence? Staff Champion explained there are different durability levels of vending machines for different locations. Interim Director Huffman added that they have looked at protected spaces that can be locked, but that limits the vendor's opportunity to stock and service the machine.

H. Conclusion: Town to move forward with vending machines at Jones and Ting and continue to provide budget for Womble concessions. At Jones, vending machines might actually bring more of a profit as disc golf users play on the course for extended hours & extended times. On-demand vending would serve those users well. Member DiGiacomo encouraged Staff to consider cash-only operations if credit card is difficulty to provide volunteer options.

V. **GREENWAY Q&A –ASPHALT VS. HARD PACK (ALICE REESE)**

- A. Committee Member Alice Reese presented an overview of the standards and construction of greenway trails. See attached Power Point.

Discussion:

- Member DiGiacomo added although he understands the standards he would like to see a mix of trails used where and when appropriate to retain a natural experience.

VI. GREENWAY MASTER PLAN - SCOPE OF WORK. INTRODUCE PROPOSAL. DISCUSSION AND RECOMMENDATION TO COMMENCE AT JUNE MEETING. (ADAM HUFFMAN)

- A. Interim Director Huffman introduced ALTA's scope of services for the Greenway Master Plan asking that the Committee review it and give feedback before it goes to Town Council. He then quickly went through the proposal.
- B. Discussion:
- Chair Stone reminded everyone to copy entire committee on emails sent to Interim Director Huffman.
 - Committee Member DiGiacomo asked if existing plans impact the cost of the proposal? Interim Director Huffman responded, no, they are two different things. He then added that discussing greenways with HOA's is going to be difficult for the town and is a process he would look for assistance from the Advisory Committee to complete. His goal is to get any comments/concerns with the proposal before the June meeting so he can respond to consultant with enough time to take the proposal to Town Council for approval at their second meeting in July.

VII. PARKS AND RECREATION PROJECTS AND PRIORITIES. INTRODUCE TOPIC. DISCUSSION AND RECOMMENDATION TO COMMENCE AT JUNE MEETING. (ADAM HUFFMAN)

- A. Interim Director Huffman summarized the special Town Council Workshop held Monday, May 13 to discuss the role of the Park and Recreation Advisory Board as defined in the code. One conclusion from the meeting was a request that each Advisory Board Member suggest potential P&R projects, both big and small, and as a group will organize them by group and tally the priorities. Examples are: Mim's property, greenways, senior center, park west of 55, inclusive playground and so on. Lists can include smaller projects such as, parking for Bass Lake, new fitness equipment over at Womble, HVAC at Hunt or fancy water bottle fillers. Members should compile their list into categories of big projects & smaller projects and provide 5-10 projects to help P&R set goals for projects and use of funds.

VIII. ANNOUNCE PARK AND RECREATION ADVISORY COMMITTEE NEW MEMBER APPOINTEES (ADAM HUFFMAN)

- A. Chair Stone was reappointed and Leonard Lloyd will be a new member of the committee filling the empty seat of LeeAnn Plummer who elected not to reapply. The

third member selected by Town Council was Kim Henry. Ms. Henry contracts with Town as a coach, and therefore cannot serve on the Board and continue her coaching contract. She elected to continue coaching therefore, Town Council will revote at the next Town Council meeting, Tuesday, May 15.

IX. OTHER BUSINESS

- A. A Budget Workshop will be held at the Law Enforcement Center for all who are interested in attending.
- B. Finally, regarding tennis, Interim Director Huffman wants to clear up any rumors we might be hearing. New tennis pro has taken a job with Sunset Ridge HOA to run their tennis and pool facilities. He was going to continue to do both programs but his work load at Sunset Ridge is so demanding that he decided to leave the town on good terms. Adam has three coaches that are going to continue the programs. It may be at different times in the interim but tennis programs will continue but just with a different contractor possibly starting in July. No questions.
- C. Liz: Traditionally take a summer month off based on schedules. Give thought and look at calendars to determine if planned vacations conflict with summer Committee meetings. Looking ahead will help committee anticipate a month where a quorum cannot be reached.

X. ADJOURN

Motion to adjourn by Committee Member Cicora, Committee Member Martinez De Andino, second. Meeting adjourned at 8:42.

<https://nc-hollysprings2.civicplus.com/DocumentCenter/View/22340/GREENWAYS-POWERPOINT-ALICE-REESE-5-10-18>