

## Henderson County Parks & Recreation Advisory Board Meeting

Tuesday, September 12, 12pm, AAC

In attendance: Jeff Donaldson, Chair, Corum Smith, Terry Maybin, Tommy Laughter, Ralph King, Jennifer Hensley, Scott Rhodes. County staff present: John Mitchell, Tim Hopkin, Laura Rice. Planning Department staff: Autumn Radcliff, Steadman Smith, and Natalie Berry from the County Engineer's office.

Meeting was called to order at 12:07pm. Minute corrections to the August minutes were made as follows: Correcting Ralph's last name from Freeman to King, and correcting a repeated word in the Recreation Master Plan section.

Minutes were approved after the revisions made.

No public input was made at the meeting.

Program & Park Update from John Mitchell: Henderson County Parks & Recreation Department was awarded the Outstanding Parks & Recreation Department in the United States Tennis Association (USTA) Southern: North Carolina division due to the programming and support of tennis provided by the department. Tim will travel to Greensboro on September 30 to accept the award.

The solar eclipse event that was planned by Erin and Bridgette on the Historic Courthouse Plaza went well and had good attendance.

The playground equipment installation for Tuxedo has been completed. A grand opening ceremony will be held on September 23, from 11am-2pm hosted by the Green River Tuxedo Zirconia Association. A ribbon cutting with the commissioners will be held on Friday, September 22 at 11am. The playground is already in use by local families.

Paving to connect the Mountain Community School entrance to Jackson Park has been completed. This is to allow the school to use Jackson Park for drop off/pick up. The addition will also allow for the use of the school entrance as an alternative entrance into the park for baseball tournaments that charge a gate fee.

Tennis court work at Jackson Park continues with stone being added to the front beds and a new water fountain to replace the old one.

Looking ahead: Applications have been reviewed for the director position. There is also an internal posting for the office administrator, which should be filled within a couple of weeks. The department is also looking for auxiliary park laborers, 2-3, and part time gym staff.

Update on Etowah Concessions MOU: Meetings were held with the Recreation advisory Board committee members (Jeff, Terry, and Jennifer), county staff and representatives from the Etowah Lions Club to draft a Memorandum of Understanding (MOU) for the concessions stand use at Etowah Park. The Club is reviewing and meeting soon. The Advisory Board can vote to approve the current wording and revisit if the Club brings back changes after their meeting.

Corum asked who maintains and decides what equipment is used in the concession stand? John replied that the MOU contains two agreements, the MOU and a separate concessions agreement that will be

boiler plate for any concession stand use. The agreement has health department standards for safety and it will be the concessioners' responsibility to provide equipment. Corum clarifies that the health department will inspect and if anything breaks it is the concessioners responsibility. Ralph asked if other vendors will compete with the Lion's Club? John states that the Lions Club is the vendor in this case. Jennifer asked if that includes food trucks or if there is a tournament? Ralph: That might go against the agreement with the club and asks about food trucks in all parks. John: We're not there yet, staff have been talking about a food truck policy. This concessions agreement is just for brick and mortar stands. Discussing food trucks, there are some that currently operate on county property, but need a fee and prioritization to decide who can operate on county property. Will probably avoid a percentage fee, but will also see what Buncombe County does.

Jeff asked if a non-compete should be added to the Etowah MOU for the Lions Club? Jenn asked if that was in regard to all park events? John: That is a conversation to have with youth baseball. Ralph feels that there should be protection for those are providing resources for recreation and community through using park resources [like the concession stand]. Scott stated that if they are not protected it may have a negative effect on their ability to run programs. John: The policy also protects them and shows where the money is going so we can trust and verify from the administrative side. So should we add a non-compete? Jeff: Let's add the non-compete. Terry makes the motion to accept the MOU with addition of a non-compete and showing only item 3 (the agreed on stipulations of use between Club and the department). 2<sup>nd</sup> by Tommy Laughter. Passed. John has been in touch with Mr. Wise, will communicate the addition of a non-compete to them. If they revise the agreement he will update the committee via email.

Youth Policy: Jeff asked for an update, have staff been talking to the different organizations? John: Staff have reached out to all groups and there has been no kick back that we are aware of.

Recreation Master Plan-Autumn Radcliff, Henderson County Planning: The Planning Dept has provided all committee members with a notebook to keep materials in and to use throughout the process. The working title is the Henderson County Parks & Recreation Department Recreation & Greenways Master Plan. It includes a "purpose development document" that includes the pages from the 2020 Comp Plan that discusses the need for master plan, and examples of other purpose plans. Also included is a draft survey and draft table of contents. All plans looked at contain an executive summary, overview, community preferences, needs assessment (last one on 2007) that Natalie Berry will be working on updating, a park program plan, greenway use with funding and economic benefits, implementation and action plan broken down into 5, 10, and 15 years. The plan will also include appendix of maps and conceptual designs.

The survey is in draft form. Planning researched surveys to include questions from other recreation master plan surveys. It will be offered online and be open throughout the master planning process. Requests the board review for approval at the next meeting. There may be more targeted group surveys that will need to go out, but this is the general survey to out to the county.

The meeting timeline follows the Advisory Boards Meeting schedule with a draft timeline of topics to cover. The project may require that some meetings go until 1:30pm, as some elements will require a lot of discussion and we don't want to rush over anything to ensure the board is pleased with the plan and stands behind it. The timeline wraps up the draft plan by August 2018. Then the plan goes to secondary feedback and final approval. The process is up to the Chair and the Board, in past community planning

processes consensus has been used. The plan will also go to the Planning Board for recommendation and then to the Board of Commissioners for final adoption.

The public input will be via the survey in October. Email, social media, website will be used to promote. Thinking about open houses to provide more opportunity for input. Can have county wide or targeted group meetings for public input, along with the surveys. Feelings of the board?

Jeff shared that the past needs assessment has 4-5 meetings with a lot of folks participating. John stated that we can do that. Autumn feels that the greenways portion will draw in a lot of people as well. We don't want to exclude anyone. Jennifer feels that email will not be enough, use a press release, perhaps timed speaking slots for people to use and groups to share their needs in a concise and organized manner. Terry thinks that 2-3 meetings should be held. Ralph asked about info that has been gathered in the community plans? Autumn: The plans have some recommendations from the individual communities about recreation and park needs. The age of some of those plans may have made some of those needs unrelated at this point. Jennifer wants to be sure that we are hearing not just from communities but groups and individuals as well. John asked how the board feels about open houses? They've been held at all 4 high schools and the library in the past. Staff can be present at Parks & Rec events to promote and gather responses, but we need an approved survey for that to happen. We can schedule with user groups, send the survey out, and host open houses. Jeff says that we will lean on staff and planning expertise about gathering info. Ralph thinks different ways to gather info-meetings, email, hard copies are good, and we usually know what the groups want already. Jennifer wants to avoid redundancy. Autumn shares that it is useful to hear about what the priorities are in regards to using limited funds. The survey helps direct that with avoid open ended questions. Jeff says that the last list of items prioritized by the community in the 2007 Needs Assessment has shown what people in the community wanted. Autumn suggested using the schools for kids survey responses. She instructed the board to look at the survey, the table of contents, and bring notebooks back to the next meeting. Corum asked if the survey will include more access to rivers? Autumn will check and add.

Advisory Board Members" Jeff shares that two more members have been added by the BOC: Phillip Ellis and Tricia Tripp King. The board will need to refill the position of Co-Chair left vacant by Elizabeth Moss as well.

Meeting was adjourned at 1:03pm.