

Henderson County Parks & Recreation Advisory Board Meeting

Tuesday, June 13th, 2018, 12pm, AAC

In attendance: Jeff Donaldson, Katie Breckheimer, Scott Rhodes, Phillip Ellis, Hunter Marks, Terry Maybin, Jennifer Hensley, Corum Smith

Staff Present: Carleen Dixon, Erin Hendrix

Meeting called to order at 12:12pm. Minutes taken by Erin Hendrix

Terry makes a motion to approve the minutes from May, Phillip seconds, all agree.

Public Input

None

Bylaws Update – Carleen Dixon

In speaking with our attorney, Russ, he is recommending that we remove the section concerning quasi-judicial hearings. That would remove the board's responsibility to hold quasi-judicial proceedings, which is good, since the board is not really set up in a way to facilitate those. Some of the state laws have changed and he does not feel as though the board needs to continue to be responsible for making judiciary decisions. This means that we would handle questions and decisions on park bans internally. Jeff asks about the petition by Elite Limousine and what these changes mean for them. Carleen says that she has reached out to the Apple Festival Director so that he can handle decisions on who shuttles to his event. Katie asks who will handle inquiries and petitions. Carleen explains that in most cases, the department is waiting on the results from criminal cases to come back before any decisions can be made. If the case is dropped, most of the time the ban will also be dropped. If criminal charges are filled, the ban will most likely be upheld. Jennifer and Phillip voice concerns over criminal

charges being upheld for petty crimes or infractions that might not be illegal, such as racial slurs. Carleen says that she and the county will handle any cases that are in a gray area.

Election of Officers – Carleen Dixon

Terry Maybin accepts her nomination for Vice Chair. Hunter passes a motion to accept Jeff Donaldson as Chairman and Terry Maybin as Vice Chair for FY19. Phillip seconds.

Unanimously approved.

Standing/Special Committees – Carleen Dixon

Carleen asks if the board has any areas or special interests that the board would like to create a special committee to address. None is suggested but is left open to the possibility of creating such boards on an as-needed basis.

Robert's Rules of Order Overview – Carleen Dixon

Carleen gives a printed overview of Robert's Rules of Order. She encourages the board to view it at their leisure.

Budget Percent Request Update – Carleen Dixon

Carleen says that the Parks and Recreation intern, Logan Rowe, is working on a formal presentation for next month's meeting. Phillip asks for numbers from the area but also for numbers from counties across the state. He would like to know demographic information as well as if they are a tourist town or have similar populations.

Budget Update – Carleen Dixon

Our budget was approved by the Commissioners earlier in the month. Our operational budget went up around 9%, which is a good step and will help with our overall expenditures. Jeff asks if there is any capitol items in the budget this year. No big ones, no. Katie asks if the event stage in the budget is at Jackson Park. No, Carleen replies, it is portable and a replacement for the current stage that is structurally unsound.

Scholarship Guidelines and Application Update – Carleen Dixon

At the last meeting, we went over new scholarship guidelines and we presented to the board. They have approved it and we have already started receiving applications. Terry asks if it is for all programs. No, Erin replies, just for youth programs for Parks and Recreation managed programs only. Terry asks if the department has a day camp. We do not currently have a day camp, that is in the plans for next year. However, we do have an adventure camp that runs for one week twice during the summer.

Staff Vacancy Update – Carleen Dixon

We have interviewed several people for the two positions that we are trying to fill and have a few good applicants. We are waiting to finalize some of the interview processes and make sure that the candidates that we have are a good fit for the department. Jeff asks which positions we are trying to fill. Carleen answers that we are filling the Program Coordinator that was Laura's position and the position that Karen Saine left behind when she retired. Her position has been reclassified as a Program Supervisor who will manage the Program Coordinators.

Contract vs Rental Instructor Update – Carleen Dixon

One of the things that Karen managed before she left was the contracted instructors in the building. We had some information, but lacked a good view of the entire picture. The past few months have been spent gathering information on what instructors were in the building, who was being charged what, and who had an actual contract in place. It turns out that there was a wide range of pricing and fees, some were not paying anything at all, and it placed a lot of pressure on programmers and front desk staff to come up with or decide who should pay what fees. We have gone through and evaluated this policy and have made recommendations on hourly room rates for this coming fiscal year. Carleen says that she has met with each instructor personally and explained the upcoming changes, why the changes needed to be made, and answer any questions they might have. Before, the instructors signed people up for the classes, collected the money themselves, and then on a trust basis, paid us 25% of their collected fees. In most cases, there was at least some written documentation of the number of participants in their class, but we had no real way of knowing what was going on.

Now, if they would like to contract with us to be a Henderson County Parks and Recreation Program, registration will go through us and we will collect the fees. Terry asks how many we have lost due to changes. Carleen answers that she has not lost any officially, but she has had over thirty-five meetings. Most of the contractors will be up and running at the beginning of July. Katie asks about those instructors who do not wish to be a contracted instructor and who will rent the facility, who holds responsibility for injury in their class. Carleen answers that they have the first responsibility to their students, but that if someone decided to sue the instructor, they will most likely try to sue the county as well since they are operating on our property.

Recreation, Administrative and Maintenance Update – Erin Hendrix

Erin presents slides of the previous month's activities including Senior Games, Silver Arts, end of the Spring Soccer league, Field use at the AAC, Field day at Edneyville Elementary school, lights in the park, and flooding in the parks and Greenway. Jeff asks if the Greenway is currently open. No, it is not, but engineering is working on gates that they can open or close to help funnel the water. Katie asks if there were pedestrian gates put up. Carleen answers yes, they were put up to let the public know that the trails were flooded. We are trying to mitigate risks. Phillip asks if we could use signs instead of gates. Carleen answers that we have had signs in the past but that people move or take them. Jennifer asks if we can simply raise the trail with concrete. Carleen says that they have looked at options like that but that Marcus Jones would be the best person to ask such questions to. Carleen offers to see if he is available to come to the next meeting and answer questions that the board may have about the Greenway and it's flooding issues. Phillip would like to discuss the signs and gates on the greenway in more depth this meeting. The gates are already installed, but Phillip would like to emphatically state his opposition to gates. He feels as though they are unnecessary, and that signage is more appropriate in this instance. He does not see how closing off the greenway is helpful or needed. Signs, he says, do the exact same job without making the public feel that the greenway is somehow unsafe or bad. He states that the Greenway is a trail through a forested area and he does not like the idea of closing off an entire portion. A three-tiered sign system is warning, but also more welcoming for those that would continue to use the trail.

Director Update - Carleen Dixon

We have implemented entirely new financial procedures for the front desk and our administration. Finance is happy with the changes that we have made and we will hopefully be able to accept cash transaction again. We are in the process for finalizing an agreement the Henderson county public schools. The relationship is already in place but this just puts it formally in writing. Jennifer would like to know if the high school tracks are open for the public to use. Scott answers that yes, they are. Discussion ensues on availability of the tracks.

The TDA has officially put up the directional signs. Picking on the Square is an event that we have been having for the past two weeks and we have two more to do. We are in the final stages of planning the Fourth of July celebration downtown. Careen is in the process of expanding our contract with Pepsi. They are continuing to support our Fourth of July event which helps to pay for fireworks, but they will also be replacing three of the older scoreboards in Jackson Park that have not been replaced in years.

Over the past few weeks, we have had several break-ins at the park, but the Sheriff's office is fairly certain of the suspect. We are continuing to have the car break-ins at our parks but also all over the county. They are targeting women's car, watch them get out and leave their purse or wallet, and then punch the windows and are gone in a matter of seconds. We are almost certain it is the same group over the county.

We are working on a clean-up day with Conserving Carolina in August for Jackson Park. The Cooperative Extension will be taking the lead on Farm City Day this year; we will still be assisting but not in the lead role. It has been a joint effort in the past, but this year they have new staff in that office and we are letting them take over the event as this is what their office specializes in. Today we have hosted about 7 or 8 small tournaments which is much better than what we have done last year.

Member Comments:

Corum asks if there will be a bridge at Westfeldt. This was something the county wanted at this park, Carleen answers, but that is in the long-term plan and has more to do with if funds would be available in grants to allow us to install a bridge. We are waiting on grant funding. Terry asks about Bell Trail. Carleen answers that we have gotten grant funding back for that park (PARTF Grant) and Conserving Carolina is looking at expanding parking because of the amount of interest in the area. Corum would like to add that he is very proud of what the Recreation Department does.

Meeting adjourned at 1:07pm.

Motions:

Terry makes a motion to approve the minutes from May, Phillip seconds, all agree.

Terry officially accepts nomination for vice Chair.

Hunter makes a motion to elect Jeff as Chair and Terry as Vice Chair, Phillip seconds, unanimous approval.

Jeff makes a motion to adjourn at 1:07pm. Phillip seconds.