

Henderson County Parks & Recreation Advisory Board Minutes

July 12, 2022, 12:00pm, Athletics and Activities Center, 708 South Grove Street

Board members in attendance: Terry Maybin, Stephanie Cantwell, Doug Moon, Scott Rhodes, Milton Butterworth, Jeff Donaldson, Philip Ellis, Ralph King, and Katie Breckheimer.

Staff in attendance: Carleen Dixon, Bruce Gilliam, Jason Kilgore, and Megan Burnette.

1. Call to Order: 12:06pm

2. Approval of Minutes: A motion to approve the June 2022 minutes was made by Milton Butterworth and was seconded by Ralph King. The motion passed unanimously.

3. New Business

a. Back to School Event Partnership

Henderson County Parks and Recreation (HCPRD) is partnering with Fostering Hopes for a back-to-school event in Jackson Park taking place on August 5th at 6:30pm. This event will include inflatables, food trucks, and a movie. Fostering Hopes will also be giving out back-to-school supplies. Alex Williams from Fostering Hopes has secured sponsorships to help pay for the school supplies and inflatables. The movie will be Monsters Inc. and will begin at dusk. This Friday (7/15/22) there will be another movie at East Flat Rock Park. Including these two events, there are four movies coming up in the next month. Terry Maybin's group is also doing a Back to School Bash at Tuxedo Park called Sunday Sundaes on August 21st with ice cream sundaes and school supplies.

4. Unfinished Business

a. Tuxedo Park Upgrades

They are still in the process of completing the multisport court surface. They have started paving and are likely about a month out from finishing. Jason expressed his thankfulness for Terry and the community who have raised funds and been the backbone to get this project off the ground. Terry mentioned there will be a very nice pollinator garden at the park as well.

b. Jackson Park All-Inclusive Playground Update

i. Youth Advisory Committee Meeting Update

Carleen pointed the room to the playground design boards from the Youth Advisory Committee meeting that took place last night. Two of the designers from RVE attended the meeting to explain the design concept. The kids gave

feedback on the design, colors, etc. Carleen also received feedback remotely from those who could not make it to the meeting.

ii. Most Current Playground Design

There has been a lot of support from the community on this project. Carleen will be going back to the Board of Commissioners (BOC) on July 20th to seek their input on the price point of the playground. The playground is still on track to be done by this winter. The new playground will be in the same place that the old playground was, next to the parking lot, and will not overlap the parking lot. Stephanie Cantwell asked if there will be protections against stray balls coming from the baseball field. Jason Kilgore stated that if there is a potential safety issue, they will put up netting for protection.

c. Subcommittee Updates

i. Mobile Food Vending

This subcommittee, consisting of Terry Maybin, Katie Breckheimer, and Carleen Dixon met again to make adjustments to the Mobile Food Vending Policy (Appendix A) based on BOC feedback. This is the most current policy that the subcommittee is looking for support on. There are disagreements between the subcommittee and the BOC on certain things, but they would like to move the process along so the policy can be implemented this year and adjustments can be made as the year goes on. The selection process and assessed fees were the areas the BOC had the most feedback for suggested changes. The BOC were not in favor of collecting a percentage of revenue and the dollar amount of the application fee. Instead, with the new policy, there is a base daily fee and an application fee of \$100 when they apply.

Key areas that will be considered in the selection process:

- Completed application
- Requested dates and times of operation
- Variety of menu items that will appeal to park customers
- Ability to obtain all necessary permits
- Strong references
- Returning units that have operated successfully in partnership with HCPRD will be offered preference in returning each year

The items that the BOC did not recommend were giving preference to Henderson County vendors (not legally allowed) and preference to vendors who use environmentally friendly packaging. HCPRD is thinking about the

effects of trash in the park and staffing. Phillip Ellis suggested rephrasing the language to be about the amount of waste in the bins rather than ecofriendly packaging. Milton asked if vendors would be required to use ecofriendly packing. Carleen said this would have been used to rank someone higher in the selection process, but would not eliminate anyone. Milton and Katie emphasized the importance of packaging type staying in the selection process. Katie feels that we should be sending a message for packaging to encourage environmentally friendly options, but further down the road we can come back to this if we notice problems with the volume of trash. She noted that Rhythm and Brews, hosted by the City of Hendersonville, has a sponsorship with Sierra Nevada who has required them to be a low waste event. Most of their waste goes to a commercial composter. She will let the group know the list of food trucks used at Rhythm and Brews. Stephanie asked if there is a way to reapproach the fees. She thinks \$50 for a day on the weekend is very low. BOC did not want the percentage added (was 5% for weekend and 3% for weekdays). She suggested going up on the daily fee if they will not allow the commission rate. Carleen is looking to get a supported document from this board to send to the BOC. Jeff Donaldson suggested this policy be a living document.

Bruce noted that the food trucks will be providing a service to park users that HCPRD is not able to provide. Several board members agreed that the focus should be on providing a service to people in the park and not to worry about the money. HCPRD does not see the revenue anyway – it goes to the county. It was noted that there was a lot of research done before creating this policy. They will be starting with 2 locations in Jackson Park for the mobile food vendors. The application process will be the same for all types of food vendors whether they are selling full meals or ice cream, for example. The application (Appendix B) and fee are good for the year. Wording needs to be updated on the policy to make that clear. Philip asked what would happen if one organization has multiple food trucks. Carleen says for each truck you would need to complete a new application to provide the menu, prices, and photos of the unit.

Phillip made a motion to adopt the mobile food vending policy as written. Katie seconded the motion. The motion was unanimously approved.

- ii. Greenway Rules/Etiquette: Nothing at this time. (This subcommittee will meet for the first time on July 15 to start the discussion. Will provide an update at August meeting.)*

5. Staff Updates

Jason: June and July are a very busy time for HCPRD. There are many events going on that require Jason's staff to pull away from their regular duties and put in overtime. The 4th of July event on Main Street was very well attended. HCPRD hosted the regional girls and boys Little League Tournaments. Shelter and community building rentals have been nonstop. Jason and his staff are trying hard to tackle issues. There is a full time opening for a parks staff Friday-Monday 10-hour days with benefits. Getting applications has been difficult. His team is switching gears now, finishing up projects to get ready for the fall season. Jason has also been working with the disc golf group to add in additional t-pads. They are trying to work through that logistically.

Bruce: There has been great success with camps, almost all camps have been at capacity with long waitlists. There are 25 softball teams playing adult softball in Jackson Park. HCPRD has started pickleball and adult volleyball at the Edneyville Elementary gymnasium on Tuesday through Thursday nights. This gym does have AC, unlike the AAC gym. Eventually the AAC gym will have AC and a new membrane style roof. Bruce has been training the new programmer on the soccer program. Over 300 kids have already signed up for fall soccer.

Carleen: She took a moment to celebrate all of the work that HCPRD put into the 4th of July event. Next year this event will be fully run by HCPRD, the TDA will not be helping except for financially with the fireworks. All the full-time staff and many part time staff are needed to work on this day. The Friends of Etowah sold water to fundraise and provide a needed service. Katie mentioned that the Community Needs Assessment Findings Report showed that events ranked very high to people in the community. Bruce noted that we need to emphasize that these events are free.

There will be a Jackson Park dog area clean up this weekend. They have sponsors who will be giving freebies to dog owners. Friends of East Flat Rock are also doing a cleanup at the roadway and park.

Megan: There is an additional part time position opening for our office assistant who works at the front desk in the AAC main office. Having a third part time person in this position will help greatly, allowing Megan to focus more on her administrative responsibilities.

6. Member Comments

Jeff and Milton discussed the difficulty in getting messages to the BOC about everything that is going on in the department. Recreation Advisory Board (RAB) members expressed their willingness to help with this communication. Carleen suggested speaking shortly during public comment at the BOC meetings. Katie volunteered to serve on a subcommittee to work on a way to facilitate communication to commissioners. Doug suggested formally inviting the BOC to events, like the back-to-school event in Jackson Park.

Stephanie would like to recommend a pay study to see if we are meeting the demand of other places. She stated the City of Hendersonville and Buncombe County just did a pay study. Carleen has suggested elevating the pay for weekend workers. As a whole, the RAB has a concern over whether the pay scale for Parks and Recreation is competitive enough to fill positions.

Jeff brought the idea to the board to name the gymnasium after Corum Smith. He has been on the RAB for over 30 years. Terry made a motion to name the AAC gymnasium after Corum. Katie seconded the motion. Phillip suggested using his full name rather than just his last name. There was a unanimous vote to approve the motion. This will need be approved by the BOC.

Milton asked if the department could send out the weekly update that goes to the BOC to the RAB so they can stay in the loop.

7. Adjourn: 1:06pm

The next Recreation Advisory Board meeting will be held August 9, 2022, at the Athletics and Activities Center located at 708 S. Grove St., Hendersonville, NC.

Appendix A



Henderson County Parks & Recreation Department
708 SOUTH GROVE ST, HENDERSONVILLE, NC 28792
Phone: 828-697-4884 • Fax: 828-697-5599 •
www.hendersoncountync.org/recreation/vending

Mobile Food Vending Policy in Henderson County Parks

Henderson County Parks and Recreation Department (HCPRD) is offering a new service. Mobile food vendors now have an opportunity to provide food services to customers in selected parks. Authorized mobile food vendors will contribute to the park environment by offering specialty food items, premium customer service, and affordable menu selections. We will schedule up to one (1) food truck on site for weekdays and up to two (2) food trucks on site for the weekend.

Note that these guidelines do not apply to special events in the parks.

A mobile food vendor is defined as a "licensed, mobile food unit which is temporarily located on a Henderson County Parks designated vending area where food items are sold to the general public." Mobile food vendors are permitted on approved Henderson County Park property provided certain standards are met and appropriate permits are obtained.

Who is Eligible?

Henderson County Parks and Recreation is interested in vendors that can provide quality representation of the county's cultural diversity with unique and specialty food items. Interested vendors must have a self-contained truck with the ability to provide mobile food vending services. Mobile food carts can be considered for some locations. Vendors must provide all required documentation listed in the 'How to Apply' section prior to obtaining a permit from Henderson County Parks and Recreation Department.

When is Vending Permitted?

Permit Holders will submit a requested schedule of dates and times they would like to operate in the park, and these must be after park opening (dawn), and before closure (dusk); there might be some dates that operation is allowed after dusk, but permission must be obtained for this. Henderson County Parks and Recreation expects vendors to provide consistent service and to be on site during the dates and times provided.

Permit Holders may request to provide services one (1) weekend per month and/or request one or more days during the week for services. Mobile vending vehicles and all associated equipment should be removed from the park at the end of each day. Vendors may choose to leave their food truck overnight in the park(s), at their own risk.

Where is Vending Permitted?

Vending will only be available in Jackson Park on a trial basis within designated spaces and the mobile unit must be completely self-sufficient. We do not have power or water hook-ups at this time.

Additional parks and locations may be added in the future.

How Are the Fees Assessed?

Permit Holders will be required to pay the following:

Weekend Dates (Saturday and Sunday): a base fee of fifty (\$50) per day payable to HCPRD at least 7 days in advance.

Weekday Dates (Monday through Friday): Permit Holders will be required to pay a base fee of twenty-five (\$25) per day payable to HCPRD at least 7 days in advance.

Selection Process

Vendors will be selected based on:

- Completed application package
- Requested dates and times of operation
- Variety of menu items that will appeal to park customers
- Ability to obtain all permits needed
- Strong references
- Returning units that have operated successfully in partnership with HCPRD will be offered preference in returning each year

Applications will be reviewed on a first come, first served basis to fill vending locations. Please follow the simple steps below to get started with your application.

Permits will be issued for one (1) calendar year starting January 1-December 31. **Vendors must renew applications each year.** We will start reviewing applications on October 20 for the following year however, applications are accepted on a rolling basis.

How to Apply

STEP 1: Gather all required documents

STEP 2: Complete Mobile Food Vending Application

STEP 3: Submit all documents and payment

A non-refundable \$100 application fee is due for each request; payment by check, money order or credit card is required, no cash. This application fee is good for one calendar year, January 1 through December 31. Payment and application package can be submitted by mail or delivered in-person Monday through Friday 8:30am until 5:00 pm to 708 S. Grove St., Hendersonville, NC, 28792.

Deliver or mail to:

Henderson County Parks and Recreation
Attention: Mobile Food Vending
708 South Grove St.
Hendersonville, NC 28792

If Selected

STEP 1: Permit needed

If selected, you will have two weeks to provide a current copy of your food service permit(s) from Henderson County Department of Public Health or two weeks prior to selling in the park, whichever comes first.

STEP 2: Provide insurance certificate within 2 weeks

A valid certificate of insurance for 1 million in Commercial General Liability listing Henderson County as additional insured.

STEP 3: Properly display all permits

Selected vendors will be issued a visual permit by the HCPRD to be displayed on the mobile food truck at all times. The visual permit will list contact information for the HCPRD, and the park name(s) and vendor location where the vendor is approved to operate.

STEP 4: Contracts

Selected vendors will be asked to sign a contract with Henderson County Parks and Recreation for the current year. Vendors will be required to provide written 30 days-notice to Henderson County Parks and Recreation ahead of dissolution of the contract.



DRAFT 2- Mobile Food Vending Application – Jackson Park

BUSINESS INFORMATION		
Name of Company:		
Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	
Business Website:		
Business Facebook (or other):		
OWNER INFORMATION		
Name:	Phone:	Alt Phone:
Name:	Phone:	Alt Phone:
Requested Dates (attached additional pages for more detailed schedule)		
Weekend Dates (Sat and Sun):	Time:	
Weekday Dates (Monday through Friday):	Time:	
REQUIRED DOCUMENTS TO SUBMIT WITH APPLICATION		
<input type="checkbox"/> Henderson County Health Department Permit http://www.hendersoncountync.org/health/web_pages/environmental_health/environmental_health.html		
<input type="checkbox"/> Multiple photographs of interior and exterior of mobile vending unit; include dimensions of unit		
<input type="checkbox"/> Proposed menu with prices for each item		
<input type="checkbox"/> Type of packaging that will be used to serve food in		
<input type="checkbox"/> At least 3 strong references: provide name, relation, phone number and email		
<small>*If selected, you will have two weeks to submit a valid certificate of insurance for a one-million dollar Commercial General Liability policy listing Henderson County, its officers, employees and volunteers, as additional insured. (Confirm that the wording on the insurance certificate matches the bolded statement exactly).</small>		
PAYMENT INFORMATION - \$100 APPLICATION FEE – GOOD FOR ONE CALENDAR YEAR (JAN-DEC)		
The user hereby agrees to indemnify and hold harmless Henderson County, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees. Group is responsible for abiding by all HC policies, rules and regulations.		
Payment Method: Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>		
Credit Card Number:		Expiration Date:
Applicant Signature:		Date: