



Parks, Arts, Recreation & Culture
(PARC) Commission
February 2, 2017
1:00 AM

Cornelius Town Hall
www.cornelius.org/parc

AGENDA

PARC COMMISSION - 1:00 AM

- 1. CALL TO ORDER**
- 2. DETERMINATION OF QUORUM**
- 3. APPROVAL OF MINUTES**
 - A. January 2017 Draft Minutes**
- 4. PUBLIC APPEARANCES - CITIZEN CONCERNS/COMMENTS**
- 5. PRESENTATIONS**
 - A. Lake Norman Little League - Glenn Jones**
- 6. DIRECTOR'S REPORT**
 - A. January 2017 Director's Report**
- 7. PARC COMMISSIONER RECOMMENDATIONS AND REPORTS**
- 8. OLD BUSINESS**
 - A. PARC Capital Improvements Update**
 - B. FY17 PARC Commission Goals & Committees**
 - C. Future Arts/Recreation Center Update**
 - D. Regional Recreation Center**
 - E. Future Park Capital Funding**
- 9. NEW BUSINESS**
- 10. ADJOURNMENT**
- 11. NEXT MEETING**

REQUEST FOR BOARD ACTION

 **Print**

Date of Meeting: February 2, 2017

To: PARC Commissioners
From: Troy Fitzsimmons, PARC Director

Action Requested:

Manager's Recommendation:

ATTACHMENTS:		
Name:	Description:	Type:
 2017.1.5.Minutes.pdf	January 2017 Draft Minutes	Backup Material



Parks, Arts, Recreation & Culture (PARC) Commission
Thursday, January 5, 2017
5:30pm – 7:00 pm

Cornelius Town Hall
21445 Catawba Avenue
Cornelius, NC 28031
www.cornelius.org/parc

MINUTES

- 1) **Call to Order** – Chair Higgins called the meeting to order at 5:35pm.
- 2) **Determination of Quorum** – A quorum was reached with seven commissioners in attendance.
Commissioners present: Rob McCloskey, Mary Wilson, Carol Livingston, Chris Kolkhorst, Chair Scott Higgins, Denis Bilodeau, Tom Francomano (via phone), and Town Commissioner Jim Duke.
Commissioners absent: Karen Tovar and Travis Dancy.
Staff present: Director Troy Fitzsimmons, Recreation Superintendent Chad Cauble, and Karen Ulmer.
- 3) **Approval of Minutes (December)** - Commissioner Bilodeau made a motion to accept the minutes from the December 1, 2016, meeting as written. Commissioner Wilson seconded and the motion passed unanimously.
- 4) **Public Appearances – Citizen Concerns/Comments** – None
- 5) **Presentations**
 - a) **Carolina Rapids – Thomas Finlay**

Over the next few months, representatives of some of our partner organizations will make presentations to the PARC Commission. PARC and North Meck Soccer Club (NMSC) have a long history. Thomas Finlay joined NMSC as its Executive Director in 2016. In 2013, NMSC joined the Colorado Rapids Adidas Alliance and became the Carolina Rapids. He shared a presentation about their club [see attached]. Their values, the “five C’s”, are their guiding principles for how they run their club, communicate internally and externally, make hiring decisions, etc. Currently just under 20% of their participants (823) are Cornelius residents. The Rapids give away \$63,000 each year in scholarships, for about 100 players. 95% of their budget is membership fees, so they look for revenue from fundraising, partnerships, sponsorships and tournaments. They raise about \$185,000 from the tournaments. The budget is \$3 million but they are a non-profit business. They are successful because of their values and focus, as well as good coaches, good instruction, and good facilities. Bailey Road Park has without a doubt made their program what it is today. They don’t get to be what they are without Bailey Road Park – the quality of the surface, that it can stay open, the fences around it. Synthetic turf fields mean the coaches will get paid because they will be able to practice and play. Their 10-year plan is now their 5-year plan because of their growth. They are two years away from capping their registration because of growth. If they do continue to grow, their quality must be scalable. In three years, they hope to build an office along with some small fields. Commissioner Livingston said her children played in the club years ago and it is a great organization. Town Commissioner Duke asked how many fields they need in the next 5 years in Cornelius. Mr. Finlay said a minimum of two fields at one site, including parking and restrooms. The agreement between the Town and the Rapids to turf the fields at Bailey Road Park three 3 years ago was the best model he knows and he would do that type of deal again to gain more fields.
 - b) **FY18 PARC Budget Goals – Troy Fitzsimmons**

Director Fitzsimmons gave a presentation to discuss goals for the next budget, including expanding Summer Day Camps and hiring a full-time Recreation Programs Assistant [see attached]. Many of our challenges have been due to changes in FLSA requirements. Staff examined how programming was bunched up into peaks

and valleys and then looked into ways to even that out. Commissioner Kolkhorst said the demand to increase the capacity of Summer Day Camps is clear. Town Commissioner Duke asked about a different approach to registration, such as a lottery. Director Fitzsimmons said we have looked at various ideas, including a lottery, limiting registration to only four camps per child, etc. Several commissioners suggested we ask for at least two full-time Recreation Programs Assistants because just one would only be a Band-Aid approach. At the least, go ahead and ask for one right now and let the Town Board know we will need another one next year, also. Commissioner Wilson made a motion that PARC ask for two full-time Recreation Programs Assistants in the FY18 budget. Commissioner Livingston seconded and the motion passed unanimously.

6) Director's Report

Director Fitzsimmons did not give a verbal report because of the time already taken by the presentations. Chair Higgins reminded everyone to be sure to read the written Director's Report each month because there is a lot more in the written version than what Director Fitzsimmons normally highlights each month.

7) PARC Commissioner Recommendations & Reports

- a) Items to be placed on record – None
- b) Commissioner Reports
 - 1) Commissioner Rob McCloskey – Last month he mentioned the partnership with Joanie Baker and *Cornelius Lakeside Living* magazine. In their February issue we will have the first official column featuring PARC. He wrote it with assistance from Chair Higgins and Commissioner Bilodeau. Moving forward, he will send the columns to the rest of the board so they can share through any avenues they may have.
 - 2) Commissioner Karen Tovar - Absent
 - 3) Commissioner Mary Wilson – Lake Norman Tennis Association is again sponsoring the 18+ State Tournament. For the Town to get more involved in that tournament, which adds about \$1 million to the local economy, we would need a facility with at least six courts.
 - 4) Commissioner Carol Livingston – No report
 - 5) Commissioner Chris Kolkhorst – Earlier this evening, a couple more candidate interviews were conducted and the committee believes they are closing in on making final selections. Also, his wife is now the Oakhurst HOA President and he plans to work with Commissioner McCloskey on getting PARC information out to that 600-home neighborhood. Recently he explored part of the Caldwell Station Creek Greenway with his family and was very impressed by the quality of the project. He is an engineer and was especially impressed by the width of the path which allows for opposing traffic.
 - 6) Chair Scott Higgins – On Tuesday the Bike Plan was approved by the Town Board.
 - 7) Commissioner Denis Bilodeau –No report
 - 8) Commissioner Tom Francomano – This is his last meeting and he has enjoyed being a part of PARC Commission for the past three years.
 - 9) Commissioner Travis Dancy - Absent
- c) Town Commissioner Report – Commissioner Jim Duke – Commissioners Higgins and Bilodeau are doing a great job attending Town Board meetings. When PARC Commissioners show up for these meetings, it is definitely noticed by the Town Commissioners. The Town Board approved \$1.5 million to buy the blue buildings property across the street. They want to continue to rent out the buildings for now with that revenue going towards the future arts center. Mayor Travis has placed him as the liaison to the PARC Commission for another year.

8) Old Business

- a) PARC Capital Improvements

Director Fitzsimmons highlighted the following items from his monthly report:

- Antiquity Greenway: Charlotte Water will be putting in a water line along the proposed greenway and we have not yet had a discussion with them since receiving this information. He has a meeting Monday and will discuss the possibility of having them do some post-construction grading.
- McDowell Creek Greenway: The Town Board approved the acquisition of the easement from the Westmoreland HOA property. Now we just need one more parcel from BV Belk.
- South Bailey Road Greenway: We are still negotiating with Mecklenburg County to include construction of this greenway in FY19.

- Smithville Park: Bids have been received to construct accessible routes for the multi-purpose and baseball fields and were within budget.
 - Bailey Road and JV Washam Recreation Centers – We are talking with contractors for gym curtain dividers.
 - Bailey Road Park Track: We are working with ViZ on the erosion issue.
 - Bailey Road Park playground: We attempted to work with the original manufacturer but they are charging too much with no defined scope of work, so we are going to meet with another playground company to negotiate a better price.
 - Caldwell Station Creek Greenway: We are almost complete and hope to have a soft opening as soon as possible in the spring. The official dedication ceremony is set for May 13.
- b) FY17 PARC Commission Goals & Committees
- Regional Partnerships: Chair Higgins reported that this group will meet next Tuesday. They had discussed collaborating with Davidson on an Earth Day and Director Fitzsimmons said that is a possibility.
 - Strategic Planning & Long-Range Finance: Chair Higgins said they need to meet to get ready for the Town pre-budget planning meeting at the Peninsula Club on Saturday, February 4, 9:00 am-12:00 pm. Town Commissioner Duke said this meeting will be all about bond packages. The budget retreat is on March 8 at Graylyn in Winston-Salem.
 - Public Awareness: Director Fitzsimmons said he had just emailed a large amount of data to this committee earlier this week, seeking feedback.
- c) Future Arts/Recreation Center Update
- Commissioner Bilodeau said they have a board meeting this coming week. They did a little early fundraising and came up with \$20,000 so far. There are many things happening in committees. Ginger Griffin Design has been contracted to create a logo and design a website. Another committee is working on the nationwide search for the Executive Director.
- d) PARC Commission Bylaws
- Chair Higgins said that the PARC Commission had voted to recommend disallowing calling in as a way to attend PARC Commission meetings. After that meeting, Town Commissioner Duke said that would not work well with the Town because all other commissions including the Town Board allow the call-in. Commissioner Bilodeau made a motion to withdraw the earlier recommendation to disallow call-ins as an acceptable form of meeting attendance. Commissioner McCloskey seconded. Discussion ensued about improving the quality of call-in communication. Options will be identified for possible implementation. Commissioners McCloskey, Wilson, Kolkhorst, Higgins, Bilodeau, and Francomano voted in favor and Commissioner Livingston opposed. The motion passed.
- e) PARC Commission Openings
- Commissioners Higgins, Bilodeau, and Kolkhorst interviewed six applicants to fill the two vacancies on the board trying to find the right fit, with a passion for what we do and their willingness to engage themselves in terms of meetings and events. Commissioner Kolkhorst made a motion to recommend Karina Baril and David Rusk to the Town Board for appointment to the PARC Commission. The motion was seconded by Commissioner Bilodeau and passed unanimously. [Applications attached.]

9) New Business

- a) Joint Meeting for Arts District/Arts Center: January 30
- Director Fitzsimmons said this meeting at Town Hall will also be an appreciation dinner for all of the Town boards and commissions. He shared a document that will be used to collect input at the meeting, [see attached.] If any of the commissioners cannot attend, they should fill it out and send it in.
- b) Future Park Capital Funding
- Director Fitzsimmons said we will be championing a new park bond. The Strategic Planning committee will meet soon to begin planning.
- c) Regional Recreation Center
- Chair Higgins said the Mecklenburg County Park and Recreation Director and Assistant Director attended the Town Board meeting to discuss the swim beach and were asked about the Regional Recreation Center while there. They are saying it will be part of their FY18 budget, although the County Board of Commissioners has not yet voted on it. He encouraged PARC Commissioners to attend some of the County's pre-budget hearings that will be held, as well as their public workshops for planning and design for the North and Eastside Rec

Centers.

10) Adjournment –Chair Higgins adjourned the meeting at 8:14 pm.

Next Meeting – Thursday, February 2, 2017

Future Dates – Thursday, March 2, 2017; Thursday, April 6, 2017; Thursday, May 4, 2017

DRAFT

REQUEST FOR BOARD ACTION

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To: PARC Commissioners
From: Troy Fitzsimmons, PARC Director

Action Requested:

Manager's Recommendation:

ATTACHMENTS:		
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 2017.1.23_January_Director_Report.pdf	January 2017 Director's Report	Backup Material

PARC Director's Report

January 2017

PROGRAMMING

Recreation Centers

- Began registration for the Youth Volleyball Program with Huntersville Parks and Recreation.
- Met with Precision Fitness to partner to offer a new Couch 2 5k running plan program for the spring.
- Met with Jeri Bullock of Fitness by Jeri in Cornelius to offer a new Senior Fit program, scheduled to start in March.
- Continue planning for possible expansion of Summer Day Camps.

Arts Center

- Began Winter Classes. Ten of the eleven adult programs made, with 77 total registrants (last year twelve classes/workshops were offered with eleven classes made with 84 students), and four of the five youth programs made, with 36 total registrants (Last year nine youth classes/workshops were offered and six made with 49 students). One adult workshop was held with five students.
- Held a call for artists for annual exhibit *Home Grown*, Feb 3 – March 24. Received over 100 submissions from local artists. An opening reception will be held on Friday, February 3, 6:30-8:30 pm.
- Began a call for artists for *Beyond Walls* 2017-18. Coordinated the de-installation for 2016-17 *Beyond Walls* public art exhibition.
- Planning for the annual Valentine's Day "heART pARTy" on Saturday, February 11, 9:30-11:30am.

Athletics

- LNTA Tennis lessons at Jetton Park had 45 participants in the January session (43 in 2016).
- Cornelius/Davidson Youth Basketball League continued games through January. One week was cancelled due to snow and will be made up at the end of the season. The league is at 865 participants and 148 volunteer coaches. (836 and 144 in 2016)
- Managed 276 total hours of outdoor athletic facility use in January.

Special Events

- Planning for Sponsorship Appreciation Reception for 2016 sponsors on Thursday, February 9, 6:00 pm, at D9 Brewing Company; the annual Black History Month Celebration on Saturday, February 18, 1:00-3:00 pm, at Cornelius Town Hall; and the James Hoyt Wilhelm Park Dedication on Saturday, March 25, 10:00 am-12:00 pm.
- Secured 2017 Summer Camp Gold Sponsorship: University Dental Associates for \$4,000.
- Gave a tour of Town Hall to approximately 50 students from SouthLake Christian Academy on Friday, January 20.

CAPITAL PROJECTS

Under Design

- **McDowell Creek Greenway** –The Westmoreland HOA board is in the process of signing the greenway trail easement.
- **Antiquity Greenway** – A draft easement agreement for the final easement has been received and is under staff review. Staff continue to negotiate with Charlotte Water on a possible water main conflict.
- **South Bailey Greenway** – The County has requested additional information from staff to submit as part of their Capital Improvement Plan. For construction, Town will develop construction drawings as part of its contribution towards the project.
- **ADA Bailey Road and Legion Parks** –Surveying is underway.
- **JV Washam and Bailey Recreation Centers** – An architect is under contract and preparing bid documents and permit applications for gym dividers (both) and basketball goal height adjusters (JV).
- **Bailey Road Park Track** – Additional survey was required for the consultant to complete the construction documents. The areas surrounding the track and football field are flat which has led to drainage and erosion issues.
- **Bailey Road Park Playground** – Staff were unable to negotiate a contract with the original playground design firm to renovate the silo portion of the playground. The silo is in decline and non-compliant with current ADA guidelines. It needs to be renovated or replaced. Staff are developing a playground RFP to get design and submissions.

Under Construction

- **Caldwell Station Creek Greenway** – The project construction is approximately 90% complete. Cold and wet weather has limited progress over the last month. Fencing, bollards and gates have been installed to help control vehicular access. Dedication ceremony is scheduled for May 13, 2017, tentatively 10:00 am.

OPERATIONS

- Fresh mulch is being added to planter beds throughout the system.

Visitation/car counts

- September: WAC 8343 cars BRP 22545 cars 92,664 visitors
 - October: WAC 7218 cars BRP 18551 cars 77,307 visitors
 - November: WAC 4354 cars BRP 14133 cars 55,461 visitors
 - December: WAC 2430 cars BRP 9906 cars 37,008 visitors
- 262,440 total visitors

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Manager's Recommendation:

ATTACHMENTS:		
Name:	Description:	Type:
 County_CIP_Schedule.pdf	Mecklenburg County CIP Schedule	Backup Material

CIP Calendar

January-March 2017

- Project Submissions-Due February 13, 2017
- CIP Committee Project Review and Recommendation
- CIP Recommendation to Executive Team
- CIP Recommendation to BOCC

April-May 2017

- CIP BOCC Deliberations and Approval

November 2017

- Bond Referendum

Hi Troy, not much has been said about the CIP schedule, but on the Operating Budget, the following are the key dates ... the TBD will be set at the Board's retreat on Jan. 26 & 27, will have to you soon after.

- May 25 – Manager's Recommended Budget presentation – County level
- TBD - Public Hearing re Recommended Budget
- TBD - Straw Vote Session
- TBD - Budget Adoption