



Parks, Arts, Recreation & Culture  
(PARC) Commission  
October 4, 2018  
5:30 PM

Cornelius Town Hall  
[www.cornelius.org/parc](http://www.cornelius.org/parc)

## **AGENDA**

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### **PARC COMMISSION - 5:30 PM**

- 1. CALL TO ORDER**
- 2. DETERMINATION OF QUORUM**
- 3. APPROVAL OF MINUTES**
  - A. September 2018 Draft Minutes**
- 4. PUBLIC APPEARANCES - CITIZEN CONCERNS/COMMENTS**
- 5. PRESENTATIONS**
  - A. Sponsorship Policy**
- 6. PARC COMMISSIONER RECOMMENDATIONS AND REPORTS**
- 7. OLD BUSINESS**
  - A. Future Cornelius Arts Center**
  - B. Regional Recreation Center**
  - C. PARC Commission Goals & Committees**
  - D. Donation Policy**
- 8. NEW BUSINESS**
  - A. North Mecklenburg Joint Park Commission Meeting**
  - B. Individual PARC Commission Meeting with a Town Commissioner**
  - C. Resolution of Support for Transportation Bonds**
- 9. ADJOURNMENT**
- 10. NEXT MEETING**

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: October 4, 2018

To: PARC Commissioners


From: Troy Fitzsimmons, PARC Director

**Action Requested:**

Review and approve.

**Manager's Recommendation:**

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">2018.9.6.Minutes.pdf</a>	September 2018 Draft Minutes	Backup Material

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Parks, Arts, Recreation & Culture (PARC) Commission  
Thursday, September 6, 2018  
5:30 – 7:00 pm

Cornelius Town Hall  
21445 Catawba Avenue  
Cornelius, NC 28031  
[www.cornelius.org/parc](http://www.cornelius.org/parc)

## MINUTES

- 1) **Call to Order** – Vice-Chair McCloskey called the meeting to order at 5:37pm.
- 2) **Determination of Quorum** – A quorum was reached with 8 commissioners in attendance.  
Commissioners present: Vice-Chair Rob McCloskey, Trey Fouche, Mary Wilson, Carol Livingston, Chris Kolkhorst, Andrew Heywood, Dave Rusk, Travis Dancy, and Town Commissioner Denis Bilodeau.  
Commissioners absent: Chair Scott Higgins  
Staff present: Town Manager Andrew Grant, PARC Director Troy Fitzsimmons, Recreation Superintendent Chad Cauble, and Karen Ulmer
- 3) **Approval of Minutes (August)** – Commissioner Kolkhorst made a motion to approve the minutes from the August 2, 2018, meeting as written. Commissioner Dancy seconded and the motion passed unanimously.
- 4) **Public Appearances – Citizen Concerns/Comments** – None
- 5) **Presentations**
  - a) 2018 Town of Cornelius Transportation Bonds – Andrew Grant  
Town Manager Grant shared a presentation regarding the \$24 million bond referendum that will appear on the November 2018 ballot and gave an in-depth explanation of the projects proposed [see attached].
  - b) Lake Norman Soccer Club  
Commissioner Dancy, who works with sports tourism for Visit Lake Norman, introduced Erik Turnblom, who is Director of Tournaments for Lake Norman Soccer Club (LNSC). Together they gave a presentation describing the club and the tournaments they host [see attached]. The two organizations have had a partnership for over a decade. Last year LNSC came before the PARC Commission to ask for a discount on field rentals for the fall tournaments in exchange for guaranteed hotel rooms, which was granted. They are asking for the same thing for 2018. Commissioner Fouche made a motion to authorize the PARC Director to negotiate a discounted rate for LNSC field rentals contingent upon certain milestones. Commissioner Rusk seconded. After a discussion and follow-up questions, the motion passed unanimously.
  - c) 2018 Summer Camp Report – Chad Cauble  
Superintendent Cauble presented an update and review of this past year's summer camps [see attached].
- 6) **Director's Report** - Director Fitzsimmons highlighted the following items from his August report:
  - Special Events: On September 15, we will show *Justice League* at Smithville Park, rescheduled from its rainout earlier in the summer. Next Wednesday, September 12, at 5:30 pm, we will be dedicating the new synthetic turf field at Bailey Road Park. The All American Dog Show will be held on Saturday, October 6, 3:00 pm at Robbins Park.
  - Capital Projects: The first public meeting regarding the Smithville-to-JV Washam Greenway will be held at Town Hall, 6:00-8:00 pm, with KimleyHorn. The Antiquity Greenway construction contract has been approved by the state; a preconstruction meeting will be held next week and construction should start by the beginning of

October. The Plum Creek Greenway design is moving along, with necessary land acquisitions finalized. Staff have been busy working on projects identified by the \$300K request for park improvements made last year, though only \$150K was funded. Projects such as sod at Wilhelm Park and many improvements at WAC, including painting the restroom building, adding infield irrigation on all four fields, and more have been completed.

**7) PARC Commissioner Recommendations & Reports**

- a) Items to be placed on record – None
- b) Commissioner Reports
  - 1) Commissioner Rob McCloskey – He attended the Back 2 School Bash and movie night at Robbins Park. It was another great event and good to see the growth in vendor participation. He encouraged all commissioners to attend the many upcoming fall events and interact with participants.
  - 2) Commissioner Trey Fouche – No report
  - 3) Commissioner Mary Wilson – No report
  - 4) Commissioner Carol Livingston – She also attended the Robbins Park movie night, which was a nice event.
  - 5) Commissioner Chris Kolkhorst – No report
  - 6) Commissioner Andrew Heywood – He attended National Night Out and saw a lot of families enjoying it.
  - 7) Commissioner Dave Rusk – No report
  - 8) Commissioner Travis Dancy – No report
  - 9) Chair Scott Higgins – Absent
- c) Town Commissioner Report – Commissioner Denis Bilodeau – Kudos on the work being done by staff and this board. One other aspect on bonds and financing of street projects is that the Town Board is still looking at bonds that have been approved in the past as well as these that are upcoming. There are still unknowns regarding the upcoming revaluation of property, but we may have to give up a penny or so in property taxes to fund these projects before us.

**8) Old Business**

- a) Future Cornelius Arts Center  
Town Commissioner Bilodeau said they plan on continuing to create partnerships such as that with Charlotte Ballet discussed last month. They hope to announce naming rights within the next few weeks.
- b) Regional Recreation Center – No report
- c) PARC Commission Goals & Committees  
Vice-Chair McCloskey said that the Strategic Planning & Long-Term Finance and the Programs, Fees & Facilities committees will remain in place with their same goals but the Regional Partnerships Committee will not continue. The Public Awareness committee is reviewing its goals. Commissioner Wilson said they have started a good conversation regarding ways to help spread the word, perhaps shifting focus towards hidden gems. More discussion is needed regarding ways PARC Commissioners can help. Town Commissioner Bilodeau offered space in the *Peninsula Navigator* monthly magazine for PARC updates, similar to what we've been doing in *Lakeside Living*.
- d) Donation Policy – Tabled

**9) New Business – None**

**10) Adjournment** – Vice-Chair McCloskey adjourned the meeting at 7:33 pm.

**Next Meeting** – Thursday, October 4, 2018

**Future Dates** – Thursday, November 1, 2018; Thursday, December 6, 2018; Thursday, January 3, 2019

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: October 4, 2018

**To:** PARC Commissioners

**From:** Troy Fitzsimmons, PARC Director

**Action Requested:**

Hear proposal and review for consideration.

**Manager's Recommendation:**

**ATTACHMENTS:**

Name:	Description:	Type:
No Attachments Available		

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From: Troy Fitzsimmons, PARC Director

Action Requested:

Manager's Recommendation:

<b><u>ATTACHMENTS:</u></b>		
Name:	Description:	Type:
No Attachments Available		

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Manager's Recommendation:

<b><u>ATTACHMENTS:</u></b>		
Name:	Description:	Type:
No Attachments Available		

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: October 4, 2018

To: PARC Commissioners


From: Troy Fitzsimmons, PARC Director

**Action Requested:**

Review and propose any changes or updates to goals or committee assignments.

**Manager's Recommendation:**

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">PARC_Commission_Goals_for_FY19.pdf</a>	Proposed FY19 Goals & Committees	Backup Material

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## FY19 PARC COMMISSION COMMITTEES/GOALS

### 1. STRATEGIC PLANNING & LONG-TERM FINANCE

Commissioners: Carol Livingston, Scott Higgins, Trey Fouche, Andrew Heywood

Staff: Troy Fitzsimmons, John DeKemper

- Comprehensive master plans: parks & greenways, multi-use paths
- Open space dedication policies and procedures
- Budgeting (capital and operations): CIP
- Capital project partnership: more projects similar to Rapids agreement/synthetic turf

### 2. PUBLIC AWARENESS

Commissioners: Mary Wilson, Travis Dancy, Rob McCloskey, Andrew Heywood

Staff: Jody Clark, Karen Ulmer

- Marketing & promotions: help PARC get noticed, getting our message out
- Social media: Facebook, Twitter, other
- Economic impacts, quality-of-life benefits: what PARC does for the community

### 3. PROGRAMS, FEES & FACILITIES

Commissioners: Dave Rusk, Chris Kolkhorst, Trey Fouche, Rob McCloskey

Staff: David Moore, John Anderson, Chad Cauble

- Facility rental fees: annual review and recommendation
- Partner program assessment: sport league providers, tournament operations
- Revenue goals: excess to Capital Reserve Fund for parks
- Stewardship: wildlife conservation, environmental awareness

### Ad Hoc: REGIONAL PARTNERSHIPS

Commissioners: Scott Higgins, Carol Livingston, Chris Kolkhorst, Dave Rusk

Staff: Troy Fitzsimmons, Chad Cauble

- Continue to participate on development of Northern Regional Recreation Center
- Coordinate with staff on northern town joint park commission meeting

## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: October 4, 2018

To: PARC Commissioners


From: Troy Fitzsimmons, PARC Director

**Action Requested:**

Donation Policy was approved by the PARC Commission on August 2, 2018. Due to citizen concerns, a revised policy is presented for consideration of approval. Language additions and changes are highlighted.

**Manager's Recommendation:**

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">Memorial-Commemorative_Donation_Policy-REV.pdf</a>	Revised PARC Donation Policy	Backup Material

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## PARK BENCH, PICNIC TABLE & TREE DONATION POLICY & APPLICATION

Thank you for your interest in donating a bench(es), picnic table(s), or tree(s). The Cornelius Parks, Arts, Recreation and Culture (PARC) Department has established a donation program, as we value the opportunity to work with you to provide a way to memorialize or commemorate a loved one, organization or special event.

1. The costs are \$1,500 or \$600 for a bench, \$3,000 for a picnic table, and \$500 for a tree. The cost includes the item chosen, a plaque (for benches and tables) or a certificate (for trees), installation, and maintenance.
2. Fixture designs are standardized to maintain quality control and to match existing park furnishings. Fixtures shall be as follows:
  - Standard Benches: 6' long, all steel on concrete pad with 3" x 5" plaque mounted on backrest
  - Natural Benches: 6' long, steel supports with wooden slats, 3' x 5" plaque mounted on backrest
  - Picnic Tables: 7' rectangular, steel, with 1-3/4"x8" plaque mounted on side edge of table
3. Donors may select trees, generally 2 1/2" caliper or 6-8' tall, from the approved Cornelius PARC tree list. Due to unpredictable weather conditions, Cornelius PARC cannot guarantee the life of any tree, though best efforts will be made to maintain memorial/commemorative trees. No plaques will be installed with planted trees. Memorial tree sponsors will receive a certificate of acknowledgement for their donation.
4. The PARC Director or his/her designee will work with donors to determine potential installation locations. Most parks are available to receive donated all-steel benches, picnic tables and trees. The steel/wood benches will only be placed in nature preserves or natural areas. Final locations will be approved by the PARC Director or his/her designee.
5. The donor will provide Cornelius PARC with the exact inscription desired for the plaque. The plaques can accommodate up to 25 words. Simple inscriptions of less than ten words work best. All inscriptions are subject to approval by the PARC Director or his/her designee.
  - Donations and sponsor plaques from an organization or individual that is engaged in any of the following activities, or that has a mission of supporting any of the following activities, shall be prohibited: promotion of the sale or consumption of alcoholic or malt beverages, tobacco products, illegal drugs, or firearms or other weapons; or promotion of establishments that are licensed for and primarily sell alcoholic or malt beverages, however restaurants or other food services establishments and places of lodging may be authorized when the plaque inscription promotes only the food services or lodging.
  - Donations or sponsor plaques shall be prohibited that, in the sole discretion and judgement of the PARC Director or his/her designee, are deemed unsuitable for or contrary to community standards or appropriateness.
  - If vandalism to the plaque occurs, the memorial sponsor has a choice on whether or not they will replace the plaque at their own expense (i.e., cost of new plaque – est. \$25). Cornelius PARC has no responsibility to replace lost or stolen plaques. If the memorial sponsor elects not to replace the damaged plaque, Cornelius PARC retains the right to remove the damaged plaque from park grounds.
6. The party requesting the donation shall sign an agreement with Cornelius PARC for installation and maintenance of the bench(es), picnic table(s), and/or tree(s). For private donations of all benches and tables, the agreement period will be ten (10) years or the lifetime of the item, whichever is longer. For business and civic group donations, the agreement period will be ten (10) years.
7. At any time, the donor may contact Cornelius PARC to find out if they can pay to renew the contract for ten more years at the renewal rate at that time. If not, then the plaque, if available, will be removed by Cornelius PARC to be available for pick-up by the donor.
8. Once the contract is signed and payment processed, Cornelius PARC has up to six months to install the bench, table or tree. Once the memorial is installed, PARC will contact the memorial sponsor to confirm installation; the terms of agreement will start on that date.

9. Cornelius PARC retains the right to relocate the memorial bench, picnic table, or tree if the use of the site changes or to ensure park visitor safety.

Standard Benches: All steel, 6' long, with 3" x 5" plaque, \$1,500



Natural Benches: Steel supports, wooden slats, 6' long, with 3" x 5" plaque, \$600



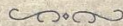
Picnic Tables – All steel, 7' rectangular, with 1-3/4"x8" plaque. \$3,000



Bench Plaque Samples

CHAMPION WHEEL & TIRE

JOHN E. QUINN



on his 60th birthday  
to honor his service and commitment  
to the Smithville Community

SMITHVILLE COMMUNITY COALITION  
POTTS BARBERSHOP & POTTS FAMILY  
TORRENCE CHAPEL A.M.E. ZION CHURCH  
STINSON, GRIER & NELSON FAMILY  
D.E.M. RIDAZ MC

## REQUEST FOR BOARD ACTION

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Date of Meeting: October 4, 2018

To: PARC Commissioners  
From: Troy Fitzsimmons, PARC Director

Action Requested:

Manager's Recommendation:

<b><u>ATTACHMENTS:</u></b>		
Name:	Description:	Type:
No Attachments Available		

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Action Requested:

Manager's Recommendation:

<b><u>ATTACHMENTS:</u></b>		
Name:	Description:	Type:
No Attachments Available		



## REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: October 4, 2018

To: PARC Commissioners


From: Troy Fitzsimmons, PARC Director

**Action Requested:**

Consider approving a resolution in support of the 2018 Cornelius Transportation Bond Referendum.

**Manager's Recommendation:**

**ATTACHMENTS:**

Name:	Description:	Type:
 <a href="#">2018-10-04_Resolution_of_Support_Transportation_Bonds.pdf</a>	2018 Transportation Bonds Resolution of Support	Backup Material

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**TOWN OF CORNELIUS PARC COMMISSION  
RESOLUTION OF SUPPORT  
FOR THE 2018 CORNELIUS TRANSPORTATION BOND REFERENDUM**

**WHEREAS**, the Town of Cornelius strongly supports the provision of greenway trails, sidewalks, and multi-use paths in accordance with its adopted Greenway/Bikeway Master Plan, Comprehensive Pedestrian Plan, and Comprehensive Parks and Greenways Master Plan; and

**WHEREAS**, the Town of Cornelius will present to the citizens of Cornelius a \$24 million Transportation Bond Referendum for Streets, Intersections, and Bicycle & Pedestrian Improvements on November 6, 2018; and

**WHEREAS**, the 2018 Transportation Bond Referendum can fund improvements to vehicular mobility and increased safety for bicyclists and pedestrians; and

**WHEREAS**, the 2018 Transportation Bond Referendum can provide safer facilities for bicyclists and pedestrians in addition to increasing connections to existing and future greenways; and

**WHEREAS**, the Town of Cornelius would leverage the \$24 million in bond funds against \$112 million total project funds through the North Carolina Department of Transportation to complete the projects identified in the referendum; and

**WHEREAS**, these bond funds can accelerate the timeline of these projects by as much as 20 or more years; and

**WHEREAS**, the Town of Cornelius Parks, Arts, Recreation and Culture Commission actively supports a walkable community, safe bike routes, alternative transportation, and healthy living;

**NOW, THEREFORE, BE IT RESOLVED** that the Cornelius Parks, Arts, Recreation and Culture Commission unanimously endorses the 2018 Transportation Bond Referendum and urges the citizens of Cornelius to support its passage in the November 2018 election.

Adopted this 4<sup>th</sup> day of October, 2018.

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Dr. Scott Higgins, Chair  
Cornelius PARC Commission