



City of Greenville
Recreation and Parks Commission
Meeting Minutes
Wednesday, February 14, 2018 @ 5:30 PM
City Hall – Council Chambers
200 West 5th Street

BOARD MEMBERS PRESENT:

- Garrett Taylor, Chair
- Jaimie Yahnker, Vice-Chair
- Hasan Hilliard
- Audrey G. Nealy
- Nikki Caswell
- Gordon Darragh
- Mike Saad
- Elizabeth Seda
- Kandie Smith, City Council Liaison
- Juquon Whitaker

STAFF:

- Gary Fenton
- Don Octigan
- Ron Harris
- Debra Nobles
- Lamarco Morrison
- Mike Cato
- Dean Foy
- Patricia Tyndall
- Shelby Kimes, Intern

AUDIENCE PRESENT:

Kelsey Curtis, John Person, Clay Barber, David Fields, Sheila Temple, and Daniel Hakem

MEETING AGENDA, DISCUSSION AND ACTIONS:

The meeting opened at 5:30 PM and the following items were addressed:

I. CALL TO ORDER

II. INTRODUCTIONS

None.

III. APPROVAL OF AGENDA

A motion was made to approve the February 14, 2018, agenda as presented.

Motion: Nikki Caswell

Second: Elizabeth Seda

Motion carried unanimously among those present.

IV. APPROVAL OF MINUTES

A motion was made to approve the January 10, 2018, minutes as presented.

Motion: Elizabeth Seda

Second: Nikki Caswell

Motion carried unanimously among those present.

V. PUBLIC COMMENTS

None.

VII. DIRECTOR’S MONTHLY REPORT

A. Working with a group interested in developing sand volleyball courts within the park system. GRPD received a \$23,000 donation to put toward the development of volleyball courts somewhere in the City. Staff has been meeting with some of the sand volleyball enthusiasts about the development of a group of four courts. Staff is working to identify a site where there is already parking, water, and electrical hookups.

B. January was not a good month (due to weather) for Billy Casper Golf, although it has given the organization time to work out some of the kinks that come with a transition. Billy Casper Golf has a PGA membership and have registered with the PGA to host such a program. Billy Casper Golf is seeking one or more PGA certified instructors.

- C. When South Greenville Recreation Center was renovated, a key fob system was initiated as a means of fostering the safety of participants and staff and for tracking usage. Participants are issued a key fob and sign in with it each time they utilize the facility. This system has worked well and staff is now looking into some modifications in the Eppes Recreation Center to allow for a similar system to be utilized there.
- D. Last month plans were mentioned to release a Request for Proposal (RFP) to obtain one or more vendors to provide rental services at the Town Common related to canoes, kayaks, and other river related equipment; starting sometime after the Town Common accessible canoe and kayak launch is completed. Staff is just beginning to understand the impacts to Town Common due to a massive project by Public Works involving the Town Creek Culvert, which drains storm water from 250 acres in the uptown area. The work is needed, but for a few weeks during the 30 month project it will make the paved portion of the Town Common parking lot unavailable. The gravel lot will be unavailable for much longer, as it will serve as the staging area for the overall project. A portion of the project will impact the asphalt parking lot which can be scheduled during a slower time of park and river use. In addition, during the upcoming construction of the Town Common's kayak and canoe launch, river access at the Town Common will be temporarily interrupted.
- E. Knee Deep Adventures has been granted permission to deliver kayaks, canoes and other river related equipment to users at the Town Common, after their customers have reserved and paid for the equipment off site. The company has provided the City a current Certificate of Insurance, with the City named as additional insured, as well as a Hold Harmless and Indemnity Agreement.
- F. Staff has recently completed the Spring and Summer Program Brochure (a copy provided at seat) which includes a vast array of recreational offerings. Recreation Superintendent Don Octigan coordinated the process with the help of Aaron Hines in the Public Information Office.
- G. Department Heads and other City staff attended the City Council's Annual Retreat on 1/26 and 1/27. City Council formulated a variety of nine priorities to include Economic Development, City Infrastructure, Arts/Entertainment Opportunities, Cleanliness and Beautification of the City, a Comprehensive Approach to Stormwater, Town Common, River Access/Tar River Vantage Points, Lighting, and Creating a High Performing Organization. Each priority has a committee of staff assigned to develop the Action Steps necessary to address that priority, with a department head as the lead for each priority. Director Gary Fenton is the lead for Arts and Entertainment with Don Octigan serving on that committee. Mr. Fenton is also leading the Town Common and River Access and Vantage Points with Parks Planner Lamarco Morrison and Marketing and Events Coordinator Patricia Tyndall. Parks Superintendent Dean Foy will serve on the Cleanliness and Beautification Committee.

VIII. STAFF REPORT

- A. Don Octigan, Recreation Superintendent
 - 1. Recreation Update
 - a. 2018 Spring/Summer Program Guide
 - i. Summer Day Camp Opportunities
 - ii. Youth and Adult Athletic Programs
 - iii. Youth and Adult Art Programs
 - iv. Specialized Recreation Programs
 - v. Senior Programs
 - vi. Nature Programming at River Park North
 - vii. Programs at the Greenville Aquatics and Fitness Center
 - b. Summer Day Camps
 - i. Held at the following facilities: Greenfield Terrace, Eppes and South Greenville Recreation Centers, H. Boyd Lee Park, Greenville Aquatics and Fitness Center, and the Drew Steele Center.
 - ii. 1,685 spots available over a 10 week span. 6/13 – 8/17 in 2017 (93% full).
 - iii. Inclusive Programming – 12 Inclusion Counselors will be hired to provide support for individuals with disabilities.
 - c. Summer Camp Job Recruitment – Positions opened 1/12. Interested candidates can apply at www.greenvillenc.gov. Summer Camp Job Fair held on 2/8 at ECU's Recreation Center.

- d. GRPD Marketing Team
 - i. Comprised of six Recreation staff who will set marketing goals and objectives for the department.
 - ii. Staff includes: Recreation Supervisors Sophie Duncan (Athletics) and Sara Caropreso (Arts); Recreation Assistants John Barrow (GAFC) and Graham Stallings (Athletics); Designated Part-Time staff Donna Kabakjian (GAFC) and Cora Taft (Eppes); Special Events and Marketing Coordinator Patricia Tyndall, as well as Marketing Intern Shelby Kimes (who will be providing support to the group).
 - iii. Top Priorities include: Consistent marketing throughout GRPD, community information table/area at all recreation facilities, cross marketing of programs; specifically GAFC, Athletics and Community Center programs.
- e. Pitt County Special Olympics – Organized by Specialized Recreation Staff (Supervisor Chasity McCurdy, Assistant Brent Harpe, and Designated Part-Time Cam McFarland). Games will be held on Friday, 4/20 at JH Rose High School. Over 350 athletes expected to participate and over 700 volunteers.
- f. Upcoming Events include:
 - i. 2/18 Ronald Vincent Hitting Clinic at the Sports Connection
 - ii. 2/15 Safe or Out; Youth Baseball at GAFC
 - iii. 2/28 Youth Basketball Programs conclude
 - iv. 3/3 Cultural Arts Day at Jaycee Park, 10:00am – 3:00pm
 - v. 3/9-11 10U & 12U SWAC Basketball Sectional Tournament
 - vi. 3/13 Recreation Division Meeting at South Greenville Recreation Center
 - vii. 3/24 Exceptional Community Baseball League Opening Day
- g. Ron Harris, Recreation Supervisor at Sports Connection
Mr. Harris shared a PPT presentation to include: Community Youth Arts Festival on 4/22 at the Town Common; PirateFest 2018 on 4/13 & 14 at the Town Common; Sunday in the Park begins on 6/3 at The Town Common; programs to include Ronald Vincent Hitting Clinics, Batting Lessons and Batting Cage Use.
- B. Dean Foy, Parks Superintendent
 - 1. Reviewed FIP Projects (PPT Slide) – Discussion was held regarding FIP projects..??
- C. Lamarco Morrison, Parks Planner
 - 1. Capital Project Updates
 - a. West Pointe Village Update
 - i. Shared Site and Civil plan and Restroom plans. Restroom delivery and installation early March; playground installation early March; site work, paving, site furnishings and utilities in April; landscaping in the fall; and Phase II Construction Documents in the fall.
 - b. Sycamore Hill Gateway Plaza
 - i. Shared perspective views in PPT. Project schedule which is tentative includes: 60% construction documents in April; 90% construction documents in May; bid documents complete in June; groundbreaking ceremony in August; and 8 month construction period to be complete in April 2019. SHAG group has met.
 - c. Town Common
 - i. Reviewed Town Common Restroom Facility and Town Common Pavilion and Picnic Plaza. The tentative schedule includes: bids accepted on 2/15; contract award in March; substantially complete in May; final acceptance by the City in June; and eight month construction period to be complete in April 2019.
 - ii. Reviewed construction documents for the Town Common Canoe and Kayak Launch. Received permits last week. Bids go out next Monday and will be received on 3/8. Will award the bid on 3/19. Project will be 45-day construction.
 - d. Action Sports Park – BMX and Skatepark – Site selection feasibility analysis is in process.
 - e. Potential CIP Projects for FY18-19

i. TRLP – Action Sports Park Phase 1	\$200,000
ii. Comprehensive Park Master Plan Update	\$100,000
iii. Westpointe Village Phase II Development	\$700,000
iv. Sycamore Hill Gateway Plaza	\$2,000,000

v.	Town Common Bulkhead Inspection Update	\$100,000
vi.	Park Restroom Facilities	\$170,000
	TOTAL:	\$3,270,000

D. Marketing and Events Update

1. July 4th – July 4th activities at the Town Common will be organized by Recreation and Parks staff and new volunteer partners this year. The Greenville Jaycees have stepped away after more than 40 years of planning and leading the City’s Independence Day program.
2. Venue – 26 dates are reserved for Town Common events.
3. Field of Honor – A project is in the works to host a multi-week event at the Town Common this summer.
4. Sycamore Hill Gateway Plaza Grant – Letter of Intent submitted for grant funding through the African-American Cultural Heritage Action Fund. Expect notification in early April to learn if staff moves forward in applying. This grant would enable more in depth interpretative material to be included at the site and increase the accessibility to downtown’s history.
5. Social Media Ambassadors – Looking for individuals who have a passion for Recreation and Parks and willingness to share and promote the department; respond to action alerts in a timely manner; have an active social media platform with a strong local friend base and following; and maintain an eagerness to advocate for importance of Recreation and Parks in the City of Greenville. If interested contact Patricia Tyndall at ptyndall@greenvillenc.gov.
6. GAFC Marketing – Working with the City’s Public Information Office to redesign all marketing materials for GAFC. The new materials will provide a consistent approach to promoting GAFC. Within the next few weeks, a promotional brochure and corporate flyers will available and used in a recruitment project led by our Recreation Intern Shelby Kimes.

IX. NEW BUSINESS

A. Potential Land Donation

Director Gary Fenton shared the department was recently contacted by a local resident willing to donate 3.75 acres of property in the vicinity of Evans Park to the City of Greenville. The land borders the park on its western edge, running along the north bank of Green Mill Run. Acceptance of this property could make it possible to access Evans Park and the River Birch Tennis Center off of Hooker Road, initially on foot – but later by vehicle. In addition, it makes the development of a greenway along the north bank of the Green Mill Run feasible from Evans Road to Hooker Road. The resident has also offered the City a parcel within the Kristin Drive neighborhood, which will be useful to the Police Department. A motion was made to accept the donated land.

Motion: Elizabeth Seda

Second: Nikki Caswell

Motion carried unanimously among those present.

X. OLD BUSINESS

None.

XI. COMMISSIONER COMMENTS

- A. Elizabeth Seda – Like the marketing and social media.
- B. Hasan Hilliard – Welcomed Shelby Kimes.
- C. Nikki Caswell – Agree to help with the social media push.
- D. Mike Saad – Excited about new projects and thanked staff for their work.
- E. Juquon Whitaker – Excited about new projects.
- F. Garrett Taylor – Happy Valentine’s Day and thanked staff.
- G. Councilmember Kandie Smith – Will ask questions that are needed. Need to be able to relay information to peers.

XI. MOTION TO ADJOURN

A motion was made to adjourn the meeting at 7:14 PM.

Motion: Elizabeth Seda

Second: Nikki Caswell

Motion carried unanimously among those present.

Respectfully Submitted,

Laura J. Davenport

Laura J. Davenport
Administrative Assistant
Recreation and Parks Department