



City of Greenville  
**Recreation and Parks Commission**  
Meeting Minutes  
Wednesday, February 8, 2012 @ 5:30 PM  
City Hall – City Council Chambers  
200 West Fifth Street

**BOARD MEMBERS PRESENT:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Freddie Outterbridge, Chair | <input checked="" type="checkbox"/> H. Robert Jones, Jr., Chair-Elect  |
| <input checked="" type="checkbox"/> Brian Jacobs                | <input type="checkbox"/> Matt Smith                                    |
| <input checked="" type="checkbox"/> Sandy Steele                | <input checked="" type="checkbox"/> Francine Taft                      |
| <input checked="" type="checkbox"/> Debra Jo Garfi              | <input checked="" type="checkbox"/> Kandie Smith, City Council Liaison |
| <input checked="" type="checkbox"/> Donald Williams             | <input checked="" type="checkbox"/> Darin White                        |

**STAFF**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Gary Fenton      | <input type="checkbox"/> Mark Gillespie                | <input checked="" type="checkbox"/> Shana Kriewall |
| <input checked="" type="checkbox"/> Lamarco Morrison | <input checked="" type="checkbox"/> Laura J. Davenport | <input type="checkbox"/> Todd Riddick              |
| <input checked="" type="checkbox"/> Marion Blackburn |  |  |

**MEETING AGENDA, DISCUSSION AND ACTIONS:**

The meeting opened at 5:30 PM and the following items were addressed.  
*Agenda items are in bold print with the highlights of the discussion and actions below the agenda item.*

**I. CALL TO ORDER**

**II. INTRODUCTIONS**

None

**III. APPROVAL OF MINUTES**

Motion to approve the January 11, 2012 minutes:

Motion: Donald Williams

Second: Debra Jo Garfi

Motion approved.

**IV. PUBLIC COMMENT PERIOD**

- A. Marion Blackburn requested that when it was time to replace the dehumidifier at GAFC we look at a clean energy product.

**V. DIRECTOR'S MONTHLY REPORT**

- A. Mark Gillespie has a family illness and left for NJ yesterday. Lamarco Morrison will be filling in for him tonight.
- B. Received agenda materials electronically this month. Will provide agenda materials electronically and printed at the meeting.
- C. Drew Steele Center progress is well underway. Pleasure to work with Rick Miller and Jimmy Hite with this project. All the efforts put into the project are starting to take shape. Think it will be completed early-mid July for ribbon cutting. So many people will benefit from this facility. An old facility that was not ADA accessible

has been converted into something for all. This is the first phase, still have the desire to make the project complete.

- D. Greenville Little Leagues stadium project is also underway at Elm Street. This a \$1.2 million project made possible by the Stallings family. Sara Vaughn Field of Dreams will also receive improvements through the efforts of the Cal Ripken Senior Foundation, are looking to complete \$150,000 worth of improvements to the field.
- E. 1993 dehumidifier at GAFC is well past its normal lifespan, and is likely on its "last leg." It's in the capital plan for replacement, however, was not funded. Estimated cost of \$29,000 to repair it and keep it functioning for another year or two. This dehumidifier will cost approximately \$300,000 when it is replaced.
- F. Director was a guest presenter at a Recreation and Leisure Studies class at ECU today.
- G. Efforts have continued over the last few weeks with First Christian Church and the ball field agreement. A copy is presented to you and will ask for your approval tonight. It will go to City Council in March. The field is not complete at this time, but will be ready for use on 4/23.
- H. The biennial budget process is well underway and staff has been busy with this task. Many staff have been involved in the budget process. A lot of uncertainties exist regarding the economy and the financial outlook of the City.
- I. A lot of time is being invested in planning for the NCRPA Conference, scheduled for 11/11-13/2012 here in Greenville. Expecting 400-500 conference participants. Look forward to showing off our community and especially the Drew Steele Center.
- J. Three major staff changes coming up in the City's "senior management," with the Police Chief, the City Manager, and the Public Works Director leaving. All three have been supportive of Recreation and Parks and will be missed.
- K. Have a proposal from a citizen to evaluate our tennis program to see if we can provide better service at a lower cost. Hope to have someone from the outside examine this program and consider how other communities provide similar services.
- L. Continue to work on a proposed update of an agreement with the Pitt County Schools regarding shared use of our respective facilities. South Greenville Elementary regularly uses the South Greenville gym for their P.E. program. Trying to determine the specifics of this agreement.
- M. The Business Application Needs Assessment is an I.T. Department project that is accessing the City's use of computerization and how it can improve efficiency. Initially, the main focus relates to financial matters. Meetings are being hosted with staff to determine specific responsibilities and related needs.

## VI. STAFF REPORT

### A. Shana Kriewall, Recreation Superintendent

1. Recreation Update
  - a. ECU volunteers are used consistently for Special Olympics and coaching. Very thankful for ECU volunteers.
  - b. Soccer registration ends Monday, still advertising a new program called *Ready, Set, Run!*, a character building running program for youth 8 to 13.  
Adult soccer is also accepting registration. A Special Olympics basketball tournament was played this past weekend, Specialized Recreation dance is tonight at Eppes Middle School and 2/18 is Community Celebration of Black History and Quiz Bowl. There are 5 exercise science interns working at GAFC, River Birch hosting a tennis tournament on 2/18, STAR program Cultural Arts Day at Jaycee Park is 2/25, tryouts for middle school boys tennis team underway, summer camp registration begins 3/19 and we will again implement a pay plan for summer camps, updated and improved.
  - c. 3/10 8k Road Race.
  - d. Council Member Smith asked to promote programs at Sheppard Memorial Library and send flyers/information to churches to provide to their youth. Also, advertise on Cable channel 9.
  - e. GovDelivery is a registration program for citizens to sign up for email marketing and select their desired email list. The City is looking into this program for City-wide areas.
  - f. Council Member Kandie Smith asked if we could partner with the schools to promote the programs on their website. Have to be careful since all schools are not in the City limits, the fee schedule is different for non-residents. Debbie Garfi asked if a link could be added to their website. Ms. Smith thinks our marketing is a big issue and programs need to be promoted more. This item will be investigated.

### B. Lamarco Morrison, Parks Planner

1. Parks/Golf Update
  - a. Reviewed the golf revenue report, two months in a row the revenue target has been met. Partly due to marketing, good weather and renovations.
  - b. Will be completing an ADA assessment of all buildings, have received 3 responses to an RFQ sent out last month.
  - c. Drew Steele Center - 20% into construction, provided pictures of progress. Project is about 45 days ahead of schedule. Noted a change order for parking lot improvements, ADA paved trail and gymnasium equipment. Will also be drywalling gym walls, with \$5,990 from contingency. Additional needs with uncertain funding: outdoor arbor area, furniture, computer lab, and weight room equipment. Will be asking City for additional funds prior to the end of the fiscal year. Chairman Outterbridge requested a copy of the budget reviews for all of the Commissioners.
  - d. Kristin Drive - project is 95% complete. Only thing that needs to be added is an ADA sidewalk, which will be completed in a few weeks.

- e. Evans Park Drainage Improvements - contracts are completed and project begins next Wednesday. Project will take approximately 90 days.
- f. Guy Smith Stadium Repairs/Improvements- in contract negotiations.
- g. PARTF Grant application was submitted for Dream Park.
- h. Debra Garfi asked for YTD expenses be added to the BCGC revenue report. Also would like to have a report that compares expenses and revenues together for the department.
- i. Kandie Smith asked for a report regarding the damage at Guy Smith Stadium. Also asked for an update at the next meeting on Eppes Recreation Center and South Greenville.
- j. Kandie Smith spoke about the City establishing a fund to address repairs to facilities so that they would not become dilapidated. Finance would be in charge of this item. GRPD could provide information.

**VII. NEW BUSINESS**

None

**VIII. OTHER BUSINESS**

- A. Operating Agreement with First Christian Church  
 Agreement has been carefully considered by the City Attorney's Office, staff, and church staff. A motion was made to recommend to City Council to approve the church agreement for the use of their property.  
 Motion: Debra Jo Garfi  
 Second: Donald Williams  
 Abstained: Sandy Steele  
 Motion approved.

**IX. COMMENTS**

- A. Donald Williams - toured fitness center last week and everything was clean and running smoothly. Need to add bike racks along greenways.
- B. Debra Jo Garfi - would like to be invited to the next NCRPA conference planning meeting.
- C. Darin White - echoed Mr. Fenton's comments regarding departure of City staff.
- D. Sandy Steele - thanked everyone for passing the First Christian Church agreement and will have a ribbon cutting with all Commissioners invited.
- E. Freddie Outterbridge - City staff will be missed. Condolences given to Council Member Marion Blackburn regarding the death of her stepfather.

**IX. MOTION TO ADJOURN**

Motion: Sandy Steele  
 Second: Brian Jacobs  
 Motion approved.

The meeting was adjourned at 7:05 PM.

Respectfully submitted,

Laura J. Davenport

Laura J. Davenport  
Administrative Secretary