

**Iredell County Parks & Recreation Department
Recreation Advisory Board Meeting
March 3, 2022 - 6:00 PM
Iredell County Government Center**

MEMBERS PRESENT: Barb Thorson, Jeff Cheek, Seth Hathcock, Wesley Davidson, Jane Laney, Scott Bell
VIA WEBEX: Deb Tatu
STAFF PRESENT: Michelle Hepler, Stacy McGlamery, Brandon Free

MINUTES

Michelle Hepler welcomed everyone. Each person gave an introduction for new member, Jane Laney.

Jeff Cheek asked Barb Thorson to lead the prayer.

Jeff called the meeting to order. He welcomed Jane Laney.

No requests to speak.

Barb Thorson made a motion to approve the minutes from the February 3, 2022 meeting. Seth Hathcock seconded the motion. No discussion. Motion passed unanimously.

STAFF & PARK REPORTS



Iredell County Parks & Recreation
Staff and Park Reports for Recreation Advisory Board

March 3, 2022

STAFF

Sports, Events & Facilities	Programming	Recreation Center	Parks Grounds	Admin
Brandon Free Marty Haneline	Jen Winters Katie Barr Haley Joyner	James Huffman Ronda Benfield Nancy Grabow	Micah Deane Nelson Fox Scotty Harris Jordan Lail Ben Liles	Michelle Hepler Stacy McGlamery

HIGHLIGHTS

Administration:

- Site visit for the Fourth Creek Greenway Expansion Feasibility Study- met with City of Statesville and Atkins on 2/1
- Three Corners meetings to regroup and seek alternative funding sources (CRTPO grant application was not awarded)
- Agenda item presented to the BOC by Finance on 2/1, to request approval of acceptance and capital project ordinance for \$30,000 grant award by Carolina Thread Trail. Press release and announcements distributed.
- Attended the Association for Challenge Course Technology (ACCT) conference in Ohio from 2/8-2/13, including presenting at 4 workshops
- Worked with the departmental team to successfully submit the FY23 Budget on 2/15
- Final updates from the 2021 Strategic Goals submitted to Admin/Finance
- Coordinated and began announcement of the Public Meeting to discuss Jennings Park construction update (required by PARTF). Meeting scheduled for March 3rd at 7pm at the Government Center; to follow the RAB meeting
- Conducted Division Leader meeting on 2/16
- Participating in the candidate review and interview process to fill the Department Director position that will be vacant on 4/1.
- Partnered with Leadership Statesville and Statesville Recreation & Parks to help develop promotional material for the Goosebump Jump Fundraiser
- Weekly reporting to HR for COVID impacts on staffing

Sports Events and Facilities:

- Completion of all soccer goal inspections
- Opened the Park Attendant position for Jennings Park
- Submitted budget for FY23
- 6 of 8 spots filled for Start Smart Baseball Program
- Met with potential food vendor for Jennings Park and Stumpy Creek Park
- Completed reservation and participation numbers for January
- Kickoff Soccer Tournament by FC Atletico on 2/19

Programming:

- Completion & distribution of February departmental newsletter (monthly) on 2/1
- Completion & distribution of the quarterly Adult Programs newsletter on 2/18
- Completion of Archery program on 2/3 (70% full)
- SweetHeart Dance (2/12) at the Recreation Center had 52 participants
- Completed budget for FY23.
- Staff attended a job fair on 2/16 at Appalachian State University
- The Teacher Workday camp for 2/11 was cancelled due to low enrollment
- Our Outdoor/Youth Program Specialist attended the ACCT Conference in Cleveland 2/9-2/13. She worked on the Service Crew in order to receive discounted registration.

- Recreation Program Specialist (Adult Programs) vacancy: another batch of candidates submitted Written Assessments on 2/21. Planning to interview the top 3 candidates within the week, hope to select a candidate by 3/1 and have the new employee start mid-March.
- Hired 2 PT Seasonal Outdoor Program Instructors

Recreation Center:

- 82 annual memberships bought during the January membership special.
- Attended a listening session with the Equity Board for the Health Department concerning COVID vaccines.
- 123 of the 150 “Health Fair in a Bag” were distributed during January.
- Working with Engineered Sintered Components (ESC) to reinstate their corporate memberships.
- February’s session of Homeschool PE had 8 participants.
- As of 2/21/22 March’s session of Homeschool PE has 6 participants.
- Purchased pool chemicals.
- Coordinated with Health Department to schedule two COVID vaccine clinics.
- Opened the Front Desk Attendants, Lifeguard, Pool Manager and Swim Instructor positions.
- Reinstated daily check list for Front Desk Attendant duties.
- 7 Rec Center employees completed CPR, First Aid and AED training.
- Submitted FY23 budget for the Recreation Center.
- Day Porter to completed relationship training.

Recreation Center: Membership & Attendance	January	Total to Date 2022
Membership Category:		
*Regular Membership		510
County Employees		19
Corporate		2
Insurance		184
Partnered Membership		32
Pool Passes		
Current Membership accounts:		747
Total Individuals in all membership categories <i>(including children under the age of 14)</i>		1,139
Pool Drop Ins (Including groups, lessons &		Off Season
\$5 Drop In Registrants	364	364
Group Exercise Attendance	622	622
Total Check Ins (including pool)	3,399	3,399

**Annual Family County & Corporate memberships are included with Regular memberships due to reports*

Park Properties:

Park Reservations for: JANUARY 2022		
Park	Amount of Reservations	Total Participation
Bigleaf Slopes	0	205
East Iredell Lions Club Community Park	3	86
Jennings (Fields only, w/o Ropes Course)	0	0
Jennings (Other/Special Events/Shelter)	0	0
Outdoor Education Center at Jennings Park	1	15
Rec Center Field	2	0
Rec Center Gymnasium	122	677
Scotts Rosenwald Community Building	0	0
Scotts Rosenwald (fields only)	0	0
Stumpy Creek (fields and picnic shelters)	11	450
Stumpy Creek Boat Landing	0	3,833
Stumpy Creek Disc Golf Course	0	-
<i>Totals</i>	139	5,266

UPCOMING DELIVERABLES

Admin:

- Requesting permission from BOC to apply for second PARTF grant for Jennings Park construction
- Meeting with Davidson Land Conservancy
- Analysis of COVID impacts specific to increase use and maintenance needs at Stumpy Creek Boat Landing from June 2020 – December 2021. Potential funding opportunity could help with shoreline restoration and parking lot maintenance needs
- Working with team and Administration to implement successful transition through Knowledge Transfer Document

Sports Events and Facilities:

- Registration for QB/WR football camp
- Finalizing spring season field reservations

Programming:

- Spring trainings for Ropes Course/Facilitation (2/28-3/4), Archery training (3/22), EarthQuest facilitation (3/28), and Canoeing (5/4)
- Posting & filling summer/seasonal job openings (waiting on pay rate finalization)
- Summer Camp registration to open in mid-March

- Archery series with the Boys & Girls Club starts March 16, and ends April 20. Will meet on Wednesdays from 3-4:30pm. This will use CARES funding.
- Preparing for numerous March & April programs (archery, EE, events, trips).

Recreation Center:

- Moving Tai Chi to HeartStrings building due to growth of the class.
- Meeting with a source of lifeguards and swim instructors.

Park Properties:

- Third party safety inspection of all Parks and Recreation properties on 3/2 & 3/3

PAST DELIVERABLES

Administration:

- Policy formulation and implementation – concession stand, vendors, rockets and drones

Sports Events and Facilities:

- Fee structure for athletic field reservations made by non-profits

Programming:

- Departmental Policies & Procedures Manual revisions
- Inventory system for department

Recreation Center:

- Reinstate employee of the month.

Park Properties:

CALENDAR: EVENTS & PROGRAMS

DATE	Event	Division
March 1	March Homeschool PE starts	Rec Center
March 5-May 7	Spring Soccer Shots	Rec Center
March 7-11	Spring Break Camp	Programming
March 14	Summer Camp Registration Opens	Programming
March 15	COVID Vaccine Clinic	Rec Center
March 16	Day Trip to Billy Graham Library	Programming
March 19	Recreation Center Open House	Rec Center
March 20	Guided Nature Hike (First Day of Spring)	Programming
March 26	Parking Lot Treasures Event @ Rec Center	Programming
Month of April	Move More Month Incentive	Rec Center

OLD BUSINESS

Budget and associated policies update

Michelle gave a short update on the budget meeting from today. Michelle, Jen Winters, James Huffman and Stacy McGlamery attended the meeting with the County Manager, Beth Mull, and Budget Analyst, Caroline Taylor. The cost recovery model was submitted with the FY23 budget request also. Other submitted proposals were non-profit field use and concession stand policy. All to be reviewed and adopted with our submitted budget package. We need to make some adjustments. On the revenue page, we need to clearly identify that the submitted revenues are subject to adoption of the cost recovery policy with a target percentage as presented.

Michelle explained the request for non-profit field usage. There have been discussions over several months about that ICPRD recover a portion of our operating expenses. There is a receive revenue in our field usage. There are cost associated with preparing and lining fields and lighting fields. Aside from the non-profits that use our fields, other organizations want to use our fields. The Rec Advisory Board appointed a sub-committee to address this challenge. Membership came from the school system, Bobby Deal and Ben Johnson, ICPRD staff, Brandon Free, and Jeff Cheek and Deb Tatu. After several meetings and discussions, they drafted a proposal. Non-profits would be offered 70% of their reservations at no cost. After 70%, they would pay a reduced rate. There was a question about non-profits inflating their field reservations (overbooking) in order to not pay.

Jeff and Deb said they talked about this in their committee meetings. There are safe guards in place to prevent “overbooking”. Per Deb, 70% of available field space did not cover all of the fields needed during the season. Associations would know they need to pay something to cover all the field use they needed.

One position reclassification was included in the budget request. This was not approved. Submit request again when Jennings Park is opened.

We requested small capital items – portable sound system and a vertical knee up. We were asked to borrow a sound system from another department. We requested a slushy machine to for concession sales at Stumpy Creek.

Items in the FIF (Facility Improvement Fund) and CIP (Capital Improvement Plan) include additional ADA projects outlined in our master plan. We included a playground for East Iredell Lions Club Community Park and ballfield lighting at Stumpy Creek. So far, those items have been left in. The county manager asked for a more refined estimate for the Fourth Creek greenway project connecting Bigleaf Slopes and to the City of Statesville’s greenway system and the potential Iredell Mooresville Greenway connector between Mooresville and Davidson. Michelle is looking at potential funding sources and timelines for grants.

For the record, Jane Laney was appointed by the Board of Commissioners at the Board of Commissioners meeting on Tuesday. Michelle welcomed Jane to the board. Membership listing has been updated and now includes date of appointment and term expiration.

NEW BUSINESS

Wesley Davidson made a motion to move into closes session pursuant to NCGS 143-318.11(a)(5). Seth Hathcock seconded the motion. No discussion. Motion passes unanimously.

CLOSED SESSION

April meeting location

After some discussion, East Iredell Lions Club Community Building is chosen as the next meeting location.

Wesley Davidson made a motion to dismiss, seconded by Scott Bell. Meeting adjourned at 8:15.

The next Recreation Advisory meeting will be on Thursday, April 7, 2022 at 7:00 PM at East Iredell Lions Club Community Building (336 River Hill Road, Statesville).

Respectfully Submitted,

Stacy McGlamery

Recreation Advisory Board Secretary