

**CARRBORO RECREATION AND PARKS COMMISSION
MINUTES**

September 8, 2003

Present: Salli Benedict, Doris Murrell, Gordon Cook, Emilie Condon, Boyd Blackburn, Carolyn Foster, Marianne Nicholson and Alderman John Herrera. Guest: Jeremy Quattlebaum, student Staff: Anita Jones-McNair and Kokeita Miller

Murrell called the meeting to order at 7:00 p.m.

Approval of Minutes

Murrell called for the approval of the August 4, 2003 minutes. Condon motioned for approval of the minutes and Blackburn seconded. The vote was unanimous.

Communications and/or Speakers from the Floor

None

New Business

Miller provided the Century Center quarterly and year end report. She announced reservations and participation increased from last year. Next, Jones-McNair provided some history on the reservation lottery process at the Century Center. Staff requested to change the reservation process. Instead of having lottery times, staff will book individual appointments to accommodate reservation requests. Reservations will be taken on a first come, first serve basis. This process is standard with the current departmental registration process. Condon and Cook expressed concerns about scheduling conflicts and accommodating those conflicts should they arise. Staff confirmed that every effort would be made to accommodate needs. Cook also requested that a form be available on the website to download and fill out. Blackburn motioned to approve this reservation procedure so that it would be a standard process within the department. Condon second. The vote was unanimous.

Jones-McNair, presented a retreat idea including staff and commission participation. William Oglebay from The American Institute for Leisure Resources could provide a three hour retreat on how to get outside/private funding for programming and maintenance of existing facilities. Alderman Herrera thought this was a great idea. He was wondering what is the purpose of this retreat. He questioned whether it was to sustain projects or provide grant writing training to staff? Condon and Benedict mentioned that the thought is to see what is out there and available to Carrboro. Murrell mentioned that maybe we should include the Carrboro Parks Project Group since they handle fundraising projects. Alderman Herrera mentioned that maybe a specialist and facilitator could address commission and staff relations, programming and technology. Condon recommended talking with Don Wells from Duke University. She stressed that he could provide ideas and a sense of what is out there for free. The Land Conservancy and Triangle County Foundation were also mentioned as free resources. Cook mentioned that maybe we were putting the cart before the horse because the master plan is not current.

Jones-McNair mentioned two Recreation and Parks abstract items on the September 16th agenda for the Board of Aldermen's meeting. She mentioned in the August 21st meeting, the Board of Aldermen requested staff look for funds to update the master plan. The Finance Director, Bing Roenigk was able to identify \$20,000 within the Capital Reserve Fund. These findings will be presented along with the request to set aside the funds for this project and proceed with a RFP process.

Also, during that same meeting the Board requested to reactive the Hillsborough Road Park Design Committee. Jones-McNair mentioned that she also talked with Roenigk about this project. It was discovered that \$20,456 was earmarked in the Capital Project Fund for this park project. She also talked with the consultant that started the project three years ago, Derrick Williams from Site Solutions. He stated that Site Solutions would be interested in continuing the project and charging the balance of the project cost along with possible start up fees. The cost identified should not exceed the funds available. Jones-McNair added that to begin the process again would cost more than what is available for the project. These findings will also be presented along with requesting approval to use the funds to continue the project with Site Solutions as the consulting firm.

Concerns were raised about the connector road and a decision. The commission felt that decision was needed prior to the committee moving forward with park design.

Jones-McNair asked for approval to discuss the retreat possibility in more detail with Koegler and bring back that information for the next meeting. Also, she requested support for the two agenda items.

Blackburn motioned that Jones-McNair pursue additional information about the presentation/speaker for the fall retreat. Nicholson seconded and the vote was unanimous.

Condon motioned that Jones-McNair proceed with requesting the Board to approve the use of funds for the Hillsborough Road Park Master Plan design and continue with Site Solutions. Benedict seconded and the vote was unanimous.

Blackburn motioned to show support in asking the Board to set aside funds and allowing staff to proceed with updating the Master Plan. Benedict seconded and the vote was unanimous.

Murrell asked was there any thing else that needed attention. Jones-McNair requested that the Commission consider the Commission's portion of the Departmental Policy and Procedure Manual before the end of the meeting. Murrell asked was there any discussion or information that needed updating. The Commission agreed that the information was current. Blackburn made a motion to approve the information as it, Foster second and the vote was unanimous.

Murrell stated that the last two agenda items should be placed on the next meeting's agenda. The commission agreed.

Report by Chair and Director

Murrell mentioned that the Transportation Enhancement Fund was restored. She also mentioned that the Land and Water Conservation Fund was still in trouble. She stressed if anyone wanted to send concerns and comments to let her know and she would provide the address and other information.

Jones-McNair provided an update on the following projects: registration software, fence replacement and two ball field's lights. She also mentioned the Dog Fence Dedication is coming up.

Agenda considerations for next and future meetings

Commission/Staff Retreat

Committee Reports

Educate the Aldermen in Recreation and Parks matters

Adjournment