

RECREATION ADVISORY BOARD

June 4, 2020

MINUTES

MEMBERS PRESENT: Ronda Hoke, Melissa Simmons, Kevin Smith, Marvin Norman, Rob Jackson, Seth Hathcock, Barb Thorson, Wesley Davidson, Deb Tatu, Scott Bell, Chris Campbell

STAFF PRESENT: Michelle Hepler, Stacy McGlamery

(Meeting conducted via Webex due COVID-19 restrictions.)

Michelle Hepler welcomed everyone welcomed everyone, called the meeting to order and asked Barb Thorson to lead the prayer.

No requests to speak.

Voting on minutes from May meeting tabled until July meeting.

STAFF REPORTS

Division / Program Title: Adult Program / Special Events

Person Responsible for the division/program: Kim Goodin

Additional Staff support (full or part time employees):

Program overview: Plan / implement adult programs, which include trips day and overnights, variety of classes and execute Special Events

Currently researching activities / trips & events for upcoming Fall / Winter Season.

Program registration information (start dates, schedules, ages, etc.):

Due to the Coronavirus-I have canceled trips / activities through June 30.

Program registration numbers (if applicable):

Special Events: Department Events

- Painted the Community Building at Scotts Rosenwald Park.
- Painted walls, stained wood and applied Rexthane to the floor in the outdoor public restrooms
- Continue to call participants without email to check-in and see how they are coping during the Pandemic- Majority of them are ready for a new trip list [?][?]
- Working on plans to implement safety measures for future programs
- Have taken some additional personal time off

Division / Program Title: Athletics

Person Responsible for the division/program: Daniel Taylor

Additional Staff support (full or part time employees): Marty Hanline, Wayne Harwell, Aaron Bunton, and Jason Basinger.

Program overview: Athletic programs and partnered association programs, including youth recreation soccer, youth Babe Ruth baseball, adult tournaments, referee clinics & self-defense classes.

Program registration information (start dates, schedules, ages, etc.):

COVID-19 & Effects

- 5/8/20 - All Spring Sports Cancelled
- 5/8/20 – Phase 1: Virtual Athletic Programming Only.
 - No in person athletics programming and/or athletic playing surface/field reservations. Due to recommendation by the CDC and NCDHHS to social distance by 6 feet and no gatherings larger than 10 people at one time.
- 5/27/20 – Phase 2: Proposal to county management 5/26/20:
 - Organized reservations (athletic practices, field reservations, etc.) are not allowed until phase 3 or June 26, 2020 (earliest proposed date). Due impact by the recommendations by the CDC and NCDHHS to continue social distancing guidelines in Phase 2; being restricted to 10 people indoors and 25 people outdoors at distance 6 feet per person and the recommendation of not sharing equipment.
 - Unorganized (non-reserved) park use is allowed during phase 2. General public is encouraged practice social distancing guidelines approved by the CDC and NCDHHS.
- 6/28/20 – Phase 3: Earliest date possible
 - Possible return of field reservations and return of in person athletics.
 - Depends on CDC, NCDHHS, local, state, and federal government agency guidelines.

Virtual Programming & Social Distancing Activities

- 4/9/20 – Creation of 9-hole Footgolf Course at Jennings Park
- 4/9/20 – Video Introduction to the Game of Footgolf featuring Recs
- 4/24/20 – Social Distancing - Disc Golf Challenge (Released)
- 4/24/20 – Video Introduction to the Game of Disc Golf featuring Recs
- 5/15/20 – Social Distancing – Disc Golf Challenge winners announced on Facebook Live
- 5/18/20 – Started creation of 18-Hole Footgolf Course at Stumpy Creek Park
- 5/20/20 – Creation of 9-Hole Footgolf Course at Iredell County Recreation Center
- 5/21/20 – Footgolf Challenge (Released)
- 6/19/20 – Footgolf Challenge concludes & winners announced on Facebook Live
- 6/20/20 – Possible Home Run Derby @ Jennings Park

Karate Classes (Partnered Organization)

- Classes on hold due to COVID-19 outbreak.
- Will resume once able to access school property. Not until at least August 1, 2020.

Program registration numbers:

- Social Distancing – Disc Golf Challenge = 5
- Footgolf Challenge = 2 (As of 5/26/20)

Special Events: N/A

Volunteer/program/facility needs:

Upcoming event dates:

Foot Golf Challenge

Registration & Play Dates: May 21 – June 18, 2020

Home Run Derby

Possible Date: June 20, 2020. (Confirming details)

Webpage Updates

- Civic Rec Program – Footgolf Challenge Program Registration
- Webpage Addition – Footgolf Challenge

Division / Program Title: Iredell County Recreation Center

Person Responsible for the division/program: James Huffman

Additional Staff Support (full employees): Ronda Benfield, Nancy Grabow

Additional Part time staff

- Front Desk – 9
- Group Exercise – 8
- Child Watch - 2

Program overview:

Plan/implement group fitness; manage fitness center, basketball court, community events, corporate programs, pool, walking track, rental groups, personal training, and child watch. Offer the best member support and satisfaction.

Iredell County Recreation Center Mission Statement: To enhance the quality of life through excellence in programs of wellness, fitness and fun.

Program information:

- Pool scheduled to open June 1.
 - Limited hours
 - Limited capacity
 - Social distancing implementation
- The contract for the supplemental insurance program, Silver and Fit, was not agreed to by the county.
- Yoga and Total Strength virtual group exercise videos are continually being sent out to membership.
- Outdoor group exercise is planned to start 6/1/2020
 - Limited capacity

- Yoga and strength
- Painted the Functional Training Room
- Social distancing and disinfecting plan is in place for when the Center does resume operations. Potentially in Phase III
 - Lobby
 - Protective barriers
 - 6 foot rule
 - Rearranged furniture
 - Disinfectant spray bottles given to all people exercising.
 - Fitness Center
 - Closed certain machines
 - Checked machines for proximity to one another
 - 6 foot rule
 - Gymnasium
 - 6 foot rule
 - Pickup basketball to resume at a later date.
 - Designated spaces for pickleball players to sit while waiting
 - Group Exercise
 - 6 foot rule
 - Locker rooms
 - Blocked off certain lockers, sinks, showers and toilet.
 - Pool
 - Capacity at 25

Current Account/Membership/Attendance Numbers:

	May	Total to Date 2020
Regular Membership		387
County Employees		32
Corporate		6
Insurance	-	162
Partnered Membership	-	81
Current Membership		668
Active Membership Summary		1116
Drop In Registrants	Covid-19	507
Pool Drop Ins (Including groups)		Closed
Check Ins	Covid-19	12039
Group Exercise Attendance	Covid-19	2009
Child Watch	Covid-19	38

Division / Program Title: OEC and Youth Programs
Person Responsible for the division/program: Seth Gardner
Additional Staff support (full or part time employees): PT OEC Staff

Program overview: Schedule and implement new Outdoor and Youth programs at Jennings OEC and outside facilities.

Program information:

- Summer Camp Kits registration is open and continuous for camp kits in June. Averaging 12-14 participants per week. Have 5 weeks of kits available
- Camp kits are \$25 per child, per week, ages 5-13
- Assessing if in person camp in July is viable.
- Group Pavilion/Shelter at the OEC is finished
- Archery and Camping classes/programs were in development but on delay due to COVID.
- All open houses for the Ropes Course are postponed.
- NOTE: Seth Gardner (full-time Youth/OEC Program Specialist) has accepted a position with Winston-Salem. His last day is June 5

Program registration numbers (if applicable):

n/a

Division / Program Title: Administration and Operations Mgt
Person Responsible for the division/program: Michelle Hepler
Additional Staff support (full or part time employees): Jen Winters, Stacy McGlamery

Division updates since August Meeting:

ONGOING OR CONTINUED AREAS OF FOCUS:

- Maintain collaborative partnerships, or serve on committees with the following:
- City of Statesville Parks and Recreation (Michelle)
- Troutman Parks and Recreation (Michelle)
- NC Department of Public Safety and Community Corrections (Stacy)
- Chamber of Commerce – Statesville’s Leading Ladies (Michelle)
- Association for Challenge Course Technology Ethics Committee, ACCT Design, Performance, Inspections Standards work group (Michelle)
- Get Fit Iredell- community wellness group (Jen)
- KICKS Committee-County Employee Wellness group (Jen)
- Iredell County Child Safety Committee (aka Safe Kids) (Jen)
- **ONGOING:** As requested by Assistant County Manager, collating and submitting weekly reports including Highlights, Upcoming deliverables, and Past Deliverables.

NEW UPDATES FROM DIRECTOR:

- Working on a weekly basis with county administration, health officials, staff and other local parks and recreation agencies to stay current and consistent with changes and guidelines for returning to operations during the COVID-19 crisis.
- Providing guidance daily to staff regarding questions about re-opening plans, strategies, etc. for each division of programs and services for Phase II and Phase III.

- Implemented stringent sanitizing protocols for the restrooms at various parks, including twice daily on weekdays and three times daily on weekends.
- Working weekly with County Finance Office to update reports defining impact to programming and effectively revised budget for FY20 and FY21 based on impacts of expenditures and revenues.
- Continuing work with staff to prioritize work projects from backlogs, current needs, and mitigate potential exposure as much as possible
- Presented Comprehensive master plan to Iredell County Board of Commissioners for adoption on May 19, 2020.
- Worked with Administrative Assistant to finalize PARTF Application. Submission completed in person, in Raleigh on June 1, 2020.
- Met with County Purchasing Agent and representatives from Gov Deals to assess county property located at 204 Bluefield Road, Mooresville.
- Continue to attend relevant webinars for virtual learning, NC parks and recreation director's chats twice weekly, etc.
- Rotary Club of SVL service project / picnic shelter at Jennings wrap up and reporting. Dedication to be scheduled ASAP.
- Continue working with Iredell County Sheriff's Office, NC Wildlife Resource Commission and Duke Energy to help address issues with contractors using Stumpy Creek Boat Ramp to off load and stage construction equipment. Determined to prohibit commercial use of the landing. Re-branding signage to reflect acceptable uses of the facility as Recreational Use Only.
- Appointed by the Association for Challenge Course Technology to the Technical Information Research and Education Committee.
- Worked with Facility Services, County Administration and Public Health and Well Being task force members to finalize decision and implement return of the four original parks grounds employees back into the Parks and Recreation Department, including all salaries, assets, and oversight / direction.

Updates from Assistant Director:

- Working continuously to keep up-to date with guidelines for COVID operations; including updating communications to the public and patrons via the website and social media. Assisting all divisions with communication materials and publications
- The Programming Division has been working on Summer Camp kits, including video production, art projects, & tutorials, in lieu of in-person programs in June. These kits will continue if July in-person programs are not viable.
- Attending webinars as available, related to COVID operations, guidelines, and programming
- Jen will be the new representative on the Juvenile Crime Prevention Committee (JCPC), effective August.
- Vacancies:
- The Recreation Program Specialist (General) position is accepting online applications through June 1. This position was formerly the Athletic Program Coordinator (occupied by Christian Williams) in the Athletic division. This position will now fall under the Programming division, but share tasks with athletics (~50/50)
- Seth Gardner, our Recreation Program Specialist for Youth/OEC programs has accepted a position with Winston-Salem. His last day will be June 5. We are working on a transition plan,

and Jen will be assuming these responsibilities for the interim (until this position is filled). Position should open early June and close late June.

Special Events and Programs: All events and programs canceled through June

PARK REPORT

Bigleaf Slopes Park:

- Staff have been frequenting the park to check trails.

Proposed Carolina Thread Trail – Bigleaf to Greenbriar:

- No update

Jennings Park:

- Picnic shelter construction is complete; Rotary Service project/ work date was on May 9, 2020
- Clean up and mulching tasks continue around the property, in preparation for return to sports, reservations and programming.

Recreation Center and Administrative Offices:

- The damaged trees have been cut around admin house; visitor parking will be added next week.
- Staff have painted the first floor of the Rec Center building.
- Some landscaping completed (shrubbery), will add river rock surfacing as soon as available
- Parking Lot has been restriped (in-house)
- Tile grout has been deep cleaned in all Rec Center restrooms

Scotts Rosenwald Park:

- Deep cleaning of building was completed and staff have painted inside the building and outdoor bathrooms (walls, and floors resurfaced).

Stumpy Creek Park:

- Waiting for signage delivery for the Life Jacket Loaner Board (collaborative project with Safe Kids, Duke Energy, NCWRC, and Iredell County.
- Responded to complaint from a neighbor about landscaping clippings being dumped in remote area of the park.

East Iredell Lions Club Community Park:

- Deep cleaning of building was completed
- Trail work was completed to address drainage problems.
- Michelle worked with surveyor to mark property line. A letter was sent to property owner, referencing personal property items that are located on our property and will need to be cleaned up/moved.

Park Reservations for the month of:		May
Park	Amount of Reservations	Total Participation
<i>Bigleaf Slopes</i>		
<i>East Iredell Lions Club Community Park</i>		
<i>Jennings (fields only, w/o ropes course)</i>		
<i>Rec Center Field</i>		
<i>Rec Center Gymnasium</i>		
<i>Scotts Rosenwald Community Building</i>		
<i>Scotts Rosenwald (fields only)</i>		
<i>Stumpy Creek (fields and picnic shelters)</i>		
Totals		

Some members did not realize Staff Reports were attached to the Outlook meeting invitation.
Requested more time to review.

PARK REPORTS

- Thank you to Scott Bell.
- He helped mark the property at East Iredell Lions Club.
- There are several property line encroachments.
- While on the property, Michelle met one of the neighbors.
- Neighbor said that putting up a fence would be good.
- A split rail fence with openings every so many feet is what Michelle has in mind.
- This would add value and add aesthetically.
- Michelle wrote letter to property owner asking them to begin removing their items from our property.

OLD BUSINESS

COVID updates & operational changes

- Per Michelle, hope to do some programming in Phase 3.
 - Facility reservations, Rec Center are both on hold until Phase 3.
 - If in-person camps are offered, they would be highly modified.
 - Week 1 summer camp in a box.
 - Waiting on guidance from CDC and health dept.

Rob asked if there had been issue with reduction of income to cause cut in employees.

- Per Michelle, expenses have been cut, but not full time employees; part time employees specific to programming and the recreation center have been laid off temporarily.
- There has been a drastic reduction to the budget.
- Finance has completed carry over POs to move money to FY21 budget from current year.
- The amount carried over was then cut from FY21.
- Even though there have been big revenue losses, we have saved on expenses, spending only if urgent or emergency needs.
- Rec Center is offering to extend annual memberships the length of time the center was closed.

Kevin asked:

- Who will manage the ropes course now that Seth is leaving?
- Do these two positions need to be replaced right now?
- Per Michelle, Summer camp and outdoor education are usually two major revenue generators.
- We do have staff that could run ropes course programs, but it would detract significantly from current responsibilities of Jen or Michelle, if directed to manage.
- Program is closed due to social distancing restrictions but we are hopeful to reopen as soon as allowed.
- We have been asked to book programs for Troutman Elementary in late September; we are tentatively reserving dates, but no contracts are being issued until further guidance from the Governor's office.
- It will be at least August before the new hire could start.
- The good news is the two vacant positions have, and continue to allow us to save money in lapsed salaries.

Open facilities:

- Parks
- boat ramps
- trails
- bathrooms
- water fountains
- Bathrooms in parks are cleaned twice a day during the week and 3 times a day on the weekend.
- Remain closed:
 - Playgrounds
 - community buildings
- We are receiving requests from organized sports for field reservations.
 - Athletic fields available for people to use but no supporting group play
 - Start taking reservations on June 15 for July.
 - This decision is based on decisions from other agencies in the state and nation and organized play

POOL

- Opened this week.
- We have set up:
 - Three time blocks.

- 2.5 hours with 30 minutes sanitizing in between shifts
- 25 people allowed in each time slot.

ROTARY SHELTER

- Thank you to Rob for helping at the Rotary picnic shelter at Jennings.
- The sign for the shelter has arrived.
- Should be installed Friday or Monday.
- Dedication/ribbon cutting could be as soon as the end of next week.

POSITIONS

- Rec Program Specialist – general
 - Christian's position
 - Has been reclassified to a general position.
 - Allow work in any area as needed
 - closed on Monday 70+ applications
 - Jen, Daniel and Michelle working on assessment questions
 - End of June interviews
- Rec Program Specialist – Seasonal Outdoor Program Instructor
 - Seth's position
 - Tomorrow is his last day
 - Jen working on final qualify questions today
 - HR want to post this week.
 - Position will close on June 30
 -
- SPONSORSHIP PACKAGE UPDATES
- Plan to get this information to members well in advance of July meeting.
- Vote on approval at July meeting.

PARTF application for the purchase of the Rec Center was hand delivered on Monday.

NEW BUSINESS

PARKS GROUNDS STAFF

Effective today, four employees from Facility Services return to Parks and Rec.

This will create another division in the Parks and Rec department.

They were originally hired into Parks and Rec and moved to Facility Services in 2011 when we merged departments.

Scotty Harris – report to Jennings

Jordan Lail – report to Loray

Nelson Fox – report to Rec Center

Micah Deane – report to Loray

Each person will report to work at a park facility.

Both departments have been working on this since November.

Will report to Parks Grounds Manager when that position is filled. (Possibly in Dec or next July).

Rob shared a pic of Stumpy Creek in 2001.

JULY MEETING DATE

- We typically combine the June and July meetings.
- Our next regular meeting would be July 2.
- After discussion, it was decided we would meet on July 2 at Scotts Rosenwald.

Barb Thorson made a motion to dismiss, seconded by Ronda Hoke. Meeting adjourned at 8:15.

The next Recreation Advisory meeting will be on Thursday, July 2, 2020 at 7:00 PM at the Scotts Rosenwald Community Building (located at 1370 Scotts Creek Road, Statesville).

Respectfully Submitted,

Stacy McGlamery

Recreation Advisory Board Secretary