



City of Greenville  
**Recreation and Parks Commission**  
Meeting Minutes  
Wednesday, November 14, 2016 @ 5:30 PM  
City Hall – Council Chambers  
200 West 5<sup>th</sup> Street

**BOARD MEMBERS PRESENT:**

- |                                                                |                                                              |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input checked="" type="checkbox"/> Garrett Taylor, Chair      | <input checked="" type="checkbox"/> Gordon Darragh           |
| <input checked="" type="checkbox"/> Jaimie Yahnker, Vice-Chair | <input checked="" type="checkbox"/> Hasan Hilliard           |
| <input checked="" type="checkbox"/> Darin White                | <input type="checkbox"/> McLean Godley, City Council Liaison |
| <input checked="" type="checkbox"/> Audrey G. Nealy            | <input type="checkbox"/> Mike Saad                           |
| <input checked="" type="checkbox"/> Nikki Caswell              | <input checked="" type="checkbox"/> Elizabeth Ann Blanck     |

**STAFF:**

- |                                                    |                                                        |                                                          |
|----------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|
| <input checked="" type="checkbox"/> Gary Fenton    | <input checked="" type="checkbox"/> Laura J. Davenport | <input checked="" type="checkbox"/> Dean Foy             |
| <input checked="" type="checkbox"/> Shana Kriewall | <input checked="" type="checkbox"/> Lamarco Morrison   | <input checked="" type="checkbox"/> Randy Warren         |
| <input checked="" type="checkbox"/> Don Octigan    | <input checked="" type="checkbox"/> Brent Harpe        | <input checked="" type="checkbox"/> Lukas Zanota, Intern |

**GUESTS:**

Levi Varner and Will Pressler

**MEETING AGENDA, DISCUSSION AND ACTIONS:**

The meeting opened at 5:32 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 November 9, 2016 agenda as presented.  
Motion: Darin White  
Second: Elizabeth Ann Blanck  
Motion carried unanimously among those present.
- IV. APPROVAL OF MINUTES**  
A motion was made to approve the September 14, 2016 minutes as presented.  
Motion: Jaimie Yahnker  
Second: Elizabeth Ann Blanck  
Motion carried unanimously among those present.
- V. PUBLIC COMMENTS**  
None.
- VII. DIRECTOR'S MONTHLY REPORT**
  - A. Hurricane Matthew provided challenges for everyone and staff addressed preparations and recovery effectively. Numerous Recreation and Parks staff worked shifts in the Emergency Operations Center (EOC).

- B. The Town Common Playground Project dedication will be on Saturday, November 19, 2016 at 10:00am. This project was made possible through a gift from Trillium Health Resources, City support, grants from the Greenville Utilities Commission and Vidant Health, and individual gifts from area businesses and citizens. The project will set the standard for future development at the Town Common and certainly have a positive impact on the heart of our city. A portion of the landscaping will be delayed due to seasonal availability of certain plants, however all playground elements will be available at the opening ceremonies.
- C. Rhodeside & Harwell will be briefing City Council on the progress and recommendations for the Town Common Master Plan tomorrow night. Improvements will have to occur over time and will require a variety of funding sources beyond just the City budget.
- D. A grand opening is scheduled for the newly renovated South Greenville Recreation Center on Saturday, December 3, 2016 at 10:00am. A few years ago, Koinonia Christian Center donated \$10,000 in support of a Computer Lab and Learning Center at South Greenville. The lab will bear the Koinonia name. Bishop Rosie O'Neal plans to attend the grand opening.
- E. The City has received two Paramobiles for citizens with disabilities as a result of grants from the Vidant Health Foundation and the Christopher and Dana Reeve Foundation. One paramobile will be at River Park North and the other at Bradford Creek Public Golf Course.
- F. This past weekend the Director presented the Keynote Address at the opening of the North Carolina State University's Parks and Recreation Supervisors Management School in Oglebay Park in Wheeling, WV.

## VIII. STAFF REPORT

- A. Shana Kriewall, Recreation Superintendent
  - 1. Recreation Update
    - a. Recognized Recreation Manager Don Octigan and staff for their hard work during Hurricane Matthew. Staff was responsible for feeding first responders.
    - b. Recreation Manager Don Octigan introduced new Recreation Assistant Brent Harpe with Specialized Recreation. Brent has his Certified Recreation Therapy Specialist certification, as does Recreation Supervisor Chasity McCurdy. Brent shared that he has experience with people with disabilities in a hospital setting as well as in the community.
    - c. Programs: 60 participants at Eppes Recreation Center Basketball Camp, youth and adult basketball beginning soon, Eppes Recreation Center basketball registration ends on 11/19, Specialized Recreation Halloween Party had over 300 participants, and Center for Arts & Crafts Holiday Sale had the highest attendance ever.
    - d. United Way Chili Cook-Off is on Tuesday, 11/15 at Fire Station 1. Friday, 12/2 is Greenville Gives at Five Points Plaza from 5:30-7:00pm with live performances, crafts and activities, Mr. and Mrs. Santa Claus, and non-profit organizations collecting donations.
    - e. South Greenville Recreation Center Grand Re-Opening is Saturday, 12/3 at 10:00am.

Commissioner Hassan Hilliard arrived at 6:01pm.

- 2. Randy Warren, Recreation Supervisor, Drew Steele Center  
Mr. Warren provided a PPT presentation of the programs and events that take place through the Drew Steele Center.

B. Dean Foy, Parks Superintendent

1. Hurricane Matthew Recovery Role for GRPD included providing food for Station 1, Station 4, and the EOC; this effort was led by Recreation Managers Don Octigan and Kathleen Shank. Parks' first responsibility was to provide aid to Public Works to clean streets. Then park assessments were completed by Park Rangers, Park Superintendent and Parks Coordinator. Recovery began with the greenways, off-leash Dog Park, and Town Common as the top priorities. Bradford Creek Public Golf Course had four greens submerged and Greens Supervisor Allen Schley and Assistant Greens Supervisor Brian Tew did a great job with recovering these areas. The golf course was closed from 10/7-25 with no permanent damages. Repairs at the golf course will include fencing, light controls and irrigation controls. Only park that is not recovered 100% is Matthew Lewis Park at West Meadowbrook due to 8-10 feet of water in park. Currently waiting for it to dry out and hope to be fully operational by the weekend. Mr. Foy shared before/after pictures of elements covered with flood debris and then washed and disinfected.
2. Facility Improvement Plan Update
  - a. Resurfacing of Eppes Recreation Center parking lot will be completed next week.
  - b. Playground installation at Westhaven Park is taking place currently and Hillsdale Park is next.
  - c. Resurfacing of eight tennis courts at River Birch Tennis Center has been completed.
  - d. Pool resurfacing at the Greenville Aquatics and Fitness Center will take place in December.
  - e. Jackie Robinson Baseball League fencing repairs will be complete in December.
  - f. Preparing to bid for HVAC at H. Boyd Lee Park with installation planned for March or April.

C. Lamarco Morrison, Parks Planner

1. Capital Project Updates
  - a. South Greenville Recreation Center Construction Update  
Park Planner Lamarco Morrison provided a "photo tour" of the facility showing the landscaping (complete), parking lot, installation of field lights, entrance and front desk, concession area, hallways, computer lab, multipurpose room and game room, PAL room, another multipurpose room, and new gymnasium. He noted that the restrooms/locker rooms are ADA accessible.
  - b. Town Common Schematic Plan Update
    - i. Rhodeside and Harwell will be presenting to City Council tomorrow night.
    - ii. Future elements include Sycamore Hill Baptist Church Memorial Tower (gateway to the Town Common), Veterans memorial (passive area), relocation of amphitheater natural shoreline (allowing closer access to the river, educational programs, wildlife habitat), 10,000 SF civic area to work in conjunction with amphitheater, boardwalk and promenade, multipurpose field, future playground expansion, kayak launch and fishing pier, overlook platform, and kayak and canoe rentals.
    - iii. The Sycamore Hill Baptist Church Memorial Tower concept includes a concrete structure that looks like marble (can be engraved) and stain glass at the top and could be lighted at night. Structure will stand about 2.5 stories tall (20x20) and will try to incorporate original bell in tower.
    - iv. A motion was made to recommend City Council adopt the Town Common Schematic Plan.  
Motion: Jaimie Yahnker  
Second: Gordon Darragh

- c. Lukas Zanota, Volunteer Intern, PPT Presentation  
GRPD Intern Lukas Zanota (a senior at ECU in Architectural Design) provided a PPT presentation on his work with the department. Mr. Zanota has been updating master plan photos, experiencing the construction project at the South Greenville Recreation Center, working with GAPS (Greenville Advocates for Public Skateparks) to add skateboarding elements in the Jaycee Park rink, and working on a proposal for a multi-purpose park on city-owned land along Cemetery Drive (old city landfill) to include a skatepark playground, benches, and a small dog park, and connections to the South Tar greenway.

## **IX. NEW BUSINESS**

- A. Boards and Commission Policy for the City of Greenville  
Commission members were presented with a copy of the Boards and Commission Policy recently adopted by City Council. Recreation and Parks information is on pages 13 and 14. Member attendance stipulations are addressed on pages 18 and 19, designed to help assure that a quorum is present at each meeting. Members need to attend 75% of the meetings scheduled between June and the following May (minimum of 8 of the 10 monthly scheduled meetings). If two consecutive meetings are missed the member will be contacted notified by the City Clerk's Office. Policy now requires members be provided with a copy of the attendance requirement and sign a form which acknowledges each Commissioner understands the attendance requirement. An acknowledgement was placed at each seat for signature, with Commissioners present asked to sign and return them to Laura Davenport. Commissioner Darin White mentioned he would like for the City Council Liaison appointed to the Recreation and Parks Commission attend more meetings so he can know the Commission's passion for their work.
- B. Discussion of Naming Rights Policy  
A one page Naming Rights Policy was created in 1979, therefore the City has used the current naming policy for parks when naming parks and major facilities, however this policy does not address naming rights. Naming rights present a financial transaction and form of advertising, where a corporation or other entity purchases the right to name a facility or event, for a defined period of time. It is important the City has a formal, adopted policy in place prior to any naming rights agreements. The Director has been collecting examples of other naming policies to help develop one for the City. Plans are to bring a policy back to the Commission early in the year and then take to City Council the following month.
- C. Policy for Commercial Use of GRPD Property  
Recreation Superintendent Shana Kriewall informed the Commission of staff's efforts to address the issue of private, for-profit businesses that sometimes operate in City parks teaching tennis, leading fitness classes, operating "boot camps," etc., all with a participant fee. She noted that the existing Reservation Manual may be amended to include rental fees specific to "for profit" use of a park or facility by a business. Discussion of this issue followed.
- D. South Greenville Recreation Center – Computer Lab Naming  
The computer lab at South Greenville Recreation Center will be named the Koinonia Computer Lab and Learning Center for their generous donation of \$10,000 for a computer lab. This does not require a vote from the Recreation and Parks Commission because it is a component of the building.

## **X. OLD BUSINESS**

- A. None

**XI. COMMISSIONER COMMENTS**

- A. Jaimie Yahnker – STAR Adaptive Sports Day Basketball Clinic at the Drew Steele Center had good attendance and appreciate the help of Recreation Manager Don Octigan on the event. In the future hope to have a basketball tournament.
- B. Hasan Hilliard – Thanked staff for putting the City first.
- C. Audrey Nealy – Thanked staff for hurricane recovery and encouraged everyone to go to Greenville Gives.
- D. Darin White – Thanked staff for their hard work and all they do.
- E. Elizabeth Ann Blanck – Amazed at hurricane recovery (especially the dog park) and thanked Lukas for his presentation.
- F. Nikki Caswell – Thanked staff for hurricane response and is willing to create a draft email to Councilmember Godley.
- G. Garrett Taylor – Welcomed Elizabeth Ann Blanck to the Commission, thanked staff for hurricane recovery, thanks to Park Staff and Mr. Zanota for his report, and added a reminder of the Town Common Playground opening.
- H. Gordon Darragh – Thanked staff for hard work during hurricane and welcomed Elizabeth Ann Blanck.

**XII. MOTION TO ADJOURN**

A motion was made to adjourn the meeting at 7:36 PM.

Motion: Darin White

Second: Elizabeth Ann Blanck

Motion carried unanimously among those present.

Respectfully Submitted,



Laura J. Davenport  
Administrative Assistant  
Recreation and Parks Department