



City of Greenville  
**Recreation and Parks Commission**  
Meeting Minutes  
Wednesday, January 12, 2011 @ 5:30PM  
City Hall – City Council Chambers  
200 West Fifth Street

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**BOARD MEMBERS PRESENT:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Sue Aldridge, Chair  | <input checked="" type="checkbox"/> Freddie Outterbridge, Chair-Elect      |
| <input checked="" type="checkbox"/> Brian Jacobs         | <input checked="" type="checkbox"/> Matt Smith                             |
| <input type="checkbox"/> Jerry Clark                     | <input checked="" type="checkbox"/> Sandy Steele                           |
| <input checked="" type="checkbox"/> H. Robert Jones, Jr. | <input checked="" type="checkbox"/> Marion Blackburn, City Council Liaison |
| <input checked="" type="checkbox"/> Donald Williams      |  |

**STAFF**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Gary Fenton       | <input checked="" type="checkbox"/> Mark Gillespie     | <input checked="" type="checkbox"/> Shana Kriewall  |
| <input type="checkbox"/> Lamarco Morrison             | <input checked="" type="checkbox"/> Laura J. Davenport | <input checked="" type="checkbox"/> Jeremy T. Smith |
| <input checked="" type="checkbox"/> Stephen L. Warner | <input checked="" type="checkbox"/> Julianne Blackburn | <input checked="" type="checkbox"/> Chris Hinson    |

**MEETING AGENDA, DISCUSSION AND ACTIONS:**

The meeting opened at 5:30 PM and the following items were discussed.

*Agenda items are in bold print with the highlights of the discussion and actions below the agenda item.*

**I. ROLL CALL**

**II. MOMENT OF SILENCE IN MEMORY OF COMMISSIONER BILL ALL**

**III. INTRODUCTIONS**

Recreation and Parks staff introduced to the Commission were Stephen L. Warner, Parks Facility Manager; Jeremy T. Smith, Marketing Coordinator; Chris Hinson, Recreation Supervisor; and Julianne Blackburn, Recreation Supervisor.

**IV. APPROVAL OF MINUTES**

Motion to approve the December 8, 2010 minutes:

Motion: Matt Smith

Second: Freddie Outterbridge

Motion approved.

**V. DIRECTOR'S MONTHLY REPORT**

- A. Mr. Fenton met about a month ago with 5-6 of the leaders for Jarvis Spot skateboard site. A public meeting on the skateboard issue occurred yesterday, 1/11 at Jaycee Park, with a good turnout and much discussion. Dave Mirra and other BMX pros were present. There is the potential for a "Friends of Extreme Sports" group through this process. Currently, the City is looking for a short term resolution to the skate park issue, until a long term resolution can be achieved.



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The film “ProTown: Greenville, NC” was released recently. Councilwoman Blackburn would like for this film to be available on GTV9.

- B. Annually, the “Behind the Scenes” awards are given at the employee Christmas luncheon. This year Recreation Supervisor Don Octigan was given the Recreation Division’s Behind the Scenes honors award. Custodial Crew Leader Linwood Atkinson received the Parks Division’s award. A new award for customer service was also given this year, which reflects an employee who provides extraordinary customer service to internal and/or external customers. Due to her every day contact with the public and excellent customer service skills, Receptionist Rendy Bertrand was given the first “Customer Service” award.
- C. The January All Staff Meeting is scheduled for 1/26 at 12 noon at River Park North. Lunch will be served at noon and the meeting will be from 1:00 – 3:00 PM. Mr. Fenton invited all commissioners to attend.
- D. Mr. Fenton will be traveling to Raleigh, NC on 1/26 after the All Staff Meeting to attend the NCRPA Annual Director’s Meeting. He will return on 1/28. The City Council Planning Retreat will take place at Bradford Creek on 1/29.
- E. Mr. Fenton reminded the Commissioners that the department continues to work on the accreditation process (CAPRA) with a team of about 20 employees. Dennis Vestal heads up this group.

**VI. STAFF REPORT**

**A. Mark Gillespie, Parks Superintendent**

- 1. Parks/Golf Course Update
  - a. ADA Assessment of Bradford Creek - Mr. Gillespie met with an ECU faculty member and an ECU student to discuss an ADA assessment project for Bradford Creek. Mr. Gillespie will provide a report when it’s available.
  - b. Park Sign Discussion  
Jessica Christy, formally of the Environmental Advisory Committee, contacted Mr. Gillespie regarding vehicles idling in parks. He provided a new park sign example which asked park visitors not to idle their vehicles. There were 2 signs for comparison. Commissioner Jacobs (a graphic designer) recommended the version without the “no idling” statement as an



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example of the standard park sign. The Commission agreed. Examples are attached.

- c. **Light Levels in Gyms**  
Mr. Gillespie noted none of GRPD's gyms meet established standards regarding light levels. The federal government has prohibited the manufacture of the light bulbs that are currently in our gyms. These bulbs have to be phased out. Once the bulbs fail, the whole fixture will have to be replaced to accommodate the new bulbs. He also noted that all gyms and buildings will be effected due to the new standard.
- d. Mr. Gillespie and Mike Cato have met with Marketing Coordinator Jeremy Smith to discuss marketing plans for Bradford Creek Golf Course. A "Phase 2" marketing plan is also being developed.

2. **Capital Update**

- a. Greenfield Terrace Master Plan – A public meeting is scheduled for 1/27 at 6 PM at the BET Community building to present concept plans.
- b. Eastside Park Master Plan – Conceptual plans will be presented to the Commission on 2/9.
- c. Eppes Structural Renovations – This project is out to bid and work should begin in March. The structural needs are not a safety issue.
- d. Drew Steele Center – A meeting is scheduled 1/13/11 with Hite Associates & R.R. Miller Construction to discuss project schedule and funding.
- e. GAFC HVAC – The project is scheduled to begin next week.

- 3. Stephen Warner, Parks Facility Manager, Parks Maintenance Center - Mr. Warner provided a PowerPoint presentation highlighting the Parks Maintenance Center and its current conditions along with a new site proposal. The Commission felt improvements should be a priority.

**B. Shana Kriewall, Recreation Superintendent**

- 1. **Recreation Update**
  - a. GRPD was selected to host two tennis tournaments this summer that can have a high economic impact. .



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- b. Last year, \$4,704 was given in fee assistance for camps.
- c. The summer brochure should be completed by 3/1; summer program registration begins 3/14.
- d. Basketball has 15 adult teams and 55 youth teams.
- e. Premier Athletics in Clayton, NC is donating \$2100 to Pitt County Special Olympics for the cheerleading team.
- f. Special Olympics recently traveled to Raleigh for 5-on-5 and 3-on-3 basketball. A local competition will be held on 1/29, time and place to be determined. Commissioners will be notified once the place and time are finalized.
- g. 120 “our seniors” enjoyed their Christmas parties.
- h. The Wellness Exercise incentive program ended on 12/10. Over 100 COG and GUC employees completed the program.
- i. Pitt Community College is offering GED classes at South Greenville starting in late January. The program already has 32 students registered.
- j. Ms. Kriewall has a meeting scheduled with Ron Butler, Athletic Director of Pitt County Schools, to discuss swim teams use of the GAFC pool and a possible partnership towards a jointly developed aquatic facility.

**VII. UNFINISHED BUSINESS**

- A. Consideration of Naming Trail at Greenfield Terrace  
The North of the River Coalition and Greenfield Terrace Neighborhood Association met and as a result of that meeting, the proposal for naming the trail at Greenfield Terrace after Dr. Michael Dixon has been withdrawn at this time.  
  
The City’s new park/facility naming policy was approved by City Council on 1/10. Per the policy, a person must be deceased 2 years before a proposal for naming a facility in honor his/her will be considered.
- B. Briefing on Re-Naming of West Meadowbrook Park  
The new naming policy states that a proposal must be posted on GRPD’s website for no less than 30 days. The proposal will be presented and voted on at the following Recreation and Parks Commission meeting. The West Meadowbrook Park renaming proposal will be presented at the February Commission meeting. Then it will proceed to City Council for their consideration. At the City Council meeting there will be a public hearing. The proposal has been posted on GRPD’s website and it will be added to the City Page in the Daily Reflector.



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**VIII. NEW BUSINESS**

- A. Discussion of Park Bond Sub-Committee Report  
Due to the number of projects coming to City Council's attention, Mayor Pro-Tem Kittrell asked for a prioritized list of capital projects. A Bond Sub-Committee was formed. Bill All, Don Williams, and Matt Smith reviewed and considered bond options. The resulting package was recommended to the Commission. A motion was made to adopt the Non-voted Bond Package which was then approved.  
Motion: Sandy Steele  
Second: Donald Williams  
Motion approved.
- B. Kristin Drive Basketball Lease Modification  
GRPD has \$38,000 for park renovations at Kristin Drive. The old tennis court is proposed to be renovated into a basketball court. The Greenville Police Department is supportive of such a facility; however it still needs to be discussed with the neighborhood association. Currently, the land is not leased by the City, but would need to be if improvements are to be made. The Commission suggested modifying the proposed lease agreement to replace the words "basketball goal" with "recreational opportunities." A motion was made to table this item until the 2/9/11 meeting.  
Motion: Matt Smith  
Second: Brian Jacobs  
Motion approved.
- C. Golf Course Equipment Acquisition Update  
Mr. Gillespie reviewed "Golf Course Equipment Specifications" information regarding the acquisition of golf course maintenance equipment. After advertising as required, staff only received one bid. An additional quote will be sought. The price to purchase the equipment would not exceed \$101,390. Staff is looking at the option of leasing or borrowing money from the City to acquire the equipment. City Council would need to approve this purchase or lease. A motion was made to approve the proposal for purchasing the equipment at a maximum cost of \$101,390.  
  
Motion: Matt Smith  
Second: Freddie Outterbridge  
Motion approved.



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**IX. OTHER BUSINESS**

None

**X. COMMENTS FROM COMMISSIONERS**

- A. Don Williams** – Curious about the number of schools with gardens in them before we spend a lot of money on gardens in the community. Certainly something that can be investigated.
- B. Matt Smith** – Thanked members of the Bond Sub-Committee and staff for their work on prioritizing capital needs.
- C. Freddie Outterbridge** – Also expressed appreciation to the Bond Sub-Committee.
- D. Sue Aldridge** – Received a note from Jerry Law of Pitt County Girls Softball League thanking the Commission for the opportunity to speak and hopeful that a partnership can be developed.
- E. Brian Jacobs** – No comment.
- F. R. Henry Jones, Jr.** – No comment.
- G. Sandy Steele** – Would like to make it possible to donate money to GRPD in memory of Bill All and used for an astronomy program.
- H. Marion Blackburn** – Expressed her condolences for Bill All and his family and provided kind words about him.

**XI. MOTION TO ADJOURN**

Motion: Sandy Steele  
Second: Brian Jacobs  
Motion approved.

The meeting was adjourned at 7:40 PM.

Respectfully submitted,

*Laura J. Davenport*

Laura J. Davenport  
Administrative Secretary