



Lake Lure Parks & Recreation Board Meeting

SPECIAL MEETING

February 26, 2019 1:00 p.m.

Call to Order

Chairman Jim Walters called to order the February 26, 2019 Special Meeting of the Parks & Recreation Board at 1:00 p.m. at the Lake Lure Town Hall.

Roll Call

Board Members present:

Jim Walters

Ed Dittmer

Maureen Bay

Dale Minick

Larry Czajkoski

Town Council Members present:

Stephen M. Webber, Commissioner

Other Town Staff Present:

Kevin Cooley, Town of Lake Lure Mayor

Shannon Baldwin, Town Manager

Melodie Potter, Town Parks and Recreation Supervisor

Laura Krejci, Town Communications Specialist

Sha'Linda Pruitt, Administrative Specialist

Garrett Murphy, Lake Lure Parks & Recreation Coordinator

Dean Givens, Lake Lure Parks, Recreation and Lake Director

Others in Attendance:

Kathleen Osta, Vital Clarity

James Ledgerwood, Chimney Rock State Park Ranger Supervisor

Bryson Young, Chimney Rock State Park Ranger

Absent:

Martyn Watts

Jessica Hough, Alternate

Bill Massey

APPROVAL OF AGENDA AND MEETING MINUTES

The Agenda for the February 26, 2019 meeting was reviewed. **Mr. Dittmer made a motion to approve the Agenda. Mr. Minick seconded and all were in favor.**

Introduction of Vital Clarity's Kathleen Osta, Facilitator of Special Meeting – Dean Givens

Mr. Givens thanked the Board for attending. Mr. Givens thanked Ms. Osta for facilitating the meeting. Mr. Givens introduced Mayor Kevin Cooley who gave a brief thought of the purpose of the meeting. He discussed the importance of the Board and how they fit into the structure of the Town. Mayor Cooley mentioned the importance of the new staff members that have been assigned and their part in the Town's plan. Mayor Cooley stated that the Town Council voiced their intent to make better usage of the Town's recreational facilities. He spoke of how the Town Council was focusing on the Town's limited resources such as the dam, sewer and lake management. He mentioned the same thought should be the process for the Board to focus on the Park & Recreation facilities and how to best develop and utilize our amenities and parks, to further utilize and develop them. He challenged the Board to work in those parameters. He continued explaining the wonderful assets the Town owns and how there were ways to offset upcoming expenses that the Town will be incurring. He explained that many people are using our facilities, and many of those are tourists who do not pay any other tax when visiting other than sales taxes. He asked the Board to think of ways the Town could monetize without driving people away. He explained that events are huge opportunities and he felt that the Board should go into the upcoming workshop with these thoughts in mind.

Ms. Osta allowed the Board to introduce themselves as well as other attendees in the room.

Ms. Osta discussed the Work Plan pre meeting and what could be expected from it. She discussed the Town's inventory of Parks and Spaces that the P & R Board would be discussing. It was mentioned that both the Luremont Trail and Flowering Bridge were not on that list. It was also discussed that it was important to revise the Town's Recreation Assets to use the parks proper names and make this apply to all documents that named the parks.

Commissioner Webber stated that the intent of the workshop was to additionally get budgeting numbers together. Ms. Osta stated the plan was to gather projects that would occur in 12 months, then what can wait for two to three years ahead, putting price tags on these projects.

Ms. Osta reviewed the Town of Lake Lure Parks & Recreation Work Plan Meeting for March 6, 2019 (see attached draft) as well as the Draft Objectives (see attached). There was a review of the Assets (see attached).

There was review of the Parks & Recreation Board's accomplishments which Ms. Osta outlined on paper (see attached). She mentioned these items would be what was in progress that the Board has committed itself to.

Ms. Osta then reviewed the Parks & Recreation Board's Resolution. There was discussion regarding this document (see attached). The Board took a moment to each underline and circle items they were

not clear on as well as items they were aware of. There was mention of items that needed correcting or removal. Ms. Osta mentioned that the Board may want to review this further and update it again. Ms. Osta then distributed the Expenditure Budget vs. Actual Query for the Accounting Period of 2/19 as well as the General Fund Capital Expenditures for Parks, Recreation & Lake. The Board quickly reviewed these documents, keeping in mind they were needed for the upcoming workshop.

The Board was also given the ToLL Parks & Recreation Advisory Board Review Teams draft. The Board reviewed the items and what teams would be overseeing each. Ms. Osta explained why the teams were assigned the way they were. Mr. Givens stated that the teams consisted of one member that was familiar with that topic and others that may be able to give a fresh look giving a new perspective and advantage. Mr. Baldwin mentioned that he would like to add Sha'Linda Pruitt (ToLL Administrative Specialist) to one of the teams as she specialized in marketing and would be a benefit. There was further discussion on teams and Chairman Walters presented a document outlining who the Board would like to see on which teams. There was further discussion and agreement to his document.

The Board continued to discuss which topics didn't need addressing and a revision of the teams was addressed. There was further discussions around the table. It was decided that Team 1 would review the Morse Park Plan 2017 as well as the Survey Results. Team 2 was the Inventory of Existing Park Properties which only needed a revision to use proper names of the assets. Team 3 will review the Comprehensive Plan Update Project Calendar, which Ms. Osta suggested to review this and get a frame of reference such as what is relevant or not. Team 4 will review Recreation Budgets and Team 5 will review the 2014 Parks, Rec., Trails and Open Space Plan.

Ms. Osta asked the teams to do independent reviews with the criteria and then to meet with their entire team prior to the March 6th meeting. She asked to make sure each team had their correct documents. There was continued review of the meeting documents that were handed out. Mr. Baldwin mentioned that in addition to what had been discussed that the Board remember that the future plans for the Chimney Rock State Park exit would be to exit visitors directly into the town center. He encouraged the Board to keep this in mind and mentioned the importance of working with the State on the plans for the future. Ranger Ledgerwood mentioned he would not be available for the March 6th meeting but that he would participate in the reviewing process with his team. Mrs. Potter also mentioned she was unavailable.

There was discussion regarding Rumbling Bald and the importance of having a representative present during the review and discussions as they were an important part of this process to move people about the town to parks and trails that they could enjoy. Because Ms. Hough has not been present at the last two meetings it was suggested that Mr. Czajkoski connect with Rumbling Bald and invite a representative to the March 6th meeting. Mr. Czajkoski agreed to this request.

Ms. Osta passed out the Criteria for Determining Budget Priorities (see attached). There was discussion to add to #3, a section C for Associated with State Parks and a section D for Rumbling Bald. This will be revised and emailed.

Mr. Givens and Mr. Murphy both emphasized their approval of the Board's approach to the Workshop and they felt that this Special Meeting had helped to organize everyone's thoughts and that it gave a clearer direction to move ahead.

The purpose of the Workshop was again reviewed. Chairman Walters felt a clearer understanding and mentioned they needed to just slow down, don't buy anymore, focus and market on the great assets the Town has. There was a generalized agreement and others mentioned the same type sentiments mentioning there was excitement for the future, there was a true engagement in the process and they felt a clearer vision for moving ahead.

There was a discussion of an email that will be sent out regarding the changes that were made during the meeting as well as revised documents.

Mr. Ed Dittmer made a motion for Adjournment to the meeting. Mr. Minick seconded the motion and all were in favor.

Minutes were transcribed by Kat Canant, LLPD Admin Assistant

The next regular meeting of the Parks & Recreation Board meeting will be March 7, 2019 at 1:30 pm.

ATTEST:


Jim Walters, Chairman

Attachments: Documents presented to Board
Charts made during PRB Meeting concerning Workshop

P&R Projects In Progress (already committed to)

1. Boys Camp Rd. Campground (Spoils Pit)
 - Approval
 - To be completed
2. Morse Park Event Space Plan & Remake
(completed, engineer)
3. Floating Boardwalk Plan & Design & Construction
4. Classical Boat & Car Show Plan
5. ^{Lake} Volunteer Corps
6. Construct Luremont Trail
7. BCP Trail head + pkg lot
8. Olympiad (to be discussed)
Annual

PRB Accomplishments & Completed Projects & Givens

- Created Weed Patch Trails (From Eagle Rock to Expanded BCP, & Created BCP Loop Trail Buffalo Creek Park)
- Created Dittmer Watts Trail (2006)
- Reclaimed Pool Creek Park
- Functioned for 14-15 years without ^{much} staff
- Updated the PRB Resolution - April 2018
- Advocated for creating paid staff positions & secured them
- Kept golf course open 2010
- Purchased Boys Camp Rd property
- Melodie - Morse Pk Paving
- Town Ctr Power Poles 2008
- Design + Flagging of Luremont Trail
- Inherited Flowering Bridge Property 2012
- Morse Pk Improvements - Leveling + more
- Dvlpd restroom plan - (MP Plan)
- Dvlpd Pedestrian Bridge Plan

3/6 Draft Meeting Objectives

1. Acknowledge completed work & accomplishments by PRB; recap what's in progress now (committed to)
2. Identify, acknowledge & clarify changes to PRB responsibilities related to creating a new PR Dept with paid, dedicated staff
3. Engage stakeholders in developing a 3-yr Work Plan that reflects priority projects, events & activities, w/ emphasis on 1st 12 mos. to submit budget projections in time for CIP cycle
4. Make full use of information in previous plans, surveys & materials, e.g., Morse Park Survey Results, Morse Park Site Plan, 2014 PKs, Rec, Trails, OS Plan (2017)

PRB Work Plan Pre-Meeting 2/26/19

- Welcome & Opening Remarks - Jean, Kevin
 - Quick Introductions
 - Agenda Review

□ Finalize 7-8 Draft Documents for March 6th Meeting

- ✓ Meeting Objectives - Confirm &/or Modify
- ✓ March 6th Agenda - " " "
- ✓ PRB Accomplishments - " " "
- ✓ PRB Projects in Progress - " " "
- ✓ PRB Resolution - Review Conversation
- ✓ Review Documents & Team Assignments - Confirm &/or Modify
- ✓ Budget Highlights
- Other

□ Email schedule & Due Dates

□ Other Outstanding Items

□ Closing Conversation

Bike Rack

Topic/Issue

Who

When's What
Venue

Why
Important

Arts
Component
of Resolution

Mo

April's
Reg
Agenda

Draft LL P+R Work Plan Session

Agenda

3/26/19

□ Welcome & Opening Remarks

- Participant Intros
- Agenda Review

□ Context

- P+R Accomplishments & Projects in Progress
- LL Vision For 2020 & Comp Plan Calendar
- Budget Highlights & Considerations

□ Document Review Teams Work

- Assignments Recap
- Criteria
- Work in Teams
- Teams Report Out
- "Trail Walk" - input by all on all reports
- Review Additional Comments - Whole Group
- Reflect on Report Results

□ Identify Priority Projects, Events & Activities 2019-2022

- Work in Teams
- Post Proposed Priorities on Wall Calendar
- Team Reader Reports
- Whole Group Finalizes Priorities (Applies Criteria)
Double Check

□ Next Steps: Town Council Schedule to Get Approval

- Closing Conversation

Town of Lake Lure Parks & Recreation Work Plan Meeting

March 6, 2019

1:00–5:30 p.m.

DRAFT Agenda (2-25-19)

1. Welcome & Opening Remarks – Dean Givens
 - Participant Introductions – Kathleen Osta
 - Agenda Review
2. Context
 - Recent Parks & Recreation Accomplishments & Projects in Progress
 - Lake Lure Vision for 2020 & Comp Plan Project Calendar
 - Budget Highlights
3. Review Teams Report Out
 - Confirm Review Team Composition, Document Assignments, and Criteria
 - Work in Teams
 - Team Reports
 - "Trail Walk" to Gather All Participants' Input on All Reports
 - Review Additions
 - Facilitated Conversation on Report Results
4. Project Priority Identification Through FY 2021-2022
 - Work In Teams to Identify Proposed Priority Projects & Initiatives
 - Post on Wall Calendar
 - Reports By Each Team Reader
 - Process for Finalizing Priorities
 - Apply Criteria
 - Brief Facilitated Conversation
5. Next Steps
 - Send Out Meeting Document by March 1st
 - Schedule for Town Council Approval

Draft Objectives to be finalized by us today:

- Acknowledge completed work & accomplishments by P&R Advisory Board; recap what's in progress now (committed to)
- Identify, acknowledge and clarify changes to PRB responsibilities related to creating a new P&R department with paid, dedicated staff;
- Engage stakeholders in developing a 3-year Work Plan that reflects priority projects, events and activities, with emphasis on the first 12 months to submit budget projections in time for the CIP cycle
- Make full use of the information in previous plans, surveys and materials, e.g., Morse Park Survey Results, Morse Park Site Plan (2017), 2014 Parks, Recreation, Trails and Open Space Plan

Town Recreation Assets												
	Location I (Minutes from Town Center)	Location II (Minutes from NC 9)	Location III (Minutes from RBR)	Location IV (Minutes from Boys Camp Road)	Primary Users (V- Voters, TP- Tax Payers, T- Tourists)	Control (TOLL- Town, L-LLT, CC- Conserving Carolina, P- PARTE, LLGM- Lake Lure Gold Management)	Benefits (Qualitative)	Critical Infrastructure	Monetized	Yearly Revenues (\$)	Yearly Ongoing Costs (\$)	Profit/Loss
Facility												
Lake	0	1	1	1	V, TP, T	TOLL	Revenue, Enhances Property Values, Tourist Attraction	Yes	Yes	403,396	558,143	*Profit-hydro
Marina (Town Slips)	1	11	22	1	TP, V, T	TOLL	Revenue, Lake Access	No	Yes	91,000	70,000	21,000
Marina (LLT)	1	11	22	1	T, TP, V	TOLL, LLT	Revenue, Tourist Attraction	No	Yes	70,000	6,750	63,250
Beach	0	10	22	1	T, TP, V	TOLL, LLT	Revenue, Tourist Attraction	No	Yes	62,343	6,750	55,593
Morse Park	1	11	22	1	V, TP, T	TOLL, LLT	Revenue, Tourist Attraction, Conservation	No	Yes	5,000	5,000	0
Pool Creek Park	0	10	22	2	T, V, TP	TOLL	Tourist Attraction	No	No	0	750	-750
Boys Camp Road Property	2	12	23	0	T, TP, V	TOLL, PARTE	Revenue, Tourist Attraction	No	Will Be	0	500	-500
Dittmer-Watts Trail Park	10	1	15	11	V, TP, T	TOLL	Exercise/Health, Conservation	No	No	0	5,000	-5,000
Municipal Golf Course	10	2	12	12	T, TP, V	TOLL, LLGM	Tourist Attraction	No	Yes	0	92,500	-92,500
Buffalo Creek Park	25	17	5	25	T	TOLL, PARTE	Tourist Attraction	No	No	0	5,000	-5,000
Weed Patch Mountain Trail	25	17	5	25	T	TOLL, CC, PARTE	Tourist Attraction, Conservation	No	No	0	2500	-2,500
*Generates hydro revenue												

PARKS AND RECREATION BOARD

Section

1. Members; Terms; Vacancies; Attendance
2. Board Appointments
3. Officers; Rules of Procedure
4. Duties
5. Effective Date

SECTION 1. MEMBERS; TERMS; VACANCIES; ATTENDANCE.

The Parks and Recreation Board shall consist of seven regular members and one alternate member appointed by Town Council. Appointments shall be for a term of three years, expiring on December 31 of the third year, and terms shall be staggered. Not more than four member's terms shall expire in any one year. Any vacancy shall be filled for the unexpired term in the same manner as the initial appointment. Any board member who is absent from three consecutive regularly scheduled meetings in a calendar year, and/or a total of four meetings in a calendar year may be subject to removal off the Parks and Recreation Board by Town Council. (amended 07-11-06; 09-13-11; 01-14-14; 04-10-18)

SECTION 2. BOARD APPOINTMENTS.

The Parks and Recreation Board members serve at the pleasure and will of Town Council and may be removed for cause or for no reason at all. (Passed 04-10-18)

SECTION 3. OFFICERS; RULES OF PROCEDURE.

- (A) The Parks and Recreation Board shall elect from its members a chairman and may elect such other officers as it may deem necessary.
- (B) The Parks and Recreation Board may adopt such internal rules of procedure as the board deems necessary.
- (C) Alternate members may attend all meetings and participate in all discussions, but shall have no vote unless a regular members is absent. In that instance, the alternate members shall have the right to vote. (amended 07-11-06)

SECTION 4. DUTIES.

The Parks and Recreation Board shall have the following duties in addition to such other duties as may be required by Town Council:

(1) Parks:

- (a) Maintain an inventory of all public lands designated or used for park purposes.
- (b) Recommend to council those public lands which should be left in a natural state as open space and which should be developed for use as passive and active parks.
- (c) Formulate and recommend to council plans for landscaping and development of passive and active park lands, including picnic areas and playgrounds.
- (d) Monitor the condition of park lands and recommend to the town manager programs for maintenance.

(2) Beautification of Public Property:

Formulate and recommend to council plans for landscaping and beautification of public property other than parks and recreation facilities, including Town Hall, the golf course, and public road rights-of-way.

(3) Recreation:

- (a) Identify those properties having potential for active recreation.
- (b) Identify those properties having potential for public arts or other cultural facilities and recommend to council plans to develop those properties.
- (c) Coordinate with the community development director and zoning and planning board to incorporate arts and cultural facilities into the comprehensive plan.
- (d) Monitor the condition of any public arts facilities and recommend to the town manager programs for maintenance. **(Passed 04-10-18)**
- (b) Formulate and recommend to council programs for active recreation, including sports, playgrounds, physical fitness facilities, scenic and hiking trails, bicycle paths and the like. **(amended 02-13-07)**
- (c) Coordinate with the Lake Advisory Committee regarding recreation activities on Lake Lure.
- (d) Coordinate with the Golf Course Advisory Committee to develop a recreation program utilizing the public golf course.
- (e) Coordinate with the community development director and zoning and

planning board to incorporate recreation facilities into the comprehensive plan. **(amended 02-13-07)**

(4) Arts:

- (a) Formulate and recommend to council plans for an active arts and cultural program and encourage a public/private partnership to develop a vibrant visual and performing arts program for the Town of Lake Lure.
- (b) Identify those properties having potential for public arts or other cultural facilities and recommend to council plans to develop those properties.
- (c) Coordinate with the community development director and zoning and planning board to incorporate arts and cultural facilities into the comprehensive plan.
- (d) Monitor the condition of any public arts facilities and recommend to the town manager programs for maintenance. **(Passed 04-10-18)**

SECTION 5. EFFECTIVE DATE.

This resolution shall be effective upon its adoption.

Funds 10- 10, Accounts 613000-613000

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
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10 GENERAL FUND

613000 PARKS & RECREATION

100 SALARIES		5,208.97	43,768.53	107,200.00	107,200.00	63,431.47	41 %
102 Salaries-Part Time		0.00	2,937.44	13,500.00	13,500.00	10,562.56	22 %
109 FICA		398.48	4,272.28	9,234.00	9,234.00	4,961.72	46 %
110 Retirement		730.30	7,494.89	17,042.00	17,042.00	9,547.11	44 %
111 Group Insurance		1,135.68	11,364.92	24,400.00	24,400.00	13,035.08	47 %
120 401 (K) Contribution		260.44	2,672.90	5,360.00	5,360.00	2,687.10	50 %
212 Supplies-Fuel		110.88	1,620.41	4,000.00	4,000.00	2,379.59	41 %
215 Supplies-Materials		1,000.00	2,009.25	15,000.00	15,000.00	12,990.75	13 %
335 Flowering Bridge Lighting		98.28	1,445.56	3,800.00	3,800.00	2,354.44	38 %
351 Repairs and Maint-Grounds		4,874.33	28,273.48	42,000.00	42,000.00	13,726.52	67 %
353 Repairs and Maint-Equipment		1,484.22	3,959.61	7,000.00	7,000.00	3,040.39	57 %
633 GEESB MITIGATION		0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
634 Flowering Bridge		0.00	5,000.00	5,000.00	5,000.00	0.00	100 %
691 Contractual Services		0.00	7,190.00	16,500.00	16,500.00	9,310.00	44 %
Account Total:		15,301.58	122,009.27	272,536.00	272,536.00	150,526.73	45 %

Fund Total:

15,301.58

122,009.27

272,536.00

272,536.00

150,526.73

45 %

Grand Total:

15,301.58

122,009.27

272,536.00

272,536.00

150,526.73

45 %

GENERAL FUND CAPITAL EXPENDITURES

[illegible]

Criteria for Determining Budget Priorities for FY Beginning July 1, 2019

1. Provides the most benefits for the greatest number of people
2. Directly or Indirectly Adds to the Town's Revenue
 - Directly – Associated Fees
 - Indirectly – Encourages eating, sleeping & shopping in LL
- 3A. Located in or Within A Mile of Town Center
- B. Located In or Within a Mile of NC 9
4. Has a health component for all generations (whole life span)
5. Meets all state and local regulations and requirements
6. Takes into account the Morse Park Survey Results
7. Other: stringent quantification; application of models for determining strengths and weaknesses

Criteria Used for the Morse Park Plan (Taken from final report 8-17)

The group used the criteria below to create the 10-year timeline:

- Takes the community's best, long-term interests into account
- Honors previous plans and work done to date as well as the 2017 Morse Park Survey Results
- Build the local economy (invites and encourages spending)
- Inclusive of all generations, especially minority populations
- Optimize multi-purpose uses, with a minimum of specialized uses
- Optimize # of people who use park, e.g., large events (passive), while preserving some individual uses (active), e.g., jogging

ToLL Parks & Recreation Advisory Board Review Teams

Team One: Morse Park Plan 2017, pg. 4

Shannon Baldwin, Larry Czajkoski, Jessica Hough

Team Two: Inventory of Existing Park Properties

Dean Givens, Sonya Ledford, Jim Walters

Team Three: Comprehensive Plan Update Project Calendar

Laura Krejci, Bill Massey, Dale Minick, Moe Bay

Team Four: Recreation Budgets

Stephen Webber, Ed Dittmer, Martyn Watts

Team Five: 2014 Parks, Rec., Trails and Open Space Plan

Garrett Murphy, Melodie Potter, James Ledgerwood,
Mayor Kevin Cooley

Draft Review Directions

As you read over the pages you were assigned, take a pen and:

- Circle projects, initiatives or activities that match the criteria provided
- Underline projects, events and activities that you'd like clarification or more information about
- Jot down other ideas not mentioned that come to mind that you think warrant consideration