

LAKE LURE TOWN COUNCIL SPECIAL JOINT MEETING PACKET

Thursday, January 3, 2019



**Mayor Kevin Cooley
Mayor Pro Tem John Moore
Commissioner Bob Cameron
Commissioner John Kilby
Commissioner Stephen M. Webber**



**SPECIAL JOINT WORKSHOP MEETING
OF THE LAKE LURE TOWN COUNCIL
AND PARKS AND RECREATION BOARD**

Thursday, January 3, 2019
1:30 p.m.
Lake Lure Municipal Center

AGENDA

- I. Call to Order
 - Invocation (Please rise and remain standing)
 - Pledge of Allegiance
- II. Agenda Adoption
- III. Joint Meeting with the Parks and Recreation Board
 - A. New Parks and Recreation Director Position Discussion
 - a) Review Comprehensive Plan Vision Statement
 - b) Review Short List of Town Facilities
 - c) Review List of Recreation Facilities
 - d) Discuss Management of Recreation Facilities
 - e) Coordinator versus Director: Why one or the other?
- IV. Adjournment

Parks and Recreation Coordinator

Primary Reason Why Classification Exists

To manage, direct, supervise, and coordinate various recreation programs for the Community including the maintenance of parks and related facilities.

Distinguishing Features of the Class

An employee in this class plans, directs, and supervises the work of full and part-time staff; provides staff support to Parks and Recreation Board and Lake Advisory Board; facilitates use of all Town resources to community and visitors; coordinates assigned activities with other Town Departments, outside organizations, and the general public; provides highly-responsible and complex administrative support to the Parks, Recreation and Lake Director. Work is performed under the general direction of the Parks, Recreation and Lake Director. This position also coordinates plans, projects, and activities with the Park and Recreation Board, while exercising supervision directly over the Parks and Recreation Maintenance Supervisor.

Illustrative Examples of Work

- Assumes management responsibility for all services and activities of the Parks and Recreation facilities and programs.
- Responsible for the maintenance of all parks and related facilities.
- Participates in the negotiation, development, planning, design and implementation of related Town Capital Improvement Projects, as well as improvements to existing facilities.
- Continuously monitors and evaluates the efficiency and effectiveness of Parks and Recreation methods, procedures and programs; assesses and monitors workloads; identifies and implements opportunities for improvement; reviews with Director where appropriate.
- Facilitates use of all Town athletic resources for community and visitors sports; supervises operations of all Town recreation facilities.
- Promotes recreational activities such as, but not limited to: hiking, mountain biking, walking, hiking, camping, fishing, water skiing, paddle sports, golfing, and sightseeing.
- Provides staff support and works closely with the Parks and Recreation Board.
- Provides support to the Lake Advisory Board in the absence of the Director.
- Oversees and administers the parks and recreation grant programs.
- Provides assistance to the Director relative to the Lake and associated activities.
- Prepares a variety of complex analytical and statistical reports and presentations.
- Coordinates Departmental activities with Town recreation organizations, associations, clubs and other Town departments.
- Responds to and resolves sensitive and difficult public inquiries and complaints.
- Develops, negotiates, and supervises Town's recreation facilities under contractual uses; monitors contracts for compliance.
- Works closely with the Communication Specialist to coordinate, promote, implement, and evaluate various recreational programs for children and adults including but limited to the annual 4th of July Fireworks Display, Bike Races, Olympiad, and specialized one-day sports events and programs.

- Develops, prepares, and administers Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
- Develops and implements Department policies, procedures, and fee schedules; evaluates equity and adequacy of policy and fee schedules on an on-going basis; makes revision recommendations as needed.
- Maintains close contact with school officials and community groups regarding program offerings and coordination of services.
- Promotes and publicizes recreation programs and activities; prepares and coordinates the development of programs and event publicity, including flyers, brochures, news releases, etc. related to the same; works closely with the town Communication Specialist regarding these events.
- Reviews and approves manuals, reports, flyers, press releases, etc., produced the Communications Specialist relative to recreation related events and activities.
- Prepares and maintains records and evaluation reports on new and on-going program offerings.
- Recruits, selects, trains, motivates, schedules, supervises, and evaluates full-time, part-time, and volunteer staff; provide staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Works closely with partners such as ROC (Rutherford Outdoor Coalition), the AmeriCorps, and Conserving Carolina regarding management and maintenance programs in place for town trail systems.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of modern principles of park, recreation and lake planning and design.
- Knowledge of modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- Knowledge of Federal, State, County, and Town laws, codes, regulations, and guidelines affecting parks, recreation programs and activities.
- Knowledges of principles of human resource management, supervision, training, and performance evaluation.
- Knowledge of recreational, social, and cultural needs of the community.
- Knowledge principles of facility supervision, facilitation, and maintenance.
- Knowledge of GIS concepts to analyze and identify different features on maps.
- Ability to manage, direct and coordinate the work of maintenance staff.
- Ability to select, supervise, train and evaluate staff.
- Ability to provide administrative support and professional leadership and direction of the Parks, Recreation and Lake Recreation Department.
- Ability to perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Ability to interpret and apply Federal, State, County, and Town laws, codes, regulations, and guidelines affecting recreation programs and activities.

- Ability to analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Ability to establish and maintain effective working relationships with staff, volunteers, Town Council, Parks and Recreation Board, Lake Advisory Board, community organizations, individual citizens, governmental agencies, contractors, and vendors.
- Ability to plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- Ability to assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
- Ability to maintain administrative systems for facility and program scheduling, calendaring, and other functions.
- Ability to deal with the resources and impact of the surrounding property, user conflict, trail head, parking related to trails in the course of trail related duties and responsibilities.
- Has or is able to develop useful knowledge of trails relative to trail tread, sustainable trail design, erosion remediation, fallen trees, and trail structures/bridges.
- Ability to develop, analyze, interpret, and explain Department policies and procedures.
- Ability to participate in long-range and strategic planning.
- Ability to work effectively under pressure and deadlines with consistent interruptions.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing.

Physical Requirements

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is subject to inside and outside environmental conditions including extreme heat and extreme cold. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field. Employee is required to wear personal protective equipment when necessary and required.

Education

Graduation from high school or GED equivalency supplemented by four years post-secondary college with an emphasis in Parks and Recreation, Natural Resource Management, Environmental Science, or related field.

Experience

Three (3) to five (5) years' experience working with a public agency related to recreation, fish and wildlife, park ranger activities or an equivalent combination of education and experience.

Special Requirements

- Valid North Carolina driver license
- Willingness to obtain relevant certificates and licenses related to the position.

FLSA Status: Nonexempt

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Lake Lure reserves the right to assign or otherwise modify the duties assigned to this classification.

Salary Grade: 22

Salary Range: \$39,836-\$59,754

November 28, 2018

Lake Operations Director

Primary Reason Why Classification Exists

To perform complex work in managing the town-owned 728 acre recreation lake including enforcement, permitting, lake inspection and controls, water sampling and testing programs, annual and emergency dredging operations, fisheries and lake activities.

Distinguishing Features of the Class

An employee in this class must be a sworn law enforcement officer that supervises and provides public safety for all lake operations. This employee plans, organizes and directs the work of employees engaged in varied lake operations and services. Work involves extensive project management for the varied services including lake enforcement, dredging, permitting, coordination of lake activities and fisheries management. The employee provides lake advice and assistance to the town manager and provides staff support to the police department, fire department, marine commission, lake advisory committee and lake structures appeals board. Work also includes coordination of lake activities during emergencies, use and management of town owned boat fleet, and launch ramp management program; personnel management functions as needed; maintenance of records, maps and logs. This employee maintains the budget and personnel administration of the department and serves as supervisor to environmental management and reserve lake patrol officers. The employee represents the town with citizens and coordinates with the marine commission, lake advisory board, and the lake structures appeals board. Sound judgment, initiative and courtesy is required in performance of duties. Work is performed independently and in coordination with the Town Manager. The employee is subject to working in inside and outside environmental conditions, severe storms, floods, noise, vibration, hazards associated with lake work, fumes, odors, dusts, mists, gases, and oils. Work is performed under the general direction of the Town Manager as to matters of policy, budget, long range plans, and personnel matters. Work is reviewed through reports, conferences, acceptance of the community, and compliance with required laws and regulations.

Illustrative Examples of Work

- Plans, organizes and directs the activities of various service units in the department including organization structure and delegation of responsibilities; ensures coordination of activities between units and other Town departments; supervises and coordinates work operations including enforcement of lake regulations, administering boat permits and commercial licenses; maintaining schedule of lake inspections and controls; supervision of water sampling and testing programs, annual and emergency dredging operations, and fisheries management; coordination of lake activities during emergencies, use and management of town owned boat fleet, and launch ramp management program, personnel management functions as needed; maintenance of records, maps and logs; staff support to the marine commission, lake advisory committee and lake structures appeals board.
- Performs official duties of Sworn Law Enforcement Officer, Emergency Medical Technician and Firefighter on the lake and land.
- Operates and manages town boat fleet for maintenance, repairs and replacement.
- Operates police and fire boats for routine, emergency and non-emergency use.
- Serves as supervisor to environmental management and lake patrol officers.
- Reports to and advises the Town Manager and officials with respect to short and long-range

lake projects, and work programs; updates Town Manager on department activities to keep manager abreast of work and activities and advises on needed policy issues and project priorities.

- Researches and develops recommendations for lake operational changes, improvements and expansion in conjunction with division supervisors and presents to the manager.
- Develops and recommends goals, policies and procedures for various lake services.
- Oversees day-to-day operations and personnel functions; ensures department operates efficiently, that directed projects and work is completed, that public complaints are addressed, and that qualified personnel are hired, retained and evaluated.
- Performs selection, promotion, training, coaching and disciplining of department personnel according to town policies, keeping the manager informed; confers with manager on classification and pay increases; meets with subordinates to solve more complex problems; sets priorities and deadlines; provides guidance and direction; and ensures proper training including all safety required training; takes appropriate disciplinary and dismissal actions.
- Ensures the department stresses and implements active safety program to lessen the chance for accidents.
- Confers with other municipal departments relative to mutual service planning and provision, problems and concerns.
- Makes field inspections of lake projects to review progress and ensure completion and/or compliance with the town's standards and specifications; performs subdivision review.
- Engages in considerable personal contact with citizens concerning service requests and complaints; investigates and decides or recommends actions; coordinates projects with other departments; attends council meetings to represent the department.
- Prepares and reviews departmental long range capital improvement and expansion and annual operating budgets; monitors and approves expenditures; prepares and maintains reports and other required records.
- Plans, organizes, and monitors a variety of contracted work involving lake and dredging maintenance; coordinates with engineers, contractors, etc.
- Works with the Lake Advisory Board to provide information and coordinate and oversee lake dredging projects; coordinates activities with FEMA on natural disasters.
- Serves as liaison with the Lake Advisory Board to coordinate work on recommended projects for lake development and upkeep.
- Prepares and maintains department files and reports so a clear record of departmental activities exists and meets local, state and federal requirements.
- Performs varied lake tasks in varied service functions on a daily basis.
- Performs other related duties as required.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices for lake development projects.
- Thorough knowledge of related Town policies, state and federal laws and regulations regulating public services functions.
- Thorough knowledge of OSHA regulations and requirements.
- Thorough knowledge of the equipment and materials used in the lake maintenance.

- Considerable knowledge of Town/governmental budgeting, personnel, bidding and purchasing and procurement laws and practices.
- Considerable knowledge of the principles and practices, laws and regulations relating to supervised functions.
- Considerable knowledge of public personnel administration principles and practices.
- Considerable knowledge of modern and effective supervisory and management theories, principles and practices and skill to utilize effectively in managing a department through subordinate supervisors.
- Demonstrated skills in leadership and management of staff.
- Demonstrated skills in effective communications, motivation and coaching.
- Ability to prepare complex and detailed contracts, records and reports.
- Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors and the general public.
- Ability to perform detailed cost computations and to make recommendation to solve problems.
- Ability to present ideas effectively in oral and written form and to deliver clear and concise written and oral presentations.
- Ability to exercise sound judgment in solving problems and during emergency situations.
- Ability to deal tactfully and courteously with the public and government officials.

Physical Requirements

Work in this class is defined as very heavy work requiring physical exertion in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work assigned. Employee must be able to speak and hear at normal spoken levels and to speak or understand communication from others when using mechanical equipment. Appropriate personal protective equipment must be worn and utilized while working on water and performing law enforcement, EMT and firefighter duties. Employee must have the stamina to work for extended periods some of which in emergency situations.

Working Conditions

Work is performed both inside and in outside environmental conditions including extreme heat and cold with exposure to lightning, storms, snow and ice. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils and fuels. Employee is subject to atmospheric conditions due to exposure to fumes, odors, and dusts.

Education

Graduation from four-year college or university with a bachelor's degree in Business

Administration, Management or related field desired; or a minimum of graduation from High School and ten or more years of progressively responsible experience in lake management with five or more years of supervisory or management experience.

Experience

Five or more years of progressively responsible experience in lake management with two or more years of supervisory or management experience.

Special Requirements

- Valid North Carolina Driver's License (CDL-A)
- Possession of North Carolina Basic Law Enforcement Certification
- Lake Management Certification

FLSA Status: Exempt

Disclaimer

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July 2016

Town of Lake Lure Vision Statement

Lake Lure, the gem of the Carolinas, is a mountain lake community that has a harmonious balance of interests of our citizens, businesses and visitors, achieved through open communication and managed growth that emphasizes fiscal responsibility and stewardship of our natural beauty and environment.

Small towns require staff to wear multiple hats. As you know, position specialization occurs as organizations grow. The staff members in Lake Lure sport multiple hats. They are expected to do so as we cannot afford to have a large degree of specialization. One of the main reasons I have proposed that the Town have a Coordinator (75-80% Park & Recreation and 25-20% Lake Operations) is so that the person can assist in both departments. Dean Givens, the Lake Operations Director, is doing that now. He is currently preparing to build a campground on Boys Camp Road, assuming we secure all approvals and secure additional funds. Our new communications specialist now organizes town events. Knowing our recreation facilities have evolved over time, I believe we should evolve staff in a similar manner. In all that we do, we must keep in mind keeping in mind public health, safety, costs (people, supplies, equipment, etc.) and benefits (when, where, how and for whom).

As we discuss the new Parks & Recreation position at our workshop, here are categories we may want to consider for context and structure:

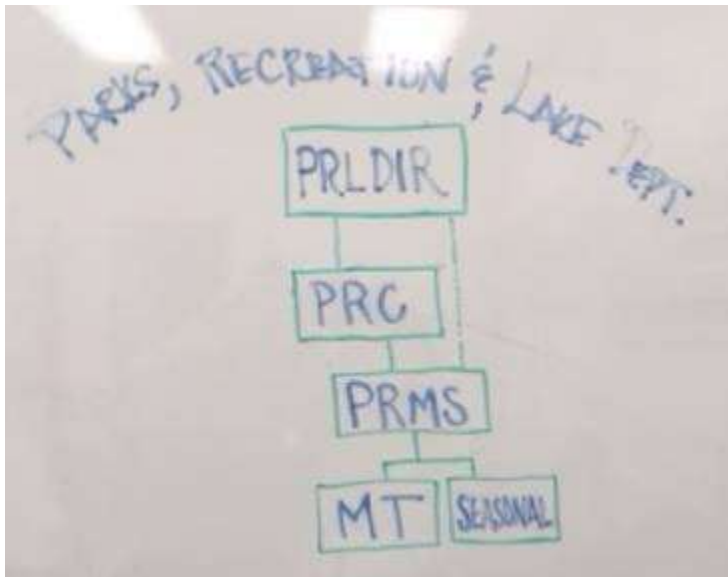
- Location
- Primary Users
- Control
- Benefits
- Critical Infrastructure (Yes/No)
- Monetized (Yes/No)
- Yearly Revenue
- Yearly Costs
- Profit/Loss

In keeping with the request from Jim Walters, I also sent the position description of the Lake Operations Director for your review. I also sent a position description to everyone for the Parks and Recreation Coordinator position. As you know, I am proposing we consolidate the Lake Operations Department and the Parks and Recreation Department into the “Parks, Recreation and Lake Department.” In no way do I believe the Lake Operations Department should be dissolved or subordinated into a Parks and Recreation Department.

When the PRB met on 11/15/18, Commissioner Weber and I discussed the subject with the PRB. In short, this is what the PRB generally supports:

- Merge Lake Operations Department and Parks and Recreation Department into one Department (“Parks, Recreation and Lake Department” as possible new title)
- Retain Dean Givens as the Parks, Recreation & Lake Director (PRL Director)
- PRL Director would work directly with Lake Advisory Board and report directly to Town Manager
- Add a new Parks and Recreation position: Parks and Recreation Coordinator (PRC) with duties & responsibilities at 75% Parks and Recreation and 25% Lake Operations

- PRC would report to PRL Director and work directly with the Parks and Recreation Board in all things
- Assign Maintenance Staff (Melodie Potter, Carl Landrum and Seasonal Position) to Department
- Change Melodie Potter's title to Parks and Recreation Maintenance Supervisor
- Potter would supervise Carl Landrum and reoccurring seasonal position
- Potter would report to PRC and continue to work with PRB
- After extreme weather events, all hands on deck (all department personnel) for lake clean-up
- PRC would be trained on the lake and prepared to take place of PRL Director upon retirement
- Laura Krejci (Communications Specialist) would coordinate community events working closely with the PRB as she is already doing



I've committed to having a person in the PRC position at the very beginning of 2019. Also, I assigned Kat Canant as the new clerk for the Lake Advisory Board and Parks and Recreation Board. This will ensure that the Police Department will closely coordinate all public safety activities/services with Parks and Recreation and Lake Operations. This decision was made in coordination with Chief Humphries and PRL Director Dean Givens. Sha'Linda Pruitt would no longer clerk the PRB. All of this will be implemented after we hire the PRC. Below are charts for our consideration as we discuss matters.

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