



Parks, Arts, Recreation & Culture (PARC) Commission  
Thursday, January 6, 2011  
5:30pm

Cornelius Town Hall Meeting  
21445 Catawba Ave  
Cornelius, NC 28031  
[www.corneliuspr.org](http://www.corneliuspr.org)

## Minutes

### I. Parks, Arts, Recreation & Culture Meeting

a. Call to order: Chair Simmons called the meeting to order.

1) Present: Town Commissioner Chuck Travis, PARC Commissioners, Chris Jones, Tedd Duncan, Gary Knight, Bruce Trimbur, Travis Dancy, Del Arrendale and Bud Simmons, Director Paul Herbert, and Superintendent Troy Fitzsimmons

b. Introductions: Director Herbert introduced Jamie Sherrill and Lenzy Wallace. Jamie Sherrill stated she lives in the Lake Norman area and has done real estate and planning for shopping centers in Cornelius. She stated she is interested in events around Cornelius, making them family oriented, for every age group and would like to utilize everything Cornelius has to offer. Lenzy Wallace stated he lives in Oakhurst, has served on the Arts & Science Council as a representative of Cornelius for five years and is looking for another opportunity to be of service to Cornelius. He would like to be able to help however he can. Commissioner Knight added that Lenzy is also a member of the Arts Task Force and has made a great addition. Commissioner Simmons added that Lenzy is a WWII veteran. The PARC Board welcomed both Lenzy and Jamie.

Chair Simmons stated he would like to pass the gavel onto the new Chair, Bruce Trimbur. He added that he has enjoyed his time on the PARC Commission and feels that as a group they have done a great job. The new Chair Bruce Trimbur thanked outgoing Chair Bud Simmons for his service and leadership during his tenure. He added that meetings were always held very professionally. Director Herbert presented Bud Simmons with a plaque of appreciation.

c. Public Appearances: none

### II. Approval of minutes (attachment)

a. Commissioner Jones mentioned that the motion for Commissioner Trimbur to take the position of Chair was not seconded in section six of the December minutes. Commissioner Arrendale retroactively seconded the motion and the minutes from the December 2<sup>nd</sup> meeting were approved.

### III. PARC Commission Issues/Presentations set for a specific time

a. 6:00pm PARC Recreation Coordinator, Mindi Stoner and Mecklenburg Health Department, Intern, Britney Beeler explained that the CHANGE health assessment tool recommended by the Centers for Disease Control (CDC) to assess community health. It has five sectors which are as follows: 1. Community-At-Large Sector, 2. Community Institution/Organization Sector, 3. Health Care Sector, 4. School Sector, and 5. Work Site Sector. Britney would like to find Cornelius-related representatives within these sectors to interview. She and Mindi Stoner asked the Commissioners for suggestions regarding sector interview candidates. Commissioner Knight commented on various medical institutions and service providers in the area serving Cornelius.

He stated that It is important for the Assessment to identify where residents are going for their health care. Commissioner Knight asked about confidentiality issues when working with schools? Britney responded that the assessment doesn't include any personal information other than demographics. Mindi added that we already have a strong relationship and established contacts with CMS and don't see this as a problem. Commissioner Duncan asked if an email could be sent in the next few days after the commissioners have had time to put thought into it and one will be sent by Mindi. Commissioner Arrendale asked about a baseline for the Assessment and whether the Town has a formal strategy for healthy living. Britney responded that this Assessment is the baseline unless there is previous information. Director Herbert responded that this is the start of a more formal strategy for healthy living policy development and identification of environmental barriers to health. Chair Trimbur asked if this will be intertwined into Navigate Cornelius along with the possibility of grant money. Mindi responded that validation for grants is one of the benefits to having a health assessment completed. Director Herbert referenced a draft grant to address the health issues in the community and promote healthy living through such activities as outdoor exercise equipment strategically located, community gardens, and recreation activities themed to promote healthy nutritional choices, physical activity and the like. Britney stated that the interview process will occur over a three month period and that a plan should be in place by the end of July. Chair Trimbur added that if we are able to use all of this information for grant money and make the community stronger, it is a very good opportunity.

#### **IV. PARC Commission Subcommittee Recommendations & Reports**

a. Items to be placed on record – none noted

b. Commissioner Reports

1) Commissioner Gary Knight stated that he thought what the Town Commissioners have done was wise and he was stunned that the Boardroom Skate Park issue ended up the way it did. The Q & A document answered questions about the legal and financial ramifications of the deal and stated the use of knee pads, etc would be required. Director Herbert responded that it referenced the specific statutes (N.C. Gen. Stat. § 99E-21 to 25) and that safety requirements would have to be posted and that the Town would have to ensure that they were followed. Commissioner Knight said that an outdoor skate park for a town has a different level of liability exposure than an indoor skate park for a town.

2) Commissioner Karen Tovar – absent

3) Commissioner Chris Jones – no report

4) Commissioner Tedd Duncan asked regarding the monthly reports, there shows a number of participants but no expected number or how many participants it takes to be successful. Is there any way to get more information? Director Herbert responded that the purpose of these reports is to give a higher level idea of what is going on in each person's world. Questions do arise and are addressed within the department. We have discussed the need for a database to capture participation easier and have the ability to run reports. Superintendent Fitzsimmons added that everything is rolled up. There is a minimum number we have to meet before a program happens. Commissioner Duncan responded that having an expectation set for each is understandable and knowing there is a threshold helps. Commissioner Knight stated it would be nice to see numbers captured from month to month and observe trends develop in order to maximize programming. Director Herbert stated he will be looking into a possible database to achieve this with Jackie Huffman in the near future.

5) Board Chair Bruce Trimbur –reminded everyone that Commissioner Tovar's term has expired and her seat may be available in the event she is no longer interested in filling it. There was

discussion regarding the process raised by several PARC Commissioners and Commissioner Chuck Travis. Commissioner Jones recommended that a policy is put in place that states the life cycle of membership starting with the application and approval processes along with the process for removing a member. Commissioner Travis stated that the Town Board would like to see a recommendation from this board. Commissioner Knight made a motion to recommendation Lenzy Wallace and Jamie Sherrill to the PARC Commission. Commissioner Duncan seconded the motion. All were in favor and with no further discussion the motion passes.

6) Commissioner Del Arrendale - no report, but urged the Commissioners to follow rules of order to facilitate discussion.

7) Commissioner Simmons reported that as part of the Navigate Cornelius committee, a very informative meeting was held and the PARC Department was getting high marks. It has been a very educational experience and will be interesting to see the outcome.

8) Commissioner Travis Dancy reported that the tournament subcommittee has met with Mooresville Parks and Recreation and other area departments to discuss large scale tournaments to look at options regionally. We can see partnering with Rock Hill, Charlotte Mecklenburg, etc. Another meeting is planned later this month with Huntersville Parks and Recreation. Town Commissioner Travis asked if adding two additional fields at WAC plays a part. Commissioner Dancy responded that yes, without a question. Tournament organizers will not consider a complex without four or more fields.

c. Town Commissioner Report - Town Commissioner Chuck Travis reported on the recent skateboard situation first complimenting everyone on their involvement. He stated that it would have been helpful to have had a definitive recommendation from the Commission but appreciated Commissioners Simmons, Duncan, Knight and Arrendale for their comments and involvement. He stated that we could all learn from the experience and in retrospect some things like discussion of the safety requirements might have informed Mr. Sabates earlier in the process.

d. Standing Committee Reports

1) Director's Report – Director Herbert thanked the Commission for their hard work on the skateboard park proposal and that it was an opportunity certainly worthy of consideration. {Note: Operational issues such as those related to participant safety via protective gear are typically not the concern of a landlord providing a (free) lease and it was clear that there would be no conditions placed upon the Town if it moved forward on the offer}. Director Herbert asked if the commissioners would be interested in an offsite retreat in order to spend a little more time talking about the big picture issues such as park capital projects and recreation goals. Commissioner Simmons encouraged everyone to participate especially with new members joining. It is very valuable time spent and healthy way to get at the issues. There was discussion around everyone's availability and Director Herbert stated that additional information would be sent out regarding scheduling {likely a Friday afternoon}.

## **V. Old Business**

a. Capital Improvement Project Overview [\(see electronic link\)](#)– Troy Fitzsimmons reviewed the FY12 proposed CIP. He stated he would like to get input on it. There were well over 275 capital project related survey responses, and staff input. Commissioner Duncan asked what the window of time was for giving input and further discussion. Director Herbert responded that the Town Board retreat is March 1<sup>st</sup>.

## **VI. New Business**

- a. FY12 Operating Budget Goals – [\(see electronic link\)](#)– Troy Fitzsimmons also discussed the FY12 Operating Budget Goals and explained it is the means for recommending healthy living objectives, addressing anticipated recreation delivery and operational costs and features new facility costs for WAC and Robbins coming online. Chair Trimbur asked if Navigate Cornelius would be incorporated into the Comprehensive Master Plan request. Superintendent Fitzsimmons responded, yes. Commissioner Arrendale commended Superintendent Fitzsimmons on his hard work and asked for ways to get people who use our facilities to stay in the community and spend their money here. He suggested we brainstorm ways to promote this possibly by suggesting hotels and restaurants in the area on program materials. Commissioner Knight added that discounts could perhaps be offered to promote spending within local businesses. Commissioner Arrendale also asked why PARC funds are being spent on the Cornelius Arts Center if it is no longer a PARC facility? Director Herbert stated that there are resources needed to be placed in the FY12 budget if it is to continue managing the facility and that the Department such as nighttime and weekend operational staff in place now that needs to be recognized in the budget. He complimented Commissioner Knight for his work on an arts task force to consider operation of an arts facility. Commissioner Simmons added that there should be a deadline for a decision to be made regarding the budget and the Cornelius Arts Center. The limbo situation with PARC is not healthy for a long period of time. Commissioner Knight stated that the task force he participates in is looking at this and they meet twice a month. His understanding is that the town has secured one additional year of the building space to give the committee time to get recommendations. The plan is to have this completed by March. Commissioner Simmons encouraged the PARC Commission to stay on top of this. Regarding the operating budget and adding staff, Town Commissioner Travis expressed concern with recurring personnel costs associated with that. Commissioner Arrendale also asked if a bikeway plan was included. Director Herbert responded that plans and quotes were needed first.

## VII. Adjournment

**Next Meeting** – February 3, 2011 5:30pm

### Future Dates

Upcoming Meeting Dates
Thursday, March 03, 2011
Thursday, April 07, 2011
Thursday, May 05, 2011
Thursday, June 02, 2011
Thursday, July 07, 2011