

**CITY OF MONROE
PARKS AND RECREATION COMMISSION MEETING
PHIL BAZEMORE ACTIVE ADULT CENTER
500 W. JEFFERSON STREET
MONROE, NORTH CAROLINA 28112
TUESDAY, MAY 21, 2024
6:00PM**

AGENDA

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- Item 1.** Approval of Minutes – March 19, 2024
- Item 2.** Action Item - Public Tree Ordinance Recommendation
- Item 3.** Divisional Program Updates (MAFC, Parks Maintenance, Recreation)
- Item 4.** New Initiatives
 - A. Innovation
 - B. Conservation
 - C. Training and Safety
- Item 6.** Other Business

ATTENTION COMMISSION MEMBERS: Please contact Angie Sustar at asustar@monroenc.org or 704-282-4651 to confirm your attendance. Thank you.

CITY OF MONROE
PARKS AND RECREATION COMMISSION MEETING
MARCH 19, 2024
MINUTES

The Parks and Recreation Commission of the City of Monroe, North Carolina met in the Phil Bazemore Active Adult Center, 500 W. Jefferson Street, Monroe, North Carolina at 6:00PM on March 19, 2024.

Members Present: Chair Franco McGee and John Thomasson

Members Absent: Debbie Dillion

Staff Present: Ryan Jones, Tyson Carrier, Darren Baucom, Kellie Corcoran-Walters, Thomas Latimer, and Angie Sustar

Guests: Dr. Joe Milner, Robert Pendleton (arrived at 6:23PM)

Chair McGee called the meeting to order at 6:07PM and welcomed everyone in attendance.

Parks and Recreation Director Ryan Jones stated that a Power Point presentation was prepared to provide information and assist with the flow of the meeting. The said presentation is hereby incorporated as a part of these Minutes as "Exhibit A".

Item No. 1. Public Tree Ordinance

Parks and Recreation Director Ryan Jones advised that the Public Tree Ordinance (PTO) document has been forwarded to Dr. Keith O'Herrin, Urban Forester with Union County Center of NC Cooperative Extension for review. Mr. Jones stated that a PTO allows the City to be recognized as a "Tree City USA". Mr. Jones stated that the PTO has been reviewed by all departments involved for their recommendations, the legal department, and is in the final stage of approval. Mr. Jones stated that the PTO addresses the care and approach to maintaining trees and sets a consistent care of trees on public property including parks.

Member Thomasson stated that this ordinance is for trees on the City's public property. He stated that new developments on Secrest Short Cut that have trees planted under the power lines that will have to be cut down in eight to ten years. He asked if new development tree planting fall with permitting. He advised that many times with new developments trees that are planted wrong (some with the bag still around them) will die within two years.

Chair McGee advised that with new development typically plant trees and plants for the road barrier. He stated that he would make a note to make sure developers are following the guidelines to avoid having that issue.

Item No. 2. Special Event Updates

Mr. Ryan Jones provided an update of upcoming Special Events and insight to the planning process of each event. He shared flyers for the Easter Eggstravaganza, the Car Cruise-In 2024 Line up, and the Music on Main 2024 Lineup.

Easter Eggstravaganza – March 23, 2024 – 10:00 am – 2:00 pm
Car Cruise-In – 2nd Friday of the Month, April – October – 6:00 pm – 8:00 pm
Music on Main – 4th Friday of the Month, April – September 6:30 pm – 8:00 pm except May it's the third Friday
Pops on the Plaza – Mother's Day – May 12, 2024
Juneteenth Family Celebration – June 15, 2024 – 3:00 pm – 7:00 pm
Independence Day Celebration – July 4, 2024 – 4:00 pm – 9:30 pm
Halloween Happenings – October 19, 2024 – 3:00 pm – 7:00 pm
Christmas in Downtown Monroe – December 7, 2024 – 3:00 pm – 8:00pm

Chair McGee thanked staff for moving the Music on Main to Friday night.

Mr. Jones stated that these are the official special events but that does not include all the other events that take place in the community centers on a weekly basis.

Member Thomasson congratulated staff for the work they do to bring events to downtown. He stated that these events bring a vibrancy to downtown.

Chair McGee stated that it is intentional to have these events for that purpose. He advised that it is a good partnership with downtown merchants. Chair McGee asked if it would be possible to add Slingshots and Spiders to the June 14 Car Cruise-In featuring motorcycles. Mr. Jones stated that it could be added to the May advertising. Chair McGee asked that it be added to the digital advertising.

Chair McGee introduced visitor Robert Pendleton and his son.

Item No. 3. Bearskin Greenway Phase III and Creft Park Renovation Project Update

Parks and Recreation Director Ryan Jones shared a portion of the Greenway Master Plan conceptual drawing of Creft Park that included current structures and furnishings and items to be added. He advised that the Creft Park renovation project would include accessible paths throughout the park, an inclusive kid's zone that is a multipurpose space to allow kids to utilize all kinds of games/structures, outdoor fitness equipment, and fence the outdoor basketball court. He advised that the Greenway Master Plan could be accessed on the City's website. He advised that the City had been awarded a N.C. Parks and Recreation Trust Fund Grant (PARTF) in the amount of \$500,000 in matching funds for the Bearskin Greenway Phase III and Creft Park renovation project. He stated that this is the second PARTF grant that we have been awarded in four years. He advised that the first PARTF grant awarded in 2020 was a \$425,000 matching funds grant for the Belk Tonawanda Park Phase 1B expansion project. The project included construction of the splash pad, a shelter, restrooms, accessible paths, outdoor fitness equipment, outdoor games, a renovated bocce ball court, and helped to provide more connection through the park because a lot of the amenities were not accessible. He shared the stringent process required to apply for a PARTF grant.

Discussion followed.

Mr. Jones advised that he met with the consultant and once the conceptual design is complete, the consultant will be invited to present the design at a meeting.

Item No. 4. Divisional Program Updates (MAFC, Parks Maintenance, Recreation)

Parks Maintenance:

Parks Maintenance Superintendent Darren Baucom provided an update on the Pinedell Avenue Property “Lake Minehaha” pond repair project. Mr. Jones shared that Shining Light Academy donated the property to the City several years and that the property will be utilized to provide outdoor recreational opportunities for internal programming.

Mr. Baucom advised that the Sunset Park Restrooms project is going well and the bathrooms are in the process of being connected to city utilities. He stated this portion of the park project should be completed in four weeks.

Mr. Baucom advised that maintenance crews mowing have begun and have teamed up to address some deferred cemetery maintenance. He stated that crews mow city properties, parks, cemeteries, and highway right of ways. He stated that some might not understand the magnitude of the mowing projects. He advised that there are 330 miles of right of way mowing.

Mr. Baucom stated that shade structures are being added to the Splash Pad. Mr. Jones advised that the shade structures were repurposed from a downtown project with no cost to Parks and Recreation.

Chair McGee asked where we stood with moving leaf collection out from Parks and Recreation. Mr. Jones advised that there had not been a discussion. Chair McGee advised to address it.

Chair McGee asked if there were trees at the dog park to provide shade. Mr. Baucom advised that the area where the dog park is located was chosen for the shade that is provided in some of the area. Mr. Jones shared insight on why that area was chosen and that there is a need for additional shade and that trees could be planted to provide shade for the area. Chair McGee asked if seating is available in the area. Mr. Baucom advised that there are two picnics tables (one on each side) and there are benches on the outside as well as a drinking fountain that provides a bowl at the bottom for dogs.

Monroe Aquatics & Fitness Center (MAFC):

Mr. Jones shared pictures of the newly remodeled lobby area and front hallway. He advised that Phase II of the remodeling project recommended for FY25 and will include flooring and updates on the Wee Care hallway side.

Monroe Aquatics and Fitness Center Superintendent Kellie Corcoran-Walters provided a brief program:
Spring Break Camp – April 1 – April 5th

Regular Summer Camp – June 17 – August 16th

Kenny Gattison Basketball Camp – June 10th – 14th Ms. Walters advised through coordination with Tyson Carrier, basketball clinics at the Winchester Community Center at no charge.

Ms. Walters provided an update of upcoming special events.

Discussion followed.

Senior Services (BAAC):

Mr. Jones shared a brief program update. He stated that there was an overwhelming response to the recent CareFest event. He advised that Senior Games Registration has experienced a 12% increase in participation.

Recreation Division Update:

Athletic and Special Event Supervisor Tyson Carrier provided a brief program update. He advised that end of season Basketball Bash held at the Winchester Community Center was a tremendous success with over 350 in attendance. He advised that baseball/softball season is underway with games beginning next week. Track registration is open. The annual Easter Eggstravaganza is scheduled for Saturday at Parks Williams Athletic Complex. Due to the forecast of rain on Saturday, the rain date is Sunday.

Discussion followed.

Community Centers:

Mr. Jones advised that staff at the Dickerson Community Center have started a homeschool program. This program provides an opportunity for students to utilize the facilities for some of their schoolwork and ability to meet a physical education component through participation in programs offered at Dickerson.

Recreation Division Supervisor Thomas Latimer provided a brief synopsis of programs and events offered at the Community Centers during the month of March. Summer program planning is currently underway. It includes basketball clinics with former NBA player and NBA assistant coach Kenny Gattison and water safety swim clinics with four- time Olympic Gold medalist Cullen Jones.

Item No. 5. New Initiatives

Innovation: Mr. Jones advised that by placing QR codes in the program guide that is accessible on the City's website and allows real-time updates to programs and events. Mr. Jones advised that check in systems at the community centers are outdated and in need of replacement with a system that will track program participation among other things. Another program under review is SmartFit, a program that combines physical and cognitive training for individuals with mobility issues with gross and fine motor skills.

Training and Safety: Chair McGee stated that he would like there to be training every quarter whether it be on leadership, safety, or reminding everyone of the goals and expectations are of their divisions.

Item No. 6. Other Business

Mr. Jones advised of the struggle with staffing of community center part-time positions even with the increase in the rate of pay. He advised that applicants are applying for several jobs at the same time and are interested but they find another job that they can be hired a lot quicker than we can get them processed. We are finding that we are calling them to find out they have taken another job.

Chair McGee stated that he has heard that and asked if the hiring process for part-time positions were a lot. Mr. Jones advised that the process could be long. He advised he has spoken with Human Resources and they are working to streamline the process.

Discussion followed.

There being no further business, Chair McGee made a motion to adjourn the meeting at 7:48 p.m.

Motion: Chair McGee made a motion to adjourn the meeting.

Second: John Thomasson

Action: Motion to adjourn passed unanimously with the following votes:

AYES: **Member John Thomasson and Chair McGee**

NAYS: **None**

Respectfully Submitted,
Angie Sustar,
Administrative Services Supervisor
Parks and Recreation Department

DRAFT

“Exhibit A”

Parks and Recreation Commission

City of Monroe Parks and Recreation
Program Updates

Public Tree Ordinance

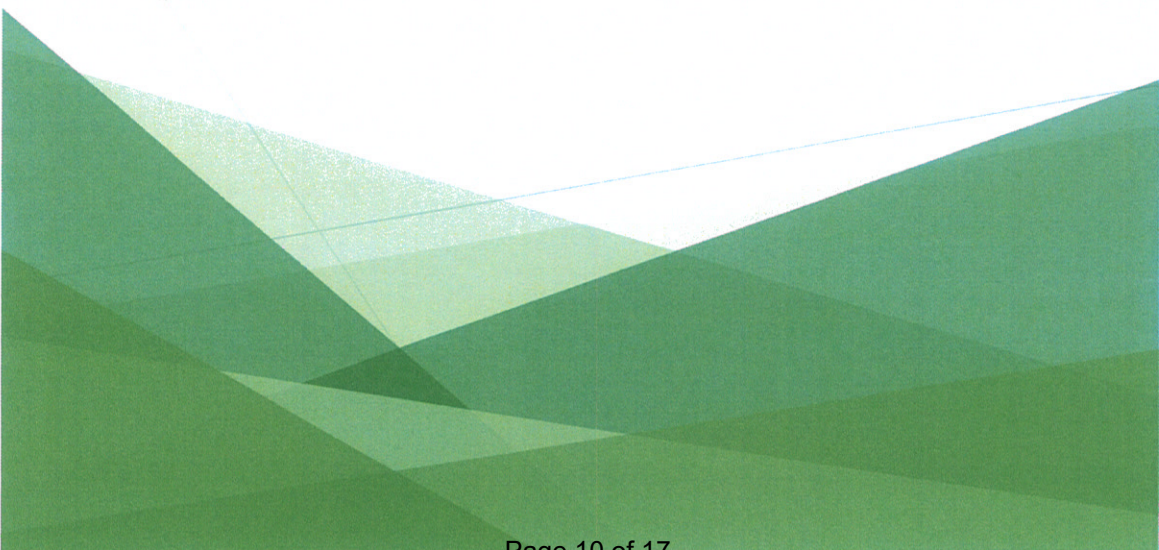
- ▶ Developed as a requirement for Tree City USA designation
- ▶ Ordinance in complete and in final review stages.
- ▶ Addresses the care and approach to maintenance of trees on public property, including parks.
- ▶ Exclusions exist related to utility needs.
- ▶ Sets a consistent standard of tree care on public property

Special Event Updates

- ▶ Current Special Events approved for 2024 season:
 - ▶ Easter Eggstravaganza - March 23rd, 2024 - 10:00 am - 2:00 pm
 - ▶ Car Cruise In - 2nd Friday of the Month, April - October - 6:00 pm - 8:00 pm
 - ▶ Music On Main - 4th Friday of the Month, April - September - 6:30 pm - 9:30 pm
 - ▶ Juneteenth Family Celebration - June 15th - 3:00 pm - 7:00 pm
 - ▶ Independence Day Celebration - July 4th, 2024 - 4:00 pm - 9:30 pm
 - ▶ Halloween Happenings - October 19th, 2024 - 3:00 pm - 7:00 pm*
 - ▶ Christmas in Downtown Monroe - December 7th, 2024 - 3:00 pm - 8:00 pm

Bearskin Greenway Phase III Creft Park Renovation

► GREENWAY MASTER PLAN



Parks Maintenance

- ▶ Sunset Park Restrooms
 - ▶ The bathrooms are in the process of being connected to city utilities.
- ▶ Park Maintenance
 - ▶ Maintenance crews teamed up to address some deferred cemetery maintenance.
 - ▶ Mowing schedules have begun
- ▶ Lake Minnehaha Project completion soon
 - ▶ Pipe maintenance

MAFC Updates



MAFC Program Updates

- ▶ **Camps**
 - ▶ Spring Break Camp - April 1st - April 5th
 - ▶ Summer Day Camp - June 17th - August 16th
 - ▶ Kenny Gattison Basketball Camp - June 10th - June 14th
- ▶ **Events**
 - ▶ Keep Calm and Knit On - March 14th and March 21st - 1:00 pm
 - ▶ American Red Cross Blood Drive - March 19th - 11:00 am - 3:00 pm
 - ▶ Easter Celebration - March 22nd - 5:30 pm - 8:00 pm
 - ▶ Racquetball Tournament - March 23rd - 8:00 am
 - ▶ Body Blaster Boot Camp - March 23rd - 10:30 am - 11:00 am
 - ▶ Coffee with a Cop - April 5th
 - ▶ Lifeguard Certification Class - April 4th, 5th and 6th
 - ▶ Mindful Meditation - April 13th - 10:30 am - 11:00 am
- ▶ **Partnership**
 - ▶ Coffee Nut

Recreation Updates

- ▶ End of Season Basketball Bash
- ▶ Baseball Registration
- ▶ Easter Eggstravaganza update
- ▶ Summer Day Camp
- ▶ Homeschool Program
- ▶ CareFest - PBAAC
- ▶ Senior Games Registration - 12% Increase

Community Center Programs

March Programs and Events

Sutton Park

Inventor Spotlight
3/7 Monday
4:00 pm - 5:00 pm

St. Patrick's Day Event
3/18 Monday
4:00 pm - 5:00 pm

March Madness Ball
3/20 Wednesday
4:00 pm - 5:00 pm

For information contact:
Thomas Latimer
704-282-4654
tlatimer@monroenc.org

Winchester

Painting and Pastries
3/6 Wednesday
3:30 pm - 4:30 pm

St. Patrick's Day Event
3/15 Friday
3:30 pm - 4:30 pm

March Madness Ball
3/20 Wednesday
4:00 pm - 5:00 pm

For information contact:
Kristopher Turner
704-282-4654
kturner@monroenc.org

Old Armory

Spring Time Smoothies
3/19 Tuesday
4:30 pm - 5:30 pm

L.L.T. Leaders In Training
3/20 Wednesday
4:30 pm - 6:00 pm

Family Fun Night
3/28 Thursday
5:00 pm - 6:30 pm

For information contact:
Hope Tanner
704-282-4669
htanner@monroenc.org

Dickerson

Parents Night out
3/8 Friday
6:30 pm - 10:30 pm

Sleigh Saturday
3/9 Saturday
10:00 am - 11:30 pm

St. Patrick's Day Craft
3/15 Friday
4:00 pm - 5:00 pm

For information contact:
Kimberly Scott
704-282-4649
kscott@monroenc.org

J. Ray Shute

Family First Night
3/7 Thursday
5:00 pm - 7:00 pm

Health is Wealth
3/14 Thursday
4:00 pm - 6:00 pm

Birthday Club
3/28 Thursday
5:00 pm - 6:00 pm

For information contact:
George Massey
704-282-4655
gmassey@monroenc.org




New Initiatives

- ▶ Innovation Discussion
 - ▶ SmartFit
 - ▶ QR Codes
- ▶ Conservation Discussion
 - ▶ Public Tree Ordinance
- ▶ Training and Safety Discussion

Other Business

- ▶ Staffing
 - ▶ Summer Assistance
 - ▶ Winchester Community Center Supervisor
 - ▶ Equipment Operator I
- ▶ Community Engagement