

**CITY OF MONROE
PARKS AND RECREATION COMMISSION MEETING
OLD ARMORY COMMUNITY CENTER
500 S. JOHNSON STREET
MONROE, NORTH CAROLINA 28112**

**TUESDAY, FEBRUARY 16, 2021
12:00 P.M.**

AGENDA

www.monroenc.org

In order to comply with the need for social distancing and to limit mass gatherings in accordance with Executive Order 176, total attendance at the meeting will be limited to ten (10) people which includes the members of the Commission and City Staff. Once total attendance reaches ten (10), no additional persons will be allowed into the meeting room.

- Item 1. Approval of Minutes – January 19, 2021**
- Item 2. Introduction of Shaquille Lamar, Winchester Center Supervisor**
- Item 3. Belk Tonawanda Park Expansion/Renovation Presentation**
- Item 4. General Program Updates**
- Item 5. Advisory Board Training**
- 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
JANUARY 19, 2021
MINUTES**

The Parks and Recreation Commission of the City of Monroe, North Carolina met in the Old Armory Community Center at 500 S. Johnson Street, Monroe, North Carolina at 12:00 Noon on January 19, 2021.

Present: Vice Chairman Moya Saltzgaber, Commission Members,
Tiffany Wilson, Debbie Dillion, and John Thomasson

Absent: Chairman Dan Shive, Rhonda Griffin

Visitors:

Staff Present: Tonya Edwards, Ryan Jones, Fred Baber, Rae Moore, and
Angie Sustar

Vice Chairman Saltzgaber welcomed and opened meeting

Item No. 1 Approval of Minutes from December 15, 2020

Member Tiffany Wilson moved to approve the Minutes of the Parks and Recreation Commission Meeting of December 15, 2020.

Member John Thomasson seconded the motion, which unanimously passed with the following votes:

AYES: Vice Chairman Saltzgaber, Member Debbie Dillion, John Thomasson, and
Tiffany Wilson

NAYS: None

Item No. 3. General Program Updates

Parks Maintenance:

Parks and Recreation Director Tonya Edwards provided a brief update on current projects. Loose leaf collection is underway, running smoothly, and runs through February 26, 2021. Athletic field preparation will begin soon as the schools gear up for football, baseball, and softball. The maintenance staff will begin the field conversion at Walter Bickett Stadium for football and then baseball. Winter park maintenance projects are underway.

Overall Department update:

Ms. Edwards provided a brief update on the following projects:

The Parks Williams Athletic Complex – Monroe Aquatics & Fitness Center Greenway Connector is near completion. Ms. Edwards advised that the final walk through had taken place. She reported that

she had been contacted by The Union Baptist Association to make her aware that they were experiencing a sewer back up and had a plumber onsite. It was discovered that the contractor had crushed their sewer line during the construction of the greenway. The repairs have been made and the contractor has completed the final grading. The consultant will go out this week to sign off on the project's completion. Our maintenance staff will now install the banners, benches, and trash receptacles to complete this project.

The Belk Tonawanda Park Renovation/Expansion Phase 1-A project has been completed. Ms. Edwards advised that The Belk Tonawanda Park Renovation Phase 1-B PARTF Grant project is underway. The Request for Qualifications (RFQ) is currently advertised and are soliciting for qualifications for landscape architects that will bid the final design, the Bid documents, and will also be the firm that will oversee the construction and grant management for this project.

Ms. Edwards advised that the Operating Budget is due today at 5:00pm. She shared that this has been a difficult year to try to prepare a budget and that staff has been working to submit their budgets. She reported that reviewing revenues over the past year in particular, the Aquatics and Fitness Center (MAFC), has been pretty bad and updates from the Finance Department on projected operating deficits for that facility for this year were not encouraging. Based on this information, we will meet with members of our finance team and the Assistant City Manager to discuss the MAFC budget and the operations to determine the budgeting expectations for next year. The hope is that as there is a decrease in the COVID-19 numbers, it will translate into an increase in memberships. Also, due to memberships that have been frozen, even though they have not been cancelled, it's a loss of revenue.

Member Wilson asked if Summer Camp would be offered. Ms. Edwards shared that the Summer Camps would be offered at the Dickerson Center and MAFC just as they were last summer unless there is a change in the COVID-19 restrictions. She advised that the camps did generate revenue and that last year's camp revenue was comparable to the year before.

Member Wilson asked if consideration had been given to offer Summer Camp at other locations. Ms. Edwards stated that camps have not been so filled that people have had to be turned away. If it came to that, then most certainly camps would be offered at other sites. She shared that other sites do offer summer programming that somewhat mirrors the paid camps.

Member Dillion shared that she works with the Master Gardeners and asked how the bulk leaf dump sites were handled and if the vendor pays for the leaves. Ms. Edwards provided an explanation of the complete bulk leaf disposal process. She shared that in exchange for the raw material the vendor expanded and maintains the City's storage site, turns the leaves, and produces clean mulch. The vendor offered a reduced rate for this mulch the first year to those who were getting leaves from the original site.

Monroe Aquatics & Fitness Center:

Interim Director of Monroe Aquatics and Fitness Center Fred Baber provided an update on the membership in comparison to the same time last year. He advised that prior to the shut down the daily membership averaged 1,100 – 1,300 and currently is 250.

Ms. Edwards advised that there are still issues with the indoor pool liner and they are in contact again with the contractor and company where the pool liner was purchased. The last repair did not resolve the

original issue.

Member Wilson asked if swim lessons were taking place. Ms. Edwards advised that currently they were not.

Member Dillion asked if any virtual programming was being offered. Ms. Edwards advised that there is limited virtual programming at the MAFC because we desire members in the facility; however it is being offered at the Ellen Fitzgerald Senior Center.

Chairman Saltzgaber asked if there was an update on the new senior center. Ms. Edwards stated that she would follow up during an overall update following the General Program Update.

Recreation:

Recreation Center and Program Operations Director Ryan Jones provided a brief update on programs and events. He advised that remote learning continues to be provided and that students are utilizing the Remote Learning Sites. Due to the public school scheduling changes, we continue to work with the schools to identify how we can offer assistance. After school assistance continues to be offered as well. Mr. Jones advised that Special Events planning along with developing contingency plans are underway even though it can be challenging due to the COVID-19 restrictions. Mr. Jones commended his staff for the tremendous job they continue to do.

Athletics:

Athletic and Special Events Coordinator Rae Moore provided updates on athletic programs currently offered while adhering to all COVID-19 safety protocols and guidelines. She reported that last year there were 200 registered for basketball compared to 130 this year. The winter basketball is currently underway and runs through the end of February. Registration for youth baseball for the spring has begun. Also planning for summer camps and clinics are underway.

Senior Center:

Ms. Edwards provided an update on the new senior center renovation. There has been a delay due to an environmental issue with the new Police Department site which is adjacent to the new senior center site.

Other Business:

Mr. Jones advised that we will receive the third installment of the CARES funding grant that we received through the YMCA Alliance. This grant allowed our department to be reimbursed for some of the additional expenses incurred due to the operation of the Remote Learning Sites.

Ms. Edwards advised that the Ellen Fitzgerald Senior Center qualified and was awarded CARES funding as well through the Division of Aging. These funds will be used to reimburse expenses incurred for virtual programming due to COVID-19.

Ms. Edwards advised that the job posting for the vacant Golf Pro position at the golf course has closed. We will begin reviewing applications and move forward with conducting interviews in the next month.

Member Wilson asked if the Winchester Community Center Supervisor position vacancy had been filled. Mr. Jones advised that Shaquille Lamar had been hired for this position and he will be introduced

at the February Commission Meeting.

Member Thomasson asked when the trees would be planted. Ms. Edwards explained that there are some legalities that will need to be addressed and warrants more discussion.

Member Wilson asked how the community teaching garden was going. Mr. Jones advised that the chicken coop is maintained year round and the teaching garden is seasonal. The garden is dormant at this time and programming will begin in the spring.

Member Dillion stated that Monroe was not a _____ (I could not hear her). Ms. Edwards advised that it is and that every time there is a tree planting those numbers are turned in annually to Doug Britt who manages the number of trees in the City.

There being no further business Member Debbie Dillion made a motion to adjourn the meeting. Member Tiffany Wilson seconded the motion, which unanimously passed with the following votes:

AYES: Vice Chairman Saltzgaber, Member Debbie Dillion, Tiffany Wilson, John Thomasson.

NAYS: None

Respectfully Submitted,

Angie Sustar,
Administrative Assistant
Parks and Recreation Department