

TOWN OF GARNER  
Parks, Recreation & Cultural Resources  
Advisory Meeting Minutes  
Date: January 22, 2018

Date and Time: Pursuant to the Bylaws governing the Garner Parks, Recreation & Cultural Resources Advisory Committee, a meeting of the Advisory Committee was held on January 22, 2018 at 6pm.

1. Call to Order and Roll Call: The meeting was called to order at 6:03pm. The committee members present were: Lisa Sullivan– Chair, Bob Deaton- Vice, Chair Beverly Adams, Elmo Vance, Chris O'Connor, Byron Wade, Althea Boone, Darlene Duncan- Sr Citizens Advisory Liaison and Ken Marshburn, Council Liaison. Staff members present were: Sonya Shaw- Director, Rob Smith– Assistant Director, Sara Shaw – Recreation Program Specialist, Debbie Dunn- Cultural Arts and Events Manager, Jon Shearin- Theater and Marketing Supervisor, Katie Spencer- Outdoor Education and Parks Manager, and Brittany Washington- Events Coordinator. The committee members absent were: Ernestine Durham.
2. Approval of the January Agenda:
  - a. Ms. Duncan made the motion to approve the agenda and Mr. O'Connor seconded the motion.
  - b. The Agenda was unanimously approved by the committee.
3. Approval of the November Meeting Minutes:
  - a. Mr. O'Connor motioned to approve the minutes and Ms. Adams seconded the motion.
  - b. The Minutes were unanimously approved by the committee.
4. Petitions and Comments from the Public: None
5. Committee Members Concerns/Comments: None
6. Senior Advisory Committee:
  - i. Ms. Duncan noted that the Senior Citizens Advisory Committee had an informal meeting on Friday January 19, 2018 due to lack of quorum, and Mr. Smith discussed the Recreation Center Proposal with the committee and answered any questions.
  - ii. Ms. Duncan also announced that the Senior Games would be March 20-April 28, and registration would open January 29.
7. Reports/Discussion Items:
  - a. Food Truck Fees for Special Events
    - i. Ms. Washington presented a proposal to the committee on Food Truck Fees at Special Events. Ms. Washington noted that most other municipalities charge food trucks at their events and was a good source of extra revenue. The proposal included charging \$50 for events with up to 2,000 participants, \$100 for events with 2,000 to 10,000 participants, and \$250 for events with over 10,000 participants.
    - ii. Mr. Marshburn asked if the department was looking to grow the number of food trucks at each event, and Ms. Washington noted that the current plan was to keep the number of food trucks the same.

- iii. Ms. Boone questioned how long the fee structure was for and Ms. Shaw noted that all of the department's fees are evaluated yearly and this fee would be added to the yearly evaluations.
  - iv. Ms. Adams motioned to approve the proposal, and Ms. Boone seconded the motion. The proposal was unanimously approved by the committee and will be a part of the fee recommendation plan presented for the Fiscal Year 2018-2019 budget.
- b. Rental of Mobile Stage
- i. Ms. Spencer and Mr. Shearin presented a proposal to the committee on a new rental policy for the mobile stage. The Town purchased a mobile stage in 2015 and since then multiple community groups have approached the department about renting the stage. The stage was a large investment by the Town and in order to protect that investment the Town has declined requests until a formal policy could be written. The stage requires 4 certified staff members to set up and tear down.
  - ii. The proposed rental policy included a \$25 application fee and each application had to be approved by the Parks, Recreation and Cultural Resources Department and Public Works. The proposed rental fee is \$2,500 which includes transportation to the site, set up/tear down and a staff member to stay on site at all times. A \$500 deposit is due 30 days before the rental.
  - iii. Ms. Boone, questioned if mileage had been given a consideration when transporting the stage, and Ms. Spencer responded that the current proposal only allowed the stage to be used in town limits.
  - iv. Mr. Marshburn asked if the Town would make a profit off the rental, since most of the time rentals would be on the weekend which would mean having to pay staff overtime. Ms. Spencer noted that they had taken into consideration overtime pay, and that the Town would make a profit but was unsure how much. She noted she would look at the figures and get back to the committee.
  - v. Ms. Boone asked who would decide if the stage were to become unsafe and if there needed to be an insurance clause in case weather forced a staff member to close the stage, and the renter sued the Town for a loss of profits. Ms. Shaw added that we would advise renters to have a weather-related insurance policy.
  - vi. Ms. Adams questioned if the price would be the same for non-profits and Ms. Spencer stated that since the price was reflective of what it cost the Town then the price would stay the same.
  - vii. Mr. O'Connor motioned to approve the proposal as is, and Ms. Adams seconded the motion.
  - viii. Ms. Sullivan, Mr. Deaton, Ms. Adams, Mr. O'Connor, Mr. Vance, Mr. Wade, Ms. Duncan and Mr. Marshburn confirmed the motion and MS. Boone opposed it. The motion carried.
- c. Recreation Center Sub Committee Report and Recommendations
- i. Ms. Shaw reviewed the proposal from the sub committee and asked for any questions. Committee members felt the proposal had been discussed many times and had no additional questions.
  - ii. Ms. Shaw noted that she would present the proposal to Town Council at their work session on January 30, and she encouraged everyone to attend.
  - iii. Mr. Deaton motioned to approve the proposal and Mr. Wade seconded the motion. The motion was passed unanimously.
- d. Citizen Inbox:
- i. Ms. Shaw noted that department had received multiple inquiries about opening the parks for sledding during the recent snow, but because of dangerous conditions the department did not.

- e. Miscellaneous:
  - i. Ms. Adams commented that she really enjoyed the opportunity to judge the Christmas Parade.
- f. Announcements:
  - i. Mr. Smith announced that the Towne Players were having a show at the GPAC the weekends of January 27 and February 3. The department will celebrate Ground Hogs Day on Friday February 2 at White Deer Park. The GPAC will also host a Temptations Revue on February 16 and the Garner Showcase of Talent on February 24.
  - ii. Ms. Sullivan announced that Facebook is changing its algorithms and to make sure you are seeing highlights from your favorite pages by going to the page and clicking highlight first.
- g. Adjournment:
  - i. Ms. Duncan motioned to adjourn and Mr. Marshburn seconded the motion. The meeting was adjourned at 7:23.