



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG TOWN HALL
PARKS & RECREATION ADVISORY BOARD MEETING**

**July 22, 2019
6:00 PM**

AGENDA

1. CALL TO ORDER

A. AGENDA ADOPTION

B. SPECIAL PRESENTATIONS

1. Harrisburg Arts Culture & Heritage Committee Update

C. PUBLIC COMMENT - Anyone wishing to address the Board may do so during the Public Comment section. Please state your name and address for the record, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

2. CONSENT AGENDA

A. Approval of Minutes: June 24, 2019

3. OLD BUSINESS

A. Retreat Discussion

4. NEW BUSINESS

A. Transportation Planning Committee Appointment

B. Department Updates
Special Event Updates

5. ADVISORY BOARD UPDATES

6. COUNCIL UPDATES

7. ADJOURNMENT

Town of Harrisburg's Vision Statement

Harrisburg will be the best small town in North Carolina based on low density housing, excellent economic opportunities, a safe living environment, and efficient and effective municipal services. Amenities such as excellent recreational programs, adequate open space, attractive shopping opportunities, a diversity of restaurants, and a connected system of roadways, sidewalks, greenways, and bicycle lanes will continue to enhance the quality of life of the Town. These services and amenities will be provided while retaining reasonable tax rates and debt levels.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Approval of Minutes: June 24, 2019

Presenting Personnel:

Michael Gallagher

Suggested Motion or Action:

Motion to approve minutes from the June 24, 2019 Board Meeting.

Description/Background:

Minutes to be approved from the June 24, 2019 Advisory Board Meeting

Recommendation:

Fiscal Impact:

N/A

Attachments:

1. 6_24_2019 Minutes

MINUTES

Harrisburg Parks & Recreation Advisory Board Meeting

06/24/2019 at 6:00p.m. | Meeting called to order by Michael Gallagher

In Attendance

Arica Rucker Linda Thurman Ernie Roselle Michael Gallagher
Carl Westine Shawn Marble

Absent: Daniel Stines Jason Marshall

Approval of Minutes

Approval of minutes from 05/30/2019 meeting

Motion made to approve by Linda Thurman. Seconded by Ernie Roselle

Motion passes Unanimously.

Special Presentations

N/A

Old Business

- A. Harrisburg Park Project scheduled to be bid out in mid July and proceeds to Town Council in Aug. Construction timeline on schedule to begin Sept thru June 2020.
- B. Veterans Park Under construction. Scheduled to be completed around November 2019.
- C. Edwin McCain concert was moved to the Cabarrus Arena due to the weather. There were a few hundred participants and the town saved money by this move.

New Business

- A. Town is redoing all the park signs so that they all conform.
- B. Advisory Board Retreat
 - a. Question posed to board regarding planning/participating in a retreat to discuss purpose/goals/vision for members as well as the Board in general.
 - i. Suggested to be on a Saturday before the end of the year and can be in town or out.
 - ii. Questions raised from board members include:
 - 1. Do we invite someone from Town Council to be present?
 - 2. What's the real purpose of the retreat?
 - 3. Do we do half a day, rather than a full day?
 - 4. Who will handle setting it up(place/reservations)?
 - 5. Will someone from the Art, Culture, Heritage Committee need to be present
 - iii. An email will be sent by Michael Gallagher requesting dates for the upcoming retreat.
- C. Event Updates-Shawn Marble
 - 1. Volunteer Sign up for July 3rd & 4th was a huge success.

- a. No parking allowed in the park this year
 - b. Shuttle transportation will be provided from Oak Grove Church and maintenance parking lot for the volunteers and those in need
 - c. More fireworks provided this year on the 4th
 - d. More business sponsorship this year for the July 4th event
2. Registration for fall sports was extended due to a glitch with the computer system
3. Next upcoming event in August (concert)

Advisory Board Updates

- A. Jason Marshall sent an email stating he cleaned up the west side of the biking trails in time for the Mountain Bike Camp coming in July
- B. No applicants yet for the advisory board vacancy
 - a. Members encouraged to spread the word and invite someone to apply
- C. Concern shared about the amount of trash at HRMS field during soccer games. Requested more trash cans or recycling bins be placed during game days. Shawn Marble will check on it and see if more can be added.
- D. Question raised by Carl Westine (regarding the survey given after the end of the season) asking if there was a way to differentiate the feedback given per coach, if you have multiple children playing on different teams, since you can only take the survey once.

Council Updates

N/A

Public Comments

No public comments at this meeting.

Citizens are welcome to share their comments. Anyone wishing to address the Parks and Recreation Advisory Board may do so during the public comment period. Please state your name, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

Adjournment

Motion was made to adjourn meeting at 6:42p.m. by Linda Thurman. Seconded by Ernie Roselle
Passed Unanimously.

Next Meeting: July 22, 2019

Michael Gallagher

Arica Rucker



TOWN OF HARRISBURG

Agenda Item Details

Title:

Retreat Discussion

Presenting Personnel:

Daniel Stines, Parks & Recreation Director

Suggested Motion or Action:

N/A

Description/Background:

Discussion centered around a retreat, to discuss the mission, vision and values of the Advisory Board. Discussions should center around various tasks or projects the Advisory Board wishes to focus on, processes and involvements, and ideas for the overall betterment of the Parks and Recreation Department. Staff has reached out to the speedway to secure a suite for a tentatively proposed date in November 2019, on a Saturday morning for +/- 3 hour workshop. Breakfast would be served.

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Transportation Planning Committee Appointment

Presenting Personnel:

Daniel Stines, Parks & Recreation Director

Suggested Motion or Action:

To appoint or volunteer from the Advisory Board to serve on the Transportation Planning Committee

Description/Background:

The Planning Department has requested that a member of the Parks and Recreation Advisory Board serve on the Transportation Planning Committee. Attached is the schedule. The overall scope is to help in developing a transportation plan for the Town for Bike, Ped and Vehicular.

Recommendation:

Fiscal Impact:

Attachments:

1. Transportation Planning Committee Schedule

Harrisburg CTP Milestone Schedule¹

	Month									
	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2019	Feb 2019	Mar 2019	Apr 2019
Task 1: Project Administration										
1.1 Milestone Schedule										
1.2 Monthly Progress Reports										
1.3 In-Person Coordination Meetings										
Task 2: Strategic Engagement										
2.1 Steering Committee										
2.2 Council Briefings										
2.3 Public Workshops										
Task 3: Current Conditions Inventory										
3.1 Data Collection										
3.2 Current Conditions Summary										
3.3 Guiding Statements										
Task 4: Recommendations Development										
4.1 Policy and Standards Assessment										
4.2 Roadway Element										
4.3 Bicycle and Pedestrian Planning										
4.4 Key Corridors										
Task 5: Funding and Implementation										
5.1 Priority Identification										
5.2 Planning Level Cost Opinions										
5.3 Action Plan										
Task 6: Documentation										
6.1a Plan Document (Draft to Staff & Committee for review late February)										
6.1b Plan Document (Public review late March)										
6.1c Plan Document (Final)										
6.2 GIS Deliverables										

¹ The project team members will use the monthly progress reporting to ensure schedule adherence and project deadlines. Understandably, the planning process may encounter externalities that may cause delay to the schedule. If this is to occur, the Project Manager (Stephen Stansbery) will contact the Client (Sushil Nepal) directly to establish a procedure for addressing the delay. All efforts will be provided to adhere to the project timeline.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Department Updates
Special Event Updates

Presenting Personnel:

Daniel Stines, Parks & Recreation Director, Shawn Marble, Recreation Programs Manager

Suggested Motion or Action:

N/A

Description/Background:

Staff will provide general departmental updates on projects, administration, and special events.

Recommendation:

Fiscal Impact:

Attachments:

None