



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

**June 21, 2021
6:00 PM**

AGENDA

1. CALL TO ORDER

A. AGENDA ADOPTION

1. The June 21, 2021 will be held in the Municipal Complex Room at Harrisburg Town Hall.

B. SPECIAL PRESENTATIONS

- 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 from May 24, 2021**

3. OLD BUSINESS

4. NEW BUSINESS

- A. Naming of Property at Holcomb Woods**
- B. Departmental Updates**
- 1) Parks and Recreation Director - Jim Spina
 - 2) Assistant Parks and Recreation Director - Shawn Marble

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 from May 24, 2021

Presenting Personnel:

Suggested Motion or Action:

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. Minutes May 24, 2021

Harrisburg Parks & Recreation Advisory Board Meeting

Monday, May 24, 2021, 6:03pm meeting called to order by Linda Thurman, Chair

Meeting location: Shelter 4, Harrisburg Park

Attendance/Roll Call

- **Board Members:** Brett Crosby, Jason Marshall (Vice Chair), Tim Morris, Linda Thurman (Chair) and Carl Westine
- **Absent Board Members:** Delroy Ross (Secretary) and Brantlee Drake
- **Board Administrators:** Jim Spina (via phone) and Shawn Marble
- **HACE Committee Member & Board Liaison:** Micah Cash
- *Notes: Councilman Dellinger was attending a Special Council Board meeting. Board Members: Delroy Ross was coaching and Brantlee Drake is stepping off the board due to her relocation out of the area.*

Call to Order

1. Agenda was unanimously adopted by board
2. Micah Cash (HACH Committee Chair) announced the ART Scholarship will be extended to 6/1/2021 due to the lack of applicants. Will increase communication to encourage more applicants.
3. No public comment

Consent Agenda

1. Approval of the April 26, 2021 Board Meeting Minutes. Jason Marshall made a motion to approve the minutes, Tim Morris second the motion. The motion pass unanimously.

Old Business

1. Nothing to report

New Business

1. Discussion of Board Members Volunteering
 - a. Shawn Marble discussed the by-laws which require board members to try and complete 10 hours annually of volunteering at parks and recreation events and programs.
 - b. Moderated by Linda Thurman, discussion by all, outcomes:
 - i. possibly hosting an outreach booth or partnering with the Sustainability Board to co-host a booth at various events to increase awareness in the community
 - ii. Tim Morris agreed to help advertise parks and recreation events on social media where and when needed
 - iii. Board members who volunteer are asked to wear their name tags and to represent the board to the community (ask for feedback, suggestions, gather input, as applicable)
 - iv. Event dates will be given out as early as possible so members can be aware of their availability
 - v. One goal for volunteering: to help create awareness in the community about parks and recreation events and advisory board's role

- c. Board members will be encouraged to share their volunteer activities at monthly board meetings however we will not track number of hours at this time
- 2. Vacancy on Board -Linda Thurman and Shawn Marble
 - a. Board agreed to continue to use process for new applicants, stated below:
 - i. Various board members will rotate to conduct an initial phone interview with each interested applicant using criteria form to ensure consistency
 - ii. Applicants will be asked to attend a monthly board meeting to continue the interview/interest process
 - iii. Board members will make a recommendation to Town Council
 - iv. Town Council will review all interested applicants and make final decision
- 3. Departmental Updates
 - a. Parks and Recreation Director – Jim Spina
 - i. Church Hill Downs Greenway is being repaired and parks and recreation director and staff will continue to work with HOA to address issues
 - ii. Pharr Mill Project: mid-June approximate timeline for dismantling of the mill which will be stored in a container until a final design is approved. Federal money may be available for 'shovel ready' projects, the goal is to have a design in place to qualify. After the safe removal of the mill, land will be evaluated for potential future use.
 - iii. Hocken Woods naming will be taking place in the future in accordance with the Town's policy on naming parks, fields, etc.
 - b. Assistant Parks and Recreation Director – Shawn Marble
 - i. Update on Splash Pad Opening. Goal is to have it within the next few days pending the correct part (skimmer) will be delivered, installed and approved by inspections department. Shawn reviewed the sign-up process, operating hours and usage policies.
 - ii. Discussion on Harrisburg Park's limited parking when multiple events are taking place, especially during sports season. One possibility will be to space out the games to allow for better traffic flow. Shawn will talk with Mike Kirby and others on possible solutions for fall. (Spring season ends on 6/5). Linda Thurman suggested we also utilized Friday evenings or Sunday afternoons if we truly need more space. Tim Morris – mentioned Hocken Woods fields coming online could also help alleviate some parking issues.
 - iii. Trash and Recycling in the park continues to be evaluated as there is more usage by the community. Shawn to discuss with staff on where to place (if applicable) more trash and recycling bins.
 - iv. Carl Westine discussed the layout of soccer games (parents versus coaches' side), consider signage and coaches informing parents on the appropriate places to watch the games. Shawn to relay message to Mike Kirby to work with coaches on suggestions for fall sports.
 - v. Several Summer Programs will start next month.
 - vi. Fall sports registration will begin 6/1.
 - vii. Rockin' the Burg series: May 8th concert was very successful and the second concert with the Charlotte Symphony will be held June 12th. A few volunteers will be needed. Sign-ups for will go out this week. No pre-registration is required.
 - viii. 4th of July Celebration will take place (7/3 and 7/4). Many volunteers will be needed for the event. Once again, insensitive may be offered to volunteers. No parking in the park, due to safety concerns. Shuttles will be offered once again. Food vendors, amusements,

parade, live music, etc... will be offered. No pre-registration is required. More details to come as event unfolds now that state Covid-19 restrictions have been lifted.

Advisory Board Updates

1. Brett Crosby reported on the success of the 5K event held on 5/8/21. 275 individuals registered. Positive feedback from participants on location and setup of event. Plan to have the event at Harrisburg Park in the future. In addition, hope to incorporate once again the Health Expo or another event to draw community members in.
2. Tim Morris reported on the Sustainability Board's initiatives and past and future events. (Tim also serves on that board). Had success with the spring time free tree giveaway, plan to host it again in the future. Second electric car charging station is scheduled for Harrisburg Park. Board is discussing rain barrels for interested homeowners. Carl Westine suggested information that can be provided to the more "restricted HOA's in certain neighborhoods" to allow homeowners more flexibility with using sustainable products and services. The Sustainability Board will also host a joint tent (with interested Parks and Recreation Advisory Board Members) at the 4th of July Celebration to increase awareness in the community.

Council Updates

1. No report given

Adjournment

Meeting was unanimously adjourned at 7:29 pm.

Next meeting: Monday, June 28, 2021 at 6:00 pm at Town Hall. Room information will be provided prior to meeting date by Shawn Marble. Future meetings will be in person.

Linda A. Thurman
Chair and Acting Secretary for this meeting



TOWN OF HARRISBURG

Agenda Item Details

Title:

Naming of Property at Holcomb Woods

Presenting Personnel:

Jim Spina

Suggested Motion or Action:

The Parks and Recreation Advisory Board should make a motion to recommend to the Harrisburg Town Council a name for the property located at Holcomb Woods.

The recommendation should be made by following the Parks, Areas and Facilities Naming Policy for the Town of Harrisburg Parks & Recreation.

Description/Background:

See attached 'Naming of Property at Holcomb Woods Overview and Timeline.'

Recommendation:

Fiscal Impact:

Attachments:

1. NAMING OF PROPERTY AT HOLCOMB WOODS OVERVIEW AND TIMELINE
2. Parks, Areas and Facilities Naming Policy for Town of Harrisburg Parks and Recreation



NAMING OF PROPERTY AT HOLCOMB WOODS:

Description of Property: Property is commonly known as Holcomb Subdivision, which is being developed by TAC Holcomb, LLC. The property shall comprise of a 90 space parking lot, entrance road and driveway connector to Plaza Road and two soccer fields constructed to FIFA standards. The property is located on the east side of Plaza Road Extension 500 feet south of the Starwood Drive intersection.

Per the Parks, Areas, Greenways/Spaces and Facilities Naming Policy (July 17, 2017):

Is it realized that the responsibility for the naming of town parks, recreational areas, greenways and facilities lies with the Town Council. The Town Council will rely on the Parks and Recreation Advisory Board with assistance from the Parks and Recreation Staff for input and recommendation for the naming of town parks, recreational areas, greenways, and facilities.

Objectives:

- Names should ensure that parks and recreational areas are easily identifiable and located; are consistent with the values and characteristics of the Town; assure the quality of the name/titles so that it will serve the purpose of the Town in a permanent manner; encourage public participation and encourage and recognize the dedication of lands or donations by individuals, businesses, and groups.

Qualifying Names and/or Criteria:

- Geographic location of the facility
- An outstanding feature of the area
- Commonly recognized subject of historical significance such as events, person, group, etc.
- A person or group who significantly contributed to the acquisition or development of the park, facility, greenway/space
- An individual who provided exceptional and significant service in the interest of the park system or for the community as a whole
- A person (living) whose contribution or significant gift is of most extraordinary nature
- Naming may be based on the provision of significant funding that underwrites the cost of renovation or construction of Town property. Financial underwriting shall

be broadly defined substantial monetary contributions that completely or significantly enable town projects such as parks/ facilities, greenways, or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state, and local funding for such projects or complete donation of land.

- Parks and facilities that are donated to the town can be named by deed restriction by the donor. The naming and acceptance of the land is subject to approval by the Town Council.

Timeline:

May 3 – 28, 2021 (4 weeks):

- Advertise opportunity to name soccer facility at Holcomb Woods. Interested parties should submit a written recommendation, petition, etc. to the Parks and Recreation Director. Recommendations need to describe in detail why the candidate merits such recognition.
- When naming after a person or persons, written documentation of approval by the next of kin to be honored is required.

May 31 – June 18, 2021 (3 weeks):

- Parks and Recreation Director / Assistant Director reviews proposed names.
- Once reviewed, proposed names along with any additional documentation are sent to the Parks and Recreation Advisory Board Chair.

June 21, 2021:

- Proposed names along with justifications are reviewed by the Parks and Recreation Advisory Board.
- Advisory board will consider requests and submit a formal recommendation for the names deemed worthy of consideration to the Mayor and Town Council.

July 12, 2021:

- Town Council will receive public input and comment at their monthly meeting.
- Town Council will confirm park, recreation areas, facilities, and greenways/spaces resolution. Town Council will discuss and make final decision regarding naming of facility.



PARKS, AREAS, GREENWAYS/ SPACES & FACILITIES NAMING POLICY

July 17, 2017

- **Purpose:** The purpose of this policy is to establish a set of standard procedures and guidelines for the naming and renaming of parks, recreational areas, greenways/green spaces and facilities owned and/or operated by the Town of Harrisburg. This policy will guide name recognition and establish its uniform application. It is realized that responsibility for naming town parks, recreational areas, greenways and facilities lies with the Town Council. The Town Council will rely on the Parks and Recreation Advisory Board with assistance from Parks and Recreation Staff for input and recommendation for the naming town parks, recreational areas, greenways and facilities.
- **Objectives:**
 - Naming of Town Parks, Areas, Greenways/Greenspaces and Facilities enhances a sense of community within the Town.
 - Ensure that parks and recreational areas are easily identified and located.
 - Ensure that names given are consistent with the values and characteristics of the Town of Harrisburg.
 - Assure the quality of the name/title, so that it will serve the purpose of the town in a permanent manner.
 - Encourage public participation and input in order to fully represent the best interest of the area affected.
 - Encourage and recognized the dedication of lands, or donations by individuals, businesses or groups.
- **Qualifying Names and/or Criteria:**
 - Geographical location of the facility including descriptive names (i.e. street or road name)
 - An outstanding feature of the area. (i.e. hill, river/creek, vegetation)
 - Commonly recognized subjects of historical significance such as; events, person (non-living) group, culture, or place/s.
 - A person (non-living) or group who significantly contributed to the acquisition or development of the park, facility or greenway/space.
 - An individual (non-living) who provided exceptional and significant service in the interest of the park system or for the community as a whole.
 - A person (living) whose contribution or significant gift is of most extraordinary nature.
 - Naming may be based on the provision of significant funding that underwrites the cost of renovation or construction of Town property. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly enable town projects such

as parks, facilities, greenways or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.

- Parks and facilities that are donated to the town can be named by deed restriction by the donor. The naming and acceptance of the land is subject to approval by the Town Council.

- **Exclusions:**

- Naming associations with tobacco, alcohol, contraceptives, political and/or religious organizations, criminally charged are prohibited.
- Any group, company, association, person or business whom the Town of Harrisburg doesn't believe to align with town values, ethics and/or morals.
- The dedication of park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches, trash receptacles, tables and playgrounds shall be addressed under a separate parks policy.

- **Renaming:**

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as to not to diminish the original justification for the name or discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

- **Procedure:**

- Staff, town residents, community leaders and organizations interested in proposing a name for a park, recreational area, facility or greenway/space must submit written recommendations, petitions, etc. for the presentation to the Parks and Recreation Director for consideration by the Parks and Recreation Advisory Board. Recommendations need describe in detail why the candidate merits such recognition.
- When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- The Director of Parks and Recreation with budgetary responsibility for a park and/or facility shall forward naming recommendations to the Park and Recreation Advisory Chair.
- The Parks and Recreation Advisory Board shall consider requests and submit a formal recommendation for the names deemed worthy of consideration to the Mayor and Town Council.
- The Town Council will allow for public input and comment.
- The Town Council will confirm park, recreation areas, facilities and greenways/spaces resolution.
- The Town Council has final approval and may reject any naming or renaming request.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Departmental Updates

- 1) Parks and Recreation Director - Jim Spina
- 2) Assistant Parks and Recreation Director - Shawn Marble

Presenting Personnel:

Suggested Motion or Action:

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

None