

PARKS, GREENWAYS AND RECREATION COMMISSION  
AGENDA

7:00 P.M., Tuesday, April 16, 2019  
Chapel Hill Library, Room C  
Chapel Hill, NC

Roll Call: Wesley McMahon (Chair), Jeanette Bench (Vice Chair), Linda Alexander, Alice Armstrong, Joseph Battle, Lydia Kivihya-Ndugga, Jochen Schwarz, Renuka Soll, and Evan Phillips (Youth Council Representative)

- 7:00 p.m. 1. Welcome – Chair
- 7:05 p.m. 2. Approval of Minutes (March 19, 2019)
- 7:10 p.m. 3. Communications and Petitions from Commission and Staff – Chair
- 7:15 p.m. 4. Questions and Petitions from the Public in Attendance – Chair
- 7:20 p.m. 5. New Member Orientation Draft Materials Review
- 8:15 p.m. 6. National Trails Day Program (June 1)
- 8:30 p.m. 7. CIP Updates
- 8:55 p.m. 8. Liaisons Reports
- 9:00 p.m. 9. Adjourn

## AGENDA NOTES

### 3. Communications and Petitions from Commission and Staff

#### A. **PROCESS TO FILL VACANT SEATS AND SECOND TERM APPLICATIONS FOR SITTING COMMISSION MEMBERS:**

Three current members have terms that expire in June, but are eligible for consideration for second three-year terms. As a reminder sitting members must reapply through the Clerk's office. Those eligible are Wesley McMahan, Jeannette Bench, and Joseph Battle. Joseph Battle has indicated that he will not reapply because he has already served almost 6 years.

In addition, the seat that is currently vacant is reserved for a Cemetery "champion". The Cemetery Advisory Board will sunset on June 30. The Council is expected to appoint all four seats on June 12. We will invite all applicants to attend the May 21 meeting

**B. SPECIAL COUNTYWIDE ADVISORY BOARD MEETING:** A special joint meeting of all Orange County parks and recreation advisory boards will be held at 7:00 pm, April 23, 2019. The meeting will be held in the Town of Hillsborough Board Meeting Room, 105 East Corbin Street, Hillsborough. Please mark your calendars. Please allow enough time to secure parking and travel to the meeting site. See the [draft Special Countywide Advisory Board Meeting Agenda](#)

**C. Kids to Parks Day:** May 18 is National Kids to Parks day. The staff will provide a brief update.

### 5. New Member Orientation Materials Review

In years past, the Department provided a new member orientation for new advisory board members. We propose to restart that program. As currently envisioned we would offer new advisory board members the following orientation experience:

- Face to face meeting with the Director and key staff. This would be an opportunity for the new member to meet staff members most likely to routinely work directly with the Commission.
- Present each member with a document that presents high level information about the department including staffing, facilities, programs, marketing, and budget. This document would also address Commission issues such as terms, appointment process, election of officers, absences, roles and appropriate communications, and other issues. We will email you a draft orientation document prior to the meeting.
- Tour the department's parks, trails, and open space.

As active advisory board members we value your input. Please review the draft document and provide any insight you may have concerning content. Also provide any other ideas you may have to help bring new advisory board members up to speed faster.

### 7. CIP Updates

Please see the February 2019 [Parks and Recreation Planning and Development newsletter](#).

## 8. Liaison Reports

Commission liaisons may make a report on topics of interest to the entire Commission:

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|--|-------------------|
| • Community Design Commission                  | McMahon           |
| • Cultural Arts Commission                     | Kivihya-Ndugga    |
| • Environmental Stewardship Advisory Board     | Bench             |
| • Planning Commission                          | Bench             |
| • Transportation & Connectivity Advisory Board | Soll              |
| • Orange County Parks/Recreation Council       | Armstrong         |
| • Friends of Chapel Hill Parks & Recreation    | McMahon/Alexander |

## POSSIBLE FUTURE MEETING TOPICS

Greene Tract – May 21, 2019

Interview candidates for four vacant seats (three regular and one cemetery champion) – May 21, 2019

Future Land Use Map (FLUM) Update

Sponsorships

Departmental Business Plan

Parks Master Plan Overview

Greenways Master Plan Overview

Election of Officers (September)

- According to the [board membership policy](#), advisory board officer elections will take place in September of every year.
- Each board shall elect a Chair and a Vice-Chair to serve a one year term.
- No one shall serve as an officer on an advisory board or commission for more than two consecutive full terms. Following a one-year absence, an individual is eligible to serve again as an officer on the same board or commission.