

# **Attachment 6**

## Meeting Minutes

**MINUTES**  
**Parks Advisory Committee**  
**October 8, 2014**

The Catawba County Parks Advisory Committee (PAC) held a special meeting on Wednesday, October 8, 2014 at the Catawba County Government Center, 100-A Southwest Blvd., Newton, NC. This meeting/workshop was held in lieu of the regularly scheduled meeting of September 3, 2014 and the proposed special meeting of July 16, 2014.

**MEMBERS PRESENT**

Paul Beatty Jr., Deborah Buchan, Sara Scherr, Wilton Scronce, James Rogers, Mylo Lor, Andrea Bruns, Robert Crouch, and Karen McDougal

**STAFF & ASSOCIATES PRESENT**

Blair Rayfield, Parks Manager; Susan Ballbach, Senior Planner; and Lori Owenby, Park Ranger

**CALL TO ORDER/WELCOME**

Chair Paul Beatty, Jr. called the meeting to order at 7:00pm and welcomed those in attendance.

**REVIEWED DRAFT PARKS MASTER PLAN**

The Committee discussed draft Parks Plan Section 6 which had been updated and sent to members for final review. The following improvements were made prior to or recommended at the meeting:

- Several studies relating to the benefits of parks had been added since the last draft which was reviewed by the Committee.
- An executive summary should be added to the front of the Plan.
- Murray's Mill Bike Ride should be added to the list of "Local events held with the Historical Association".
- "Partnership Opportunities" should include notation under the (NCDOT) subheading that a bike trail should be included as part of the Highway 150 widening project.
- Lenoir-Rhyne College has become Lenoir-Rhyne University since our 2007 plan.
- Grammatical corrections and overall improvements were made to help the document flow
- The Plan is awaiting improvements recommended by the State. The document was sent to our NC Recreation Resources, Parks and Recreation Trust Fund (PARTF) representative, asking for any revisions that may help during a PARTF review when the County is applying for a future grant.

**VOTE ON THE CATAWBA COUNTY PARKS MASTER PLAN**

A motion was made to recommend the updated Parks Master Plan to the Planning Board as presented and edited on 10/8/14, subject to any changes suggested by NC Recreation Resources. The motion was made by James Rogers, seconded by Karen McDougal, and carried unanimously by the Parks Advisory Committee.

**ART EXHIBIT AT RIVERBEND – WESTERN :PIEDMONT WILD! NATURAL IMAGES, NATURAL IMPRESSIONS**

Committee member James Rogers reported a grant was received from the United Arts Council of Catawba County for a nature and wildlife art and photography exhibition to be hosted at Riverbend with assistance of the Parks Advisory Committee. The \$180 grant will be used to fund promotional materials and picture frames to be used for displaying artwork for this and future events. This inaugural exhibition will feature digital images, paintings, and drawings done by Catawba County Park visitors and staff that depict wildlife and natural settings in and around the Western Piedmont. This exhibition will also commemorate the wildlife art

of Dominick D'Ostilio, who inspired many with his paintings of native birds. The showing will be November 7<sup>th</sup> through November 9<sup>th</sup> from 12:00 noon until 6:00 pm. A casual, after hours reception with light refreshments and snacks is scheduled for Thursday, November 6, 2014 from 6:00pm until 8:00pm as a sneak preview for Catawba County Board of Commissioners, management, and United Arts Council representatives.

In order to have someone present during the showing at all times, Committee members were asked if they would be willing to volunteer a two-hour segment of time to host the event in the multi-purpose building. Jim volunteered to be available during any unfilled time periods. An e-mail will be sent to members with a schedule to allow volunteers to sign up.

#### **NEW MEETING DATE SCHEDULE FOR 2015**

Susan Ballbach noted that our past regular meeting schedule might be inconvenient to members as it may conflict with some holiday plans/commitments. She suggested continuing with four regular meetings a year, but moving the meetings up one month.

- Our past regular schedule was to meet in: March, June, September, and December
- The new suggested meeting schedule, starting in 2015 is: February, May, August, and November

The Committee voted and unanimously decided to change to the new suggested schedule.

We will still meet on December 3, 2014 of this year, but move next year's regularly scheduled meetings to: February, May, August, and November

This past year has been especially busy because of extra meetings associated with the Parks Master Plan update. Susan thanked members for their overwhelming support in helping with the process and the many public meetings.

#### **ADJOURNMENT AND NEXT MEETING DATE**

The next meeting is scheduled for 7:00pm Wednesday, December 3, 2014 at the Catawba County Government Center, Second Floor Conference Room, located at 100-A Southwest Blvd., Newton, North Carolina.

Respectfully submitted,  
Susan Ballbach, Recording Secretary

**MINUTES  
CATAWBA COUNTY PLANNING BOARD  
October 27, 2014**

The Catawba County Planning Board met on Monday, October 27, 2014 at the Catawba County Government Center, 100-A South West Boulevard, Newton, North Carolina.

**MEMBERS PRESENT**

Al King, Chairman, Ray Von Caldwell, Sybil Stewart, Steve Von Drehle, Rusty Lutz, Jeff Kerley, Veronica Keegan, and Larry Drum

**STAFF PRESENT**

Jacky Eubanks, Planning Director; Susan Ballbach, Senior Planner; Lashana Marshburn, Planner; Jodi Stewart, Assistant County Attorney and Joanne Kennebeck, Recording Secretary.

**CALL TO ORDER/WELCOME**

Chairman King called the meeting to order at 7:00 pm.

**APPROVAL OF MINUTES – September 29, 2014**

Chairman King asked if there were any corrections or additions to the minutes. Mr. Kerley made a motion to approve the minutes. Mr. Lutz seconded the motion which passed unanimously.

**CATAWBA COUNTY PARKS MASTER PLAN UPDATE**

A request to recommend an update to the Catawba County Parks Master Plan which was originally adopted in 2007.

Ms. Ballbach gave a power point of the proposed updated Parks Master Plan.

The mission of Catawba County Parks is to preserve Catawba County's unique and diverse natural heritage through education and conservation, while providing quality passive recreational and wellness opportunities. The County's goal is to offer passive recreation opportunities to supplement the active recreation programs by the municipalities within the County without duplicating services.

The Catawba County Parks Division was created in 1999 with the opening of Riverbend Park, preserving 450 acres for passive recreation. Bakers Mountain Park was opened in 2002, preserving 189 acres on Catawba County's most prominent elevation and the location of the County's largest mature forest. In 2008, Catawba County renovated and began operating 9-acre St. Stephens Park. Potential future parks include 598-acre Mountain Creek Park, located along the Catawba River, and Bunker Hill Covered Bridge and Murray's Mill to be operated in conjunction with the Historical Association.

Catawba County adopted the first Parks Master Plan in December 2007. The State Parks and Recreation Trust Fund (PARTF) and other grant providers require plan updates every 10 years. Since 2007 was the first master plan, and the Catawba County Parks system was flourishing and gaining patronage an update was anticipated in five to ten years. The updated 2014 Plan used the same structure as the original 2007 Plan; however, all data and changes in park operations were updated. Updates include revised population and demographic data, additions of parkland, partnerships, sponsored activities, current needs assessment, and community expectations.

At the time of the 2007 Plan, needs assessments were heavily based on activity types compared to total population numbers. Currently, the state requires assessments to be primarily based on survey and community input sessions so the updated 2014 Parks Master Plan involved several public drop-in sessions and a survey.

Forums were advertised through area newspapers, County e-newsletters, website pages, social media, and e-mail blasts. In addition, introductory phone calls were made to area non-profit groups and followed by e-mail “press releases”. Parks Advisory Committee members took several hard copies of an advertising flyer and posted them at local businesses. They also forwarded electronic copies to their own membership organizations, contacts, friends, and family to invite and encourage them to attend the public forums. A survey was created to gather in-depth data from both park users and non-park users. This survey was available at the public forum sessions, the parks, PAC members, and on-line. A total of 655 completed surveys were received.

Four community open house sessions were held to gather input, with one additional forum to present the survey and input session results and give the public another opportunity for comment. The following table shows the dates, locations, and number of attendees at each open house.

<b>Date</b>	<b>Location</b>	<b>Attendance</b>
2/18/14	• Mountain View Southwest Library	46
2/25/14	• Catawba County Gov. Center, Newton	41
2/27/14	• Highland Recreation Center, Hickory	27
3/5/14	• Sherrills Ford-Terrell Fire & Rescue	34
4/22/14	• Catawba County Gov. Center, Newton – Review of results	13
	<b>Total Attendees</b>	<b>161</b>

Large maps were displayed at each public forum showing:

- County Park Locations;
- Service Areas of Each Existing and Proposed Park;
- Carolina Thread Trail/Duke Relicensing/Agri-Tourism sites;
- Countywide Public Parks and Recreation Facilities with Amenities; and
- Churches.

In addition to the maps at the public forums were large sheets—one for each park—containing a list of amenities that were already in the park and others that were not in the park. The sheets were posted on the walls at the open houses, and each participant was given six dots which were to be placed on the amenities they felt were most important.

The public open house forums and surveys revealed the following data and comments:

- Most people come to the parks for the outdoor experience and exercise/wellness opportunities;
- All parks need to operate on a six-day week schedule. Four-day weeks impede daily health hikes, ability of schools to use parks, and grant possibilities;

- Bunker Hill is requested as the first future park to be built;
- Favorite amenities were trails, with canoeing/kayaking, educational events, and picnicking also important;
- Continue to staff all parks during open hours to enhance both safety and park maintenance. Hikers and dog park patrons appreciate staff for safety reasons;
- A park is needed in the southeast area of the County;
- Add more trails;
- Maintain trails to a higher degree;
- Expand park acreage;
- Expand picnic and sitting areas;
- Add a community meeting/education center at Bakers Mountain and other sites as appropriate;
- Add events featuring music, astronomy, art, and physical fitness sessions in the parks;
- Add mileage markers and identify the difficulty of park trails as severe, moderate, or easy to help the user determine the route that best matches their objective;
- Increase interpretative signage to identify environmental, natural, or historical features;
- Continue to purpose and implement innovative concepts to help the park system provide health, educational, and economic benefits;
- Develop a consistent guided environmental education program for individuals and families. Invite elementary schools to have a park visit on the curriculum and use parks as outdoor labs for science and history classes; and
- Continue to enhance partnerships, and approach new potential partners to create win/win situations. Ex. CVCC, LR, Science Center, Elementary Schools.

The 2014 Master Plan (as in the original 2007 document) has seven sections:

- Section 1 Introduction – States Catawba County Parks’ mission and briefly outlines the goals of the Parks system.
- Section 2 Population Trends and Projections – Looks at the County in its entirety, and breaks down these statistics by Small Area Plan.
- Section 3 Existing Plans and Documents – Ties existing documents to the goals in the Parks Master Plan.
- Section 4 Existing Park Facilities – Identifies existing recreational facilities and programming opportunities countywide.
- Section 5 Recreation Needs Assessment – Contains results of the survey conducted during plan creation, and input from public forum participants.
- Section 6 Goals and Recommendations – Sites studies indicating the benefits of parks. Outlines steps that should be taken to provide Catawba County citizens with optimal park service.
- Section 7 Action Implementation Plan – Provides funding possibilities to realize plan goals.

The Parks Advisory Committee voted unanimously to recommend the Plan at a special meeting held on October 8, 2014.

Staff recommends the Catawba County Parks Master Plan, subject to any additional revisions from the state, to the Planning Board for a favorable recommendation to the Board of Commissioners for adoption.

Mr. Kerley asked how soon Mountain Creek would be developed and Mr. Eubanks stated it would be 3-5 years. He said that the development of Mountain Creek will be done in two phases. The plan is to complete Bunker Hill before Mountain Creek.

Chairman King opened the public hearing.

Paul Beatty, Chairman of the Parks Advisory Committee stated that staff did extensive work on the Plan and commended them for their hard work. He said the updated Plan gives direction for the next 4-5 years. He also said that improvements made in the Plan are economic drivers. Bunker Hill is a landmark in the County that needs to be promoted. Mr. Beatty said that funding is essential to maintain the parks.

With no one else appearing to testify in favor or against the Plan, Chairman King closed the hearing.

Mr. Kerley asked if there are any plans for primitive camping at any of the parks. Ms. Ballbach responded possibly at Mountain Creek and Riverbend but it cannot happen without staffing.

Mrs. Stewart made a motion to submit a favorable recommendation to the Board of Commissioners to adopt the Catawba County Parks Master Plan, subject to any additional revisions from the state. Mr. Von Drehle seconded the motion which passed unanimously.

#### **ADJOURNMENT**

With no further business, Mr. Lutz made a motion to adjourn at 7:35 p.m. Mrs. Keegan seconded the motion which carried unanimously.

Respectfully submitted,

Joanne Kennebeck  
Recording Secretary

**SYNOPSIS**  
**CATAWBA COUNTY BOARD OF COMMISSIONERS MEETING**  
**MONDAY, MAY 18, 2015, 7 P.M.**

The Catawba County Board of Commissioners met at 7 p.m. on Monday, May 18, 2015, at the 1924 Courthouse at 30 North College Avenue in Newton.

**APPOINTMENTS**

Upon the recommendation of Vice-Chair Barbara Beatty, the Board appointed her to the Subdivision Review Board for a first term. This term will expire May 17, 2017. Upon the recommendation of Commissioner Dan Hunsucker, the Board reappointed Ken Hilderbran for a seventh term on the Conover Planning Board and Board of Adjustment. This term will expire May 31, 2018.

**DEPARTMENTAL REPORTS**

**PLANNING AND PARKS**

A. The Board received a “State of the County” report from the standpoint of Planning and Parks.

B. The Board adopted an updated Catawba County Parks Master Plan. These are updates to the County’s 2007 Parks Master Plan, which was created in consultation with the County’s Parks Advisory Committee, with input from the community through five public forums and a survey. The Plan provides a guideline for future development, subject to available resources.

The mission of Catawba County Parks is to preserve Catawba County’s unique and diverse natural heritage through education and conservation while providing quality passive recreation and wellness opportunities. The County’s goal is to offer passive recreation opportunities to supplement active recreation programs provided by municipalities in the county.

The County’s Parks Division was created in 1999 with the opening of Riverbend Park, preserving 450 acres for passive recreation. Bakers Mountain Park was opened in 2002, preserving 189 acres on Catawba County’s most prominent elevation and the location of the county’s largest mature forest. In 2008, Catawba County renovated and began operating the 9-acre St. Stephens Park. Potential future parks include a 598-acre Mountain Creek Park, located on Lake Norman, and an approximately 50-acre Bunker Hill Covered Bridge Park at the site of the bridge maintained by the Catawba County Historical Association.

Catawba County adopted the first Parks Master Plan in December 2007. The State Parks and Recreation Trust Fund (PARTF) and other grant providers require plan updates every ten years. Since 2007, the County Parks system has flourished and gained patronage. Recent events, including acquisition of the acreage for the Mountain Creek Park along with the adoption of the Carolina Thread Trail Plan, helped create the need to update the Master Plan. The next update is anticipated to be completed by 2025.

**JUVENILE CRIME PREVENTION COUNCIL**

The Board approved the Fiscal Year 2016 Annual Plan for the Catawba County Juvenile Crime Prevention Council (JCPC). The Plan includes the JCPC-recommended proposed funding plan. The JCPC is an organization established by the North Carolina Department of Public Safety’s Division of Juvenile Justice. It exists to identify risks of youth in the community; prevent crime among at-risk youth; review court data; and identify needed programs to provide intervention and prevention. Funding is allocated by the State, distributed to the County and then to programs. Membership is determined mostly by the North

Carolina General Statute that established the JCPC. Representatives on the Council are those involved with youth.

Every year, the JCPC must follow a process that begins with prioritizing risks and needs, with the final step being approval of a funding plan. The risks and needs priorities are determined in the fall and early winter, and approval of the funding plan occurs in the spring. Steps in developing the plan include identification of risk factors based on court data, development of a list of priorities to address risk factors, and review and approval of priorities. Once priorities are developed, the JCPC advertises for programs to submit proposals to address risk factors, reviews proposals and recommends a funding plan to the JCPC, which is subject to the State of North Carolina budget.

In the spring, and once proposals are received, the JCPC develops an annual plan and submits the Plan to the Board of Commissioners. The State has advised local JCPCs to plan for the same funding as received in FY 2015, which is \$328,946. The recommended funding for next year and the services provided are as follows: Alexander Youth Network for crisis beds: \$15,600; Conflict Resolution Center: \$48,428, for mediation and interpersonal skill building; Family Net: \$149,418, for psychological assessments, substance abuse and sex offender treatment and counseling; Parenting Education: \$35,000, for parenting/family skill building; Phoenix Group Homes: \$7,500; Project Challenge: \$60,000, for restitution/community service, and JCPC Administration: \$13,000. The Plan does not require any County funding. The Chair of the JCPC will come before the Board of Commissioners' Finance and Personnel Subcommittee at a later date to present a request for the Board of Commissioners to include a reassessment of the State's funding policies for the JCPC in its upcoming legislative agenda.

### **UTILITIES AND ENGINEERING**

**A.** The Board awarded a bid for construction of a retaining dike at the County Biofuels Facility to Moss-Marlow Building Co., Inc. of Hickory in the amount of \$103,850; approved a construction administration agreement with McGill Associates in the amount of \$9,800; and approved a budget revision to appropriate funding from the Solid Waste Enterprise Fund in the amount of \$124,035, which includes 10% contingency for the construction improvements, specifically the retaining dike at the Biodiesel Facility.

On October 6, 2014, the Board entered into a Lease Agreement with Blue Ridge Biofuels. In accordance with the Lease Agreement, the County agreed to construct a retaining dike for bulk storage of liquid inventory as a means of insuring the protection of the environment and adherence to the State-issued County landfill operating permit.

On April 28, 2015, the County received three bids for the biofuel site improvements from the following: Moss-Marlow Building Company of Hickory, \$103,850; Matthews Construction Company of Conover, \$125,000, and Hickory Construction Company of Hickory, \$129,300.

After reviewing the bids, McGill Associates recommends Moss-Marlow Building Co., Inc. as the lowest responsive, responsible bidder with a total base bid of \$103,850.

**B.** The Board approved a new Building Services Official III position in Utilities & Engineering, a contract between Catawba County and Gilbane Building Company, general contractor for Apple, Inc., and a budget revision in the amount of \$85,518, as well as authorized the County Manager to execute the applicable contract.

Catawba County staff was approached by Mr. Jason Mari, Project Manager with Gilbane Building Company, the general contractor on an economic development project for Apple, Inc., to provide a dedicated building inspector. The project consists of a new data center and office space located at the existing Apple Data Center site off Startown Road currently under construction. In addition to their permit fees, Gilbane offered to cover the cost to the County for the Building Services Official III for one year, upfront, at a fee of \$85,518, which includes salary and benefits at current rate. The County will provide a Building Services Official III on a regular daytime basis to perform the building inspections related to the project. The regular workday is Monday through Friday, 8:00 am to 5:00 pm, excluding County holidays. If services are requested by Gilbane outside the regular schedule, the After Hours Inspection Rate of \$105 per hour, in accordance with the Catawba County Fee Schedule, will apply. Gilbane is aware of this requirement. Gilbane will provide a private, lockable office space on the project job site for use by the dedicated inspector. If the assigned inspector is not needed at the Apple project, the building inspector may perform inspections on other sites not related to the project. When inspection services are no longer needed at the Apple project, the necessity of the position will be evaluated to determine if it will continue or be eliminated in accordance with County Code and Policies.

### **SOCIAL SERVICES**

The Board received and approved the annual report of the work of the Community Child Protection & Fatality Prevention Team. This annual report is to update and keep the Board informed on activities to date. The Annual Plan will now be submitted to the State.

The Catawba County Child Protection Team was established in 1992 as the result of an executive order by Governor James Martin. North Carolina later mandated a Child Fatality Review Team and Catawba County elected to combine the two into a single team as allowed under State guidelines. That combined team first met in 1995 and has met quarterly since inception, except for specially called meetings.

This report addressed the work of the Community Child Protection and Fatality Prevention Team. The Child Protection Team has the legal responsibilities for reviewing cases of child fatalities when the family is known to Social Services, and identification of areas in Protective Services needing improvement in order to maximize the safety of the community's children. The Child Fatality Team's purpose is to provide a multi-agency, multi-disciplinary approach to study cases of childhood death in Catawba County in order to attempt to reduce child fatalities. The local directors of Social Services and Public Health have specific responsibilities for each team. Efforts continue to be made for the group to review additional individual Child Protective Services issues and satisfy the State's agreement with the Federal government to use Child Protection Teams as a review mechanism in the Child Protective Services arena.

The Community Child Protection and Child Fatality Prevention Team has worked diligently in 2014 on supporting the Project Lazarus initiative to curb drug overdose with prescribed drugs; assessing fatalities with serious injury perpetrator data; focusing on human trafficking, which is a growing concern on the I-40 corridor; focusing on laws/penalties for those who fail to report child abuse and neglect; promoting awareness regarding the dangers of distracted driving among teens; promoting safe sleeping practices among caregivers with small infants, and supporting mental health first aid which helps communities address de-escalating someone who is developing a mental health problem or experiencing a mental health crisis, and the ability of caregivers to identify, understand and respond to signs of mental illnesses and substance use disorders.

### **OTHER ITEMS OF BUSINESS**

At the Board's May 4, 2015 meeting, staff requested that the Board adopt a Resolution to join the Western Piedmont Jobs Training Consortium pursuant to North Carolina General Statute 160-460 and the Workforce Innovation and Opportunity Act. The Board requested that language regarding the County being separately liable for acts of the consortium be removed from the resolution. The Western Piedmont Council of Governments agreed that the language regarding the County's separate liability could be removed and the revised resolution was adopted at this meeting.

In 1996, under the Workforce Investment Act (WIA), the Western Piedmont Workforce Development Area was designated and Catawba, Burke, Caldwell and Alexander Counties and 15 municipalities joined together to form the Western Piedmont Jobs Training Consortium.

In 2014, new Federal Workforce Legislation was passed, replacing the Workforce Investment Act (WIA) with the Workforce Innovation and Opportunity Act (WIOA). The NCWorks Commission has recommended that WIA Workforce Development Areas be continued under the new WIOA legislation. In connection with this action, members of the local Jobs Training Consortium must affirm or reaffirm their commitment to be part of the Consortium.

### **CALENDAR**

Budget Hearings with Departments and Outside Agencies will be held on Tuesday, May 26, 2015, from 8:00 a.m. to 5:00 p.m., and the Budget Public Hearing and Wrap-Up will be held on Thursday, May 28, 2015, at 7:00 p.m. in the Robert E. Hibbitts Meeting Room, 1924 Courthouse, 30 North College Avenue, Newton, NC.