

MINUTES
BRUNSWICK COUNTY PARKS AND RECREATION
ADVISORY BOARD MEETING
May 16, 2017

I. Call to Order

- Laura Botto called the Meeting to order. The Meeting was held in Building G, Parks and Recreation Conference Room.

II. Invocation

- Dale Rabon gave the invocation.

III. Approval of Meeting Minutes from April 18, 2017 Meeting

- **The Minutes were approved 3-0. Dale Rabon made a motion to accept the Minutes as approved and Mike Allocco seconded.**

IV. Citizens Wishing to be Heard

There were no citizens wishing to be heard.

V. Commission Business Session

- **Penny King, Recreation Clerk**

- Aaron informed the Advisory Board that this month the Staff Members presenting would be Penny King and Tanya Jackson to discuss the Administrative duties of Parks and Recreation. Aaron introduced Penny King who is the Recreation Clerk for the Department.

Penny began by introducing herself and then passed out a document to the Advisory Board for them to follow along with her on her job responsibilities. Penny began by stating her primary duties included answering the phone, greeting and assisting customers, making deposits, handling community building and picnic shelter rentals, preparing calendars for rentals and assisting the office Coordinators when needed. Penny went over her hand out indicating that we have numerous Community Buildings we rent. She stated the fee to rent a Building was a \$50.00 refundable security deposit and payment of the rental fee. The rental fee is based on hours. Anything less than 4 hours is a \$75 rental fee and more than 4 hours is a \$150 rental fee. Penny stated that attached to the list of Community Buildings in her handout was a sample of the Reservation Form that is filled out when someone rents a Community Building.

Next, she indicated we rent numerous picnic shelters. The rental times are broken down into three time slots. The first being 9 am till 1 pm, then 1 pm till 5 pm and lastly 5 pm till 9 pm. The cost per rental slot is \$25.00. Penny included also in her handout a copy of the Picnic Shelter Reservation Form. She also included a Special Use Application Form which she explained is completed when you are asking to bring in items into the Park that are not already supplied such as grills, tents, etc. Ocean Isle Beach Park is the only Park we currently do not allow grills at the picnic shelter area due to safety issues. Aaron stated we will approve a grill to be placed in the rear parking lot closest to the multipurpose field. Mike asked if the shelters and Community Buildings were utilized. Penny stated yes and that Town Creek Park had our highest rentals. She said TCCB could hold the highest capacity of 125 people with LWFCB in second with 115 people. Penny said TCCB was booked every weekend for the next 3 months. Tanya stated she would love to have a new Community Building to rent based on all of ours were very dated except for Town Creek.

Mike asked if we could do a new facility. Dale asked about the status of Leland Senior. Aaron indicated that at the May 5, 2017 CIP meeting he was given the direction to demolish Leland Senior. He is now asking how to proceed. Commissioners want it down and want to get a multipurpose facility. Dale said he would let Bobby Child know and they would donate funds to help with new facility. Aaron said once the building is torn down he would know more. Mike asked if they replace it would that be a major issue and what would it cost. Aaron said anything over \$275,000 was CIP. To give an example Aaron stated the 36 x 40 Waccamaw Maintenance Building was \$148,000. The Leland Field House was \$300,000. Aaron stated Leland 5th District Community Building would be the only building for rental at Leland Park. We are looking at making a small area into a kitchenette. We currently have MOU's with BFA and CIS to use that building. Dale stated Dixie Youth needed a facility to feed about 130 people the week of the tournament in July. Dale said he visited NWP playground and how nice it was. Aaron said the playground was now open to the public and the new shelter was available for rental.

- **Tanya Jackson, Administrative Coordinator**

Tanya introduced herself and stated she was the Administrative Coordinator for the Department and was on her 8th year working for Parks and Recreation. She passed out a handout that high- lighted over her main job responsibilities. Stated she works directly with and assist Aaron. Processes all accounts payable and oversees monthly statements for Wal-Mart, Lowes and Office Depot Charge Accounts. Handles budget transfers, preparation of purchase orders for items over \$5,000 and places orders for new vehicles approved in CIP. Post all job vacancies, sets up new employees for payroll, oversees payroll (have 87 employees on payroll and average 35 to 60 per pay period) for submission to Finance, tracks part time employee's hours and maintains budget of salaries to ensure they do not exceed 999 hours in a rolling 12-month time frame and to ensure Coordinators do not overspend on their part time salaries. Supervises and trains the Recreation Clerk and all Building Attendants and Gate Keepers. Holds annual meetings with Building Attendants and Gate Keepers in regards to items needed for Community Buildings for improvements such as new tables, chairs, appliances, etc. Also, discusses pros and cons for the past year and allows everyone time to provide feedback and get new payroll schedules and holiday closings. Does annual inspections on Community Buildings to strive and keep them as aesthetically appealing as possible based on age. Request Work Orders for Parks, Community Buildings and Coordinators based on repairs needed or requested. Oversee rental of Portable Bleacher Unit and handle and process Special Use Applications for special events at Parks and Community Buildings. Attends Advisory Board Meetings and coordinates meals and prepares Minutes. Post approved Minutes and Agendas for Advisory Board Meetings. Monitors budgets for Department to prevent overspending on line items and submits annual budget request to Director for Administrative Division. Submits Goals and Objectives to Director. Processes paperwork to set up employees for cell phone stipends and authorization to use County Fuel Stations. Handles all returned checks and NSF Fees. Responsible for Petty Cash purchases. Coordinates scheduling of service, inspections and maintenance of all P&R vehicles (currently 11 vehicles). Schedules usage of P&R vehicles by other County Departments. Serves on Steering Committees for Park Projects. Prepares Travel Request/Advances and schedules hotel accommodations for Conferences. Orders and maintains office supplies. Provides donation receipts for groups and provides and collects W-9's when necessary. Answers overflow of phone calls and is the backup for the Recreation Clerk in regards to her duties when she is out of the office.

Aaron stated we are a family and are all here for the same outcome to provide a service for the County.

VI. Director's Report

- **Update on Smithville Park Project**

Project is underway. Cleared 20 acres and grading for ball fields. East Coast Contracting is doing a great job. Some small items left out of plans. Right now, we are ahead of schedule. Next onsite meeting is 5/31/17.

- **Update on Ocean Isle Beach Park**

Had a meeting with Benesch in regards to the 60% design plans. There has been questions and concerns from citizens feeling that too much was being taken out of areas. Moving to get survey done.

- **Update on Waccamaw Park**

Memorial for Pat Purvis Brown has been ordered and due to arrive by mid-June. Ms. Brown donated one acre in regards to the Park Project. Looking to do a Grand Opening in July.

- **Lockwood Folly Park and Northwest Park Playgrounds**

The playground for NWP is completed. LWF has received their playground equipment and should begin installation next week.

VII. Comments from Parks and Recreation Advisory Commission Members

Dale asked Aaron to keep him informed on the status of tearing down the Leland Senior Community Building.

Laura stated she needed a Board Member to serve as nominating a Chair and Co-Chair for the upcoming year. Also, reminded Aaron that Danny was up for renewal.

Laura said the Senior Games had concluded and she thanked the staff of P&R for another great year and job done.

Aaron said transportation was an issue for some seniors and that our office was working on a partnership with BSRI.

VIII. Adjourn Meeting

Mike made a motion to adjourn the meeting, which was seconded by Dale. The meeting was adjourned.

IX. Meeting Roll Call

Board Members Present: Dale Rabon, Mike Allocco and Laura Botto

Board Members Absent: Danny Sellers and Leander Mosley

Staff Members Present: Aaron Perkins, Penny King and Tanya Jackson

Citizens of Interest: None

Next Scheduled Meeting: Tuesday, June 20, 2017