

MINUTES
BRUNSWICK COUNTY PARKS AND RECREATION
ADVISORY BOARD MEETING
November 21, 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 October 17, 2017 Meeting

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

IV. Citizens Wishing to be Heard

There were no citizens wishing to be heard.

V. Commission Business Session

- **District 3 New Appointee Mike Sullivan**

Aaron introduced Mike Sullivan as the new District 3 Appointee to the Advisory Board. Aaron stated that Mike has been involved in our athletics with the Department for some time. Laura welcomed him to the Board and stated she was glad to have him.

- **Holden Beach Park Design Firm**

Aaron stated he sent out the RFQ on 9/9/17 and received 8 back. Prequalified all 8 due to project uniqueness. It is a smaller project and based on Partf applications. Already applied for grants and received two back. As long as Firm had passive park experience and a few design qualifications all were good. RFP went out on 10/13/17 and received 6 proposals back out of the 8. One firm forgot the deadline and one didn't feel comfortable with work. Met with committee on picking a firm. Committee was comprised of five members being Bill Pinnix with Engineering, Kirstie Dixon with Planning, Brian Moore of Athletics, Melinda Johnson with Marketing and Aaron. Presented all 6 proposals and committee felt 2 were really good. All five of the committee members agreed that McGill & Associates should be awarded the project. Aaron showed the Conceptual Master Plan for Phase 1 and Phase 2. Phase 1 would consist of gravel drive, electrical, water and sewer (septic), multipurpose trail, boardwalk, gravel parking and some of the nature trail. Phase 2 would consist of more design plan and permitting. Hope to get a final schematic design and go to the Board of Commissioners at the 12/4/17 meeting to get approval to proceed with a contract with McGill & Associates. **Mike Sullivan made a motion to recommend McGill & Associates to do the engineering design and schematic plan for Holden Beach Park and Dale Rabon seconded. The motion passed 3 to 0.**

VI. Director's Report

- **Update on Smithville Park Project**

Project is 80% complete. Put asphalt down at entrance. Sidewalks and sewer are going in. Had our first frost yesterday. Fields are going dormant. Probably won't be able to use for the first playing season. Turf could hold up. Weather is up and down which has stunted growth. Next site meeting is 11/29/17.

- **Update on Ocean Isle Beach Park**

Talked to Benesch. Waiting on a few permits with storm water, DOT and highwater points. Looking at January 2018 in regard to starting pre-bid then 30- day bid.

VII. Comments from Parks and Recreation Advisory Commission Members

Laura said Mike Allocco had asked for schematic on duties for Board members in regard to divisions within Parks & Recreation. Laura asked when would they get them. Aaron stated he was waiting for the District 3 seat to be filled, which is now by Mike Sullivan. Aaron indicated he would have in January.

Laura said seniors had been on numerous trips 11/3 to Holly Fair an 11/9 to Crabtree Valley Mall.

Everyone wished everyone a Happy Thanksgiving and Merry Christmas and said they would see everyone in January.

VIII. Adjourn Meeting

Dale made a motion to adjourn meeting and Mike S. seconded. The meeting was adjourned.

IX. Meeting Roll Call

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

Board Members Absent: Leander Mosley and Mike Allocco

Staff Members Present: Aaron Perkins and Tanya Jackson

Citizens of Interest: None

Next Scheduled Meeting: Tuesday, January 9, 2018