

MINUTES
BRUNSWICK COUNTY PARKS AND RECREATION
ADVISORY BOARD MEETING
August 13, 2019

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 June 11, 2019 Meeting

- **Mike Sullivan made a Motion to accept the Minutes as approved and Dale Rabon seconded. The Minutes were approved 5 to 0.**

IV. Citizens Wishing to be Heard

There were no citizens wishing to be heard.

V. Commission Business Session

- **Welcome New Board Members**

Aaron introduced two new Board Members Kristina Crane and Teagan Perry-Hall and asked them to tell a little about themselves.

Kris stated she represented District 1 and was appointed by Commissioner Randy Thompson. She is fulfilling the last year remaining in a term previously held by Mike Allocco. Shared that she was who encouraged Mike Allocco to serve on the Board and now Mike had encouraged her to serve. Has two children, ages 6 and 8 and works at Atlantic Internal Medicine and serves on the OIB Planning Board.

Teagan Perry-Hall represents District 4 and was appointed by Commissioner Mike Forte. Currently works for Bald Head Island and has 13 years' experience working in Parks and Recreation. Has two daughters who have dabbled in BCP&R Programs.

Aaron then asked the other Board Members to give a brief introduction of themselves.

Mike Sullivan said he represented District 3 and lived at Oak Island. He has been employed with BEMC for over 34 years and involved in the Fire Department for the past 33 years.

Dale Rabon said he represented District 5 and had been on the Advisory Board for the past 20 years. He has come up through Parks and Recreation and has worked at International Paper Company for 33 years. He is a Union Member.

Laura Botto stated she represents District 2 and her former life was in New Jersey. Was a Director of P&R Municipality for over 26 years. Loves to golf, swim and participate in Senior Games. She is a Senior Gatelette and has served on the Board for 6 years.

- **Nomination Committee Recommendation & Election of Officers**

Dale stated that the floor was open for nominations regarding anyone who would like to serve and that a decision would need to be made tonight.

Mike made a motion to nominate Laura to continue as Chairperson and Dale seconded.

Laura accepted the nomination and the Motion carried 5 to 0.

Dale made a motion to nominate Mike as Co-Chair and Laura seconded. Mike accepted the nomination and the Motion carried 5 to 0.

- **Administrative Division, Tanya Jackson Administrative Coordinator**

Tanya introduced herself and stated she was the Administrative Coordinator for the Department and was on her 10th 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 70 employees on payroll and average 35 to 55 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 calendar year 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 for a total of 11 employees. Holds annual meetings with Building Attendants and Gate Keepers regarding 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. Schedules Community Service Workers at Parks and track and submit hours to North Carolina Department of Public Safety. 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. Submits Contracts and Service Agreements to Legal Department for approval and renewal through Universal Contract Manager Software. Handles all returned checks and NSF Fees. Responsible for Petty Cash purchases. Coordinates scheduling of service, inspections and maintenance of all P&R County Vehicles (currently 12 vehicles). Schedules usage of P&R vehicles by other County Departments. Process Driver Disclosure Forms for Full Time and Part Time Staff to operate County Vehicles. Schedules Annual Medical Exams for Staff with CDL License Requirements. 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 regarding her duties when she is out of the office.

VI. Director's Report

- **Update on Smithville Park Project**

Batting cages are in place. Waiting to get meter in place to energize the sports lighting. Phase 3 work needs to be done. Concession/restroom in front of Park. Need to work to get quote to see what we need the BOC to allocate for the Project.

- **Update on Ocean Isle Beach Park Project**

Grand Opening was 6/27/19. Great turnout. Do not have substantial completion yet. Meeting set for 8/15/19 to check punch list items. Had to remove some signage from Pickleball Courts promoting North Myrtle Beach Programs. Ocean Ridge Plantation residents have requested some answers on a few items. Will be able to provide those upon completion. Questions were regarding dog park and benches, signage, etc.

- **Update on Brunswick Waterway Park**

Met 8/13/19 onsite with Operation Services with a game plan. Tompkins Surveying was out to stake to begin work. Working on prefabricated pavilion/restroom. Grant for November 2018 has been extended to November 2019.

Kris asked where BWP was located. Aaron stated on Holden Beach Road. Kris asked if that was the 3.5 million piece of property. Aaron stated yes. Laura said it was a beautiful Park with a lot of potential.

- **Leland Park Playground**

Project is complete and sidewalks are in to allow it to be ADA accessible. Have a little more work to do. Will be adding more paving up to the ballfields.

- **Navassa Park Concession Stand and Shelter**

Have approval on plans. Waiting on the pre-fabricated building to be delivered. Dale asked if Aaron had talked to Mayor Willis regarding the concession stand and picnic shelter. Said Mayor Willis thought we were holding up the Project. Aaron said we were simply waiting for the delivering of the building to move forward. Mayor Willis has asked P&R Staff to look at upgrading the fencing.

- **Brunswick Nature Park**

Commercial power for restroom is being finalized. Didn't have power originally, only solar panels. With Park being part of Coastal Land Trust, we are unable to cut trees which caused a problem with getting sunlight to allow panels to work. On cloudy days the restrooms would not work properly and needed to be fixed. Had to test water every 3 months.

- **Duties of Advisory Board Members**

Aaron passed out a list to the Advisory Board Members indicating areas of Assignments within the Department. He explained we have a lot of events throughout the year and would ask each Member to keep their eyes and ears open to the public regarding concerns and compliments. Each Board Member has been assigned two areas. He would ask that the Board Member bring to the Board what they hear from the public that is good and what needs improvement. Stated he started this last year and doesn't expect you to be at every event, but to occasionally try to attend something.

Kris asked what we send out regarding our programs.

Aaron responded our Program Guide has all our information.

- **Comments from Parks and Recreation Advisory Commission Members**

Mike asked Aaron what the status of the Cape Fear Yacht Club was. Aaron said he has talked to Ray Boiling and that Ray feels the facility can be done cheaper. Aaron

explained we are on pay as you go with the County. We could build a facility and own it and they could use it. We are still working on. Duke owns land at Dutchman Creek. Mike ask if there was a launch. Aaron said the NC Wildlife has a boat ramp, but no launch.

Mike said the Chiefs at the Fire Department have approached him wanting a boat launch. Mike said right now they can use the Southport Marine or NC Wildlife.

Mike ask if we had a timeframe at Smithville Park to have the goal post ready. Aaron said maintenance was no longer part of our Department, (they were placed with Operation Services in 2014), but he would get the goal posts taken care of next week.

Mike stated he was the General Manager for the Cougar Football Team. He was proud of his coaches and some of their recent accomplishments and wanted to recognize them. Mike had made it mandatory for his coaches to complete several tasks. They attended a Coaches Clinic in March 2019 and became CPR Certified. BFL requested the General Manager and Head Coach have USA Football Heads Up Training on Concussions and Fitting of Equipment, but Mike also made this mandatory for his coaches. Mike stated that he along with William Shepherd, Bazil Abram, Robert Jamerson, Wayne Hyer, Jeremy Hanna, Samuel Roberts and Timothy Lowry had completed these tasks. Laura stated a coach had to be certified in New Jersey and have background check. Laura asked about the budget and if the request for Advisory Board Members to attend training remained. Aaron said it was cut.

Aaron said County Manager Ann Hardy would be retiring 10/31/19 and the County had hired Randell Woodruff.

Dale said at NWP it is always busy. Recently he was there and there were 100 children on soccer fields, 150 on the football field, families at the playground, basketball courts and throughout. He appreciates all P&R does. He is proud of our facilities and we have the best fields around.

Aaron said we will be looking at doing a new 10-year Comprehensive Master Plan this budget year and will hold public meetings.

Kris asked if there were any plans for rehaults of the Parks. Aaron said not at this time. Aaron stated there is some value engineer work to be done at Smithville Park with the amenities.

VII. Adjourn Meeting

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

VIII. Meeting Roll Call

Board Members Present: Laura Botto, Kris Crane, Teagan Perry-Hall, Mike Sullivan and Dale Rabon

Board Members Absent: None

Staff Members Present: Aaron Perkins and Tanya Jackson

Citizens of Interest: None

Next Scheduled Meeting: Tuesday, September 10, 2019