

Pender County Planning and Community Development

Parks and Recreation Division

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AGENDA

Pender County Parks and Recreation Advisory Board Meeting
June 16, 2016 6:30 p.m.
Pender County Public Assembly Room
805 S. Walker Street, Burgaw, North Carolina

Call to Order: Chairman Mike Collier

Roll Call: Chairman Mike Collier

Pender County Parks and Recreation Advisory Board Members:

Collier: _____ Shuford: _____ Duncan: _____ George: _____ Hooks: _____ Kaplko: _____ Price: _____

- 1. Adoption of the Agenda**
- 2. Approval of Minutes;** April 14, 2016
- 3. Presentations – None Requested**
- 4. Public Comment**
- 5. Discussion and Action Items**
 - a. Staff
 - i. Recreation Partner's Facility Use Agreement for Athletic Fields
 - ii. Parks Facilities Update
 - iii. Recreation Programming Update
 - b. Board Members
- 6. Set Next Meeting Date:** July 14, 2016
- 7. Adjournment**



Parks and Recreation Advisory Board

MINUTES

Pender County Parks and Recreation Advisory Board Meeting

April 14, 2016

Pender County Administration Conference Room

805 S. Walker Street, Burgaw, North Carolina

Call to Order: Meeting called to order by Chairman Mike Collier at 6:41 pm.

Roll Call: Chairman Mike Collier

Board Members: Collier X Shuford X Duncan X George X Hooks Kapiko Price X
Board member Kapiko emailed that he would not be in attendance.

1. **Adoption of Agenda:** Motion made by Board member George to adopt agenda; seconded by Board member Daniel. Vote unanimously passed.
2. **Adoption of Minutes:** Motion made by Board member Shuford to adopt minutes; seconded by Board member Daniel. Vote unanimously passed.
3. **Presentations:** None Requested.
4. **Public Comments:** None.
5. **Discussion and Action Items:**
 - a. **Staff**
 - i. **Parks Capital Construction/Funding Plan:** Planning and Community Development Director Breuer presented the idea that the County expend resources, both human and financial, toward specific projects in an attempt to “complete” a park and all of its development projects before moving on to other park projects. This would allow staff to focus on specific grants for park projects as well as assist with budget preparation for those projects. It is the recommendation that focus first be on Hampstead Kiwanis Park due to eastern Pender County having a more densely population as well as the projected growth rate. Also, there is land available adjacent to the park to develop that will not cost the County any money for acquisition. Board member George states that it would be nice to see something completed. Vice Chairman Shuford asked how will that fall into the prioritization of the parks listed in the 2010 Pender County Comprehensive Parks and Recreation Master Plan. Director Breuer stated that existing parks would be completed prior to new parks.
 - ii. **Play Together Construction Grant:** Supervisor Turner stated she has met with representatives from Trillium and PlayWorld to discuss any needed changes, additions for the playground designs at Hampstead Kiwanis Park and Pender Memorial Park. There were a few things that were changed and we are waiting for the updated design from PlayWorld. Once that is received, it will be forwarded to Trillium for their approval.
 - iii. **Holly Shelter Shooting Range Update:** Supervisor Turner stated that the access road and two shooting ranges have been completed. Each shooting range has twelve (12) covered shooting stations. The parking lot and a kiosk station is currently under construction. Staff will be meeting with Risk Control Specialist with the North Carolina Association of County Commissioners regarding the partnership of the shooting range. Staff will address any questions or concerns of the Risk Control Specialist with North Carolina Wildlife Resources Commission (NCWRC). On April 28th, Director Breuer and Supervisor Turner

will be visiting the Foothills Shooting Range in Cleveland County which is a partnership between Cleveland County and NCWRC.

- iv. **Parks Facilities and Recreation Programming Update:** Supervisor Turner stated that prices for the canoe/kayak launch materials have been obtained. Maintenance staff will be constructed it but has not given a start date yet. Parks and Recreation will be offering a summer camp for ages 5-12 at South Topsail Elementary School and partnering with Communities in Schools of Cape Fear in offering a summer camp for rising 6th-8th graders at Burgaw Middle School. Both camps will begin in July. Supervisor Turner shared that baseball, softball and soccer seasons are in full swing at both parks.

6. **Next Board meeting date:** May 12, 2016

7. **Adjournment:** Motion to adjourn was made by Board member George; seconded by Board member Shuford. Vote unanimously passed. Meeting adjourned at 8:06pm.

DRAFT



PARKS AND RECREATION ADVISORY BOARD

PUBLIC INFORMATION/DEPARTMENTAL UPDATE

DATE OF MEETING: June 16, 2016

SUBMITTED BY: Dee Turner, Parks and Recreation Supervisor

TITLE: Recreation Partner's Facility Use Agreement for Athletic Fields

DEPARTMENTAL UPDATE:

Staff would like to develop an agreement with Recreation Partners that utilize athletic fields for their youth athletic leagues. This agreement will outline the expectations or duties of each party; the County and the Recreation Partner. Attached is a draft for Pender Memorial Park for review and comments. The only difference between the agreement for Pender Memorial Park and Hampstead Kiwanis Park will be option to prepare and sell food and beverages from the designated concession stand.

PENDER COUNTY PARKS & RECREATION DEPARTMENT

FACILITY RESERVATION AGREEMENT

AN AGREEMENT, HEREIN THE AGREEMENT, BETWEEN THE COUNTY OF PENDER,
HEREIN THE COUNTY, AND

_____, HEREIN THE SPONSOR,

CONDUCTING A PUBLIC YOUTH RECREATIONAL ATHLETIC PROGRAM AT

PENDER MEMORIAL PARK.

In consideration of the authorization by the Pender County Board of Commissioners for the County to enter into use agreements with independent associations for the provision of youth recreational athletic programs on facilities owned and/or operated by Pender County Parks and Recreation, the County and the Sponsor agree as follows:

I. DUTIES OF THE COUNTY:

The County agrees to:

- A. Reserve, on a priority-use basis, times for practices, games, tournaments and special events at the named facility in accordance with the schedule submitted by the Sponsor for recreational leagues and approved by Parks and Recreation. The schedule will list fields, times and days for all activities for the term of this Agreement. This schedule may only be changed by written permission submitted to Parks and Recreation, in advance of the proposed changes.
- B. Maintain the athletic fields and surrounding facilities and grounds. These facilities include:
 - i. All turf areas, clay infields, fences, fence lines and bleachers.
 - ii. All irrigation systems and drainage systems.
 - iii. All ball field lighting systems
 - iv. All buildings, including plumbing, electrical, mechanical and structural repairs, and routine custodial maintenance.
 - v. All surrounding areas, including parking areas and roads, grounds, picnic facilities and playgrounds.
- C. Conduct routine inspections of the facility for the purposes of maintenance and safety.
- D. Pay for the costs of the athletic field lighting at the facility for the times listed on the schedule submitted by the Sponsor for youth recreational program and approved by Parks and Recreation.

- E. Coordinate all annual maintenance (i.e. re-seeding, grading, aeration, fertilization, etc.) with the Sponsor.
- F. Consult with the Sponsor regarding plan by the County to materially improve, renovate or alter the facility. The County will continue to encourage cooperative efforts to improve the facility.
- G. Schedule use of the facility at all other times not specified in this Agreement.

II. DUTIES OF THE SPONSOR:

The Sponsor, in consideration of the above, agrees to the following during the designated periods of the priority use by the Sponsor:

- A. Provide full organization, administration and supervision of the youth recreational athletic program listed herein, including scheduling of all practices, games, tournaments and special events.
- B. Make the program available to the general public, ensuring general access to the public without regard to age race, color, religion, national origin, sex, disability or socio-economic eminence.
- C. Provide the County with the names and telephone numbers of three (3) persons who can be contacted by the County when needed for routine as well as emergency contact.
- D. Provide the County with a complete schedule of all activities, including tryouts, practices, games tournaments and special events. The schedule must be submitted in writing as soon as it has been determined. **This Agreement shall not be approved or in effect until the schedule has been submitted in writing and approved by Parks and Recreation.**
- E. Provide the necessary equipment for the provision of the program; playing equipment and field equipment. Such equipment would typically include bats, balls, catching equipment, pitching machine, helmets, shoulder pads, field marking machine and materials, etc.
- F. Develop and maintain any "special" improvements to the facility, such as batting cages, pitching warm-up areas, etc.
- G. Prepare and sell food and beverages from designated concession areas, should the Sponsor so desire, provided that the Sponsor has obtained all necessary State and County permits for the sale and serving of the same. A copy of the valid permits shall be submitted to Parks and Recreation upon issuance.
- H. Abide by any and all municipal and County ordinances, all applicable State laws, and any and all policies of Pender County and Pender County Parks and Recreation, to include but not limited to, enforcement of the ban on smoking within the parks except in the parking lots and no pets are allowed except for service animals.

- I. To not knowingly allow any person to conduct any activity which is illegal.
- J. Monitor and accept responsibility for the conduct of all participants and spectators, including the removal of persons whose activities are a nuisance and bother to other persons present at the facility.
- K. Not erect any signs, poles, tents or any structure without prior written approval of Parks and Recreation.
- L. Remove all litter from field areas, dugouts and surrounding grounds daily. Collect all trash from concession areas and deposit in trash dumpsters daily.
- M. Inspect restrooms periodically daily. Flush all toilets/urinals prior to leaving daily.
- N. Provide the Parks and Recreation Division with a written annual report for the purpose of tracking the number of participants in each program. This report should focus on numbers of participant and spectators, conditions of the facility, suggestions for improvement to the facility, performance by Parks and Recreation and Public Works staff and general observations which will enhance the facility and the youth recreational athletic program.

III. INDEMNIFICATION AND INSURANCE

- A. The Sponsor agrees to indemnify, defend and save harmless the County, its agents, officers and employees from and against any and all liability and expense, including attorney's fees and claims for damages including but not limited to, bodily injury, death, personal injury, or property damages arising from or in connection with the Sponsor's operations or its activities carried on under this Agreement. The Sponsor's duty to indemnify the County shall survive the expiration or other termination of this Agreement.
- B. The Sponsor shall provide and maintain, at its own expense, during the term of this Agreement the following programs of insurance covering its operations.
 - i. Commercial General Liability – Including coverage for contractual liability assumed under provisions of this Agreement. The policy shall provide liability limits at least in the amount of one million dollars (\$1,000,000) per occurrence, combined single limits, applicable to claims due to bodily injury and/or property damage. Pender County shall be named as an additional insured under this policy.

IV. METHOD OF PAYMENT

- A. For youth recreational athletic programs, this Agreement creates an exchange of the identified services performed by the Sponsor for the priority reservation and use of the facility listed herein for the term specified, in lieu of direct payment for facility use.

B. Use of facility by other groups, or individuals not included in this Agreement shall comply with the Pender County "Facility User Fee Schedule".

V. TERM

A. The Term of the Agreement shall begin on _____ and will conclude on _____.

B. This Agreement may be renewed on an annual basis pending any additional negotiations desired by either party.

C. Either party may terminate this Agreement with written notice of sixty (60) days

VI. DEFAULT

A. Should it be determined that the Sponsor has willfully violated the terms of this Agreement, the County has the right to effect immediate termination of this Agreement, and to refuse any future use of the facility by the Sponsor.

B. Should such action be taken, Sponsor has the right to appeal this decision to the Pender County Parks and Recreation Advisory Board.

SPONSOR

Sponsor Name _____

Contact Name _____

Title _____

Signature _____ Date _____

Phone _____

COUNTY:

County Manager _____ Date _____

Planning & Community Development Director _____ Date _____

Parks & Recreation Supervisor _____ Date _____

Attest _____ Date _____



PARKS AND RECREATION ADVISORY BOARD

PUBLIC INFORMATION/DEPARTMENTAL UPDATE

DATE OF MEETING: June 16, 2016

SUBMITTED BY: Dee Turner, Parks and Recreation Supervisor

TITLE: Park Facilities Update

DEPARTMENTAL UPDATE:

Millers Pond Park – Public Works maintenance staff is scheduled to begin construction of the canoe/kayak launch the week of June 13th. Upon completion, Ms. Turner will meet with an EzDock representative to determine the best layout for the actual canoe/kayak launch. Public Works maintenance staff will begin construction of the fishing pier upon completion of their part of the canoe/kayak launch.

Hampstead Kiwanis Park – Staff has received cost estimates for the sports lighting for Smith Field. The quotes varied in warranty, etc. so staff was unable to compare apples to apples. Staff is developing specifications regarding what the County wants and will send out to the contractors for an updated bid.

Playground Projects – The design for both playgrounds has received approval from Trillium Health Resources. The construction of the playgrounds will not begin until the Liberty Swing is shipped from Australia. It is shipped by boat which has been taking approximately four (4) weeks. Currently they are constructed the Liberty Swings for order #2. The Liberty Swing for Hampstead Kiwanis Park is in order #4.

Holly Shelter Shooting Range – North Carolina Wildlife Resources Commission (NCWRC) has completed the construction of the two ranges with each consisting of twelve (12) shooting stalls. The 3-D archery course has been cutout and has twenty (20) stations. NCWRC will be doing some additional work which was requested by Pender County to satisfy concerns from the Risk Control Specialist from the North Carolina Association of County Commissioners as well as other items to ensure that the experience for the patrons is as enjoyable and safe as possible. NCWRC has not given the County a date that these things will be completed and the range can open.



PARKS AND RECREATION ADVISORY BOARD

PUBLIC INFORMATION/DEPARTMENTAL UPDATE

DATE OF MEETING: June 16, 2016

SUBMITTED BY: Dee Turner, Parks and Recreation Supervisor

TITLE: Recreation Programming Update

DEPARTMENTAL UPDATE:

Pender County Parks and Recreation:

- British Soccer Camp will be offered at Hampstead Kiwanis Park June 13-17.
- The Summer Enrichment Programs for rising 6th-8th graders will be offered at Burgaw Middle School from July 11-August 12. Both the boys and girls program will be located on BMS campus to enhance the program opportunities. Communities in School of Cape Fear will be co-sponsoring again this summer.
- Summer Day Camp for ages 5-12 will be offered at South Topsail Elementary School from July 11-August 12.
- Open gym for basketball continues at Burgaw Middle School for both men and women.

Recreation Partners:

- Topsail Ball Club hosted a District Tournament at Hampstead Kiwanis Park on June 4. Topsail Girls Softball will be hosting the District Tournament at Hampstead Kiwanis Park June 16-20. Topsail Ball Club will be hosting a District Tournament at Hampstead Kiwanis Park June 24-28. Burgaw Dixie Youth will be hosting a District Tournament at Pender Memorial Park June 24-28.
- American Legion Post 167 has one team that is practicing and playing games at Hampstead Kiwanis Park. Games began this month.
- Topsail Youth Lacrosse Association will be hosting a Lacrosse Face-off Clinic on June 25 at Hampstead Kiwanis Park.