



# Parks and Recreation Advisory Board

## MINUTES

**Pender County Parks and Recreation Advisory Board Meeting**

**November 12, 2015**

**Pender County Public Meeting Room**

**805 S. Walker Street, Burgaw, North Carolina**

**Call to Order:** Meeting called to order by Board member Collier at 6:38 pm.

**Roll Call:** Board member Mike Collier

**Board Members:** George \_\_ Collier X Hooks X Kapiko \_\_ Shuford X  
*Vice Chairman George called that he will not be in attendance due to an emergency.*

1. **Adoption of Agenda:** Motion made by Board member Shuford to adopt agenda; seconded by Board member Hooks. Vote unanimously passed.
2. **Adoption of Minutes:** Motion made by Board member Shuford to adopt minutes; seconded by Board member Hooks. Vote unanimously passed.
3. **Presentations:** None Requested.
4. **Public Comments:** None.
5. **Discussion and Action Items:**
  - a. **Staff**
    - i. **Park Facilities and Recreation Programming Update:** Supervisor Turner gave a brief overview of the Park Facilities and Recreation Programming Update provided in the Board member's packets. Staff will be requesting that the Commissioners award the Installation of the Pilings at Millers Pond Park to Gregory Construction at the November 23<sup>rd</sup> meeting. Bids were received from four (4) contractors. Board member Collier asked about the projected timeline for project completion at Millers Pond Park. Ms. Turner stated that once the pilings are installed the Public Works building and grounds maintenance staff will construct fishing pier and the boardwalk and platform portion of the canoe/kayak launch. The actual launch will need to be purchased and attached to the wooden structure. Hopefully, all will be completed by Spring 2016.
    - ii. **Play Together Construction Grant:** Supervisor Turner stated that Pender County was notified by Trillium Health Resources that they were awarded the grant. Staff will be requesting that the Commissioners accept the grant money at the November 23<sup>rd</sup> meeting. Ms. Turner asked if the Advisory Board would like to be involved in the design phase of the playground upgrade. All agreed and Mr. Breuer added that staff would feel more comfortable having input from the Board. Mr. Breuer stated the Board may need to have special meetings for this purpose with playground vendors.
    - iii. **Holly Shelter Shooting Range:** Supervisor Turner stated that North Carolina Wildlife Resources Commission (NCWRC) has begun constructing a public shooting range within the Holly Shelter Game Lands off of Shaw Highway which is anticipated to be completed in Spring 2016. It will have a 100 yard rifle range and 25 yard pistol range. NCWRC has approached Pender County about a potential partnership in which NCWRC would construct additional facilities; a restroom facility, office/storage facility and 3D archery range. The County would be required to staff the shooting range forty (40) hours per week with a safety range officer(s) and perform routine grounds and janitorial maintenance. The County

will be able to charge a minimal fee for use of the range to off-set expenses. However, if the County “made” money, the money would have to go back into the range for maintenance, upgrades, programming, etc. All Board members agreed that this seemed to be a win-win. Board member Collier asked if staff felt the Commissioners were in favor of entering into this partnership. Mr. Breuer stated that this would be a potential item for the upcoming budget process since it would require adding a job description and employee(s), additional expenses, etc. Ms. Turner added that NCWRC is sending the job description and pay rate for the safety officer position at the Flintlock Shooting Range.

- iv. **Prioritizing Park Facilities in the 2010 Comprehensive Park and Recreation Master Plan:**  
Mr. Breuer explained that the Comprehensive Parks and Recreation Master Plan should guide the County in developing park facilities and prioritize what facilities the County seeks to develop and/or enhance. It should also give staff clear direction on what we need to prioritize and work on, build capital budgets, capital plans and identify other external sources needed to complete these tasks. Mr. Breuer added things have changed in five (5) years so the task at hand is to review the plan and decide do we need to revise the plan’s recommended facilities as well as to prioritize the recommended facilities in the plan. A scoring matrix has been developed to use for this process which has objective criteria that should help take all of the politics, personal feelings, etc. out of the process. Ms. Turner added that the plan really did not go into the expansion of Hampstead Kiwanis and Pender Memorial Parks nor did it really address recreation programming which may be one reason why it did not discuss the expansion of those two existing parks. Mr. Breuer stated that is one thing that needs to be discussed; do we finish one park before we start another one? Board member Hooks asked if we will get input from the citizens before building a park. Mr. Breuer said yes, we will hold a community meeting and develop a park master plan. It was decided that Board members would rank Millers Pond Park since staff had an Implementation Plan which addressed the criteria listed on prioritization ranking matrix. Ms. Turner will email the plan and ranking matrix to all members so they can review and score Millers Pond Park before the next meeting.

**6. Next Board meeting date:** December 10, 2015

**7. Adjournment:** Motion to adjourn was made by Board member Shuford; seconded by Board member Hooks. Vote unanimously passed. Meeting adjourned at 7:25pm.