

# Pender County Planning and Community Development

## Parks and Recreation Division

805 S. Walker Street  
PO Box 1519  
Burgaw, NC 28425



Phone: 910-259-1330  
Fax: 910-259-1295  
[www.pendercountync.gov](http://www.pendercountync.gov)

## AGENDA

### Pender County Parks and Recreation Advisory Board Meeting

February 11, 2016 6:30 p.m.

Pender County Public Meeting Room

805 S. Walker Street, Burgaw, North Carolina

**Call to Order:** Vice Chairman Brad George

**Roll Call:** Vice Chairman Brad George

Pender County Parks and Recreation Advisory Board Members:

George: \_\_\_\_\_ Collier: \_\_\_\_\_ Hooks: \_\_\_\_\_ Kapiko: \_\_\_\_\_ Price: \_\_\_\_\_ Shuford: \_\_\_\_\_

1. **Election of Officers** (Chairman and Vice Chairman)
2. **Adoption of the Agenda**
3. **Approval of Minutes:** December 10, 2015
4. **Presentations** – None Requested
5. **Public Comment**
6. **Discussion and Action Items**
  - a. Staff
    - i. Parks and Recreation Project Prioritization Worksheet
    - ii. Proposed Implementation Plan and Project Prioritization Schedule
    - iii. Recreation Partners Grant Process Review
    - iv. Play Together Construction Grant Update
    - v. Park Facilities Update
    - vi. Recreation Programming Update
  - b. Board Members
7. **Set Next Meeting Date:** March 10, 2016
8. **Adjournment**



# Parks and Recreation Advisory Board

## MINUTES

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

**December 10, 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 6:47 pm.

**Roll Call:** Board member Mike Collier

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

1. **Adoption of Agenda:** Motion made by Board member Kapiko 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 Kapiko. Vote unanimously passed.
3. **Presentations:** None Requested.
4. **Public Comments:** None.
5. **Discussion and Action Items:**
  - a. **Staff**
    - i. **Prioritizing Park Facilities in the 2010 Comprehensive Parks and Recreation Master Plan:**

Planning Director Breuer gave a brief background explaining that the Prioritization Worksheet uses objective criteria to rank the recommended facilities within the Comprehensive Parks and Recreation Master Plan. Staff will develop an Implementation Plan on each recommended facility that will address the information needed to complete the Prioritization Worksheet to rank the facility. By ranking the facilities, this will give staff direction on what new facilities to develop capital plans to start proceeding with development. Mr. Breuer stated one question that has come up among staff. How to address existing facilities and the expansion of those facilities? Does the County build them out before moving on to building new facilities? Mr. Breuer stated this can be addressed after completing the recommended facilities. Board members shared their ranking for Millers Pond Park; Collier 71, Hooks, 67, Kapiko 76, Shuford 73. Board member Kapiko indicated he felt the worksheet was a fair tool to use in ranking the facilities. It validated why you ranked a facility the way you did. Board member Shuford stated it was a logical way to present the information. He addressed one technical thing regarding the calculation of the score. He stated that by multiplying each category by 0.2 then multiplying the total by 5 was the same as multiplying everything by 1. Board member Hooks questioned if utilizing existing county property category could hurt a community that did not have county property or parks in their area? Director Breuer stated yes. Board member Shuford added that not having a park in your community helped in other categories. Board member Collier questioned knowing the urgency of the acquisition of land at the time that the ranking is being done since this is a long term project. He stated that urgency could be based on need. Board member Kapiko stated that urgency could be because rules and regulations (i.e. wetlands) will be changing and the land needs to be purchased prior to those changing. Mr. Breuer added that staff may need to define urgency. Mr. Breuer discussed the addition of

health benefits to the worksheet. Staff will meet with Health Department staff and request their attendance at the next Advisory Board meeting to discuss 2015 Pender County Health Assessment and possible health benefits to incorporate into the prioritization worksheet.

- ii. **Play Together Construction Grant:** Supervisor Turner gave an overview of the two existing playgrounds at Hampstead Kiwanis and Pender Memorial Parks. Ms. Turner has met with representatives from Miracle Playground Equipment Company, which is the vendor of the existing equipment at both park sites. It was the representatives' recommendation to remove the playground equipment at Pender Memorial Park and install a new inclusive piece. Due to the position of the mega tower in the middle of the equipment, it would be almost impossible or feasible to make it inclusive. This playground equipment can be relocated near the Phase II restroom facility at Hampstead Kiwanis Park. Ms. Turner stated that the existing equipment at Hampstead Kiwanis Park gets so much traffic that it was recommended to leave as is and add the inclusive equipment and poured in place surfacing beside it with a transition from one to the other. Ms. Turner shared examples of inclusive playground designs that Miracle Playground Company had done for Phase I Trillium Health Resources Grant Recipients. She states she will be meeting with other playground vendors and will bring all of their designs to the Parks and Recreation Board for their review and recommendation. If it is the Board's desire, she will request the representatives to attend a meeting and make a presentation.
- iii. **Field Usage Priority:** Supervisor Turner requested the Board's view on the priority of field use at the parks. She stated that she has been operating in the following order: 1) Pender County Parks and Recreation, 2) Recreation Partners, 3) Pender County Schools, 4) General Public with Reservations (which would include travel teams), 5) General Public. It was agreed by all Board members that should be the priority order. Board member Collier asked if travel team pay for use. Ms. Turner stated yes, \$10 per hour and if they use lights, it is an additional \$10 per hour. She added that she has heartburn with this during the off season due to the lack of maintenance staff, the fields are not kept up so travel team coaches have to drag, rake and maintain the fields for practice. Board member Collier asked what if a coach does not have access to a drag, etc. Ms. Turner replied that is another concern that we have not had to deal with yet.
- iv. **Recreation Programming Update:** Supervisor Turner stated Parks and Recreation has been asked by Communities in Schools of Cape Fear and Pender County Schools to provide the recreational component of the 21<sup>st</sup> Century After School Programs. The request would be to provide one hour of programming per week in four middle and four elementary after school programs. Both Communities in Schools of Cape Fear and Pender County Schools will contract with the Parks and Recreation for \$50 per programming hour which will pay for a part time employee's planning time, programming time, Ms. Turner's administrative cost, etc. Ms. Turner will be presenting this item to the Board of County Commissioners on December 14<sup>th</sup> since this request will require hiring at least two new employees and a Budget Ordinance Amendment increasing revenues and expenditures within the Parks and Recreation budget.

6. **Next Board meeting date:** January 14, 2016

7. **Adjournment:** Motion to adjourn was made by Board member Kapiko; seconded by Board member Hooks. Vote unanimously passed. Meeting adjourned at 8:18pm.



## REQUEST FOR BOARD ACTION

**DATE OF MEETING:** February 11, 2016

**REQUESTED BY:** Dee Turner

**SHORT TITLE:** Approval of Changes to the Parks and Recreation Project Prioritization Worksheet for the 2010 Pender County Comprehensive Parks and Recreation Master Plan

**BACKGROUND:** The facilities recommended in the 2010 Pender County Comprehensive Parks and Recreation Plan (Plan) were derived based on a variety of information. The recommendations were created to plan for new facilities that will provide a variety of recreational opportunities to meet a broad spectrum of users in many areas of the county. The recommended facilities include a total of three park expansions, one mini-park, five neighborhood parks, seven community parks, one regional park, four new county-partnered facilities, a variety of bicycle and pedestrian improvements, and new public water access areas to the Intracoastal Waterway, the Black River, Moores Creek, and Rockfish Creek. Each of these new facilities will help to alleviate the current deficits that exist within the county's parks system, and provide an improved quality of life to the residents and visitors of Pender County.

While some facility recommendations include suitable amenities based on the feedback received through the public input surveys and meetings, it is recommended that more public input be conducted during the planning phases for each new facility. The public input process undertaken during the Plan has provided a basis for developing the facility recommendations, and will also serve to provide justification for grants and other funding requests; however, the design of each new facility should be based strongly off of the input received during public project planning and scoping meetings.

The recommendations for facility expansion and new facility development in the Plan are not in order of project priority. The updated Parks and Recreation Project Prioritization Worksheet will be used to rank the recommended facilities in the Plan. This will assist staff with developing capital funds request and park development recommendations for the Board of County Commissioners.

**SPECIFIC ACTION REQUESTED:** To approve the attached updated Parks and Recreation Project Prioritization Worksheet and forward a recommendation of adoption to the Board of County Commissioners.

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Parks and Recreation Advisory Board that:

the Board hereby approve the attached Parks and Recreation Project Prioritization Worksheet to be used to rank the parks and recreation projects in the *2010 Pender County Comprehensive Parks and Recreation Master Plan*. The Parks and Recreation Advisory Board hereby forward a recommendation of adoption of the updated Parks and Recreation Project Prioritization Worksheet to the Board of County Commissioners.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: George \_\_\_\_\_ Collier \_\_\_\_\_ Hooks \_\_\_\_\_ Kapiko \_\_\_\_\_ Price \_\_\_\_\_ Shuford \_\_\_\_\_

\_\_\_\_\_  
Brad George, Vice Chairperson      Date

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Date

## ***Criteria for Consideration in Parks and Recreation Project Prioritization Process***

### **Need and Justification for Project**

- **Citizen Input** – Is the project supported by an advocacy group, public surveys, or other types of public input?
- **Enhances Private - Public Partnership Opportunities** – Will the project utilize an existing privately-owned facility that provides recreation opportunities? Does the property owner approve and support the project? Has the neighboring community expressed similar desire? Is the site feasible to host such opportunities?
- **Potential Partners** – Are there potential partnerships for the project? If so, how committed are the potential partners?
- **Availability of Existing Opportunities and/or Facilities** – Is the project located in an area that is currently unserved or underserved by recreational opportunities?
- **Impact on Facility Deficit/Surplus** – Does this project help to meet standards for distribution of parks and park facilities throughout Pender County? Will the project alleviate the existing deficits for park acreage and facilities within Pender County?
- **Population Within Functional Service Area** – Does the project serve a populated area or include a significant population density within its functional service area?

### **Potential Benefits and Opportunities to be Realized by Project**

- **Multiple Benefits** – Does the project respond to recommendations of numerous plans, including but not limited to the 2010 Pender County Comprehensive Parks and Recreation Master Plan, the 1998 Pender County Recreation and Open Space Plan, the 1993 Pender County Waterfront Access Plan, the Coastal Pender Collector Street Plan, and the Comprehensive Land Use Plan/CAMA Land Use Plan? Does the project serve multiple user groups?
- **Environmental Conservation and/or Preservation Benefits** – Does the project offer any environmental conservation and/or preservation benefits? Will the project leverage additional conservation and/or preservation efforts?
- **Programming Opportunities** – Will the project allow for additional programming opportunities at the site?
- **Educational Opportunities** – Will the project allow for educational opportunities, such as environmental education?
- **Health Benefits** – Will the project increase access to physical activity?

### **Implementation, Management, and Maintenance Issues**

- **Special Funding Availability** – Is there any potential special funding (including donations) for the project? If so, what percent of funding is available and how committed is that funding?
- **Affordability** – For an acquisition project, is there alternative funding available to match with CIP funding? For a development/redevelopment project, how does the cost compare to the benefit?
- **Maintenance and Management Requirements** – Would the project require additional Staff and equipment resources for maintenance and management?
- **Utilizes Existing County Property** – Is the project on existing county-owned property?
- **Revenue Generation** – Will the project offer opportunities for revenue generation for Pender County Parks and Recreation? Will long-term revenue generated by the project assist to offset maintenance and management costs?
- **Permitting and Approval Requirements** – Are there significant permitting and approval requirements necessary for the project?

### **Location/Site-Specific Considerations**

- **Neighborhood Impacts** – Would this project have positive benefits to the surrounding neighborhood? Would it increase property values? Is the community involved and supportive of this project?
- **Urgency** – Is the acquisition a distinct opportunity that will be lost?
- **Suitability of Site** – Is the proposed development appropriate for the site's natural systems, topography, and/or neighboring land uses?
- **Availability of Utilities** – Is the project located in an area with available water and wastewater service? If not, will service be available by project development?

### **Potential Economic Impacts and Benefits to be Realized by Project**

- **Economic Impact** – Would this project have a favorable economic impact to Pender County? Would it help to recruit and retain businesses and residents? Would it increase the tax base, contribute to the vitality of the community?
- **Tourism Impact** – Would the project help to attract regional and national tourism?

**2010 Pender County Comprehensive Parks and Recreation Master Plan  
Parks and Recreation Project Prioritization Worksheet**

Worksheet Completed By: \_\_\_\_\_

Park Project Name: \_\_\_\_\_

Total Score (out of 100 Total

Available Points): \_\_\_\_\_

**Note: Total Score is calculated by adding the total number of points of each section**

|  |  |
|--|--|
| <b>Need and Justification for Project (25 Total Possible Points) (S<sub>1</sub>)</b>   |  |
| <b>Citizen Input</b> – Is the project supported by an advocacy group, public surveys, or other types of public input?  |  |
| <i>Scale Range = 0 to 5; 0 points if project is not supported by demonstrated citizen input to 5 points if project is substantially supported by demonstrated citizen input.</i>   |  |
| <b>Potential Partners</b> – Are there potential partnerships for the project? If so, how committed are the potential partners?   |  |
| <i>Scale Range = 0 to 5; 0 points if there are no potential partners at this time to 5 points if potential partners for the project have been identified and have committed to the project.</i>  |  |
| <b>Availability of Existing Opportunities and/or Facilities</b> – Is the project located in an area that is currently unserved or  |  |
| <i>Scale Range = 0 to 5; 0 points if the project is in an area currently served by an existing park's functional service area to 5 points if the project is in an area not currently served by an existing park's functional service area.</i>                                   |  |
| <b>Impact on Facility Deficit/Surplus</b> – Will the project alleviate the existing deficits for park acreage and facilities within Pender County?   |  |
| <i>Scale Range = 0 to 5; 0 points if the project will not alleviate any deficits for park acreage and facilities to 5 points if the project will alleviate significant acreage and facility deficits.</i>  |  |
| <b>Population Within Functional Service Area</b> – Does the project serve a populated area or include a significant population density within its functional service area?   |  |
| <i>Scale Range = 0 to 5 points; 0 points if the population within the proposed project's functional service area is less than 50 persons per square mile to 5 points if the population within the proposed project's functional service area is greater than 300 persons per</i> |  |

|  |  |
|--|--|
| <b>Potential Benefits and Opportunities to be Realized by Project (25 Total Possible Points) (S<sub>2</sub>)</b>   |  |
| <b>Conformance with Other Plans</b> – Does the project respond to recommendations of numerous plans, including but not limited to the Pender County Comprehensive Parks and Recreation Master Plan, the Pender County Recreation and Open Space Plan, the Pender County Waterfront Access Plan, the Pender County Collector Street Plan, the Comprehensive Land Use Plan/CAMA Land Use Plan and/or the Pender County Health Assessment |  |
| <i>Scale Range = 0 to 5; 0 points if the project is not supported by any plans to 5 points if the project is supported by multiple plans.</i>  |  |
| <b>Environmental Conservation and/or Preservation Benefits</b> – Does the project offer any environmental conservation and/or preservation benefits? Will the project leverage additional conservation and/or preservation efforts?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project does not offer any environmental conservation/preservation efforts to 5 points if the project offers substantial environmental conservation/preservation efforts and leverages additional similar efforts.</i>  |  |
| <b>Programming Opportunities</b> – Will the project allow for multiple programming opportunities at the site?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will offer no programming opportunities to 5 points if the project will offer substantial programming opportunities.</i>  |  |
| <b>Educational Opportunities</b> – Will the project allow for educational opportunities, such as environmental education and   |  |
| <i>Scale Range = 0 to 5; 0 points if the project will offer no educational opportunities to 5 points if the project will offer substantial educational opportunities.</i>  |  |
| <b>Health Benefits</b> - Will the project increase access to physical activity?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will offer any increase to physical activity to 5 points if the project will offer substantial increase to physical activity.</i>   |  |

**2010 Pender County Comprehensive Parks and Recreation Master Plan  
Parks and Recreation Project Prioritization Worksheet**

|  |  |
|--|--|
| <b>Implementation, Management, and Maintenance Issues (25 Total Possible Points) (S<sub>3</sub>)</b>   |  |
| <b>Funding Availability</b> – Is there any potential special funding (such as donations and /or grants) for the project?   |  |
| <i>Scale Range = 0 to 5; 0 points if project is not supported by demonstrated citizen input to 5 points if project is substantially supported by demonstrated citizen input.</i>                             |  |
| <b>Maintenance and Management Requirements</b> - Would the project additional Staff and equipment resources for maintenance and management?  |  |
| <i>Scale Range = 0 to 5; 0 points if property acquisition will be necessary to 5 points if the project utilizes existing county-owned property.</i>  |  |
| <b>Utilizes Existing County Property</b> – Is the project on existing county-owned property or will property acquisition be necessary?   |  |
| <i>Scale Range = 0 to 5; 0 points if property acquisition will be necessary to 5 points if the project utilizes existing county-owned property.</i>  |  |
| <b>Revenue Generation</b> – Will the project offer opportunities for revenue generation for Pender County Parks and Recreation?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will not offer any revenue generation to 5 points if the project will offer an estimated annual revenue generation of \$150,000 or greater.</i>             |  |
| <b>Permitting and Approval Requirements</b> – Are there significant permitting and approval requirements necessary for the project? Are any of the necessary permits currently in-hand?                      |  |
| <i>Scale Range = 0 to 5; 0 points if the project will require more than six of the permits/approvals listed below to 5 points if the project will not require any of the permits/approvals listed below.</i> |  |
| <i>Potential Necessary Permits and Approvals:</i>  |  |
| 1. Planning, zoning, and central permitting approvals from Pender County or an incorporated municipality   |  |
| 2. Approval of a Sedimentation and Erosion Control Plan from NC DENR DLR   |  |
| 3. Stormwater Permit from NC DENR DEQ  |  |
| 4. Wetland Delineation approval from ACE   |  |
| 5. Letter of Permission or Nationwide, General, Regional, or Individual Permit from ACE  |  |
| 6. Major, Minor, or General CAMA Permit from DCM   |  |
| 7. Driveway and/or encroachment permit from NC DOT   |  |
| 8. NEPA and/or SEPA review process   |  |
| 9. Other permits and/or approvals  |  |

|   |  |
|---|--|
| <b>Location/Site-Specific Considerations (15 Total Possible Points) (S<sub>4</sub>)</b>   |  |
| <b>Neighborhood Impacts</b> – Would this project have positive benefits to the surrounding neighborhood? Is the community involved and supportive of this project?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will have no positive benefits to the surrounding neighborhood to 5 points if the project will have positive to the surrounding neighborhood and the community is involved and supportive of the project.</i>                  |  |
| <b>Urgency</b> – If acquisition is necessary, is the acquisition a distinct opportunity that will be lost?  |  |
| <i>Scale Range = 0 to 5; 0 points if no property acquisition is necessary for the project to 5 points if property acquisition is necessary and urgent to avoid losing a distinct opportunity.</i>   |  |
| <b>Suitability of Site</b> – Is the proposed development appropriate for the site's natural systems, topography, and/or neighboring land uses?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project is not appropriate for the site's natural systems, topography, and/or neighboring land uses to 5 points if the project is completely appropriate for the site's natural systems, topography, and/or neighboring land uses.</i> |  |
| <b>Availability of Utilities</b> – Is the project located in an area with available water and wastewater service? If not, will service be available by project development?   |  |
| <i>Scale Range = 0 to 5 points; 0 points if neither water or wastewater service are available or planned for the area to 5 points if both water and wastewater service is available for the area.</i>   |  |

|  |  |
|--|--|
| <b>Potential Economic Impacts/Benefits to be Realized by Project (10 Total Possible Points) (S<sub>5</sub>)</b>  |  |
| <b>Economic Impact</b> – Would this project have a favorable economic impact to Pender County? Would it help to recruit and retain businesses and residents? Would it increase the tax base and contribute to the vitality of the community? |  |
| <i>Scale Range = 0 to 5; 0 points if the project will not have any economic impacts for the county to 5 points if the project will have substantial economic impacts for Pender County.</i>  |  |
| <b>Tourism Impact</b> – Would the project help to attract regional and state tourism?  |  |
| <i>Scale Range = 0 to 5; 0 points if the project will not have any tourism impacts for the county to 5 points if the project will have substantial tourism impacts for Pender County.</i>  |  |



## **PARKS AND RECREATION ADVISORY BOARD**

### **PUBLIC INFORMATION/DEPARTMENTAL UPDATE**

**DATE OF MEETING:** February 11, 2016

**SUBMITTED BY:** Dee Turner

**TITLE:** Proposed Implementation Plan and Project Prioritization Schedule

#### **DEPARTMENTAL UPDATE:**

Staff will develop Implementation Plans for each recommended facilities in the 2010 Pender County Comprehensive Parks and Recreation Master Plan to assist Advisory Board members in completing the Project Prioritization Worksheet. The proposed schedule is as follows:

1. Cape Fear Neighborhood Park – April
2. Island Creek Neighborhood Park – April
3. Long Creek Community Park – May
4. Malpass Corner Community Park – May
5. Maple Hill Community Park – May
6. Penderlea Community Center - June
7. Penderlea Community Park – June
8. Sand Ridge Mini Park – June
9. Rocky Point Regional Park – July
10. Scotts Hill Community Park – July
11. Shiloh Community Park – July
12. Six Forks Neighborhood Park – August
13. Stag Park Neighborhood Park – August
14. Still Bluff – August
15. Willard Community Park – September
16. Cameron Agriculture and Environmental Education Facility - September
17. Moores Creek Nature Center - September



## **PARKS AND RECREATION ADVISORY BOARD**

### **PUBLIC INFORMATION/DEPARTMENTAL UPDATE**

**DATE OF MEETING:** February 11, 2016

**SUBMITTED BY:** Dee Turner

**TITLE:** Recreation Partners Grant Process Review

**DEPARTMENTAL UPDATE:** Staff would like input from board members regarding the process for determining funding for Recreation Partners prior to sending out packets. Attached is a copy of last year's packet that was sent to all previous Recreation Partners.

The process for receiving financial assistance from Parks and Recreation as a Recreation Partner is as follows:

- Complete and submit the grant application along with requested supporting documentation.
- This information is forwarded to each Parks and Recreation Advisory board member for review prior to March meeting
- At March PRAB meeting, each Recreation Partner that submitted a grant application must be present at a designated time to answer any questions, concerns, etc. of the board.
- After meeting with all Recreation Partners, Board makes a recommendation on the amount of money to allocate to each partner in the Parks and Recreation budget
- To receive money, Recreation Partner must submit a letter requesting money allocated along with a paid invoice for reimbursement or a quote for a purchase of an item which was listed in the grant application. If a quote is given, a paid invoice must be presented following a purchase.

# Pender County Parks and Recreation Department

805 S. Walker Street  
PO Box 5  
Burgaw, NC 28425



Phone: 910-259-1330  
Fax: 910-259-1295  
[www.pendercountync.gov](http://www.pendercountync.gov)

---

## MEMORANDUM

**Date:** February 17, 2015  
**To:** Recreation Partner Organizations  
**From:** Dee Turner  
**RE:** 2015-2016 Budget Requests

It is time again to begin preparation of next fiscal year's budget. If your organization would like to **request** and be **considered** for some financial assistance from Pender County, you **must** submit the attached grant application by **5:00pm on Friday, March 6, 2015. NO EXCEPTIONS!!!** You may submit the forms electronically to me at [dturner@pendercountync.gov](mailto:dturner@pendercountync.gov), by fax at 910-259-1295, by mail to PO Box 5, Burgaw, NC 28425 or delivery to the Parks and Recreation Office in the County Administration Building at 805 South Walker Street in Burgaw. Please follow the format of the attached grant application. As you will see, some of the questions request an attachment. The requested attachment(s) **must** be submitted with the grant application. If you do not have scanning capabilities, you must turn in a hard copy by fax, mail or delivery to the Parks and Recreation Office.

The Recreation Advisory Board will review your organization's budget request at their meeting on **Thursday, March 12, 2015**. This meeting will be held in the County Commissioners meeting room in the Administration Building located at 805 South Walker Street in Burgaw. **Each organization** that submits a budget request will be **required** to have **a representative present at that meeting at a designated time** to answer any questions or concerns of the Recreation Advisory Board members pertaining to their program and/or request. **I will contact your organization's designated person on Monday, March 9, 2015 with the organization's time to be at the meeting on March 12<sup>th</sup>**. After the Parks and Recreation Advisory Board has met with all of the organizations requesting funds, they will make recommendations for funding amounts which will be included in the Parks and Recreation budget. The Board of County Commissioners will approve the overall County budget in June 2015. At which time I will be able to tell you the amount of money available for each organization.

If you have any questions, concerns or need assistance in completing the attached forms, please do not hesitate to contact me at 259-1330.

**Pender County Parks and Recreation  
Recreation Partners Program  
2015-2016 Grant Application Information**

For many years youth athletics in Pender County have been provided by volunteer-run organizations. A couple of these organizations requested funds from the County to assist with the operation of their program. Many of these organizations were in existence prior to the creation of the Pender County Parks and Recreation Department in 1996. After the Parks and Recreation Department was established, this concept was taken a step further by creating the Recreation Partners program. Recreation Partners are volunteer-run organizations that provide recreational opportunities for the citizens of Pender County, particularly the youth. Since that time, Pender County has invested thousands of dollars annually to assist Recreation Partners in providing recreational services.

Fiscal year 2015-2016 is going to be another challenging budget year for the county. We have been asked to prepare a budget without any increase. Therefore, the total amount of money available for the Recreation Partners Grant Program is \$29,500.

**To be eligible to *potentially* receive funding assistance, the volunteer-run organization must (1) complete and submit a Recreation Partner Program Grant Application by the deadline; (2) the grant applicant also must have at least one representative meet with the Parks and Recreation Advisory Board and staff to discuss their program(s) and request. There will be no exceptions to these two requirements!!**

The Recreation Partners program funds **must** be used in the **direct** provision of a recreational service. Examples of eligible and ineligible uses of these funds are listed below:

Eligible:

Sports equipment: bats, balls, helmets, shoulder pads, soccer goals, etc.

Recreation supplies: arts-n-crafts, games, etc.

Officials/Referees

Liability Insurance

Background Checks for Volunteers

Scholarship programs for under-privileged

Ineligible:

Salaries

Utility bills

Office supplies

Rent

**The Recreation Partner Grant Program should NOT be your ONLY source of funding. These funds are for assistance in providing your program/project.**

If you have any questions, concerns or need assistance in completing the grant application, please do not hesitate to contact Dee Turner at (910) 259-1330.

10-11-15

**PENDER COUNTY PARKS AND RECREATION  
RECREATION PARTNERS PROGRAM  
2015-2016 GRANT APPLICATION**

**PLEASE COMPLETELY ADDRESS ALL ITEMS IN THE SPACE PROVIDED. IF NECESSARY,  
USE ADDITIONAL SHEET(S).**

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Organization's Website address (if applicable) \_\_\_\_\_

**1.** Provide a brief description of the organization's mission, goals and programs.

**2.** What geographic area(s) do you serve?

**3.** Amount of County funds being requested for program(s) to be held **July 2015- June 2016:**

\$ \_\_\_\_\_

**4.** Describe specifically how these County funds will be used within your organization. ***(Must meet eligibility requirements and match the detailed budget in Question 22).***

**5.** Does the organization have 501(c)3 status? Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, please attach a copy of your designation letter.*

**6.** List or attach the organization's current board (officers or principal leaders' names, phone numbers and term lengths; *please place an \* by the contact name for Pender County Parks and Recreation purposes and include his/her e-mail address*). **Please note on the last page, there is a place for ALL officers/principal leaders to sign this grant form as to the content.**

**7.** Are the organization's board members elected and/or appointed? \_\_\_\_\_  
Are elections held annually? Yes \_\_\_\_\_ No \_\_\_\_\_ If any board members are appointed, how are the appointments made; i.e. by entire Board, only the President/Chairperson, etc.

**8.** How many Board meetings were held January 2014 through December 2014? \_\_\_\_\_

**9.** Does the organization have By-Laws? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, are the By-Laws reviewed and updated annually? Yes \_\_\_\_\_ No \_\_\_\_\_  
When is the last time the By-Laws were reviewed and updated? \_\_\_\_\_  
*(Please attach a copy of the most recent By-Laws)*

**10.** Does the organization do background checks on its board members, volunteers, paid staff, etc.?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what agency/company is used \_\_\_\_\_  
What is the cost? \_\_\_\_\_ If no, why not?

**11.** What recreational programs/activities does the organization provide? What ages, gender, etc. do these programs/activities serve?

**12.** What are the organization's participation policies?

**13.** Actual number of participants served **January 2014 – December 2014** \_\_\_\_\_

Were any of these participants out-of-county? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

**14.** Projected number of participants to be served **July 2015 – June 2016?** \_\_\_\_\_

Do you anticipate any of these participants out-of-county? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

If your participant numbers increased or decreased significantly from last year/last season, please explain why this happened.

**15.** Does the organization charge a registration/program fee to participants? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, how much is the fee for this year/season? \$ \_\_\_\_\_

Do you discount for multiple family members within the same household? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the discount? \$ \_\_\_\_\_

How much did you charge last year/season? \$ \_\_\_\_\_

Reason for increase/decrease:

If the organization does not charge a fee to participants, why not?

**16.** How does the organization handle the situation when a participant is not financially able to pay the fee?

**17.** Does the organization have a written procedure/policy for the receiving and depositing money? Yes \_\_\_\_\_ No \_\_\_\_\_ (*Please attach if applicable*). If no, what procedures are used to ensure that monies are handled appropriately?

**18.** Does the organization have a written procedure/policy for spending money (i.e. over X amount, the board must approve the expenditure)? Yes \_\_\_\_\_ No \_\_\_\_\_ (*Please attach if applicable*). If no, what procedures are used to ensure that monies are spent appropriately?

**19.** Is the organization audited annually? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, by whom? \_\_\_\_\_

*Please attach a copy of your most recent audit or financial report. (If no, the organization **must** bring its financial records to the meeting with the Recreation Advisory Board and Staff for their review).*

**20.** What is the organization's amount of cash on hand (including **ALL** monies; checking, savings, CDs, etc.) \$\_\_\_\_\_ (*Please attach a copy of the most current bank statement(s)*). List any and all intended uses of these funds.

**21.** Describe any program development issues and/or trends that the organization has faced in the past couple of years and/or anticipates facing in the upcoming years.

**22.** The organization needs to *attach a **detailed*** (line-item) proposed budget for the fiscal year July 2014 – June 2015. It needs to include **all** anticipated sources of revenue (including County funds, Municipal funds, grants, donations, sponsorships, concessions, membership/participation fees, fundraising, etc.) and **all** anticipated expenditures. *You may use the attached form if needed.*

**23.** Does the organization have any paid staff other than umpires/referees (i.e. administrative, concession supervisor, scorekeeper, etc.)? Yes\_\_\_\_\_No\_\_\_\_\_ If yes, please list what position(s) is (are) paid and the salary paid.

**24.** If there is any information that you feel the Parks and Recreation Advisory Board and staff needs to know that was not addressed in the above items, please discuss below.

The information on the Recreation Partners Program Grant Application submitted to Pender County Parks and Recreation on behalf of

(Organization's Name) \_\_\_\_\_

is true and accurate to the best of **our** knowledge.

\_\_\_\_\_  
Signature of President/Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President/Vice Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date

***This must be signed by all of the above Board members!***

***If this signed affidavit is not turned in with your grant application then it must be turned in at your budget request review with the Recreation Advisory Board on March 12, 2015!!***





## **PARKS AND RECREATION ADVISORY BOARD**

### **PUBLIC INFORMATION/DEPARTMENTAL UPDATE**

**DATE OF MEETING:** February 11, 2016

**SUBMITTED BY:** Dee Turner

**TITLE:** Play Together Construction Grant Update

#### **DEPARTMENTAL UPDATE:**

**Play Together Construction Grant** – Supervisor Turner has met with representatives from Miracle Playground Company, Landscape Structures Playground Company and Playworld Playground Company. On January 29, 2016, Staff advertised that “Pender County is seeking proposals from qualified playground vendors to design and install playground equipment at Hampstead Kiwanis Park and Pender Memorial Park that is ADA accessible and provides a variety of components that will encourage and allow for inclusive play for all individuals and must consider varying ranges of physical and mental abilities.” These proposals are due by 3:00pm February 12, 2016. A committee needs to be formed of Staff and Advisory Board members to review the proposals. Final designs must be approved by Trillium Health Resources by March 31, 2016. Construction must be completed within six (6) months; earlier if at all possible.



**PARKS AND RECREATION ADVISORY BOARD**

**PUBLIC INFORMATION/DEPARTMENTAL UPDATE**

**DATE OF MEETING:** February 11, 2016

**SUBMITTED BY:** Dee Turner

**TITLE:** Park Facilities Update

**DEPARTMENTAL UPDATE:**

**Hampstead Kiwanis Park** – Park maintenance staff is working on getting fields ready for spring sports.

**Millers Pond Park** – Gregory Construction Company has completed the installation of the pilings for the canoe/kayak launch and the fishing pier. Public Works staff will build the structures. We do not have a start date for that construction yet.

**Pender Memorial Park** – Park maintenance staff is working on getting fields ready for spring sports.



## **PARKS AND RECREATION ADVISORY BOARD**

### **PUBLIC INFORMATION/DEPARTMENTAL UPDATE**

**DATE OF MEETING:** February 11, 2016

**SUBMITTED BY:** Dee Turner

**TITLE:** Recreation Programming Update

#### **DEPARTMENTAL UPDATE:**

**Pender County Parks and Recreation** – Part time employee, Michele Tidd, began the recreational programming in the after school programs on February 2<sup>nd</sup>. Her current schedule is West Pender Middle School on Mondays and Thursdays, Cape Fear Middle School on Tuesdays, Burgaw Middle School on Wednesdays and Penderlea School on Fridays.

**Basketball** – Pender Youth Basketball Association and Topsail Basketball Association's seasons are winding down.

**Pender Youth Soccer Association** – Player evaluations will be held on February 13<sup>th</sup> and practices will begin the week of February 15<sup>th</sup>.

**Pender County Soccer Club** – Practices will begin at Hampstead Kiwanis Park on February 15<sup>th</sup>.

**Topsail Girls Softball Organization** – Player evaluations will be held on February 20<sup>th</sup> and practices will begin the week of February 22<sup>nd</sup>.

**Topsail Ball Club** – Baseball Skills Clinic will be held on February 21<sup>st</sup>. Player evaluations will be held on February 27<sup>th</sup> and practices will begin on March 7<sup>th</sup>.

**Burgaw Dixie Youth** – Player evaluations will be held the week of February 29<sup>th</sup> and practices will begin on March 7<sup>th</sup>.

**Topsail Youth Lacrosse League** – Home games scheduled at Hampstead Kiwanis Park on March 5, April 2, April 23, May 7 and May 14.