



Pender County

Agenda

**Parks & Rec Advisory Board Meeting
Tuesday, March 19, 2024 @ 6:30 PM
Penderlea Auditorium
220 C R Dillard Rd, Willard, NC, 28478**

	Presenter	Page
1.	CALL TO ORDER	
2.	ROLL CALL	
3.	ADOPTION OF AGENDA	
4.	ADOPTION OF MINUTES	
4.1.	Parks & Rec Advisory Board - 17 Jan 2024 - Minutes	3 - 4
5.	ITEMS FROM ADVISORY BOARD MEMBERS	
6.	PUBLIC COMMENT	
7.	DISCUSSION AND ACTION ITEMS	
7.1.	Update on Central Pender Park Park Projects Update 3-19-24	5 - 13
7.2.	Update on Hampstead Kiwanis Park Phase 4 Park Projects Update 3-19-24	15 - 23
7.3.	Update on FY24-25 Department Budget	
7.4.	Approval of Pender County Festival UTV/Golf Cart Policy Pender County Special Event UTV-Golf Cart Policy-2	25 - 26
8.	NEXT MEETING DATE May 21st @ 6:30pm at Hampstead Annex Auditorium	
9.	ADJOURNMENT	



MINUTES
Parks & Rec Advisory Board Meeting
Wednesday, January 17, 2024 Pender County Public Assembly Room 6:30
PM

MEMBERS PRESENT: Cynthia Tart
Ray Rosso
Shane Mellin
Jamie Moore
Brandi Odom

MEMBERS ABSENT:

OTHERS PRESENT: Zach White
Dee Turner
Jessica Herring
Elizabeth Dancy

- 1 CALL TO ORDER**
Brandi Odom called the meeting to order at 6:39pm
- 2 ROLL CALL**
Brandi Odom, Shane Mellin, Cynthia Tart, Ray Rosso, Jamie Moore
- 3 ADOPTION OF AGENDA**
Motion Cynthia Tart, Second Jamie Moore, Carried by all
- 4 ADOPTION OF MINUTES**
Motion Shane Mellin, Second Cynthia Tart, Carried by all
- 5 PRESENTATIONS**
- 6 PUBLIC COMMENT**
Brandi Odom mentioned that she would like staff to look at free field rentals if insurance is provided.
Brandi Odom mentioned that she had received an email about a MOU and was going to forward it to staff.

7 DISCUSSION AND ACTION ITEMS

- a) Approval of Dogs in Parks Ordinance

Motion Jamie Moore
Second Ray Rosso
Carried by all

- b) Park Signage Upgrades

Brandi Odom said this is great
Cynthia Tart suggested that we remove "Pender County" from the park
rules for the ease of read.

- c) Update on approved County Gifts and Donations Policy

8 NEXT MEETING DATE

March 19th 6:30pm at Penderlea Community Park Auditorium

9 ADJOURNMENT

Cynthia asked if we can give an update at the next meeting on the PARTF
Grant projects and the upcoming budget.

Motion Cynthia Tart
Second Shane Mellin
Meeting adjourned at 7:38pm

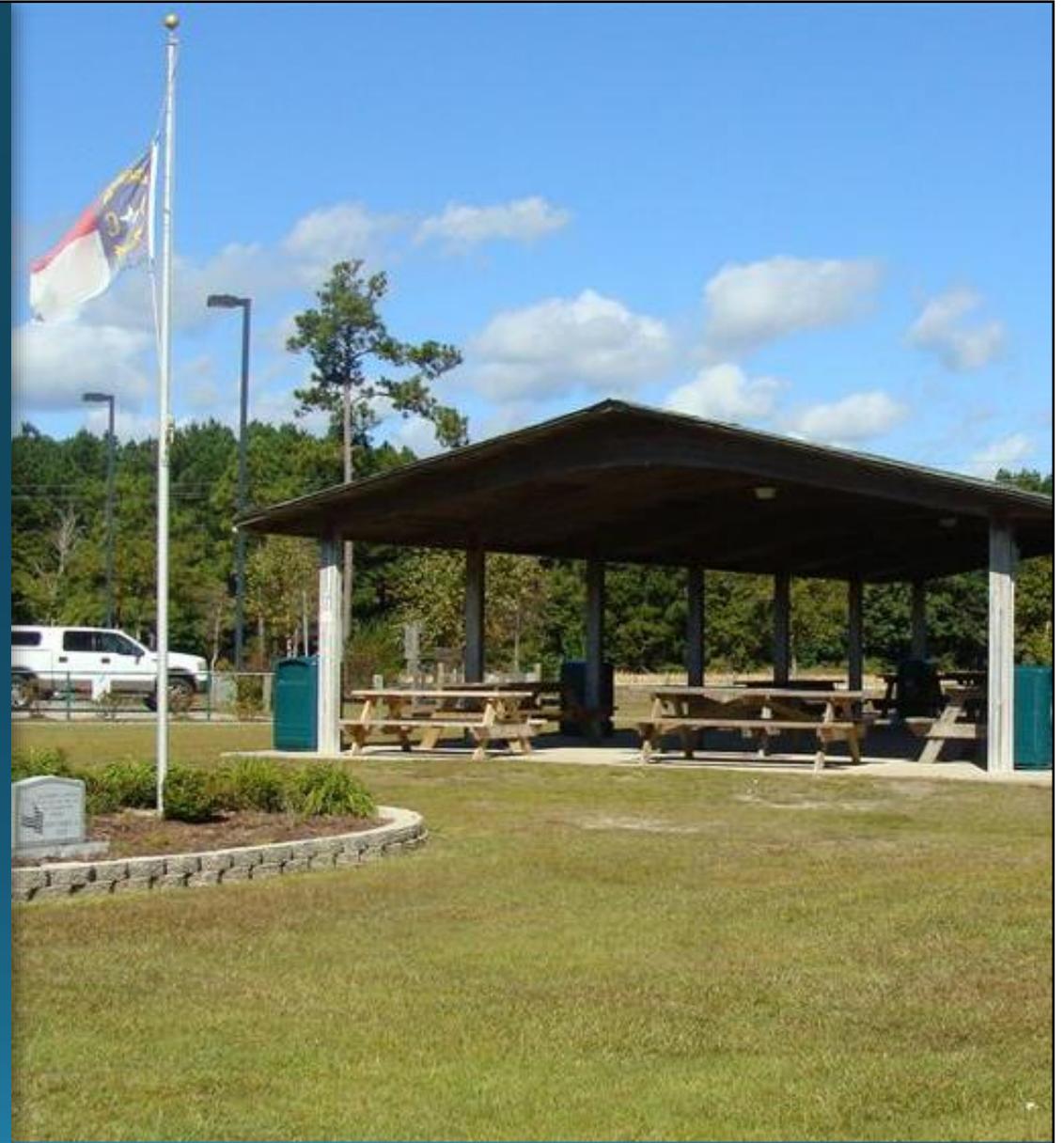
3/19/24

Pender County Park Project Update



Kiwanis Park- Summary

This project covers Phase IV of Kiwanis Park and will add 26 acres to the existing 54-acre park. This expansion will provide (2) multipurpose fields, (6) tennis courts, (4) pickleball courts, (2) basketball courts, a multi-use path, playground, lawn game area, picnic shelter/restroom facility and parking. The County is under contract with Stroud Engineering for this project.



Kiwanis Park- Timeline



Hampstead Kiwanis Park- Project Costs

 Design & Engineering \$78,000

 Construction \$3,688,062

 Total Project Cost Estimate \$3,766,062

Kiwanis Park- Funding & Debt

Total Project Cost

- \$3,766,062

In Kind Land

- \$102,093

PARTF Grant

- \$500,000

Completed General Fund Transfer and remaining CIP Funds

- \$1,429,036 + \$70,964

Additional General Fund Transfer

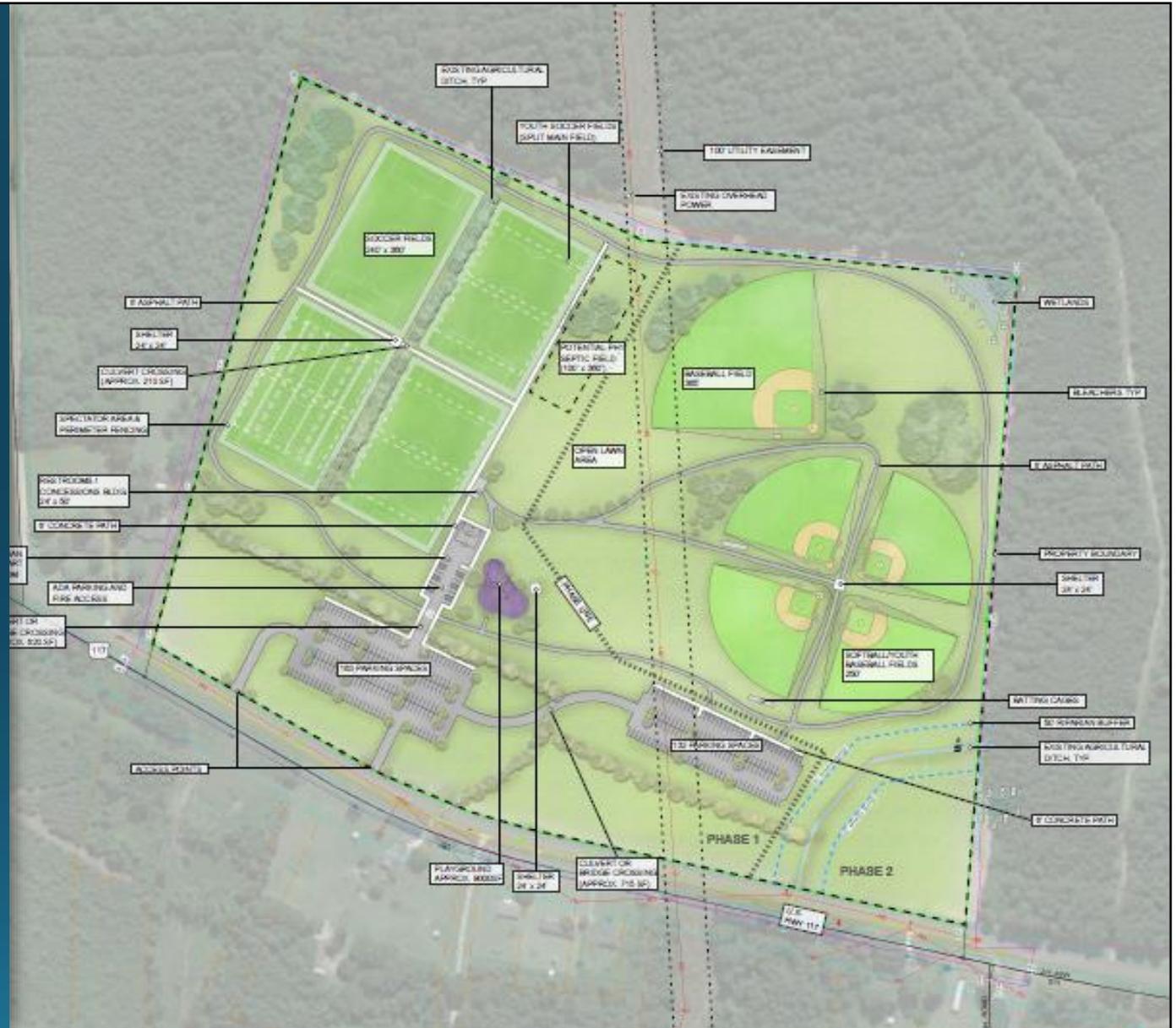
- \$1,663,969

Total Project Spent thus far

- \$12,000

Central Pender Park- Summary

- This project covers Phase I of the creation of a new park on Hwy 117 just outside of Burgaw.
- The initial phase of development for the park will include construction of site utilities, restroom/concession stand, picnic shelter, playground, (4) multipurpose fields with lights, a multi-use path and parking lot.
- The County is under contract with Pond & Company for this project.



Central Pender Park- Timeline



Central Pender Park- Project Costs

 Land	\$333,500
 Design & Engineering	\$295,120
 Construction	\$5,005,105
 Total Project Cost Estimate	\$5,633,725

Central Pender Park- Funding & Debt

Total Project Cost

- \$5,633,725

PARTF Grant

- \$500,000

Land

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Completed General Fund Transfer

- \$2,705,000

Additional General Fund Transfer:

- \$1,928,725

3/19/24

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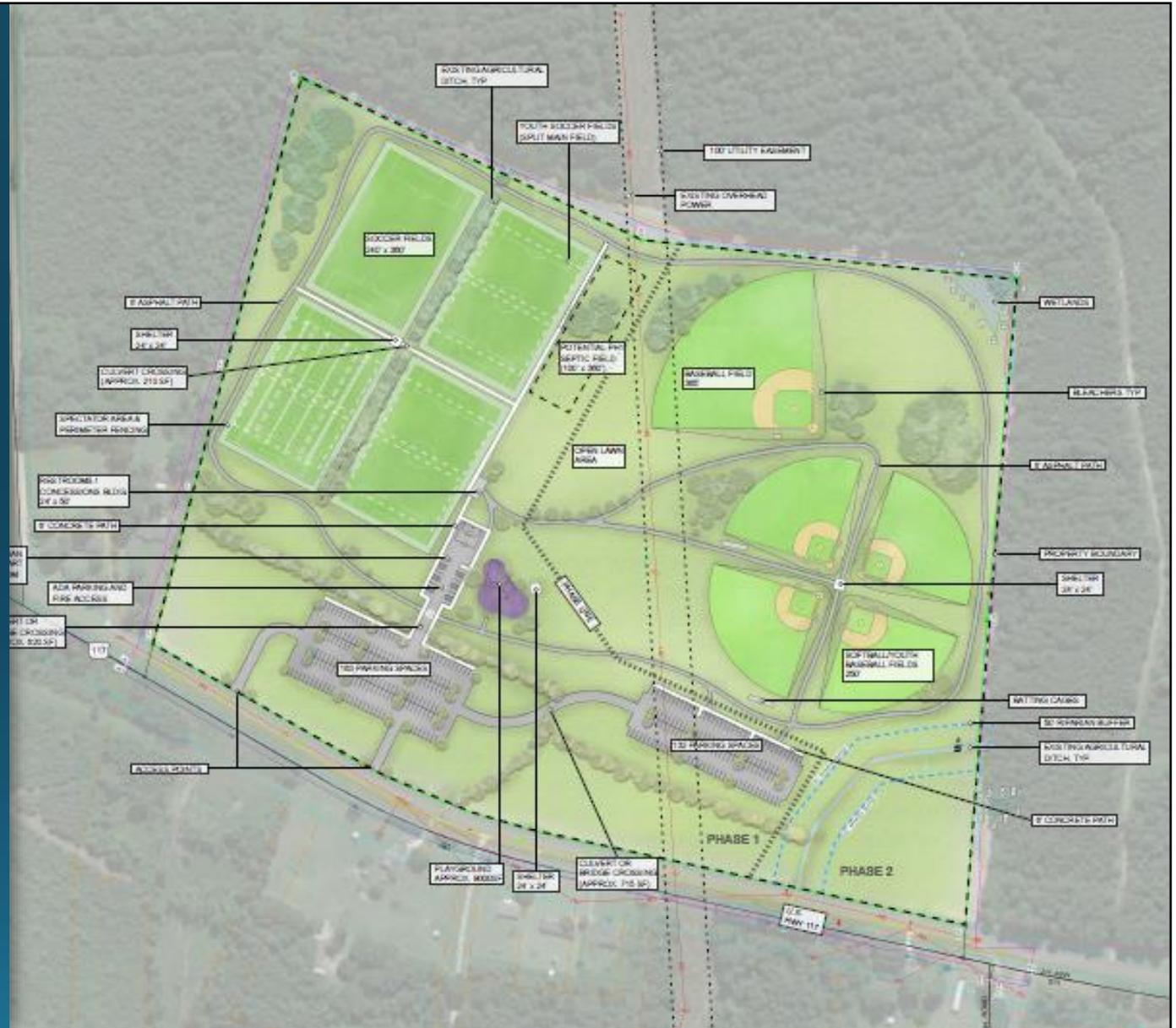
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Pender County Festival UTV/Golf Cart Policy

Purpose:

The Policy provides standards to ensure the safety of UTV/golf cart operators and pedestrians on County owned and leased properties during permitted special events.

I. Policies:

- A. Operator must be an employee of Pender County or a volunteer of a permitted special event.
- B. All operators must have a valid North Carolina driver's license.
- C. Pedestrians always have the right of way.
- D. Always lock up and secure UTV/golf cart when not in use.
- E. Never leave the keys in the UTV/golf cart when unattended.
- F. Vehicles shall not be operated in a manner that may endanger the driver, passengers, pedestrians, or other individuals or cause damage or harm to physical property.
- G. Never operate the UTV/golf cart with more passengers than it is designed to hold.
- H. Always keep hands, arms, feet, and legs inside the UTV/golf cart when in motion.
- I. Drivers of UTV/carts that are not equipped with turn indicators shall use appropriate hand signals.
- J. Operators are never to exceed 10 MPH.
- K. All UTV's and golf carts must have a sign identifying that it is being used for the festival or event.
- L. Operators of UTV/golf carts must never block a sideway or driveway.
- M. Operators will not drive the UTV/golf cart while under the influence of alcohol, illegal drugs or medications that cause drowsiness.
- N. During events with heavy foot traffic only UTV/golf carts being used by emergency personnel will be allowed.

II. Responsibilities:

Event host

- A. Is responsible for assuring that all operators within their supervision comply with the requirements of the UTV/golf cart policy.
- B. Shall assure that all individuals volunteering with their event that will be operating UTV/golf carts receive a copy of this policy.

Operators

- A. Shall acknowledge and comply with this policy.

- B. Will report all accidents involving a UTV/golf cart to the event host, who will then alert Pender County.
- C. If an accident involves injury or property damage the operator must remain onsite until an incident/accident report can be completed by Pender County.