



Pender County

Agenda

**Parks & Rec Advisory Board Meeting
Tuesday, July 16, 2024 @ 6:30 PM
Pender County Public Assembly Room
805 S. Walker Street, Burgaw, NC**

	Presenter	Page
1. CALL TO ORDER		
2. ROLL CALL		
3. ADOPTION OF AGENDA		
4. ADOPTION OF MINUTES		
4.1. Parks & Rec Advisory Board - 21 May 2024 - Minutes		3 - 4
5. ITEMS FROM ADVISORY BOARD MEMBERS		
6. PUBLIC COMMENT		
7. DISCUSSION AND ACTION ITEMS		
7.1. Nomination of Chair and Vice-chair		
7.2. Special Event Policy County Supporteed Special Event		5 - 6
7.3. Penderland Greenway and parks foundation update		
8. NEXT MEETING DATE Tuesday September 17th at the Hampstead Annex Auditorium		
9. ADJOURNMENT		



MINUTES
Parks & Rec Advisory Board Meeting
Tuesday, May 21, 2024 Hampstead Annex 6:30 PM

MEMBERS PRESENT: Daniel Price
Cynthia Tart
Shane Mellin
Ray Rosso
Brandi Odom

MEMBERS ABSENT:

OTHERS PRESENT: Zach White, Parks and Recreation Director
Elizabeth Dancy, Recreation Coordinator

- 1 CALL TO ORDER**
Daniel Price called the meeting to order at 6:34pm
- 2 ROLL CALL**
- 3 ADOPTION OF AGENDA**
Motion: Shane Mellin
Second: Cynthia Tart
Carried by All
- 4 ADOPTION OF MINUTES**
Motion: Shane Mellin
Second: Cynthia Tart
Carried by All
- 5 ITEMS FROM ADVISORY BOARD MEMBERS**
Daniel stated that he is willing to step down as chair if we want to have nominations at our next meeting.

Ray mentioned that he would like us to start having pickleball every Sunday at Penderlea.

Cynthia asked for an update on the Parks Foundation at the next meeting.

6 PUBLIC COMMENT

7 DISCUSSION AND ACTION ITEMS

a) Playground Replacement Program

Staff presented the playground replacement program information.

Motion: Ray Rosso

Second: Shane Mellin

Carried by All

b) FY 25 Budget Update

Staff provided an update on the FY 25 budget concerning the department.

c) Music Man Jr. Theater Program

Emily Graham and Steve Campbell spoke about the upcoming theater production of Music Man Jr. in the Hampstead Annex Auditorium.

8 NEXT MEETING DATE

Tuesday July 16th BOCC Meeting Room in Burgaw, NC

9 ADJOURNMENT

Motion: Cynthia Tart

Second: Shane Mellin

Carried by all

Meeting adjourned at 7:48pm.



County Supported Special Event Guidelines

Purpose: This policy provides the standards and process for identifying special events that will receive Pender County support either by waiving fees or in-kind services. Requests for County support will be considered as part of a competitive application process. Application deadline and approval will align with the County budget. All applications must be submitted by March 1st, 2025, at 5:00 p.m. for the 2025/2026 budget. The Pender County Board of Commissioners will approve all County supported special events.

Special events with current County support may retain their present support status. However, these organizations are subject to re-evaluation and may need to submit a new Special Event Application.

I. Criteria:

- a. Requests for fee waivers and/or in-kind services must be clearly stated in writing and delivered to Pender County Parks and Recreation either in person at 805 S. Walker St, Burgaw, NC 28425 or electronically to Parksandrec@pendercountync.gov
- b. Applicants must be nonprofits, businesses or agencies with current IRS status licensed to do business in North Carolina. Individuals are not eligible to apply.
- c. Applicants must submit a Special Event form to Pender County Parks and Recreation at least 30 days in advance of their event.
- d. Applicants must provide a thorough event overview, encompassing a description of the event along with its objectives.
- e. Applicants must state the benefits that the County will gain by supporting their event.
- f. Applicants are expected to exhibit effective financial management.
- g. The event must have multiple funding sources.

- i. The County must not be the sole financier.
 - ii. The County should be notified of all other financiers.
- h. The event must be open to the public.
- i. Applications must illustrate that the organization will successfully plan a safe and well-orchestrated event.
- j. Recipients of assistance must recognize Pender County at appropriate sponsorship tiers corresponding to the level of support received. They must ensure that Pender County is acknowledged at least to the same extent as other supporters or sponsors of similar stature. Pender County's name must be included in all event publicity materials, such as print, video, television, and radio. The County's name, logo, and banner will be displayed alongside those of other supporters or sponsors. Organizations hosting events with live entertainment must verbally acknowledge Pender County and its contributions clearly.
- k. Only one event is allowed per application. If necessary, submit multiple applications to align with the organization's number of events.

II. Current List of County Supported Events:

- a. TBA