

## NORTH LITTLE ROCK PARKS AND RECREATION COMMISSION MEETING

SEPTEMBER 17, 2012

The North Little Rock Parks and Recreation Commission meeting was called to order by Mrs. Vicki Stephens at 5:00 p.m., on September 17, 2012, at the North Little Rock Community Center.

**Commission Members Present:** Neil Bryant, Tom Davis, Charles Jones, Chandra Martin, Otistene Smith, Vicki Stephens and Bruce Waller.

**Staff Members Present:** Bob Rhoads, Jan Eberle-Wilkins, John Crow, Tina Worrell, Jeff Caplinger, Steve Ralston, Temeka Martin, Jennie Cunningham, Renee Henson, Katrina Wilbon, and Assistant City Attorney Paula Jones.

**Others Present:** None.

**Disposition of Minutes:** Mrs. Stephens presented minutes of the August 20, 2012, Parks and Recreation Commission meeting.

Mr. Waller made a motion, seconded by Mr. Davis, to accept the Parks and Recreation Commission minutes as presented. All voted aye and motion passed unanimously.

**High School Baseball Annual Report:** Jeff Caplinger presented the High School Baseball annual report. Per the agreement with the North Little Rock High School Baseball Team and Booster Club for use of the Burn Park DeJanis and Senior Fields, an annual report is required. To date, the arrangement has worked well and the program is running smoothly.

Mr. Bryant made a motion, seconded by Mr. Jones. to accept this report as presented. All voted aye and motion passed unanimously.

**High School Baseball Agreement:** Mr. Caplinger presented a draft of the 2012-2013 High School Baseball Agreement. The agreement is basically the same as the 2011-2012 school year agreement. Some working and due dates for schedules and fees have been adjusted for clarification and efficiency of the operation.

Mr. Bryant made a motion, seconded by Mr. Davis, to accept and execute the agreement. All voted aye and motion passed unanimously.

**Appointment of Member to Public Land Development Task Force:** Mr. Rhoads stated that due to the recent controversy over whether to use the City owned rock quarry for development or a park, a task force is being set up to review all city lands and its purposes. Mayor Hays wants to see what the best possible use would be for park purposes. This includes all official and unofficial park property. It will ultimately recommend priority use for the properties.

The make-up of the task force will include two (2) aldermen, two (2) citizens appointed from each ward and two (2) citizens appointed by the Mayor. The Parks and Recreation Commission needs to appoint one (1) member to serve. The group will meet for at least six (6) months and will have at least one (1) meeting in each ward. Currently, the Parks and Recreation Department and Planning Department staff have been pulling together an inventory of all lands owned by the city and indication of any restrictions for such lands.

**Appointment of Member to Public Land Development Task Force (continued):** Mr. Bryant made a motion, seconded by Mr. Waller, to appoint Mrs. Stephens to serve on the task force. All voted aye and motion passed unanimously.

Mrs. Stephens said she feels that knowledgeable parks and recreation staff members should be there to educate the task force.

Mr. Rhoads stated that he, John Crow, other staff members and Robert Voyles will be attending these meetings also. Jeff Caplinger has already started getting park information together.

**Ralston Pro Shop, Inc. Agreement:** Mr. Rhoads reported that legal has recommended that the golf course agreement with Steve Ralston be changed because Mr. Ralston's role as Golf Pro has been unclear.

The *Golf Management Contract* reviewed by the Parks and Recreation Commission at the March 19, 2012, meeting has been significantly altered by the legal department staff. The City Attorney recommended that no partial salary or benefits be paid to Steve Ralston. Mr. Ralston needs to be either a fulltime employee or have a contract and be paid for services. As the result of a meeting with the City Attorney and Mayor, the included contract with possible modification is being recommended for approval and execution.

All terms are the same except that the contract is with Steve Ralston Golf Shop, Inc., the former salary and benefits are paid as a fee in two (2) yearly payment to Steve Ralston Pro Shop, Inc., and an additional three (3) year term extension option is included. Also, Mr. Ralston is seeking some support from the City for continuation of the golf cart lease.

He is also seeking some relief or support from the city, if for health or other reasons, he is unable to continue the cart lease. Generally, legal staff has indicated this can be done as long as the cart lease is reviewed and acknowledged by the commission prior to the acceptance by Mr. Ralston of the lease. A copy of the proposed cart lease for \$35,550 per year and two other quotes are enclosed.

Mr. Ralston is currently receiving the following annual salary and benefits:

Salary	\$18,564
FICA/Medicare	1,420
Health Insurance	5,453
Life and Disability Insurance	126
Pension	<u>-0</u>
Total	\$ 25,563

The amount has been rounded to \$26,000 for the new contract to help cover potential higher health insurance rates and lost cost of living raises that had been given at 1% to 3% of salary, about every three (3) years.

Mr. Ralston said he agrees with the terms of the contract.

Mr. Bryant made a motion, seconded by Mr. Davis, to accept contract contingent on final approval from the legal department staff. All voted aye and motion passed unanimously.

**After School Scholarship Criteria Program:** Tina Worrell reported that the After School Program scholarship criteria had been reviewed again by recreation center and administrative staff. Some changes are being recommended. Originally, the scholarships were to be for North Little Rock residents only. The criteria proposed has been changed to allow non-residents who are attending North Little Rock public schools to apply for such scholarships.

The first opportunities for scholarships will be given to North Little Rock residents. If recreation centers still have space for other participants, non-resident scholarships can be given, but the total of non-resident scholarships will not be allowed to exceed the total number of scholarships given to residents.

The other criteria change being recommended is that the child for who the scholarship is being requested does not have to be shown as a dependent on the tax form used for the scholarship request. The children sometimes live with other family members and are carried on their (other family members) income tax form as dependents.

Mr. Rhoads reported that the mayor was okay with giving scholarships to non-residents that are qualifying students. Mr. Rhoads indicated that he (Mr. Rhoads) had put the limit of non-resident scholarships not being higher than resident scholarships.

Mr. Waller asked if a child is a North Little Rock resident and goes to a Little Rock school, are they eligible for the scholarship (if qualified).

Mr. Rhoads said that these are eligible.

Mrs. Smith said that Advisory Recreation Committee wants members looking at selecting applications to be diverse, including both male and female.

Mrs. Worrell said that a way to set this up has been done.

Mrs. Stephens suggested the scholarship selection committee be changed from three (3) members to five (5) members.

Mrs. Worrell reported that 19 youth scholarship requests have been received. These consisted of 16 from the Glenview Recreation Center, three (3) from the North Heights Recreation Center and none from the Sherman Park Recreation Center. Eight (8) of these were approved, seven (7) needs more documentation and four(4) were denied due to non-residency, but will be looked at again.

Mr. Waller made a motion, seconded by Mrs. Martin, to approve the criteria as presented. All voted aye and motion passed unanimously.

**Director Reports:** Mr. Rhoads presented written director reports.

**Drainage at Glenview:** Mr. Crow reported that he has discussed the drainage problem at the Glenview Recreation Center with Patrick Lane at the Street Department. After raining several days,, very little water was pooling and there was still access to the walking trail. Enough rain has not fallen to create a problem. Rats and snakes will always be there. He feels that drainage problems are coming from other areas. He, Mr. Lane and City Engineer Mike Smith will continue to monitor the area, but feel it is going to take a significant amount of rain in a short period to cause flooding again.

**Director Reports – Drainage at Glenview (continued):** Mrs. Smith said New Hope Church might build a parking lot. If they do, she hopes it is done the right way and addresses this issue.

Mrs. Worrell said Katrina Wilbon has contacted this church and they have agreed to work with the department on this issue.

**After School Program:** Mrs. Worrell reported that the After School Program at North Heights Recreation Center has maxed out, and 20 youth are on the waiting list. The Glenview and Sherman Park Recreation Centers have 35 to 40 youth in their programs and slots available. North Heights is referring youth to the other two (2) recreation centers. She is working with the Human Resources office for staffing

**Asbestos Concerns and Utilizing North Heights Elementary School:** Mr. Rhoads reported that he had received an email from Mrs. Smith about asbestos concerns in floor tiles at the North Little Rock Community Center kitchen. The best he could remember, in the past asbestos was only present in the small tiles in the other kitchen. At this time, the tiles are being tested to make sure.

Mrs. Smith said that grant writers would need to know this information.

Mrs. Worrell stated that Glenda Parker has talked with the North Little Rock School District about utilizing the North Heights Elementary School next door when it closes. Part of the reason the school building will not be torn down is due to asbestos. The roof is leaking and it would be cheaper to rent the building than tear it down and build. She is now checking on the cost to rent and/or use portable buildings. Once the school is vacated, the enrollment at the North Height Recreation Center might decrease enough that additional space would not be required.

**Calendar of Events:** Mrs. Stephens stated that the next commission agenda deadline is Tuesday, October 2, 2012, at 2:00 p.m. Any items need to be called in by that date and time to the Parks and Recreation Administration Office.

The next regularly scheduled commission meeting is Monday, October 15, 2012, at 5:00 p.m., in the North Little Rock Community Center.

**Adjournment:** Mr. Bryant made a motion, seconded by Mrs. Smith, to adjourn at 5:39 p.m. All voted aye, and the motion passed unanimously.

**Public Comments:** Mrs. Stephens opened the meeting for public comments but there were none.

Submitted by,

Otistene Smith, Secretary