

## **NORTH LITTLE ROCK PARKS AND RECREATION COMMISSION MEETING**

**JUNE 17, 2013**

The North Little Rock Parks and Recreation Commission meeting was called to order by Mrs. Vicki Stephens at 5:00 p.m., on June 17, 2013, 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, Jason Rhodes, Tina Worrell, Steve Ralston, Jeff Caplinger, Sandy Jackson and Paula Jones.

**Others Present:** None.

**Disposition of Minutes:** Mrs. Stephens presented minutes of the May 20, 2013, Parks and Recreation Commission meeting.

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

Mrs. Stephens presented minutes of the May 20, 2013, Parks and Recreation Commission public hearing.

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

**Employee Introductions:** Jeff Caplinger introduced Sandy Jackson, a Mayor's Summer Youth worker. The commission welcomed her.

Mr. Rhoads said he appreciated her.

Mr. Rhoads stated that Jason Rhodes, current Park Ranger, has been promoted to Parks Superintendent. The commission congratulated him.

**Right of Entry Agreement:** Jeff Caplinger reported that a remedial investigation will be made on the majority of Burns Park land to assess if any more explosives exist. Public meetings were held. Hydro Geologic will be performing the investigation as a contractor for the Little Rock District Army Corps of Engineers. The Little Rock District Office of the US Army Corps of Engineers is seeking written approval from the Parks and Recreation Commission for entry into the park to do the assessment. The time for this investigation has not yet been determined.

Mr. Bryant made a motion, seconded by Mr. Jones, to authorize the Parks and Recreation Director to execute such agreement right to enter and perform the investigation. All voted aye and motion passed unanimously.

**Summary of Public Capital Requests:** Bob Rhoads stated that the capital budget list (see below) will need to be prioritized and approved by the commission in July 2013. The operation budget will need to be approved by the commission in August 2013. Requests pertaining to the tennis center, Quapaw Links, Rose City baseball complex and the North Heights baseball complex (both baseball programs are run by the Police Athletic League) were sent directly to the Parks and Recreation Administration office and are now incorporated into the overall list.

Mr. Rhoads stated that this list of capital needs will be due to Mayor Smith late in July or early August 2013.

**PUBLIC HEARING REQUEST**  
**NLR PARKS AND RECREATION 2014**

<u>AREA</u>	<u>ITEM</u>	<u>NOTES</u>	<u>ESTIMATED COST</u>
Camp Robinson Park	Skate Park		\$ 25,000
Pugh Park	Skate Park		25,000
Dark Hollow?/Lorene Joshua Park	Skate Park		25,000
Melrose Circle Park	Skate Park		25,000
Sherman Park	Skate Park		25,000
Glenview Park	Skate Park		25,000
North Shore Park	Skate Park		25,000
Crestview Park	Fencing		25,000
Fearneyhough Park	Master Plan		2,000
School Street Park	Skate Park	\$10,000 requested	25,000
Tennis Center	Light Four Courts		65,000
Tennis Center	Resurface Four Courts	\$20,000 requested	25,000
Burns Park Baseball	Shade Structures		90,000
Burns Park Baseball	Paved Parking		175,000
Burns Park Baseball	Maintenance Shed		85,000
Sherman Park	Scoreboard	In progress	
Sherman Park	Parking		????
Sherman Park	Lights for Walking Trail		????
Sherman Park	Pool Improvements	???	100,000
Sherman Park	Replace Wood Bleachers		15,000
Riverview Park	Expand Skate Park		200,000
Broadway Bridge (under)	Skate Park		????
Baring Cross Area	Basketball Court		????
Quapaw Links	Fishing Lake		300,000
Rose City Baseball Complex	Light Replacement	*PAL-still checking \$	100,000
North Heights Baseball	Wire Replacement	*PAL	10,000
<b>Total</b>			<b>\$1,392,000</b>

\*Police Athletic League

**Summary of Public Capital Requests (continued):** Mr. Davis asked if there was a future for skate parks.

Mr. Rhoads said yes, the sport is growing and groups are organizing. At this time, he does not know if the neighborhoods want a skate park near them.

Mrs. Smith asked if there was a plan to pull people together to discuss funds for these skate parks. The department is having problems maintaining current facilities, and funding will need to come from somewhere else.

Mr. Waller said a study will need to be made on the best location for a skate park.

Mrs. Stephens stated that citizens wanting something will need to come with a way to fund it. Current facilities have to be maintained first.

Mrs. Smith stated that neighborhoods need to be asked what they want and they need to be made to understand that there is no money for new facilities.

Mr. Davis asked if there were statistics of injuries at skate parks. He is in favor of maintaining current facilities and not building additional.

Mrs. Stephens said no matter how dangerous it could be, the youth will use it anyway.

Mrs. Martin stated that Baring Cross has requested a place for the youth to go. She would favor finding a place for them instead of building more skate parks.

Mrs. Stephens said encouragement for use of the former Code office on Pike Avenue needs to be made.

Mr. Bryant stated that representatives of the Baring Cross area have been requesting something for a while now. However, the department needs to keep and maintain current facilities as a priority.

Mrs. Stephens stated that there is no revenue coming in to totally sustain requested programs, and citizens need to understand this.

Mr. Waller stated that in some other cities, revenue coming in goes to a general fund and city disperses it to different departments.

Mr. Rhoads summarized that the commission does not want to build additional skate parks due to lack of money, but to look at getting Baring Cross neighborhood a place for the youth to go. He will contact Michelle Ruby Stewart-Brown about using the former Code office.

Tina Worrell reported that pool filters need to be changed at Sherman Park. No safety issues are involved. Handicapped accessibility and renovations are now being done on the bathhouse.

Mr. Rhoads said he is checking on the ballfield lights request for Rose City and North Heights.

Mrs. Smith asked if something could be done about the copper wire theft so it does not happen again.

Mrs. Stephens said it is hard to make these items vandal proof.

**Parks and Recreation Staff Requests for the 2014 Capital Budget:** Mr. Rhoads stated that at the May 2013 commission meeting, public input was received for 2014 capital needs. Staff is now giving input for commission information, and direction is sought from the commission members. A final recommendation will be made at the July 2013 regularly scheduled commission meeting.

Bob Rhoads: Pave part of the Burns Park Ball Complex parking lot. This will help alleviate dust problems. Estimated cost: \$90,000.  
Purchase deck mower, fairway mower, Buffalo blower and mini-excavator.  
Estimated cost: \$75,000  
Athletic fields maintenance building. Estimated cost: \$85,000.  
Light two (2) Burns Park soccer fields. Currently there is \$60,000 saved for this project and an additional \$60,000 is needed.

Tina Worrell: Replace vehicle. Estimated cost: \$24,500.  
Purchase tables and chairs. Estimated cost: \$10,000.  
Paint gymnasiums (half-wall), recreation center lobbies, classrooms and kitchens. Estimated cost: \$17,500 each for recreation center and includes labor.  
Rental and programming software. Estimated cost: \$9,796.  
Computers, scanners and printers to support software: Estimated cost: \$5,000.

Jeff Caplinger: Replace old park ranger vehicle. Old vehicle could go to park maintenance or the city auction. Estimated cost: \$25,000 or less.

Steve Ralston: (2) Deck mowers. Estimated cost: \$25,000.  
Replace 25 year old sprinkler system on the championship course, and 23 year old sprinkler system on the tournament course. Estimated cost for both: \$100,000.

Mrs. Smith said donations need to be found to help with these needs.

Mr. Waller stated that the department needs to maintain current facilities and projects. None of the staff requests are unreasonable. He said that talking with the Mayor and City Council members about these needs, and identifying some of these items as maintenance rather than a capital expenditure would be a good plan. Examples of maintenance would be painting and software.

Mr. Bryant said he wants a prioritized list with justifications to go to the Mayor and City Council.

Mr. Rhoads stated that there should be a 2014 year-end surplus of approximately \$300,000 and the same for 2015. The Mayor only wants a list and the amount of capital items, so he can get it to City Council. He is not stating where the money will come from.

Mr. Waller said these items need to be prioritized before going to the Mayor and City Council.

Mr. Rhoads said the prioritized list will be brought back to the commission in July 2013 for adoption.

Mr. Waller made a motion, seconded by Mr. Bryant, to accept, endorse and support the department staff's 2014 capital requests in the budget process with the Mayor and City Council. All voted aye and motion passed unanimously.

Detailed information for these requests follow.

**Park Maintenance Division**

**Calendar Year 2013**

**Calendar Year 2014**

Burns Park Baseball Pave Parking Lot \$90,000	Parks Maintenance Equipment	\$ 75,000
	Burns Park Baseball Maintenance Building	\$ 85,000
	Burns Park Soccer Field Lighting, 2 Fields	\$ 60,000
TOTAL	TOTAL	\$220,000

**Burns Park Baseball Complex Paved Parking Lot:** The estimated cost to pave the entire complex is approximately \$175,000. Realizing there is insufficient money to pave the whole parking lot, recommendation is to pave one-half the parking lot that is located closest to the fields for \$90,000.

**Parks Equipment:** Requesting \$75,000 in calendar year 2014 for equipment, even though the equipment needs may exceed this amount.

**Burns Park Baseball Maintenance Building:** Now that responsibility has been assumed for field maintenance of the Burns Park Baseball Complex, Girls Softball Complex, DeJanis and Senior League Baseball fields, the department is in dire need of a maintenance building to secure equipment used to maintain the fields. The proximity of the other fields to the Burns Park Baseball Complex makes it a practicality to construct the maintenance building on the grounds of the new baseball complex. In addition, there is adequate space for the construction of the building on this site. Requesting \$85,000 in capital money for the construction of the building.

**Burns Park Soccer Field Lighting for Two Fields:** The Burns Park Soccer Complex as been selected again to host a National Regional Tournament in 2015. Tournament officials have requested additional field lighting for the tournament. Currently there are four (4) lighted soccer fields. Requesting \$60,000 in the 2014 calendar year capital funding to light two (2) additional fields for the 2015 tournament.

**Recreation Division**

**2013**

**Replacement Equipment/Vehicles \$35,000**

- Purchase of a new fifteen (15) passenger van to provide transportation for more participants within the programs (especially the teen SAPling). Estimated cost: \$24,484.
- Purchase replacement meeting tables and chairs. Estimated cost: \$10,000.

**Renovate Centers \$35,000**

- Paint two (2) gymnasiums (half wall), recreation center lobbies, classrooms and kitchens. Estimated cost per center: \$17,500.

**2014**

**New Software for rentals and programs \$15,000**

- Purchase *CommunityPass Online Registration and Payment Management* software. *CommunityPass* includes a carefully constructed, comprehensive combination of products and services providing: support for online, phone-in, mail-in and walk-in registration; credit card, check and cash payment processing; real-time reporting and email messaging; self service site and software administration; scheduling and permit creation for fields and facilities. Estimated cost: \$9,796.
- Purchase new computers, printers and scanners to support the software. Estimated cost: \$5,000.

**Golf Course Division**

**Budgeted Capital Expenditures:**

<u>Item</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
(1) Fairway Mower	\$55,000		
(2) Deck Mowers		\$25,000	
Sprinkler System		\$50,000	\$50,000

**Fairway Unit:** Immediate need as original unit is worn out. Currently using back-up lighter unit that came from the soccer complex for everyday use. It will not keep up with mowing or last long at this rate.

**Deck Mowers:** Have been replacing decks, motors, etc. to keep units running. Needs to be replaced.

**Sprinkler System:** Desperate need to replace all 15 control boxes on Championship Course that are over 23 years old. Plan is to replace 99 fairway heads in playing areas, install 79 new heads around greens, as well as 79 directional green heads that will save an estimated 40% to 60 % of water use on the greens.

<b>Costs:</b> Control Boxes	\$ 26,200
Fairway Heads	\$ 22,000
Green heads(adj.)	\$ 18,000
Green heads	<u>\$ 13,800</u>
Total	\$ 80,000

This will leave \$20,000 for older line replacement or pay for help to install the heads, swing joints and control boxes. The functional heads and control boxes that are replaced will be used to replace or repair needs on the Tournament Course.

**Special Projects Division**

The current Park Ranger vehicle was purchased from Federal Surplus about 1½ years ago. It is a 1998 Chevrolet Blazer and has about 90,000 miles. Since it has been in use, it has needed a rear brake job and rebuilt transmission. Once this vehicle is replaced, it can be used by park maintenance and serve as a back-up ranger vehicle.

Requesting \$25,000 toward the purchase of a new replacement vehicle. As of this time, a CNG conversion kit is not available for Jeep vehicles.

Jeep Patriot Sports 4-Wheel drive or All-Wheel drive five passenger utility vehicle.

Base Cost	\$ 18,575
Add daytime running lights	40
Add low range gears / off road	1,050
Delivery Charge - 200 miles at \$1.75	350
Estimated Tax	1,600
Add Emergency light bar, etc.	1,200
Add miscellaneous (towing bar, etc.)	1,000
Other	1,000
Estimated Total	\$ 25,000

**Reduced Fee Policy:** Mr. Rhoads reported that requests are being made by groups to waive special event fees, or pay a reduced rate. Most of the waiver requests are for less than \$500. Staff is seeking input from the commission concerning whether to bring their requests to the commission to grant or not, or to have that authority delegated to the Director of Parks and Recreation.

Currently, two (2) verbal requests have been made to waive approximately \$300 for one (1) event, and \$400 for another. One is for a new marathon in December 2013 and the other is for hosting an event in the skate park.

Criteria could be adopted to make a determination for a discount or waiving of fees such as:

- Must show proof of non-profit status.
- Must have proof of liability insurance and sometimes medical insurance on participants.
- Advanced request notice of 45 calendar days for waiving of fees.
- Will consider whether established or new event.
- Will consider what benefits the city and/or Parks and Recreation Department derives from the event (increase of hotel/motel/restaurant taxes, recognition of city/department, etc.)

Mrs. Smith asked who would be doing the clean-up work for these events.

Mr. Rhoads replied that it would be the Parks and Recreation Department.

Mrs. Stephens said she does not want to waive fees if it costs the department.

Mr. Waller said one criteria point should be how much the group charges participants to attend or enter the event. There should at least be a skeleton policy for these requests. He stated that groups would be required to have liability insurance if they use the Parks and Recreation grounds. This is not an option.

Mrs. Stephens said their requests should be detailed.

Mrs. Martin said this waiver or reduction in fees could cause some issues and everyone should be treated the same.

Mrs. Worrell said that currently the department is getting 50¢ per person for small, non-profit events.

Mr. Rhoads stated that he will bring criteria back to the commission for further discussion.

**Director Reports:**

Mrs. Worrell said she talked with Senator Bozeman about the **summer food program** when he visited the Sherman Park Recreation Center.

Mr. Rhoads reported:

- **Glenview drainage** project is finished.
- **Burns Park handicapped fishing pier** is almost finished. An opening date will be announced later.
- **Batting cage** owner is taking out nets and working to vacate the area.

**Calendar of Events:** Mrs. Stephens stated that the next commission agenda deadline is Tuesday, July 2, 2013, 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, July 15, 2013, at 5:00 p.m., in the North Little Rock Community Center.

**Adjournment:** Mr. Bryant made a motion, seconded by Mrs. Martin, to adjourn at 6:14 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