

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

**JUNE 18, 2012**

The North Little Rock Parks and Recreation Commission meeting was called to order by Mrs. Vicki Stephens at 5:00 p.m., on June 18, 2012, at the North Little Rock Community Center.

**Commission Members Present:** 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, Katrina Wilbon, Renee Henson, Glenda Parker and Assistant City Attorney Paula Jones.

**Others Present:** Rod Himon and Jeanne Hyde.

**Presentation of Plaque to Jeanne Hyde:** Mrs. Stephens presented a plaque to Jeanne Hyde and thanked her for her years of service as a member of the Parks and Recreation Commission and for serving as Vice Chair.

Mrs. Hyde said she really enjoyed working with the commission members and was going to miss everyone.

**Disposition of Minutes:** Mrs. Stephens presented minutes of the May 21, 2012, Parks and Recreation Commission meeting and public hearing.

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.

**Election of Officers:** Mrs. Stephens opened the floor for election of officers. Mrs. Martin nominated Mr. Davis for Vice-Chair. Mr. Waller nominated Mrs. Smith for Secretary. Mrs. Stephens nominated Mr. Waller as Treasurer.

Mrs. Smith made a motion to elect these that have been nominated and that nominations cease. Mrs. Martin seconded the motion. All voted aye and the motion passed unanimously.

Mrs. Stephens said she appreciated the opportunity to serve again, and thanked those that held these positions.

**Dark Hollow Community Development Corporation 2011 Annual Report:** Mr. Rhoads stated that an annual report is required in the agreement with the Dark Hollow Community Development Corporation for the development of the Dark Hollow Memorial Park.

Mr. Caplinger stated that Belinda Burney-Sykes was supposed to be at the commission meeting to give the annual Dark Hollow Community Development Corporation annual report, but had not arrived.

Mr. Caplinger stated that honor bricks are being sold for development of this location and a wall has been built. There was a question of the property line, but that is a non-issue.

Mrs. Smith made a motion, seconded by Mr. Davis, to accept and file this report from Dark Hollow. All voted aye, and motion passed unanimously.

Mrs. Stephens stated that the wall looked nice.

Parks and Recreation Commission

June 18, 2012

Page 2

**Batting Cage Signage Request:** Mr. Rhoads stated that Rob Fisher, Burns Park batting cage owner, had requested that the commission approve sponsor signs at the batting cage. He would charge an initial \$100-125 per sign, and then an annual sponsor fee of \$100 which keeps the sign up. The signs and sponsors will meet the Parks and Recreation Department's criteria for commercial signage in the park. Because his (Mr. Fisher) agreement expires March 2013, he (Mr. Fisher) has requested that this item be delayed until his agreement is reviewed next year.

**Joint Use Agreement Policy:** Mr. Rhoads stated that to encourage healthier life styles and expand on joint use of school, parks and recreation, and other facilities and collaboration in programs, a joint use agreement policy is being brought to the commission for review and approval. As a part of the Communities Putting Prevention to Work (CPPW) grant and the Fit2Live initiative, a policy is required. The city's legal staff and parks and recreation staff have reviewed the proposed agreement. Once approved by the commission, it will be forwarded to be approved by the City Council. At this time, most other agreements are already in writing.

Rod Himon stated that a written joint use agreement policy would formalize things and not prohibit the City from having joint use agreements with school districts or other community organizations. The point of the grant is to provide accessible places throughout the community where the local people can go to be physically active.

Mr. Rhoads stated that the Communities Putting Prevention to Work grant has given the Parks and Recreation Department over \$420,000 in funds to help revitalize facilities and programs. North Little Rock schools and the Boys and Girls Club have also received funds.

Mrs. Smith asked if this money would offset the list of capital expenditures.

Mr. Rhoads replied that it would not.

Mr. Waller asked if this policy is going to be set for the City or Parks and Recreation. If it is going to be set for the City, then all the commission could do is just recommend it to the City Council.

Mr. Rhoads said this policy would be for both the City and Parks and Recreation. The commission has authority to make agreements without the City Council.

Mr. Waller made a motion, seconded by Mr. Jones, to accept the proposal. All voted aye, and motion passed unanimously.

**Parks and Recreation Department Needs for the 2013 Capital Improvement Program:** Mr. Rhoads presented two summary lists of 2013 requested information derived from the capital

improvement program public hearings. Also, all items requested in the previous three to four (3 to 4) years have been included. One list included is by facility and the other shows frequency of request.

He stated that division heads will get with their staff to prioritize these requests, and needs feedback from the commission members, if they have priorities within the next week. He will have each department's priority list at the July 2012 regularly scheduled meeting, after visiting with the division heads. A final priority list and five (5) year plan will be brought to the next regularly scheduled commission meeting with complete cost.

Mr. Davis stated that there were a lot of vehicle requests by the recreation center staff, and feels that one (1) vehicle should be available for all recreation staff members to use.

Parks and Recreation Commission

June 18, 2012

Page 3

**Parks and Recreation Department Needs for the 2013 Capital Improvement Program**

**(continued):** Mrs. Worrell said that all recreation vehicles available are in use during the summer months for the programs, and there are no extra vehicles. Vans are needed to transport children for the programs. Vehicles are needed for the staff to make bank deposits, attend meetings, make purchases and all other business.

Mrs. Smith said to make sure all vehicles comply with safety standards.

Mr. Crow said park maintenance vehicle requests are to replace those that are no longer cost effective to repair.

Mr. Rhoads said many of the public requests are substantial in cost.

Mrs. Martin asked how the lists are prioritized.

Mr. Rhoads stated that supervisory and key staff in each division meet and rate all of the requested items. This information is submitted to the Director of Parks and Recreation. After the Director meets with the division heads, a final priority list is determined and brought to the commission.

Mrs. Stephens asked why each recreation location did not have their own priority.

Mr. Waller stated that all the managerial administrative staff is required to do is bring their recommendation to the commission by any method they wish to use, and ultimately the decision is made by the commission. Money becomes the deciding factor.

**State Outdoor Grant Request:** Mr. Rhoads stated that the current trend with the State Outdoor Grant Program is to fund projects which address increased accessibility in parks and recreation facilities. State staff has encouraged the department to look at these issues. John Crow listed some of the accessibility issues in the capital list provided at the last commission meeting.

Staff is recommending the attached list of items for this year's grant request. It adds playground surfacing, restroom upgrades for increased accessibility, and additional mobility-impaired access to the dog park. Other items include upgrades and increases to picnic areas pointed out as needed in the master plan, and by the outreach meetings. This grant request is due at the end of August 2012, and staff feels that the Americans with Disabilities Act compliance is needed.

Melrose Circle Park's playground equipment is not handicapped accessible, but a survey would be required and all extra federal regulations would have to be followed. At some point, this playground

will be made accessible. Sherman Park's grant work is almost complete for the first phase. The second phase will follow.

Mr. Caplinger stated that the following Burns Park locations need to be made handicapped accessible and compliant:

- Restrooms (locations will be decided later on)
- Dog park parking lot to entrance
- Senior League field bleachers, restrooms and concession area
- Caboose and other playground areas need pea gravel removed and replaced with accessible impact surfacing
- Picnic areas and basketball courts

Mr. Waller made a motion, seconded by Mrs. Smith, to proceed on this grant. All voted aye, and motion passed unanimously.

Mr. Rhoads stated that a final budget and grant documentation will be brought for approval at a later commission meeting.

Parks and Recreation Commission

June 18, 2012

Page 4

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

**Mission Statement and Ideas:** Mr. Rhoads stated that the staff is busy this time of the year, and suggested a retreat be held in either late August 2012 or late September 2012 to work on a mission statement and other ideas for the department.

Mrs. Martin and Mrs. Smith said they are extremely busy at work and it would be hard for them to attend.

Mr. Jones said he would be busy with the new school.

Mr. Waller suggested that Mr. Rhoads set a time and date, and those from the commission that are available can attend.

**Summer Program and Recreation Advisory Committee:** Mrs. Smith asked that the following updates be given at the July 2012 regularly scheduled commission meeting:

- Status of the \$30,000 that was to be requested by Aldermen Linda Robinson and Maurice Taylor from the City's general fund, for the summer program.
- Update from Mrs. Worrell on the Recreation Advisory Committee.

**Lodge Update:** Mr. Rhoads reported that the plan to construct a lodge in Burns Park is in limbo, and another site in Burns Park is being studied. Those funding the construction have pulled out of the plan and if the lodge is to be built, another *Request for Proposals* will be needed. The concept includes 200 rooms and conference area.

**Calendar of Events:** Mrs. Stephens stated that the next commission agenda deadline is Tuesday, July 3, 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, June 18, 2012, at 5:00 p.m., in the North Little Rock Community Center.

**Adjournment:** Mrs. Smith made a motion, seconded by Mrs. Martin, to adjourn at 5:44 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