

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

**MAY 19, 2014**

The North Little Rock Parks and Recreation Commission meeting was called to order by Mrs. Vicki Stephens, at 5:00 p.m., on May 19, 2014, at the North Little Rock Community Center.

**Commission Members Present:** Randall Bradley, Neil Bryant, Tom Davis, Charles Jones, Otistene Smith and Vicki Stephens. Bruce Waller had another appointment.

**Staff Members Present:** Bob Rhoads, Jan Eberle-Wilkins, Jason Rhodes, Tina Worrell, Jeff Caplinger, Steve Ralston, Jennie Cunningham, Matthew Peterson and Paula Jones.

**Others Present:** None.

**Financial Report – First Quarter of 2014:** Bob Rhoads reported that expenses were running about 8% less than anticipated and the Hamburger Tax was running 2% below projections. Budgets are being watched closely since this is the time of year when expenses begin to pick up.

**Utility Cost Report – First Quarter of 2014:** Mr. Rhoads reported that at the end of the first quarter, utility costs were running high, but it is anticipated that they should level off when weather goes to a more normal pattern.

**Disposition of Minutes:** Mrs. Stephens presented minutes of the April 21, 2014, Parks and Recreation Commission meeting and the April 21, 2014, Public Hearing.

Mr. Bryant made a motion, seconded by Mr. Bradley, to accept both minutes as presented. All voted aye and motion passed unanimously.

**Vote for Excused or Unexcused Absentees:** Bruce Waller had another appointment and was absent. Mr. Bryant made a motion, seconded by Mrs. Smith, to count this as an excused absence. All voted aye and motion passed unanimously.

**Election of Officers:** Mrs. Stephens opened the floor for election of commission officers: Chair, Vice-Chair, Secretary and Treasurer.

Mr. Jones made a motion, seconded by Mr. Bryant, to keep the current slate of officers, which are Vicki Stephens, Chair; Neil Bryant, Vice-Chair; Otistene Smith, Secretary; and Bruce Waller, Treasurer. All voted aye and motion passed unanimously.

**Parks and Recreation Staff Needs for 2015 Capital:** Mr. Rhoads reported that division heads were asked to review their capital needs for 2015 and provide a written summary of those desires and the reason. Each division head briefly went over their list with the commission. See below.

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**Parks and Recreation Staff Needs for 2015 Capital (continued):**

**Recreation Division**

<b><u>YEAR</u></b>	<b><u>ITEMS</u></b>	<b><u>ESTIMATE COST</u></b>	<b><u>JUSTIFICATION</u></b>
2015	<b>Remodel Rest Rooms in Large Meeting Room</b>	<b>\$ 50,000.00</b>	NLR Community Center rest rooms need to be made ADA accessible and the flooring needs to be replaced.
2015	<b>Fence in Area</b>	<b>\$ 10,000.00</b>	For safety and security of area and rides, a chain link fence is needed to circle the Funland complex.
2015	<b>Light Display</b>	<b>\$ 20,000.00</b>	The Holiday Lights in Burns Park need displays added to make it more exciting, new and updated.
2015	<b>Replace Tile Flooring in Large Meeting Room</b>	<b>\$ 10,000.00</b>	NLRCC large meeting room tiles are showing signs of age. They are out of date and in need of replacement.
2015	<b>Replace Tile Flooring in WIC Lobby</b>	<b>\$ 4,000.00</b>	NLRCC WIC lobby tile flooring is wearing thin and falling apart in some areas. Needs updated.
2015	<b>Cargo Van</b>	<b>\$ 21,000.00</b>	Programming unit's food service program is growing. For delivery of food during rainy days, an additional enclosed vehicle is needed. Possible \$5,000 grant is available.
2015	<b>Computers</b>	<b>\$ 12,000.00</b>	Replace out of date computers for Recreation Superintendent and Programming Unit.

2015	<b>Message Centers for Fields</b>	<b>\$ 7,000.00</b>	Fields need a "bulletin board" area to post field information, league and tournament schedules, etc.
2015	<b>Technology Equipment</b>	<b>\$ 5,000.00</b>	LCD projectors and screens for public meeting rooms for all four centers.

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**Parks and Recreation Staff Needs for 2015 Capital - Recreation (continued):**

2016	<b>Remodel Kitchen in Large Meeting Room</b>	<b>\$ 20,000.00</b>	NLRCC kitchen is in need of an updated look. Replace older cabinets and sinks. Add ice maker.
2016	<b>Carousel Canvas Top</b>	<b>\$ 3,550.00</b>	The carousel's canvas was repaired in 2014 but is in need of replacement. The canvas is brittle and tears easily.
2016	<b>Light Display</b>	<b>\$ 20,000.00</b>	The Holiday Lights in Burns Park need additional displays to make it more exciting, new and updated.
2017	<b>Upgrade Pool Building At Glenview</b>	<b>\$ 50,000.00</b>	Glenview pool building needs to have updated bathroom/shower fixtures and check-in counter. Repair of some cement blocks is also needed.
2017	<b>Renovate Pool Building At Sherman Park</b>	<b>\$ 50,000.00</b>	Sherman Park needs updated bath room and shower fixtures. Repairs and renovation of building is also needed.
2017	<b>Complete Upgrade or Replacement of HVAC</b>	<b>\$ 250,000.00</b>	NLR Community Center has a very old chiller and a boiler system. It breaks down on a regular basis and needs to be replaced with a newer cost efficient system.
2017	<b>Amusement Park Rides</b>	<b>\$ 70,000.00</b>	Funland is in need of an additional ride for teens and older adults.

2017	<b>Light Display</b>	<b>\$ 20,000.00</b>	The Holiday Lights in Burns Park need additional displays to make it more exciting, new and updated.
2018	<b>Splash Park Phase II</b>	<b>\$ 200,000.00</b>	Splash Park was built at Glenview about five years ago. The cost to demolish the old pool left little funds for splash park features. Funds are needed to add features.
	<b>New Community and Aquatic Facility</b>	<b>\$6,000,000.00</b>	Build a new modern community center for all ages with an indoor/outdoor aquatics facility in Burns Park.

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**Parks and Recreation Staff Needs for 2015 Capital (continued):**

**Park Maintenance Division**

**Tractor and Boom Mower:** **\$**  
**79,000.00**

Purchase a tractor and boom mower so that the maintenance division can become safer and more efficient during the cutting season. The mower has a 12' arm that can extend up, down and turned to the side allowing for the use in numerous applications. The maintenance department has never had this piece of equipment. This is desperately needed so that areas can be maintained safely. This will allow maintenance crews the ability to lower the arm on the mower and mow steep hillsides without putting themselves in danger of turning over on a riding mower. It will also make the department more efficient by allowing one operator to mow areas that are too steep for conventional mowers, and take a full crew of employees using line trimmers to maintain areas. This will also allow the maintenance crew the ability to keep the road sides cut which will make for safer travel throughout the park. It will also allow staff the ability to keep vegetation from encroaching on the trails.

**Maintenance Building:** **\$ 85,000.00**

Maintenance building for the equipment used to maintain the baseball complex. This money was reallocated for shade structures.

**Field Tarps:** **\$**  
**25,000.00**

Purchase filed tarps for both senior league fields and all seven fields at Youth Baseball. This purchase would aid staff in preparing the fields for upcoming games, tournaments and practices. This would also allow all games and tournaments to be played much earlier after a heavy rain.

**Bleacher Shade Canopies:** \$  
**65,000.00**

Burns Park Baseball complex not finished. Need shade canopies for hot weather games and safety of all spectators.

**Topdresser:** \$  
**8,800.00**

Small Topdresser for Progator is needed to maintain baseball/softball fields. The large topdressing unit that the department currently has is not conducive for maintaining ball fields. This unit will allow staff to keep the sinks, infield grass, outfield and warning track level. It will aid in staff being able to stay on top of the holes that cause injury to players. We are currently hiring a contractor to come in to the park and do this work. This unit will save the department approximately \$2,000.00 per year by not having to pay the contractor.

**Mower Deck:** \$  
**14,000.00**

Replace one worn deck mower. These mowers are used year around mowing grass and mulching leaves.

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**Parks and Recreation Staff Needs for 2015 Capital – Park Maintenance (continued):**

**Toro Versa-Vac:** \$ **20,000.00**

This will allow maintenance staff the ability to mechanically pick up the leaves on the soccer fields, baseball /softball fields, trails and other grassy areas throughout the park system. Staff is currently mowing and mulching the leaves throughout the park system. This piece of equipment will reduce the wear and tear on the mowers that are currently being used to mulch leaves. It also has a flexible hose that will allow staff to keep the culverts clear allowing the water to flow properly and not cause erosion.

**John Irvin Pavilion:** \$  
**70,000.00**

Replace the severely dilapidated John Irvin Pavilion with a new all steel 40' X 60' structure. This is one of the most used pavilions in Burns Park, and the pavilion that everyone sees as they drive through the park on Military Drive. With the proposed all

steel structure the pavilion, it will be much more cost efficient to maintain and harder for the vandals to do extensive damage.

**Fairway 7 Gang Mower: \$ 65,000.00**

Replace the aging gang mower used to maintain the 17 soccer fields in Burns Park

**New Lights and Poles at DeJanis:**

**\$180,000.00** The lighting system is about 30 years old and full replacement is needed. Electrical use costs should go down and provide additional light levels needed for high school play.

**ADA Upgrades to All Restrooms in Burns Park:**

**\$150,000.00**

Burns Park has several restrooms and facilities that are not accessible by ADA standards. Use the \$150,000.00 as grant match to make \$300,000.00 in ADA improvements.

**Golf Course**

**Repair/maintenance of sprinkler system on Championship Course**

**\$125,000.00**

(\$50,000.00 in 2014)

**Replacement of Equipment**

**\$100,000.00**

(3) Deck Mowers (1) Tri-Plex Mower for Tees  
(2) Greensmowers (1) New Fairway Spraying Unit

**Cart Paths Repair/Overlaying**

**\$100,000.00**

**Updating of Old Clubhouse**

**50,000.00**

**\$**

**Pruning of Overgrown/Canopied Trees on Championship Course**

**25,000.00**

**\$**

**Dirt and Sod to Repair Needed Areas on Course**

**\$ 20,000.00**

**New Winter Covers – Front Nine Championship Course**

**9,000.00**

**\$**

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**Parks and Recreation Staff Needs for 2015 Capital – Golf Course (continued):**

**New Winter Covers – Front Nine Tournament Course**

**6,000.00**

**\$**

**New Winter Covers – Back Nine Tournament Course**

**\$ 6,000.00**

**Special Projects**

**Utility Transport Vehicle (Mule)**

**\$**

**15,000.00**

This purchase will replace the current Kawasaki mule. The Kawasaki mule is too loud to effectively listen to the emergency radio and is affecting the park user's enjoyment of the park. The vibration of the Kawasaki mule causes discomfort to the driver during long periods of use while patrolling the park. We have researched Utility Transport Vehicles and found other models to be quieter and have less vibration. Several newer models also have a back seat that is able to be folded down for additional storage and cargo space when needed.

Mr. Bryant stated that the *Bad Boys* brand makes an electric utility transport vehicle that has virtually has no sound.

Mr. Caplinger said he would check this out.

Mrs. Stephens commended the staff for working with the old equipment. She asked if there was a program that would help generate money for these items.

Mr. Rhoads said there really was not a program that would do this. Tarps would help in possibly allowing ball games to continue which ties in with revenue.

Steve Ralston said that the golf course items listed in his 2014 capital needs budget are all important to the golf course.

Mr. Bryant asked how far \$50,000 would go toward the sprinkler system.

Mr. Ralston said it would cover one (1) nine-hole course, (18) sprinkler boxes and new sprinkler heads on the greens for Par 4 and 5.

Mrs. Stephens requested that the staff put \$300,000 of needs in priority. Those items generating revenue or making jobs easier might be considered a priority. Return the list to the commission at the June 2014 regularly scheduled meeting.

**Public Hearing Requests for 2015:** Mr. Rhoads submitted a summary list of the items requested for funding in 2015 by the public at the April 2014 Parks and Recreation Commission meeting.

Capital funds in 2015 will be limited to about \$300,000. For 2016, approximately \$1,000,000 would be available.

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**Public Hearing Requests for 2015 (continued):****PUBLIC HEARING REQUESTS - PARKS AND RECREATION NEEDS FOR 2015**  
**BY FACILITIES / NOT PRIORITIZED**

<b><u>LOCATION</u></b>	<b><u>ITEMS</u></b>	<b><u>NOTES</u></b>	<b><u>COST ESTIMATE</u></b>
<b>Crestview Park</b>	Add lighting		20,000
<b>Crestview Park</b>	Incorporate stone walkways through the park		75,000
<b>Crestview Park (1)</b>	Install a 6' fence-interstate access road		15,000
<b>Crestview Park</b>	Work with streams to make water feature		50,000
<b>Crestview Park</b>	Clean Up Drainage and Repair		7,000
<b>Tennis</b>	Lights for up to 10 Courts (\$35,000/2 courts)	2 sets	70,000
<b>Tennis</b>	Resurface Up to 12 Courts (\$5,500 per court)	Four	22,000
<b>Military Heights</b>	Fencing with gated entrance		8,619
<b>Military Heights</b>	Sidewalks and ADA Curb Cuts		6,000
<b>Military Heights</b>	Focus Lighting at least six places		5,100
<b>Military Heights</b>	Additional Swing Sets, Play Equipment, and Benches		15,000
<b>Military Heights</b>	Landscaping		5,550
<b>Military Heights</b>	Pavilion Resurface		3,200
<b>Military Heights</b>	Expand Pavilion Size (30x30)		16,000
<b>Golf</b>	Improve Fairways		
<b>Golf</b>	Replace Old Sprinkler System		100,000
<b>Golf</b>	Repair cart paths		100,000
<b>Riverview Skate Park</b>	Do a second phase to skate park	Phase In	200,000
<b>Pugh Park</b>	Mini Skate Park		75,000
<b>Lorene Joshua Park</b>	Mini Skate Park		75,000
<b>School Street Park</b>	Mini Skate Park		75,000
<b>Melrose Circle Park</b>	Mini Skate Park		75,000
<b>Camp Robinson Park</b>	Mini Skate Park		75,000
<b>Sherman Park</b>	Mini Skate Park		75,000
<b>Glenview Park</b>	Mini Skate Park		75,000
<b>Northshore Park</b>	Mini Skate Park		75,000
<b>Burns Park</b>	All-Access Playground		1,000,000
<b>Disc Golf</b>	Mach X Pole Holes-36 with locks		17,225



<b>Disc Golf</b>	Tee Pads-36	10,400
<b>Disc Golf</b>	Color Deluxe Tee Signs	3,204
<b>Disc Golf</b>	Build new 18 hole course	12,000
<b>BP Baseball</b>		
<b>Complex</b>	Bleacher Shade Canopies	150,000
<b>BP Baseball</b>		
<b>Complex</b>	Large Pavilion	350,000
<b>BP Baseball</b>		
<b>Complex</b>	Maintenance Building	85,000
<b>TOTAL</b>		
<b>REQUESTS</b>		<b>2,946,298</b>

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**Public Hearing Requests for 2015 (continued):** Mr. Rhoads stated that 30% of playground equipment has to be accessible and in compliance with the American with Disabilities Act. Playground surfaces are being replaced to meet these standards.

Disc golf and tennis could possibly generate more revenue if facilities are repaired or expanded.

Mrs. Stephens asked if the skateboard group came forth with money to fund their want for expanded and/or more skateparks.

Mr. Caplinger said that Scott Gann reported that there might be some grant money available for their 501(c)(3) status.

Mrs. Stephens asked if the disc golf generated revenue for the department.

Mr. Rhoads replied that they possibly generated \$50 to \$100 per tournament.

Mr. Bryant said he felt lights should be considered at tennis since it could help get more tournaments.

**Policy for Waiving Fees:** Mr. Rhoads reported that several requests had been received to waive fees and charges. Policies need to be tightened and more paperwork should be required for those wanting this privilege. To make the request more consistent, an application has been developed. The application must be turned into Parks and Recreation Administrative staff ten (10) weeks prior to the event. This assures that the commission has the opportunity to review the request two (2) meetings prior to the event.

Staff recommends that the commission consider the application closely and recommend fees not be waived totally for any entity unless there are extreme special circumstances that would warrant such.

As a guideline, staff would recommend no more than 50% of the fees be waived and this should be for groups who show significant benefit to Parks and Recreation and the city. For

extremely large events such as regional soccer tournaments, fees would be determined based on an approved agreement with the commission.

Mr. Bryant made a motion, seconded by Mr. Jones, to accept the application form. All voted aye and motion passed unanimously.

### **Director Reports:**

Mr. Rhoads reported:

- The **Sherman Park pool** has major filter problems and will open at least two (2) weeks late.
- The outdoor recreation grant work at **Sherman Park** and **Burns Park** is continuing.
- The weekend of May 3, 2014, the **North Heights Recreation Center** was broken into. Police are investigating and talking with the parents of the alleged juveniles about the incident.
- Shep had been chasing between 150 to 200 **geese** per day when he was hired, and is now chasing 25 to 30 per day. Staff added 120 goose eggs in nests and 20 goslings have been found.
- Land appraisal of the **lodge at Burns Park** is being reviewed and will be redone at a higher standard.

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### **Director Reports (continued):**

Mr. Caplinger reported:

- Two (2) new **pavilions** that were built near the Burns Park complex fishing pier with donated funds will be landscaped May 22, 2014. This is the project of Eagle Scout candidate Zachary Baxla, and are built to honor Wounded Warriors of Arkansas and the Native Americans of Arkansas.
- Eagle Scout candidate Jack Sims built an elevated walkway on the **Green Trail** behind the RV Park scout area.

Jason Rhodes reported:

- Staff is currently removing the old **rocket slide**. \$6,541.34 has been raised and a grant of \$25,000 was received. \$17,000 will be charged to the park maintenance budget.

**Calendar of Events:** Mrs. Stephens stated that the next commission agenda deadline is Tuesday, June 3, 2014, 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 16, 2014, at 5:00 p.m. in the North Little Rock Community Center.

**Adjournment:** Mrs. Smith made a motion, seconded by Mr. Bradley, to adjourn at 6:08 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