

**TOWN OF BURGAW PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING**

DATE: May 8, 2023
TIME: 5:30 PM
PLACE: Historic Burgaw Train Depot, 102 East Wilmington Street
MEMBERS PRESENT: Jennifer Buttery, Daniel Price, Jason Faircloth, Jennifer Augi
TOWN STAFF PRESENT: Cody Suggs, Parks and Recreation Director
Jayna Augst, Recreation Coordinator
PUBLIC PRESENT: None

Call to Order

Ms. Buttery called the meeting to order at 5:34 pm.

Mr. Faircloth led the invocation.

Approval of Agenda

Mr. Faircloth made a motion to approve the agenda. Mr. Price seconded the motion. Motion carried.

Approval of Minutes

Mr. Faircloth made a motion to approve the minutes from the March 13, 2023 regular meeting. Mr. Price seconded the motion. Motion carried.

Public Input

None.

Departmental Updates

Tourism Development Authority Update

Ms. Augst updated the board on current Tourism Development Authority activities. The TDA is hosting a market at the train depot on May 19th at the train depot, 5:00-9:00 pm. They ordered feather flags and other signs to advertise these quarterly markets. The TDA will be sponsoring the summer concert that is hosted during Blueberry Week. The board has tabled discussion about Autumn Fest until their next meeting but will likely want to sponsor the event in some way.

Senior Programs

Ms. Augst updated the board about senior programs. Lunch and Learn has been steady at maximum capacity and will continue to be held once a month. Ms. Augst presented dates to the board of upcoming senior events.

Fitness Programs

Ms. Augst updated the board on current fitness programs and gave them a schedule of upcoming classes through August.

Family Programs

Mr. Suggs updated the board on past family programs. The Arbor Day ceremony was held at C. F. Pope elementary school, and trees were given away that afternoon on Courthouse Square. The annual Easter Egg Scramble is a partnership with Pender County Parks and Recreation, and over 700 people attended this event. Family Bingo Night was held in April at the train depot. A Movie in the Park kicked off the season with Aladdin in April. The department assisted with Springfest.

Mr. Suggs updated the board on upcoming family programs. The next Movie in the Park is on May 12th. The Red Carpet Affair is on May 20th. Mr. Suggs and Ms. Augst requested assistance with decorating for this event at 10:00 am. The brewery will be helping to provide alcohol for this event. Summer concerts begin on June 1. The department will be hosting Blueberry Bingo and a hike during Blueberry Week. Summer camp is coming up in July, and the department will be working with the local school system to rent a bus and driver for the two weeks of camp.

Mr. Suggs explained a new event that the department is hosting on October 21st this year, Autumn Fest. This will be held on Courthouse Square and adjacent areas from 9:00 am to 5:00 pm that day and will feature a 5k, live music, craft vendors, a kids costume contest, and more. Mr. Suggs asked if the board is interested in using their \$500 budget to sponsor Autumn Fest. Ms. Augi made a motion to spend \$500 this fall to sponsor Autumn Fest. Mr. Price seconded the motion. Motion carried.

Ms. Augst presented the final proof of the hand fans the board ordered for summer concerts this year.

Parks and Facilities Update

Mr. Suggs updated the board on current repairs and improvements to parks and facilities. Repairs to the lower half of the depot are in progress. Mr. Suggs is meeting with a landscape architect this week regarding the West Side Trail/PARTF project.

Mr. Suggs presented an idea to the board for feedback. The National Fitness Campaign has a fitness court that could be incorporated into the PARTF project. NFC would contribute \$30,000, while the Town would be responsible for the remaining amount of at least \$125,000. Mr. Suggs explained that multiple other recreation amenities could be offered to the community by agreeing to move forward with less expensive equipment. He asked the board's opinion. The board agreed to obtain a cheaper fitness court option.

Mr. Suggs explained that the Board of Commissioners plans to have their monthly meeting in the renovated EMS building in June, so staff expects the building to be almost completely done by then.

Budget Items

Mr. Suggs explained that one of the department's biggest budget items this year will be replacing all the picnic tables in Town parks. The department had budgeted \$10,000 for a part-time employee, but Mr. Suggs informed the board that this funding will be used in the Planning department, instead, for a part-time employee that will still be beneficial to the town and help with beautification. A new department will also be created in the upcoming fiscal year that will handle landscaping and facility maintenance, removing these responsibilities from the Parks, Recreation and Tourism Department. This position will work closely with parks and recreation.

Mr. Suggs told the board that a non-profit has been created to assist with fundraising for the department. The non-profit will be run by professionals who are invested in the Burgaw community and willing to commit to events and fundraising. The plan is to have everything in place by July.

Mr. Suggs said a few things about the Parks and Recreation Advisory Board will be changing. Members are not required to live in town limits anymore but must have a Burgaw ZIP code. Meetings will be held once a quarter, instead of every two months. The attendance policy will not allow more than 2 missed meetings in a 12-month period. In the new fiscal year, at the August meeting, the board will elect the positions of chair and vice-chair.

Other Items

No other items.

Adjournment

Mr. Price made a motion to adjourn. Mr. Faircloth seconded the motion. Motion carried.

Meeting adjourned at 6:31 pm.

Attest: _____

Jayna Augst-Recreation Coordinator

Jennifer Buttery-Chairperson