

Town of Pleasant Garden
Recreation Board
April 22, 2008
Kirkman Municipal Building
4920 Alliance Church Road

Minutes
Regular Meeting

Attendance:

Vice Chairman Cristina Bragg
Steven Brandt
Jan Cox
Chris Culler
John Furlough
Chairman Brent Lewis

Also in Attendance

Board Liaison Bob Wyrick
Sandy Carmany, Town Administrator/Clerk

Audience

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Call to Order

Chairman Brent Lewis called the meeting to order at 7:00pm.

Chairman Lewis gave the invocation.

Chairman Lewis led the Pledge of Allegiance.

Roll Call

Town Administrator/Clerk Carmany referred Board members to a memo in their folders informing them of Wendy O'Brien's resignation from the Board for personal reasons.

Town Administrator/Clerk Carmany called the roll. Six members were in attendance; a quorum was present.

Approval of Agenda

MOVED by Chairman Lewis to approve the agenda, seconded by Steven Brandt. APPROVED, 6-0.

Approval of Minutes

MOVED by Mr. Brandt to approve the minutes of the March 25, 2008 meeting, seconded by Jan Cox. APPROVED, 6-0.

Unfinished Business

A. Recreation Board Budget for 2008-09: Chairman Lewis referred Board members to the Budget Worksheet and financial data from the past three years that was distributed at the previous meeting. He noted that the Board left the \$1,500 for the Christmas parade the same at the last meeting.

For Veterans Day, new pins are needed and the flag needs to be cleaned so the amount may need to be increased. Mrs. Cox suggested purchasing a steamer to press the flags. Chairman Lewis stated that there is no Marine flag and one will be needed for the May 18 Veterans Memorial dedication ceremony. John Furlough noted that the highest amount spent in the past was \$725; it was decided to allot \$1,000.

Chairman Lewis reviewed the bids for the fireworks for the Independence Day celebration (summary attached) and noted that the number of shells provided by Zambelli was impressive, especially since they were offering the best price. They have always worked well with the Pleasant Garden Fire Department. **MOVED by Vice Chairman Bragg to go with Zambelli, seconded by Mr. Brandt. APPROVED, 6-0.**

Other Independence Day expenses were discussed. Additional bids have not been received on the inflatables yet; something must be decided soon. There is no expense for the car show or vendors. There is no cost for the Fire Department or the Explorers but the Town does have to pay for deputies. Some decorations were ruined in rain last year and will have to be replaced. Mr. Culler suggested obtaining disposable rain slicks for volunteers. \$10,000 was allocated for this event.

The need to purchase a steamer for the flags and a golf cart for soccer and other special events was discussed.

Council Liaison Wyrick suggested creating a category for special event supplies. \$1,000 was listed for this category.

\$500 was allocated for Pet Day to cover the cost of door prizes, trophies, and advertising.

The Volunteer Appreciation dinner was budgeted at \$1,200 and the Pleasant Garden Fire Department lunch at \$800 to allow for increased food costs.

The projected \$5,000 for Special Events donations and fees was eliminated after Town Administrator/Clerk Carmany pointed out that only \$500 had been collected to date. Council Liaison Wyrick explained that this money had come from corporate donations in the past which can no longer be counted on due to the closing of several large businesses here.

Town Administrator/Clerk Carmany noted that the contract cost with Metro Cleaning to clean the Pleasant Garden Community Center may be increasing. There is some interest in rebidding that contract. It was agreed to increase that line item by 10%.

The money for Movers & Shakers is pass-through funding based on a 70/30 split between Mrs. Surgeon who leads that exercise class and the Pleasant Garden Community Center of the \$1 per person fee. That amount was left the same as the previous years.

Soccer expenses are hard to categorize since they depend on the number of kids who sign up to play. Town Administrator/Clerk Carmany explained the March 31 financial statement prepared by Kim Payne and noted that in this case, the red figures were positive. Income is up significantly due to the increase in

the registration fee. An additional \$700-800 in sponsorships has been received that are not included in this statement. Mrs. Carmany requested that expenses be broken down into various categories since some unanticipated expenses that were not listed in the budget have come in. There have also been some violations of the Town's financial policy when contracts and services exceeding \$5,000 were not bid out as they should have been. Due to increased costs in shirts, trophies, Port-a-Johns, and referee/linesman, the suggested budget was increased to \$22,500 per season. Sponsorship money in the Private Money Account was explained; it is available for Sponsor Program Improvement capital expenses and extra costs but must be budgeted each year. The income and expense amounts balance out; this money does not have to be spent just because it is budgeted. Council Liaison Wyrick asked for an explanation of how this money is used. Chairman Lewis explained it could be used for major improvements such as digging a well, purchasing a golf cart, running electricity to the fields, etc. Mr. Wyrick stated we must start designating the capital expense items in this account and give some direction for its use. Mr. Culler said we just need to be able to access the account when needed. Council Liaison Wyrick suggested adding a line item in this account for major field maintenance so Mr. Payne will know where to charge those expenses. Town Administrator/ Clerk Carmany asked if any guidelines currently exist for the use of the sponsorship money and suggested that some be developed. Examples could include things such as grading, goals, new gates, wells, etc. Mr. Furlough reviewed the past spending history and suggested going with \$22,500 each season from registration fees for a total of \$45,000. The Soccer Program Improvements will remain at \$12,000 with a capital projects line of \$6,000 beneath that. Chairman Lewis will do a line item breakdown of specific expenses. Mr. Culler asked what happens to excess registration fees, and Mrs. Carmany explained that they revert to the General Fund's fund balance without specific designation for soccer. Chairman Lewis noted that all expenses should be paid out of registration fees first before dipping into the Private Money Account. Council Liaison Wyrick made a personal suggestion that the soccer committee prepare this part of the budget in advance next year so the entire Recreation Board will not have to go through this process. The Recreation Board can approve it as part of the entire recreation budget.

Newspaper notices and Meeting Expense were left as is. The Farmers Market expense was increased to \$1,000. Town Administrator/Clerk Carmany explained that the Senior Luncheon Expenses are covered by an allocation made by the Town Council to Senior Resources; they have requested \$7,320 for the coming year.

MOVED by Mr. Brandt to approve the budget worksheet with Chairman Lewis to make adjustments to the individual soccer items, seconded by Mrs. Cox. APPROVED, 6-0.

B. Volunteer Appreciation Dinner: Time is running out, and Mrs. Cox said she was still waiting for the list of volunteers and addresses from Board members as well as a decision on the menu. It was agreed to invite all the 2007 Town Council and Board members and their spouses plus the 20 names on Mrs. Cox's list; this totals approximately 90 persons. Chairman Lewis will prepare a draft of the invitation; RSVPs will be requested. Pleasant Garden Methodist Church has been reserved. Board members reviewed menu proposals submitted by Pavilion and Wedding Designs last month.

MOVED by Mr. Brandt, to use the second option on the Pavilion proposal (grilled chicken breast with salad and vegetables), seconded by Mr. Furlough. APPROVED, 6-0.

C. Independence Day Celebration: Town Administrator/Clerk Carmany asked about the contract with the Pleasant Garden Community Center for use on that day. Vice Chairman Bragg will review last year's contract and update it. Mrs. Carmany will apply for the required permit.

There was discussion on the entertainment to be provided with the idea of using local talent such as Steel Magnolias, cloggers, and others during breaks. Mr. Culler asked if the softball game was still being planned; after reviewing last year's schedule, it was decided not to have the ballgame due to time constraints. The price for the inflatable games was based on five hours with attendants and they need to be reserved as soon as possible.

MOVED by Mrs. Cox to have Chairman Lewis call Streetfeet tomorrow, seconded by Mr. Culler. APPROVED, 6-0.

Decisions will have to be made on local talent at next month's meeting. The car show is taken care of. Possible emcees were discussed; Councilman Wyrick will do this only if no one else will do it. A greater variety will be sought from the food vendors; Chairman Lewis and Vice Chairman Bragg will work on this.

Judy Wyrick in the audience explained how the One Stop Shop was operated in the community center last year. She asked if a contract had been signed and if rent was charged.

MOVED by Mrs. Cox to give a \$100 donation to the Pleasant Garden Community Center for the use of the facility on July 5, seconded by Mr. Brandt. APPROVED, 6-0.

New Business

The fireworks proposal was approved earlier in the meeting.

Vice Chairman Bragg said there was an accident at the soccer game the previous Saturday where a child broke her arm. 911 did not know where the fields were located because there is no physical street address posted; EMS did not arrive for 30 minutes because they were looking for a residential address. She suggested the Town Council be asked to assign a temporary street number. Council Liaison Wyrick noted that the field address is the same as Town Hall. Mr. Furlough suggested erecting temporary street number signs at the soccer fields. The Pleasant Garden Fire Department was not summoned; Mr. Brandt will talk to the fire department and find out why they were not dispatched.

Public Comment

Judy Wyrick of 1442 Talbot Road of the Pleasant Garden Lions Club thanked Cristina Bragg and Wendy O'Brien and her daughter for volunteering at the spaghetti dinner on March 15. She suggested that several ladies in the Lions Club might assist with the Independence Day activities in order to give back to the community. There are still slots available in the Lions Golf tournament on May 3; volunteers are needed to work that event as well.

Staff Comment

Town Administrator/Clerk Carmany pointed out again that the red numbers in the monthly financial statement are good news this time. She notified the Board of the joint Blood Drive and Vision Screening on July 26 being cosponsored by the Town and the Lions Club.

Board Comment

Mrs. Cox said she hoped the various events happen and that she felt a little better after tonight's progress. The budget sounds fine and she hopes the Town Council approves it.

Mr. Furlough asked if there is any progress on making the soccer fields permanent. Town Administrator/Clerk Carmany responded that will probably be part of the Municipal Complex Plan being prepared by Paul Kron. He has been walking the property with a GPS unit to gather technical information

and will be reporting to the Town Council at their May 13 meeting on his findings. The next stage of the study will solicit public input and would be the appropriate time to mention the soccer fields.

Adjournment

MOVED by Chairman Lewis to adjourn the meeting, seconded by Mr. Brandt. APPROVED, 6-0

The meeting was adjourned at 9:31 pm

Clerk

Date

Chair