



## **Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - [www.beaufortnc.org](http://www.beaufortnc.org)

### **Town of Beaufort Parks & Recreation Advisory Board 6:30 PM Thursday, January 05, 2023 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting**

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#### **Call to Order**

#### **Agenda Approval**

#### **Minutes Approval**

- [1.](#) Minutes - December 2022

#### **Public Comment**

#### **Items for Discussion and Consideration**

- [1.](#) Meeting Format Discussion

#### **Staff Report**

#### **Board Comments**

#### **Adjourn**



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**Town of Beaufort Parks & Recreation Advisory Board  
6:30 PM Thursday, December 01, 2022 - Train Depot, 614 Broad Street, Beaufort, NC 28516  
Monthly Meeting**

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**Call to Order**

The meeting was called to order at 6:30 p.m. by Chair Dr. Michael Rave.

Members Present: Michael Rave, Sheresa Elliot, Brian O'Haver, Doug Williams and Barbara Francis-Heckman

Members Absent: Peter Crumley and Johnna Davis

Staff Present: Rachel Johnson, Parks Coordinator/PIO/Deputy Clerk

**Agenda Approval**

Brian O'Haver made a motion to approve the agenda as presented. Motion was seconded by Barbara Francis-Heckman and approved unanimously.

**Minutes Approval**

Barbara Francis-Heckman made a motion to approve the minutes with a change to the spelling of her name in the minutes from Frances to Francis.

Motion was seconded by Doug Williams and carried unanimously.

**Public Comment**

No one was present to make a public comment.

**Items for Discussion and Consideration**

1. 2023 Meeting Schedule

Discussed altering the meeting schedule to as needed or every other month. Members felt it is important to continue to meet monthly and expressed a desire to do more. It was suggested to cancel the July meeting as it is so close to the holiday.

It was also discussed about moving the meetings to more of a work session style meeting with each member leading the session on a specific topic of interest to them.

Barbara Francis-Heckman made a motion to approve the 2023 meeting schedule with the removal of the July meeting. Motion was seconded by Brian O'Haver and carried unanimously.

2. Arbor Day/Tree City USA Discussion

The Town of Beaufort has applied to be designated as a Tree City USA designee. Parks & Rec hosted a Big Sweep Cleanup of all Town parks in 2022 in conjunction with Arbor Day. The Town also planted 19 trees and received 2 donations of trees for Arbor Day. The Mayor read a proclamation during the dedication of the donated trees.

The board recommended seeing if they can host an Arbor Day celebration in 2023 at Randolph Johnson Park that would include the planting of a larger tree, activities and serve as a kickoff day for the splashpad. Staff is looking into the logistics.

3. 2023 Goals Discussion

Each member has a specific area of interest that they would like to see move forward in 2024 or to at the least explore the possibilities. Barbara Francis-Heckman suggested that the meetings in 2023 be structured so each board member leads a working session on the project of their interest area.

Each member is to be ready to select a month at the January meeting to establish a working schedule for 2023.

**Staff Report**

Parks Coordinator Rachel Johnson provided a staff report on the following items:

- \* Wayfinding signs - reported park signs have been quoted and staff is awaiting individual proofs. Anticipated these will be installed by March at the latest. Additional public space signs are also in the works.
- \* Vandalism at Randolph Johnson Park - In recent months there have been several instances of vandalism exceeding small dollar amounts. A piece of the playground equipment that costs \$26,000 was vandalized. Staff is reviewing video footage and stepping up security procedures in the park after hours.
- \* New Christmas tree in downtown and the old one is at the end of Cedar Street.
- \* Kayak lottery is open and accepting applications.

**Board Comments**

No further comments.

1.

## **Adjourn**

Barbara Francis-Heckman made a motion to adjourn at 7:40 p.m. Doug Williams seconded the motion. Motion carried unanimously.



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**Parks & Recreation Advisory Board  
6:30 PM – Thursday, Jan. 5, 2023**

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**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT: Meetings**

At the December meeting, the Parks & Recreation Advisory Board voted to change the meeting format to more of a working session with individual board members leading the meeting based on one topic.

During the January meeting, each member is to identify the topic they would like to pursue and select a month in which to lead a meeting on this topic. Board members will need to work with staff prior to the meeting and plan for 30 minutes of discussion on the subject. All information for the meetings will need to be submitted the Friday prior to the meeting. Staff will continue to bring forward items as they are submitted for the Parks & Rec Board to review, as well as provide monthly parks updates.

Staff has also been made aware of 2 conflicts with meeting dates (April and May). The Board can reschedule these meetings or cancel them.

There are 10 remaining scheduled meetings including April and May for 2023. There are 7 board members. The remaining 3 meetings can be reserved for topics that may need additional conversation/time and/or can serve as alternate dates in the event a meeting is canceled due to unforeseen circumstances such as mother nature or a lack of a quorum.

**Action Items:**

- Reschedule or cancel April and May meetings.
- Assign Meeting Dates as follows:

Board Member	Topic
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February 2, 2023

March 2, 2023

April 6, 2023 (Staff reschedule - conflict with FEMA PIO training)

May 4, 2023 (Staff reschedule – conflict with NC3C Conference)

June 1, 2023

August 3, 2023

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023