

## Williamson Park Committee Meeting, January 9, 2018

Attending: Peggy Cohen, Chairman, Vacant, Vice-Chairman, Caroline McRae, Secretary, Parker Howle, Walter Langley, Travis Galloway, and Ryan Whitlow.

Meeting called to order at 5:30 pm

### Action Items

- 1.) Motion to approve minutes from November 7th meeting by Peggy, second by Walter; unanimous approval.
- 2.) Financial Update: Current account balance of \$30,207 with deposit of \$5,600 and expenditures of \$2,300 in November.
- 3.) Park Update: Eddie has placed more wildlife cameras around park and had first sightings of swamp rabbit, beaver and red fox.
- 4.) Park Run Recap: Attendance was down due to date change and extreme cold weather. 2018 run will be scheduled in September as usual.
- 5.) Ben Williamson/Willie: Since no Fish & Wildlife grant funds, contract with Ben Williamson ended January 1, 2018. Motion made by Travis, second by Walter to employ Willie as contract laborer on trial basis for 3 months to work maximum of 15 hours/week at \$10/hour; unanimous approval. Will address extension at later meeting.
- 6.) Election of Officers: Due to low attendance, postponed elections until meeting in February.

### New Business

- 1.) Duke Grant: Motion made by Parker Howle to form a committee to include Parker, Peggy, and Travis to draft letter of intent due by April 2018 for Duke Grant; second by Walter. Will discuss plan at next committee meeting.
- 2.) Committee needs to brainstorm about other possible fundraisers for funds for upkeep and improvements in the park.

Meeting adjourned 7:00 pm. – motion by Travis, second by Walter. Next meeting scheduled for February 13<sup>th</sup> at 5:30 pm at the Baldwin Recreation Center.

Williamson Park Committee Meeting, February 13, 2018

Attending: Vacant, Chairman; Vacant, Vice-Chairman, Caroline McRae, Secretary, Travis Galloway, Parker Howle, Kyle James and Eugene Vaughn.

Meeting called to order at 5:30 pm

#### Action Items

- 1.) Motion to approve minutes from January 9th meeting by Travis, second by Caroline; unanimous approval.
- 2.) Financial Update: Budget report to date shows net income of \$9,535 in November. Expected January expenditures of \$2000. Bank statement balance for January of \$27,451.90.
- 3.) Park Update: Too cold to do much work. "Puller Bears" tools ordered to uproot invasive trees/plants by roots. Several deer have been spotted and captured on wildlife cameras in park.
- 4.) Election of Officers: Chairman: Motion by Travis to elect Kyle James, second by Eugene. Vice-Chairman: Motion by Travis to elect Eugene Vaughn, second by Parker. Secretary: Motion by Travis to elect Caroline McRae, second by Kyle. Unanimous approval on all.
- 5.) Board Vacancies: Nancy Adcock has agreed to serve so will complete application to be presented to council for approval. Kyle will follow up with Roseann Brasington and have her complete application for approval by council.
- 6.) Duke Grant update: Travis presented proposal drafted by Andy and Peggy Cohen for committee to review and edit as required of information to be replicated onto Duke's online application when it becomes available on April 1<sup>st</sup>. Committee will make necessary changes and approve at meeting in March.
- 7.) A-Tax: Eddie will complete application due March 15<sup>th</sup> for A-Tax funds. The 2017 A-Tax funds of \$800 covered marketing for the park run.

New Business - None

Meeting adjourned 6:30 pm. – motion by Kyle, second by Parker. Next meeting scheduled for March 13<sup>th</sup> at 5:30 pm at the Baldwin Recreation Center.

Williamson Park Committee Meeting, March 13, 2018

Attending: Kyle James, Chairman, Eugene Vaughn; Vice-Chairman; Caroline McRae, Secretary; Nancy Adcock, Roseanne Brasington, and Parker Howle.

Meeting called to order at 5:30 pm

Action Items

- 1.) Introduction of new committee members, Nancy Adcock and Roseanne Brasington
- 2.) Motion to approve minutes from February 13th meeting by Parker, second by Kyle; unanimous approval.
- 2.) Financial Update: Current account balance of \$29,807 with expenditures under budget by \$9,134 to date.
- 4.) Park Update: Weather has been uncooperative so unable to do much work. Willie has hauled mulch to be spread on trails when dry enough. Bridges are being repaired and new signage placed for plants. Many plants are coming out and blooming.
- 5.) A-Tax: Eddie submitted application in early March asking for \$2500. 2017 A-Tax funds of \$800 covered marketing for the park run.
- 6.) Duke Grant update: Bill Ervin estimates 300 board feet of treated lumber at \$275/board foot will be required to complete the boardwalk proposed for Duke Grant request. He will work with Henley Construction to submit an estimate for the letter of intent to submit with Duke's online application when it becomes available on April 1<sup>st</sup>. If the application is accepted, we must submit a petition for the grant which is awarded twice a year.

New Business: Will set a date for 2018 race at next meeting so date can be scheduled with Simply Timing and City of Darlington.

Meeting adjourned 6:20 pm. – motion by Kyle, second by Parker. Next meeting scheduled for April 10th at 5:30 pm at the Baldwin Recreation Center.

Williamson Park Committee Meeting, April 10, 2018

Attending: Kyle James, Chairman, Eugene Vaughn; Vice-Chairman; Caroline McRae, Secretary; Nancy Adcock, Roseanne Brasington, Travis Galloway and Ryan Whitlow.

Meeting called to order at 5:30 pm

Action Items

- 1.) Introduction of new committee members, Nancy Adcock and Roseanne Brasington
- 2.) Motion to approve minutes from March 13 meeting by Eugene, second by Roseanne; unanimous approval.
- 2.) Financial Update: No March bank statement so no financial update. Have been notified of bequest of \$25,000 donation to Williamson Park; will update when funds are received.
- 4.) Park Update: Have been cleaning up as allowed by weather. There has been a good bit of vandalism to signs and bridges this month. Roseanne recommends removing anything in poor condition to deter vandalism. The sink hole on Park Road has been patched and should be repaired later by DOT. Adopt-a-Stream program has begun monitoring water quality in the park.
- 5.) Park Run: Committee discussed October 6<sup>th</sup> for 5K run since there are no local conflicts and no other competition for the Sunoco funds. The race will be the feature Pee Dee Grand Prix race for the month to appeal to those competing for Grand Prix points. Simply Timing is available and will provide timing service for run – quote provided of \$1,175.50 to include all time service requirements as well as the \$200 participation fee for Pee Dee Grand Prix race series.
- 6.) Duke Grant update: The letter of intent was submitted on April 9<sup>th</sup> for the Duke grant. Duke accepts the first 50 submissions and 30 of those for application for funding. We should hear in May if our submission has been approved. The grant is awarded in October and funds must be used within 18 months of the award. Seth Cook with Pee Dee Land Trust has agreed to write a letter of support for the park.
- 7.) Jurassic Park in the Park – Movie in the park: The City will host a free viewing of Jurassic Park on April 27<sup>th</sup> in the park. We will need to upgrade the power box with 2 additional breakers and 2 outlets. Travis has contacted someone to complete that work.

Meeting adjourned 6:05 pm. – motion by Kyle, second by Roseanne. Next meeting scheduled for May 8<sup>th</sup> at 5:30 pm at the Baldwin Recreation Center.

Williamson Park Committee Meeting, May 8, 2018

Attending: Kyle James, Chairman, Eugene Vaughn; Vice-Chairman; Caroline McRae, Secretary; Roseanne Brasington, Travis Galloway.

Meeting called to order at 6:00 pm

#### Action Items

- 1.) Motion to approve minutes from April 10 meeting by Travis, second by Roseanne; unanimous approval.
- 2.) Financial Update: Account balance as of March 31 is \$29,536. Project a total income for end of fiscal year of \$25,000 to \$26,000. To date, account is \$8864 in positive.
- 3.) 2019 Budget: Budget based on 2017 actuals was presented to committee for review to be amended and approved at June meeting.
- 4.) Park Update: Park is in maintenance mode and in good shape other than large front kiosk damaged in wreck. Kyle will investigate auto insurance claim and asked Eddie to speak with Lee about getting 3 estimates to the City to repair/replace.
- 5.) Jurassic Park in the Park – Movie scheduled for April 27th was rescheduled to May 11th. The power box still needs to be upgraded with an additional breaker to power one of the existing outlets. Travis has contacted someone to complete that work.
- 6.) Park Run Update: Date of October 6 has been approved by the City. Kyle has started process for the permit and DOT approval. Simply Timing will provide timing service for run which will be the feature Pee Dee Grand Prix race for the month.

Meeting adjourned 6:40 pm. – motion by Travis, second by Eugene. Next meeting scheduled for June 12<sup>th</sup> at 5:30 pm at the Baldwin Recreation Center.

Williamson Park Committee Meeting, June 12, 2018

Attending: Kyle James, Chairman, Eugene Vaughn; Vice-Chairman; Caroline McRae, Secretary; Nancy Adcock, Roseanne Brasington, Parker Howle, and Ryan Whitlow.

Meeting called to order at 6:10 pm

#### Action Items

- 1.) Motion to approve minutes from May 8 meeting by Eugene, second by Parker; unanimous approval.
- 2.) Financial Update: Account balance as of May30 is \$30,267. Project FY17-18 budget to be approximately \$9,000 in positive at end of June.
- 3.) Park Update: Park maintenance has primarily been cleaning up after all the rains. DOT has cleared some overgrowth along Park Drive. There is still an apparent sewage leak near Spain Street entrance. No information at this time on insurance company responsible for repairs to kiosk damaged in wreck at Spring Street entrance. Eddie presented option of manufactured vinyl kiosk versus rebuilding/repairing present wooden structure at cost of approximately \$1500. Kyle motioned to purchase 1 green kiosk; second by Nancy; unanimous approval. Eddie recommended joining SC Nature Based Tourism Organization. Annual dues will be \$50. Kyle motioned to approve payment for membership; second by Eugene - unanimous approval. There has been no word from application for the Duke Grant.
- 4.) 2019 Budget: Budget proposal presented at May 8 meeting was reviewed. Roseanne recommended that \$500 be removed from proposed Salaries and Wages and added to Maintenance & Repairs. Parker made motion to accept proposed budget as amended by Roseanne; second by Kyle; unanimous approval.
- 5.) 5K Update: Reviewed and revised current sponsor list. Kyle will send updated list to all members to begin fundraiser for race as soon as possible.

Meeting adjourned 6:50 pm. – motion by Parker, second by Roseanne. Next meeting scheduled for July 10<sup>th</sup> at 5:30 pm at the Baldwin Recreation Center.

Williamson Park Committee Meeting, July 10, 2018

Attending: Kyle James, Chairman; Caroline McRae, Secretary; Roseanne Brasington, Parker Howle, and Kyle James for Nancy Adcock.

Meeting called to order at 5:35 pm

#### Action Items

- 1.) Motion to approve minutes from June 12 meeting by Parker, second by Roseanne; unanimous approval.
- 2.) Financial Update: Account balance as of June 30 is \$32,102 including all funds owed from City of Darlington.
- 3.) Final 2017-18 Budget Report: End of fiscal year net income of \$11,429.
- 4.) Park Update: Park maintenance has primarily been cleaning up after all the rains, mulching trails and maintaining weed control. In the process of installing new plant signs. Lisa Rock has pricing on kiosk and is investigating claim with insurance company responsible for repairs.
- 5.) Grants – Duke, A-Tax: Application for Duke grant was not selected and council did not approve any A-Tax funds for 2018-19.
- 6.) 5K Update: Kyle will send updated list to all members to begin fundraiser for race as soon as possible.

Meeting adjourned 6:00 pm. – motion by Parker, second by Kyle. Next meeting scheduled for August 14<sup>th</sup> at 5:30 pm at the Baldwin Recreation Center.

Williamson Park Committee Meeting, September 25, 2018

Attending: Kyle James, Chairman; Caroline McRae, Secretary; Travis Galloway; Parker Howle by proxy (Travis Galloway), and Eugene Vaughn.

Meeting called to order at 5:35 pm

#### Action Items

- 1.) Motion to approve minutes from July 10<sup>th</sup> meeting by Travis, second by Eugene; unanimous approval.
- 2.) Financial Update: Account balance as of August 31<sup>st</sup> including all funds received for Park Run, \$33,230.75.
- 3.) Park Update: Park maintenance has primarily been cleaning up after Hurricane Florence. Tree that fell on boardwalk and broke handrail has been removed. Flooding washed mulch from trails but will be replaced before the race on Oct. 6<sup>th</sup>.
- 4.) Kiosk: Lisa Rock has recovered insurance reimbursement for damaged kiosk of \$2,993.98. In June the committee approved \$1,500 to replace with single vinyl kiosk assuming no insurance reimbursement. Eddie presented a 3-panel option for \$3,300 that was recommended for approval by Travis. Second by Eugene with unanimous approval to purchase.
- 5.) Signs: Eddie presented signage options that are more durable and fade resistant to replace faded and broken informational signs on handrails. Committee had approved \$500 at earlier meeting to proceed with sign replacement.
- 6.) 5K Update: Current donations for race of \$7,750. Kyle appointed each member with tasks for race day. Committee will meet at The Square at 7:30 to set up.

Meeting adjourned 6:30 pm. – motion by Kyle, second by Travis. Next meeting scheduled for October 9<sup>th</sup> at 5:30 pm at the Baldwin Recreation Center.



Williamson Park Committee Meeting, December 11, 2018

Attending: Kyle James, Chairman; Caroline McRae, Secretary; Travis Galloway; Roseanne Brasington; and Nancy Adcock.

Meeting called to order at 5:35 pm

#### Action Items

- 1.) Motion to approve minutes from September meeting by Travis, second by Roseanne; unanimous approval.
- 2.) Financial Update: Account balance as of October 30th including all funds received for Park Run, \$39,129.12.
- 3.) Park Update: Kiosk is on order and will take 6-8 weeks for delivery. Unable to do much maintenance due to flooding.
- 4.) Committee members: Terms expire Jan. 1 for James Cooper, Caroline McRae and Eugene Vaughan. Will discuss possible candidates for those not wishing to be re-elected for 2<sup>nd</sup> term at next meeting.

#### NEW BUSINESS:

- 1.) At next meeting will discuss possible BBQ fundraiser for Fall of 2019. Committee to discuss other fundraising ideas in lieu of Park Run and possibly change season of the Park Run so does not conflict with other runs/events.

Meeting adjourned 6:30 pm. – motion by Kyle, second by Travis. Next meeting scheduled for January 8<sup>th</sup> at 5:30 pm at the Baldwin Recreation Center.