



Pender County

Agenda

Parks & Rec Advisory Board Meeting
Wednesday, November 29, 2023 @ 12:00 PM
Pender County Public Assembly Room
805 S. Walker Street, Burgaw, NC

	Presenter	Page
1. CALL TO ORDER		
Microsoft Teams meeting		
Join on your computer, mobile app or room device		
Click here to join the meeting		
Meeting ID: 274 901 415 958		
Passcode: 5YqTnC		
Download Teams Join on the web		
Or call in (audio only)		
+1 980-729-7607,,52043991# United States, Charlotte		
Phone Conference ID: 520 439 91#		
Find a local number Reset PIN		
2. ROLL CALL		
3. ADOPTION OF AGENDA		
4. ADOPTION OF MINUTES		
4.1. Parks & Rec Advisory Board - 21 Mar 2023 - Minutes		3 - 5
5. PRESENTATIONS		
6. PUBLIC COMMENT		
7. DISCUSSION AND ACTION ITEMS		
7.1. Independent Contractor Application	Jessica Herring	7 - 13
Pender County Independent Contract		
7.2. Athletic Field Use and Allocation Policy	Dee Turner	
7.3. 2024 Meeting Schedule		
8. NEXT MEETING DATE		
TBA		
9. ADJOURNMENT		



MINUTES
Parks & Rec Advisory Board Meeting
Tuesday, March 21, 2023 Pender County Public Assembly Room 6:30 PM

MEMBERS PRESENT:

Daniel Price
Jamie Moore
Brandi Odom
Cynthia Tart
Tandra Shepard-Henderson
Brad George Commissioner

MEMBERS ABSENT:

OTHERS PRESENT:

Dee Turner, Parks and Recreation Supervisor
Zack White, Parks and Recreation Supervisor

1 CALL TO ORDER

Daniel Price called the meeting to order at 6:41pm

2 ROLL CALL

Daniel Price
Members Present:
Daniel Price
Brandi Odom
Cynthia Tart
Tandra Shepard - Henderson
Jamie Moore by phone
Brad George

Staff:

Dee Turner
Zach White

a) Introduction of members

3 ADOPTION OF AGENDA

Motion Cynthia Tart
Second Brandi Odom

Carried

4 ADOPTION OF MINUTES

Motion Brandi Odom

Second Cynthia Tart

Carried

5 PRESENTATIONS

6 PUBLIC COMMENT

7 DISCUSSION AND ACTION ITEMS

a) Program Update

Staff provided an update on past and upcoming programs

b) Holly Shelter Shooting Range Update

Staff provided an update on the Holly Shelter Shooting range

c) Park Projects Update

Staff provide an update on the current park projects

d) Park Ordinance Update

Staff presented the board with the current ordinance

Current Ordinance:

Sec. 28-31. - Smoking.

(a) It shall be unlawful for any person to smoke, including electronic cigarettes, in any *park* area except in the *parking* lot, which is the designated smoking area.

(b) Smoking may be prohibited by the director of *parks* and recreation or his designee in the entire *park* when it is deemed necessary or advisable due to fire and weather conditions.

After a long discussion about signage and enforcement of the ordinance the advisory board agreed to recommend an ordinance update to state:

Motion Jamie Moore

Second Brandi Odom

Carried All

Proposed Ordinance Redline Version:

Sec. 28-31. – Smoking **and Tobacco use.**

(a) It shall be unlawful for any person to smoke, including electronic cigarettes, **vape, and all tobacco products** in any *park* area except in the parking lot, which is the designated smoking area.

(b) Smoking may be prohibited by the director of parks and recreation or his designee in the entire park when it is deemed necessary or advisable due to fire and weather conditions.

e) Departmental Budget Update

Staff provided an update on the departments budget for FY23-24

8 NEXT MEETING DATE

May 16th, 2023

9 ADJOURNMENT

Motion Tandra Shepard - Henderson

Second Cynthia Tart

Carred

Adjourned 9:01pm



Pender County Parks & Recreation Independent Contract Instructor Handbook

Pender County
805 S Walker Street
PO Box 5
Burgaw, NC 28425
(910) 259.1330 • <https://penderpr.recdesk.com> • parksandrec@pendercountync.gov

About Us:

Our Mission: The Pender County Parks and Recreation Department exists to develop, maintain, and enhance County parks, facilities, and green spaces by utilizing the County's resources to encourage, promote, provide, and protect quality, equitable, and diverse leisure and recreational opportunities that enrich the lives of Pender County citizens.

The Parks and Recreation Department is dedicated to providing a variety of recreational opportunities to citizens and guests in Pender County for all ages, interests, and levels. Programs offered by Pender County strive to foster new skills, promote health and well-being, and expand cultural and artistic development. In order to provide these recreation services, Pender County seeks experienced individuals to work as contract instructors to share their knowledge and skills with the community.

We appreciate your interest in becoming an Independent Contract Instructor with Pender County Parks and Recreation. We are excited about the possibility of working together to reach our common goals and to serve the community.

Here are some reasons that should motivate you to teach for Pender County Parks and Recreation:

- The county uses a computer registration and reservation system called RecDesk. This system allows the department to process registration (online or in person) in a timely manner, reserves facilities for classes, and allows us to generate class rosters, attendance reports and waiting lists. Instructors are not responsible for registration, but it is the responsibility of the instructor to take attendance during each class.
- Pender County Parks and Recreation provides advertising for its instructors through a variety of sources, including, social media, our website, online registering, public relations and media relations, printed collateral, electronic communications, events, and bulletin boards.
- You get paid to teach! Instructors will receive a percentage of the total amount per session which will be agreed upon during the contract process.
- Pender County Parks and Recreation has several places where you can host your class. Here is a list of all our facilities:
 - Abbey Nature Preserve
 - Walking trail
 - Hampstead Kiwanis Park
 - Picnic Shelters
 - Green Space
 - Walking Path
 - Baseball, Softball, and Multipurpose Fields
 - Millers Pond Park
 - Picnic Shelter
 - Walking Trail
 - Kayak Launch
 - Fishing Pier
 - Hampstead Annex
 - Auditorium
 - Conference Room
 - Pender County Courthouse Square
 - Green Space
 - Gazebo
 - Pender Memorial Park
 - Picnic Shelters
 - Green Space
 - Baseball, Softball, and Multipurpose Fields
 - Penderlea Community Park
 - Gymnasium
 - Auditorium
 - Classrooms
 - Green Space
 - Picnic Shelter

How our Contract Instructor Program Works:

Pender County Parks and Recreation utilizes Independent Contract Instructors to provide recreational services to our community. Programs may be designed for children of all ages, teens, adults of all ages, families, or specific groups. We are always open to new and creative ideas!

1. The process begins with the Independent Contract Instructor “proposing” a course or activity. The enclosed Proposal Application form should be used to submit your proposal to the Pender County Parks and Recreation Department.
2. A recreation employee will review the proposal, assess the content of the course or activity to determine if it’s a good fit and meets the department’s mission and goals, and then contact you for more details.
3. Together, the Pender County Parks and Recreation employee works with you to determine the specific design of the course or activity regarding facility, suitability, facility availability, fee structure, course time frames, participant maximums or minimums, ages ranges, course descriptions, and anything else that will need to be discussed.
4. Once the Pender County Parks and Recreation Department and the Independent Contract Instructor verbally enter into an agreement, a written contract is produced which states specifically the courses or services that you are agreeing to.

About the Contract:

1. Pender County insurance does not cover Independent Contract Instructors.
2. Pender County does not withhold state or federal income tax but does report the Independent Contract Instructors Income via form 1099.
3. Prior to entering into a contract agreement, the Independent Contract Instructor must fill out a W-9 with Pender County.
4. Independent Contract Instructors are required to maintain current CPR and First Aid certifications.
5. A written contract must be established between the Independent Instructor and Pender County prior to the start of contract services.

Compensation:

Independent Contract Instructors receive **75** percent of participant fees. Pender County Parks and Recreation receives **25** percent for facility, advertising, etc. fee. The Independent Contract Instructor's percentage is based on participant fees only. Payment is made after the completion of each course or as designated on the signed contract.

For example, with on-going classes in April, the Instructor will be paid via check in mid-May. Payment is received the following month after a completed class/session. Larger participation levels will yield a larger income for the Independent Contract Instructor.

The negotiated per student rate will be indicated on your contract and is based on what you, as the Independent Contract Instructor, require from each participant.

Registration Procedures:

All participant registration takes place through the Parks and Recreation Department. Independent Contract Instructors are not permitted to collect money and/or registration forms. Participants that have not paid the FULL fee may not participate in the activity.

A class roster is prepared by the Parks and Recreation Department. It is important for the Independent Contract Instructors to contact the Parks and Recreation office prior to the start of each class in order to have the most up-to-date participant information.

Marketing:

Pender County Parks and Recreation Department promotes recreational opportunities in several ways, such as through social media, our website, online registering, public relations and media relations, printed collateral, electronic communications, events, and bulletin boards.

All recreation activities, including classes, will be distributed and displayed throughout the county. Independent Contract Instructors may request additional copies of the flyer to assist in publicizing his or her class. All promotional materials must be approved by the Parks and Recreation Department. An Instructor who would like to provide input in the design of his or her promotional material should contact the Parks and Recreation Department.

Any media interviews or stories must go through Pender County Parks and Recreation. Pender County has a designated media contact person within the agency who handles all news releases and any other contact with the media.

Additional Information:

Professional Conduct: Please keep in mind that as an Independent Contract Instructor, you are a small business owner contracting services to Pender County. You should strive to always conduct yourself in a professional manner. The best, or worst, advertisement your small business can receive is by “word of mouth”. Always be mindful of the following:

- Safety of Participants
- Appropriate Dress
- Respectful Speech

When you “no show” to class or begin a class late, this can deter participants from your program. Please be mindful of your class start and end time.

Course/Activity Cancellation: If you must cancel a class for any reason, you must notify the Parks and Recreation Department as early as possible so staff may contact participants.

It’s a great idea to create your own email list of regular participants. Be respectful by letting them know of a class cancellation.

Parks and Recreation Staff will post your class cancellation on the Department’s Facebook page to expand awareness to potential new participants.

Emergency Situations: In the event of an emergency, stay as calm as possible. You are the leader of the group and have the responsibility to take all measures possible to ensure the safety of the students.

As soon as you become aware of an emergency, act quickly to:

- Evacuate ALL students from danger.
- Call 911, if appropriate.
- Stay with students until help arrives – NEVER leave children alone without a parent present.
- Contact the Parks and Recreation Department.

All emergencies must be reported, in writing, to the Parks and Recreation Department within 24 hours.

Facility Information: In exchange for your professional services as an Independent Contract Instructor, Pender County Parks and Recreation will provide you with the use of one of our facilities. It is your responsibility to leave the facility in the same way it was found. Please be mindful of the rules associated with its use and follow the procedures below when leaving the facility:

- Please ensure all windows and doors are locked securely, if requested.
- Verify that the air conditioner and/or heater are set to the requested temperature.
- Turn off all lights and electronic equipment to conserve energy.
- Make sure that all potential hazards are removed.

If there are any maintenance issues, please contact the Parks and Recreation Department.



Pender County
Parks and Recreation Department

COURSE OUTLINE

Class/Program Title: _____

Facility Requested: _____

Day(s) of Week: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ SA ☐ SU

Class Sessions: ☐ One Time Only ☐ Weekly ☐ Monthly

Start Time: _____ am / pm End Time: _____ am / pm

Participant Age(s): _____ ☐ Males ☐ Females ☐ Both

Participation: Minimum Enrollment _____ Maximum Enrollment _____

Class/Program Description: _____

Material Fee Required? ☐ Yes ☐ No Amount: \$ _____

Insurance: ☐ Yes ☐ No Pender County listed as additional insured: ☐ Yes ☐ No

If yes, expiration date: _____ Policy # _____

You must provide Pender County Parks and Recreation with a copy of your Certificate of Liability Insurance

This proposal is subject to approval by the Pender County Parks and Recreation Department. Upon approval, this proposal becomes part of the binding contract. **I certify that I have read and comprehend the Pender County Parks and Recreation Independent Instructor Handbook. I further certify that all of the above information is true and correct. I understand that a background check will be conducted by Pender County prior to proposal approval.**

Signature

Date

Office Use Only:

Background Check ☐

W-9 ☐

Contract Completed ☐

Pender County
805 S Walker Street • PO Box 5 • Burgaw, NC 28425



Pender County
Parks and Recreation Department

Independent Contract Instructor Information

Please type or print neatly, individual forms must be received for each instructor.

Forms must be submitted in person to the

Pender County Parks and Recreation Department, 805 S Walker Street PO Box 5 Burgaw, NC 28425

Class Payment To: _____

Payment Billing Address: _____

Instructor Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Experience/Education for Teaching Class: (resume/certifications should be attached) _____

Social Security Number: _____

Driver's License Number: _____ State: _____

Business License Number: _____

Contract approval is contingent upon successful completion of a background investigation which may include but is not limited to: Department of Justice criminal history check, employment history verification, Department of Motor Vehicles record check, educational experience verification, and a medical examination, which may include a drug screen.

Have you ever been convicted of a criminal offence by any court? ☐ YES ☐ NO

Are you out on bail or on your own recognizance awaiting trial for any matter? ☐ YES ☐ NO

If you answered YES to either question, please explain on a separate page indicating date and listing offense, location, and, if applicable, penalty or disposition. *Please note, conviction of a crime is not an automatic disqualification, each case will be considered on its own merit. *

REFERENCES: Please provide three professional references.

NAME	ADDRESS	PHONE	RELATIONSHIP/TITLE
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NAME	ADDRESS	PHONE	RELATIONSHIP/TITLE
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