

**April 10, 2023**  
**Regular Session**

The Biscoe Town Board of Commissioners met in a regular session on Monday, April 10, 2023, at 7:00 pm in the Municipal Building.

Board Members Present: Mayor Eddie Reynolds, Mayor Pro-tem Kay Kinch, Commissioner Barry Jackson, Commissioner Jay Patel, Commissioner Lynthacum, and Commissioner Asbill.

Members of Management Present: Town Manager Brandon Holland, Town Clerk Laura Morton, Parks & Recreation Director Delana Cagle, Public Works Director Sam Stewart, and Police Chief Shane Armstrong were present.

Mayor Reynolds called the meeting at 7:00 pm and led the Pledge of Allegiance.

The Pledge of Allegiance to the American Flag was recited and a moment of silence was observed.

**Conflict of Interest Statement**

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Town of Biscoe Code of Ethics provides those public officials and all employees be independent, impartial and responsible to the public; those governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of conduct for town public officials and its employees, disclosure of interest in legislative action must be stated for the public record. The mayor or any member of the town council who has an interest in any official act or action before the council shall publicly disclose on the record of the council the nature and extent of such interest and shall withdraw from any consideration of the matter if excused by the council pursuant to G.S. 160A-75.

**Agenda Adjustments & Approval**

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A motion was made by Commissioner Patel, seconded by Mayor Pro-tem Kinch, and so the motion carried unanimously to approve the agenda with one correction changing adjourn to recess.

*Ayes: 4; No: 0.*

**Consent Agenda**

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A motion was made by Commissioner Jackson, seconded by Commissioner Patel, and so the motion carried unanimously to approve the following consent agenda items contingent upon the corrections made to the minutes:

- a. April 2023 Monthly Financial Report
- b. February 13, 2023 Minutes (Work Session and Regular Session)
- c. March 13, 2023 Minutes (Regular Session)
- d. Approval of 2022-2023 Audit Contract
- e. Schedule Budget Meeting for April 17, 2023 at 6 pm
- f. Schedule Budget Public Hearing for June 12, 2023
- g. Approval of 2023 Municipal Clerk Week Proclamation
- h. Approval of 2023 Nurses Week Proclamation
- i. Approval of 2023 Police Week Proclamation
- j. Approval of 2023 Public Works Weeks Proclamation
- k. Approval of 2023 Teachers Weeks Proclamation
- l. Approval of American Rescue Plan Act (ARPA) Budget Ordinance for Special Revenue Fund

Ayes: 4; No: 0.

### Public Forum

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The following spoke during the public forum:

Wendy Clegg was present and spoke of her concerns with a traffic issue at the main stoplight. She was had safety concerns with cars changing into the turning lane way before the stoplight.

### Employee Recognition

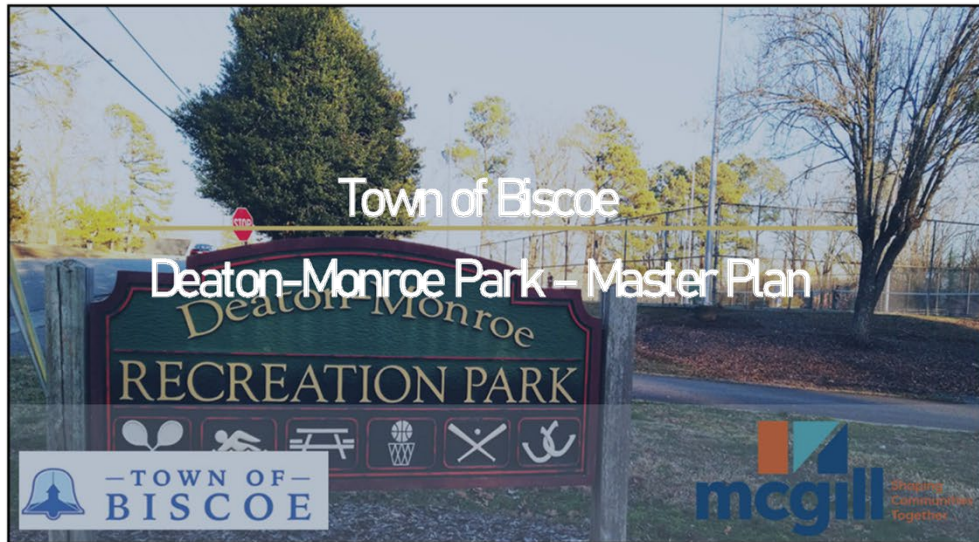
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Town Manager Holland and the Board recognized Elsa De Los Angeles and Sam Stewart for their years of service to the Town of Biscoe. Mayor Reynolds recognized Town Manager Holland for his years of service to the Town.

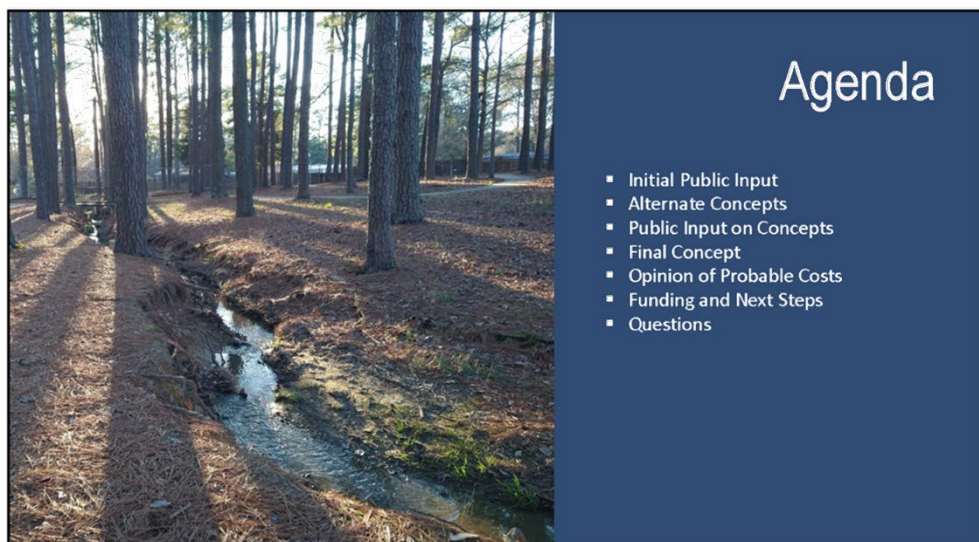
### PART-F Grant Application

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Nate Halubka with McGill Associates presented the following Master Park Plan and PART-F Application to the Board:



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# Existing Conditions



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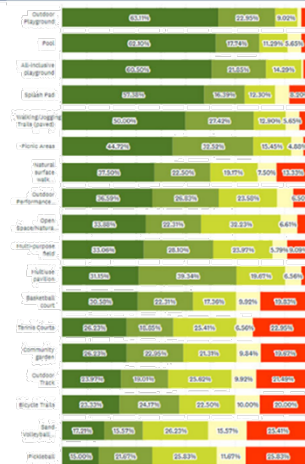
# Existing Conditions



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# Key Considerations – Initial Public Input

Online Survey Questionnaire



The final park plan addresses 10 of the top 15 survey requests from the community survey

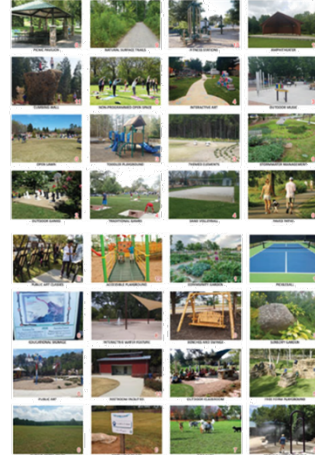
1. Outdoor playground
2. Pool
3. All-inclusive playground
4. Splash pad
5. Paved walking trails
6. Picnic areas
7. Natural surface walking
8. Outdoor performance
9. Natural open space
10. Multi-purpose trail
11. Multi-use pavilion
12. Tennis courts
13. Bicycle Trails
14. Sand volleyball courts
15. Pickleball

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# Key Considerations – Initial Public Input

6 of the top 7 visual preference boards requests are in this plan

1. Cooling misting Stations
2. Restroom facilities
3. Accessible play
4. Pickleball
5. Fitness stations
6. Climbing wall
7. Trails



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## Alternate A



### Recreation Elements In Alternate A:

- New 5-12 Years Playground
- New 2-5 Years Playground
- New Small Playground (3)
- New Fitness Stations (3)
- New Picnic stations (3)
- New Corn Hole (2)
- New Pool Enhancements (small)
- Renovated Picnic Shelter
- New Tot Lot
- New Walking Path
- New Splash Pad
- New Picnic Shelter/Restroom
- New Amphitheatre/Pavilion
- Relocated Veterans Memorial
- New Pickleball Courts
- New Basketball Courts

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## Alternate B



### Recreation Elements In Alternate B:

- New Picnic Shelter
- New 5-12 Years Playground
- New 2-5 Years Playground
- New Restroom/Picnic Shelter
- New Fitness Par Course
- New Cornhole (2)
- Renovated Picnic Shelter
- New Walking Path
- New Amphitheatre/Pavilion
- New Picnic Stations (3)
- New Pickleball Courts (2)

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# Difference between the alternates

**Alternate A**

- Splash Pad
- New/Relocated Basketball Courts
- 4 New Pickleball
- Fitness Stations
- 3 Picnic Shelters
- Relocate Veterans Memorial
- Pool Enhancement (small interactive splash play)

**Alternate B**

- Fitness Par course
- (2) Pickleball Courts
- 1 Small Picnic Shelter
- Pool Enhancement (large interactive splash play)

**New Elements On Both Alternates**

- Paved Walking Trail
- Playground/ Tot-lot
- Lawn Games (Cornhole)
- Expanded Paved Parking Lot
- Amphitheater
- Picnic Shelter/Restroom
- Renovated Large Shelter
- Picnic Stations

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# Recreation Advisory Board On Alternatives - Summary

**Most participants desired Deaton-Monroe Park to be renewed and expanded**

**Summary of Comments:**

"I like the design of Alternate A. The location of the splash pad would provide a very inviting appearance as well as the proximity to the playgrounds gives the park a great deal of appeal to the younger parents of the community. Overall, I think Alternate A provides a very family-oriented environment."

"I am a huge fan of design A. I love the addition of more picnic shelters, love the idea of centralizing our veterans memorial also at the park. I am excited about the basketball and pickle ball and the location of the courts in this design."

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# Final Concept

**Final Deaton-Monroe Park**  
Town of Biscoe, North Carolina  
321 MB Street, NC 27209

**DEATON-MONROE PARK MASTER PLAN**

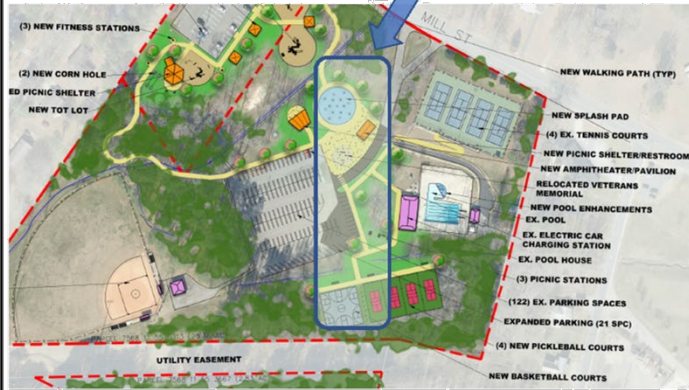
**Recreation Elements In Final Concept**

- New 5-12 Years Playground
- New 2-5 Years Playground
- New Small Playground (3)
- New Fitness Stations (3)
- New Picnic Stations (3)
- New Corn Hole (2)
- New Pool Enhancements (small)
- Renovated Picnic Shelter
- New Tot Lot
- New Walking Path
- New Splash Pad
- New Picnic Shelter/Restroom
- New Amphitheatre/Pavilion
- Relocated Veterans Memorial
- New Pickleball Courts
- New Basketball Courts

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# Final Concept: Phase 1

Concentrated investment with most attractive features near the entrance of the park.



- Recreation Elements Phase 1**
- Plaza Area
  - Shelter/Restroom/Equipment Building
  - Basketball Court
  - Splashpad
  - Relocate Veterans Memorial
  - Cornhole (2)
  - Site Amenities
  - Landscaping
- Probable Const. Cost \$2.55 million

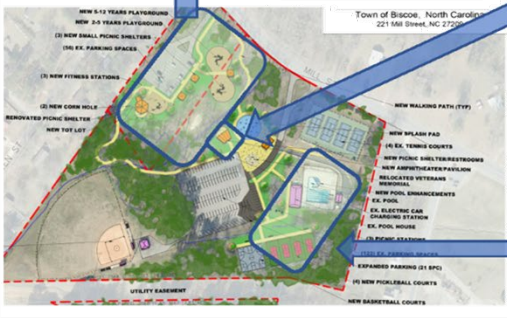
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# Final Concept: Phase 2

1. Update and refresh tired elements and build upon the attractiveness from Mill St.

2. Expand the possibility for concerts and special events.

3. Expand pool offerings and pickleball



- Recreation Elements Phase 2**
- Paved Walking trail
  - Outdoor stage
  - New Pickleball Courts (4)
  - Small Picnic Shelters (3)
  - Renovate Existing Shelter
  - New Tot Lot
  - Playground (5-12-year-old)
  - Playground (2-5-year-old)
  - Fitness Stations (3)
  - Pool Enhancements
  - Site Furnishings
  - Landscaping
- Probable Const. Cost \$2.86 million

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# Examples of Facilities



10' Paved Walking Trail



Pickleball



Permanent Corn Hole



Outdoor Basketball

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## Examples of Facilities



Small Shelter



Medium Shelter



Large Picnic Pavilion



Amphitheater/ Pavilion

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## Examples of Facilities



Playground



Tot Lot



Fitness Stations

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## Examples of Facilities



Pool Enhancement



Splash pad

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# Funding Considerations



## **NC Parks & Recreation Trust Fund (NC PARTF)**

- State Grant
- 50/50 match
- Maximum request of \$500,000
- May 1<sup>st</sup> application deadline
- Grants selected by an Authority
- Planning and public involvement are critical to getting funding
- **25 year for park improvements**

## **Land & Water Conservation Fund (LWCF)**

- Federal Grant
- Up to 50/50 match
- Maximum request of \$500,000
- July 15<sup>th</sup> application deadline
- Grants recommended to National Park Service by scoring system
- Planning and involvement are critical
- **Site must remain a park forever**

The grants can



match each other

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After the presentation a motion was made by Commissioner Jackson, seconded by Mayor Pro-tem Kinch, and so the motion carried unanimously to table the vote until April 17 when all Board Members are present.

## **Board & Staff Reports**

Town Manager Brandon Holland discussed the budget with the Board.

Town Intern Mya Ellis said that the contract for the Saputo Grant had been signed and we are awaiting a check.

Town Clerk Laura Morton updated the Board on the banking changes that were approved at last month's meeting.

Town Parks & Recreation Director Delana Cagle talked about the new online program Rec Desk.

Police Chief Shane Armstrong said they would have a Strategic Planning Meeting on May 1, 2023 as part of the recent assessment.

Mayor Reynolds announced that Sgt. David Vonnannon recently completed his K-9 Handler Certification.

Public Works Director Sam Stewart said the valve replacement at PR Moore was near completion. He said they were really busy with mowing grass.

Mayor Reynolds said he contacted Samarcand about the recent maneuvers that took place late one evening. He said he received a lot of complaints because of the loud explosions, etc. He said this type of training (with explosions) was not supposed to happen. One of the contractors had ordered the wrong training material. In the future, they will be sending out a reverse 911 Call to let the community know training would be taking place.

The Mayor said he was excited about the Park Plan, and he said the bathrooms at the park were being updated. He thanked all staff for their hard work.



**Closed Session – Personnel – NCGL 143-318-11 (a) (6)**

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A motion was made by Commissioner Lythacum, seconded by Asbill, and so the motion carried unanimously to go into Closed Session for personnel (Pursuant to NCGS 143-318.11 (a) (6)).

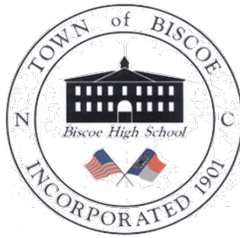
*Ayes: 5; No: 0.*

*The Board returned about of closed session with nothing to report.*

**Recess**

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A motion was made by Commissioner Lythacum, seconded by Commissioner Jackson, and so the motion carried unanimously to recess the meeting.



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*William E. Reynolds, Mayor*

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*Laura B Morton, MMC, NCCMC Town Clerk*