



**Bentonville Parks and Recreation  
Advisory Board Meeting  
Monday, March 19, 2018 – 5pm  
Downtown Activity Center – 215 SW A Street**

**Agenda**

**Old Business**

1. Approval of Minutes from February Meeting

**New Business**

1. Bentonville Half Marathon Presentation
2. Non-Resident Fees for BPR Programs
3. 2017 Annual Report

**Other Business**

1. Special Meeting – Thursday, April 12

*Attachments:*

*February 2018 PRAB Minutes*

*Upcoming Events*

*Capital Improvement Worksheet – March 2018*



## Parks and Recreation Advisory Board Meeting Minutes

Meeting Date: Monday, February 26, 2018  
Meeting Called to Order: 5:01 p.m.  
Meeting Adjourned: 6:01 p.m.  
Meeting Location: Downtown Activity Center  
Attendees: Shara Fisher, Jon Terlouw, Whitney Sutherland, Craig Gilbert, Courtney Schaefer, Mike Power, Michelle Malashock, Tom Butrynski, Cortney Carlson, Chris, Sooter, David Wright, Danny Bartlett, Lee Farmer, Crant Osborne, Tracy Acosta

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### Old Business

#### *Approval of January 22, 2017 Minutes*

**Motion to Approve by:** Whitney Sutherland  
**Seconded the Motion:** Michelle Malashock

### New Business

#### *Public Art Discussion – Memorial Park Basketball Courts*

Ryan Holler with AND 1 Design Concepts presented information on resurfacing our existing basketball courts at Memorial Park. The AND 1 business is a cultural brand and is trying to bring the brand back to the forefront. In doing so they are investing in communities and enhancing public courts as art. Ryan submitted several design concepts to the committee, from simple traditional design to bright, trendy and colorful painted courts. The designs on the court would also include the AND 1 business logo. Currently AND 1 has invested in areas of Philadelphia, Memphis, Atlanta, Los Angeles, and now the business is interested in Bentonville. Walmart has had a hand in bringing the brand back and for this reason they are looking to give back to our community. If this resurfacing/art is approved, it could possibly bring 3x3 tournaments to our community and possibly other events. Ryan shared that retired professional basketball player, Kevin Garnett is their Creative Director and is very passionate about these projects. Tom had several questions for Ryan as far as financial backing of their company as well as how would the courts be maintained after the initial resurface. Ryan reassured Tom that AND 1 is a financially sound company and the business owners have done business with Walmart for the past 20-30 years. (However, Walmart is not the only company they do business with.) Whitney, who works for Walmart, stated AND 1 is a growth brand and has been for the last five years. Mike also has concerns of maintenance of courts after initial resurfacing. Several members questioned how often maintenance would be needed. Ryan shared he thought it would be similar to the maintenance of tennis courts. He has personally not be involved in areas that had painted courts. There is a lot of concern with AND 1 brand name being printed on the courts. Shara shared her opinion from a vendor stand point. If we allow one business to use their logo, all businesses would want naming rights as well. We do not want our parks and community to become a billboard. David will follow up with Ryan after more research has been done.

**Motion to Continue Research Only:** Craig Gilbert  
**Seconded the Motion:** Chris Sooter

#### *Participant Safety in BPR Youth Programs*

David shared with the committee, his concerns of “*current events*” taking place with participant safety across the country. We, as a department, have certain practices already in place to prevent unsafe environments for our youth. We would like to make sure we do more than what is required and expected as a department when it comes to the safety of our participants. David asked Danny Bartlett and Lee Farmer to discuss our background check policy with the committee and determine what other practices we can put into place to continue to have a safe and fun environment for all participants. Danny Bartlett graciously took notes and planned actions for the department as a whole. As noted, further action is needed.

*See Attachment: Background Check Discussion Notes*

### Other Business

#### *March Topics*

Non-Resident Fees for Recreation Programs



## **Parks and Recreation Advisory Board Meeting**

**Monday, February 26, 2018**

**Background Check Discussion Notes**

**Prepared by: Danny Bartlett**

Below are the notes that followed the PRAB discussion on Monday, February 26, 2018 and the action steps Bentonville Parks and Recreation have identified to establish a plan of action in adjusting and improving our screening efforts for our volunteers, contractors, and partners.

1. Begin an immediate effort to inform parents, coaches, participants and patrons that if you ever see anything suspicious, please report it. Parks and Recreation should create the avenue for citizens to report this to us. In addition, we should have procedures of how to report these calls to the proper authorities.
  - a. *Action: Lee Farmer / Danny Bartlett to meet with Bentonville Police Department to discuss best steps of reporting issue*
  - b. *Action: Layne Moore to design signage / marketing material that informs participants / patrons of the "See it, Report it" movement.*
2. In addition to the current coach screening process, BPR will begin to require coaches to wear a BPR issued Identification badge w/ Lanyard while coaching at the park(s). This will inform parents / spectators our coaches are considered "safe" for our youth participants. It also, more importantly, tells the youth participants that if you need help, this person is here to help you.
  - a. *Action: Lee Farmer / Danny Bartlett to purchase necessary equipment, design badges and begin implementation of this step no later than fall season 2018.*
3. All safety information we provide to coaches should also be provided to parents. If there are steps we are covering coach / volunteer training, we should create training material to provide to parents/spectators as well. This step is about being as transparent to everyone as possible. The overall goal is that we are all looking out for the best interest our youth participants.
  - a. *Action: Recreation Team: All information now being discussed at coaches / volunteer training should be used to create an educational document for parents and patrons about keeping our youth participants safe in our public programs. Material should discuss what to look for and how to react if something is suspected.*
4. Promote these actions! This information should be on websites, in program guides, park signage and more. The goal of promoting this is that all participants / patrons will know to be observant and always report suspicious activity.
  - a. *Action: Lee Farmer / Layne Moore to create materials to educate and remind patrons of recommended steps.*
5. Ask any partnering organizations to provide their screening & safety policies to be kept on file with you. If they haven't developed written policies, maybe we can provide our model.
  - a. *Action: Danny Bartlett will work with partnering organizations to encourage them to follow our model/standard for screening participants and at the bare minimum obtain detailed steps of their efforts taken to screen applicants. ALL partnering organizations using Bentonville Parks and Recreation facilities will be required to screen applicants.*
6. These steps become part of all BPR programs as soon as they can be initiated, but no later than fall 2018. This is not exclusive to outdoor, youth sports programs. These programs should also include summer camps and aquatic programs. These steps should include all volunteers, contractors, staff who interact with any of our youth participants.



## **Bentonville Parks and Recreation Upcoming Events**

March 16-18, 2018	Irish Classic Baseball Tournament – Memorial / Phillips Park
March 16-18, 2018	Spring Break Softball Tournament – Memorial Park
March 19-21, 2018	Mermaid/Shark Swim School – BCC
March 19-21, 2018	Camp Bentonville Basketball Camp – BCC
March 19-23, 2018	Camp Bentonville Soccer Camp – Citizens Park
March 19-23, 2018	Camp Bentonville Lego Camp – BCC
March 22-24, 2018	Lifeguard Certification Class – BCC
March 24, 2018	Aqua Easter Egg Hunt – BCC
March 25, 2018	Lifeguard Re-Certification Class – BCC
March 31, 2018	Easter at Orchards – Orchards Park
April 2, 2018	Spring Tennis Session Starts – Memorial Park
April 6, 2018	First Friday Flick (Despicable Me 3 – Lawrence Plaza
April 7, 2018	Run Bentonville Half Marathon – Downtown Square
April 9, 2018	Lil Kicksters Starts – Citizens Park
April 13-15, 2018	Golden Glove Baseball Tournament – Memorial / Phillips Park
April 20-22, 2018	Kellogg's Classic Softball Tournament – Memorial Park

Project	Budget	Status
<b>FY - 2017 Rollover Projects</b>		
Citizens Park Pavilion / Parking Lot	\$400,000	Project Complete
Citizens Park Amphitheater	\$20,000	Project Complete
Citizens Park Playground		Raised 75,000 towards total / \$325,000 committed
North Bentonville Trail - Creek Stabilization	\$115,000	Project Design Underway - Completion scheduled for December 2018
Razorback Greenway ReRoute - Design and ROW	\$440,000	30% Drawings submitted - Under review by Planning / Engineering / AHTD
McCulloum Street Sidepath Trail	\$600,000	30% Drawings submitted - Under review by Planning / Engineering / AHTD
Memorial Park BB / SB Fencing	\$107,000	Project Complete
Memorial Park Astroturf Project		Project Complete
City Website Update	\$65,000	Project Complete
Citizens Park Tennis Court Design	\$34,500	Project Complete
<b>FY 2018 Projects</b>		
Trails - Signage Project - Kiosks	\$20,000	Lee - May
Citizens Park Tennis Courts	\$1,300,000	Project Bid Opening - March 22. Construction should begin in May

Old Tiger - Restroom Installation	\$55,000	Crant - September
Coughlin Property - Master Plan	\$30,000	Consultant Selection underway - Project launch expected in May
MFAC - Facility Master Plan	\$30,000	Consultant Selection underway - Project launch in April
MFAC - Pump Room Improvements	\$60,000	Project Complete
Orchards Park - Tree Orchard Planting	\$25,000	Crant - April
Orchards Park - South Berm Stone Work	\$15,000	Crant - April
Facility Risk Assessment	\$5,000	Project Underway - 50% Complete
Parking Lot Maintenance - Soccer	\$12,000	Crant - April
Parking Lot Maintenance - Tennis	\$13,000	Crant - April
Parking Lot Maintenance - Orchards	\$23,500	Crant - April
Memorial Park - Fence Replacement (VB / Skate Park)	\$10,000	Project Complete
Memorial Park - Tennis Court Resurface	\$20,000	Crant - August
Phillips Park - Playground Fence	\$10,000	Project Underway - 90% Complete
Recycle Systems	\$16,500	Project Underway
Lake Bella Vista - Park Master Plan	\$98,500	Public Input Meeting - January 18. Review scheduled for April meeting
Lake Bella Vista - Restroom Facility	\$60,000	Crant -

Lake Bella Vista - Parking Lot / Trail Connection	\$1,062,000	Design Firm Selected - Approved at February 13 Council meeting. Kickoff meeting in March.
Lake Bella Vista - Razorback Greenway Extension		Project Underway - 40% Complete
RRG Eco - Counter Display Board	\$35,000	Project in design - Morrison Shipley
RRG - Town Branch - Replace Wood Bridge	\$17,700	Project expected to begin April 1. Trail section closed until May 1
RRG - Paint / Light Existing Tunnels	\$30,000	Grant -
RRG - RRFB, Signs and Striping on 21st Street	\$34,500	Project in design. Traffic study underway - Crafton Tull
RRG - Moberly Trail Connection w/ HAWK Crossing	\$126,500	Project in design. Traffic Study underway - Crafton Tull
RRG - North Trail - Cub / Tiger Parking Lot	\$287,500	Project in design - Morrison Shipley
RRG - North Trail - Alignment / Jersey Barrier Cut	\$18,800	Project in design - Morrison Shipley
<b>Grant Funded Projects - Not administered by BPR</b>		
<i>North Walton Trail - Harps to Stonehenge</i>		<i>Project underway - 80% Complete - expected completion 2Q 2018</i>
<i>3rd Street - 8th Street Trail</i>		<i>Project under contract - expect construction 2Q 2018</i>
<i>Lake Bentonville Improvements</i>		<i>Project Design in approval stages - Construction Summer 2018</i>