



508 North Lincoln ♦ Cabot, AR 72023 ♦ 501-605-1506 ♦ www.cabotparks.com

Cabot Parks and Recreation Commission Meeting

November 27, 2018

Cabot Veterans Park Events Center
508 North Lincoln, Cabot, Arkansas 72023

I. Call to Order/Roll Call

John C. Thompson called the meeting to order at 6:30 pm.

Present: John C. Thompson, Mike Nash, Matt Moudy, Nick Whitaker, Eric Park, Maggie Cope

Absent: Greg Sled

Guest: Greg Crumpton

II. Minutes of Regular Meeting

The minutes from the regular meeting held October 16, 2018 were presented. **NICK WHITAKER MOTIONED TO ACCEPT THE MINUTES OF OCTOBER 16, 2018 AS PRESENTED, SECOND BY MATT MOUDY. ALL VOTED AYE.**

III. Financials

October 2018 financials were discussed. Membership numbers strong. Odd expenses associated with end of the year. Great bounce back month. Deferred maintenance- non-budgeted items and do as needed projects. \$250,000 worth of work completed from \$1.3 million list. Commission requests an updated list. Bottom line numbers look good, but additional costs to continue to be subtracted as the end of the year approaches. **MAGGIE COPE MOTIONED TO ACCEPT THE OCTOBER 2018 FINANCIALS AS PRESENTED, SECOND BY MATT MOUDY. ALL VOTED AYE.**

IV. Programs

Programs Director Lorenzo Mendoza presented for programs. Basketball registration has ended. Practices began 11/26 and 11/27. 675 kids in program. Pre- season tournament registrations are open for grades 1st-9th. Pre-season tournament will start 12/8. Regular season to start on 12/15. Short break. Start up again on 1/3/19, with a seasonal end in mid-February. Wrestling- 70 registrants; up 20 registrations from 2017. Finalization of spring 2019 sports registration dates underway. End of the season reports received from CYFA, Panther Flag, and Cheer. BMX emailed Parks and Recreation Director Travis Young. Mr. Young suggest that end of season reports for fall sports be placed in December packets.

Thomas Paulson presented for Flag Football. Good season. 2 Saturdays cancelled. End of season and financials have been submitted for December. Insurance and a new clock to be purchased for next year. Several clock repairs to be completed. Pets were an issue this season. Unsure

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how to handle and police the situation. Signs have been posted. By law, two questions can be asked regarding service animals. Thomas Paulson notes that he was not present for previous commission meeting and did not send a representative in his place. Looking forward to repairs, equipment, and spring season. Commission inquired about Parks and Recreations liability regarding the presence of a non-service animal when signs are posted. Commission attorney Greg Crumpton, "not much- unless it is a policy, practice, or custom." If it continues to happen, then it could be an issue. The matter needs to be posted and policed using legal questioning. Commissioner Nash inquired about the possibility of patrons submitting paperwork for service animals. Can we require them to, prior to? Concerns of constraint raised. Legal questioning regarding service animals to be provided to all associations. CPR Director Young to research possible solutions for the increase in non-service animals at Cabot Parks and Recreation.

Travis Hudson presented for CYFA. Good season, except for the last game. Estimated 2300 hours- light. Problems during season- rain, horrible drainage, parking, fire ants, and mosquitoes. Solutions have been discussed. Parking- possible painting of area by fire lane. Shade or rain protection would be nice. Travis Hudson suggested that when rules are changed in future seasons, a Parks and Recreation representative be present to aid in the process. 2019 CYFA Board President- Bill H.; Vice President- Mya U.; Secretary- Tiffany Elliot; Treasurer- Kim Zimmerman; Director of Scheduling- Chris Hester; Director at Large- Terry Jordan. Unfilled position- Public Relations. James Blankenship will continue to temporarily fill in as head of Public Relations. If the Commission and Parks and Recreation consumes CYFA in the future, Mr. Hudson requests that notice be provided beforehand, as to provide more opportunity for current members.

BMX presented. End of year report will be received in December. Voting has occurred. New Track Operator- Joe Douglas; Clerk- Sean; President- John Wilson; Secretary- Ben Clark; Treasurer- Matt M. Season complete. Too cold to drop gates. 12/15- last day to register for Cabot BMX.

Cheer presented. Season over. End of season report provided by end of week.

V. Construction/Facility Updates

Flag football fields are completed. Irrigation is in ground and has been tested. RPZ has been pulled on unit. Bermuda and championship rye grass seed has been planted. The championship

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rye grass seen has already started to sprout. Additional fertilizer to be placed this week. The facility will drain much better, both on the fields and sides.

Allman/Bevis- A&P approved funding request on 11/27. The complex will receive new dugouts to mimic HWY 321 Sports Complex- net back stopped, new chain link, and block. One portion will be put to bid through the TIPS Program. Able to use fence vendor, and rest falls under the \$20,000 state minimum. The roofing will be put out to bid. Costs of metal roofing and wood for frames exceeds the \$20,000 minimum. Restrooms complete. Hopeful for new concession stand in Spring, 2019.

Maintenance building- Pinnacle building has all but been ordered. Going with a galvalume roof. Colors not finalized. Building will be ordered this week. 5 weeks in production.

Veterans Park Community Center floor has been replaced. Did not have enough tile to complete project, but more has been ordered. Should be finished first week of December. Walls painted.

CPR Director Young met with Mayor Cypert regarding the turf. He is on board, pending results of upcoming election. Concerns have been expressed to A&P regarding the matter. A formal presentation by Parks Director will be presented after the mayoral election.

VI. Old Business

Commission inquired about meeting dates for Budget Committee. The city has not approved their budget and until they do so, Parks and Recreation's budget cannot be approved. CPR Business Manager Stacy Williams has set up an Onboard program for new hires. Time and attendance efficiency. December's meeting will cover the effects of the wage increase bill on Cabot Parks and Recreation. CPR Director Young to have rough draft proposal complete by first week in December.

VII. New Business

Jeff presented the audit. Two page letter and audit report. No significant issues noted. Most significant item is that we report on a regulatory basis. Regulatory, implying we follow state statutes. Opinion of auditors- financial statements are presented fairly in all material respects, and in accordance with regulatory basis. Report on internal control and compliance. Balance- cash up to \$700,000; Accounts receivable \$30,000; liabilities- accounts payable accrued almost

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\$58,000, accrued wages, payroll taxes. Total liability \$96,000 compared to assets of \$727,000. Assigned and restricted funds to Park and Recreation Commission-\$605,000. Restricted funds provided by A&P for projects designated for specific purposes. Programs and services- 1.7 million. Property tax- \$172,000. Sales tax- \$274,000. Small Grant \$88,000. Expenditures- \$820,000. Personnel- \$1.3m. Programs \$1.3m. Debt and notes to be paid. Regulatory basis differs from gap basis. Revenue generated \$2.3m. Total expenditures- \$3.6m. Expenditures exceeded revenues by \$1.4m. Transfers in from general fund and A&P commission- totaling \$1.1m. Expenses \$300,000 more than revenues and transfers. Significant accounting policies- regulatory basis. Restrictions on investments. Currently in compliance. Deposits in one bank exceeded FDIC coverage of \$250,000; however assets were pledged in the name of the Commission. Note 4- liabilities not reported on balance sheet. Long term liabilities- Loans. Loan amounts- Bank of Ozark year end \$36,708; Regions \$135,499 and \$158,236; First Arkansas- \$189,560. Maturity Schedule for obligations. Total obligations \$538,366 with \$18,000 in interest. Accrued vacation and sick leave- \$72,000. Leases and schedules covered. 2017 phone equipment lease. Transfers received from A&P commission. Not all funds were expended through the year, but are restricted for designated purposes. Internal control and compliance report- not audited, but in conducting other audit procedure, they did not find anything reportable.

VIII. Community Input

Question, will new flag football fields be released for play? Depends on grass growth and weather. They will be open for fall 2019.

IV. Adjournment

ADJOURNED AT 7:30 pm.

CERTIFICATE

I, the undersigned Chairman, do hereby certify the foregoing to be a true and accurate record of the proceedings of the regular meeting of the Parks and Recreation Commission October 16, 2018.

Parks and Recreation Commission Chairman

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