



Belville Parks and Recreation Board Regular Meeting Minutes

March 12, 2025

Belville Parks & Recreation Board Members Present:

Vince Matthews, Chairman
Cindy Ruggiero, Member
Mark Wilde-Ramsing, Member
Rana LaBrunda, Member (via telecommunication)
Nancy 'Nia' Moore, Alternate

Board Members Absent:

Brenda Hewlett, Secretary
Lynn Gavin, Vice-Chairman

Staff:

Jim Bucher, Director of Parks & Recreation
Ian McLeod, Event Coordinator
Randy Collins, Grounds Maintenance Technician
Athina Williams, Town Manager

Staff Absent:

None

Item #s - 1 AND 2 - CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Vince Matthews called the March 12, 2025 regular meeting to order at 6:01 p.m. A quorum was present.

Item # 3 - APPROVAL OF AGENDA

ACTION - Mr. Mark Wilde-Ramsing MADE THE MOTION to approve the agenda. VOTE WAS UNANIMOUS.

ACTION – Ms. Cindy Ruggiero MADE THE MOTION to excuse Ms. Lynn Gavin and Ms. Brenda Hewlett from the meeting. VOTE WAS UNANIMOUS.

Item # 4 - APPROVAL OF MINUTES

ACTION – Ms. Nia Moore MADE THE MOTION to approve the February 12, 2025 regular meeting minutes. VOTE WAS UNANIMOUS.



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ITEM # 5 - PRESENTATION

a. Kayak Tours Report – Kay Lynn Hernandez, Wilmington Outdoor Adventures

Kay Lynn Hernandez of Wilmington Outdoor Adventures provided an update on the status of kayak tours performed for the town for previous fiscal years. A proposed contract for future years was also presented.

ACTION – Mr. Mark Wilde-Ramsing **MADE THE MOTION** to recommend that the Board of Commissioners approve a proposed contract for kayak tour services and also to investigate the possibility of conducting camps at the education pavilion. **VOTE WAS UNANIMOUS.**

ITEM # 6 - UNFINISHED BUSINESS

a. Belville Riverwalk Park Update

1. Update on Storm Recovery/Park Repairs

Parks and Recreation Director Jim Bucher provided an update on recent park activities and informed the board that a tree fell near the maintenance gate during recent inclement weather.

b. 2025-2026 Budget Finalization

1. Discussion On Gate Card Key Fees

Town Manager Athina Williams requested that the final request for event funding be presented no later than March 14, 2025.

A discussion ensued and the Parks and Recreation Board tasked the staff with gathering and distributing the requested information for distribution to the Board members for their review.

The Board and the staff also discussed increasing the current fee of \$25 per year.

ACTION – Chairman Vince Matthews **MADE THE MOTION** to recommend to the Board of Commissioners that the gate card key fees increase to \$50 for residents and \$60 for non-residents. **VOTE WAS UNANIMOUS.**

ITEM # 7 – NEW BUSINESS

a. Upcoming Events

a. Proposed Memorial Day Event Pitch



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Chairman Vince Matthews advised the Board about potential Memorial Day Event to be hosted by the Fox 8 TV station that would include participation in the Great American Flag Program.

ACTION – Mrs. Cindy Ruggiero **MADE THE MOTION** to move forward with the Memorial Day event and include Fox 8's Great American Flag Program, as well as Chris McKinley as a vocalist. **VOTE WAS UNANIMOUS.**

b.Upcoming Events

1.Discussion on Community Yard Sale Event – Update

Event Coordinator Ian McLeod provided an overview of plans for the Community Yard Sale to be held on April 5, 2025.

2.Discussion on Valentine Market – Update

Chairman Matthews and Town Manager Williams recapped the success of the pop up Valentine Market Sweetheart Shop event which took place in February.

3. Discussion on St. Patrick's Day Pop Up

Chairman Matthews advised the Board members that the St. Patrick's Day pop up was unable to go forward for 2025, but is on the event schedule for 2026 and he thanked Mrs. Nia Moore for bringing forward the idea. Recreation Assistant Randy Collins volunteered to assist with locating merchandise for a future market.

4.Discussion on Easter Egg Scramble – Update

The Board and the Staff discussed logistics for the Easter Egg Scramble, to be held on April 12, 2025 and it was suggested that the town include a 'selfie spot" in addition to the traditional photos that will be taken with the Easter Bunny. Town Manager Williams and Ms. Rana LaBrunda volunteered to sell Easter Baskets at the event.

5.Discussion on Glow Mini Golf / Night Out – Update

Event Coordinator Ian McLeod explained future plans for a partnership with the Golf Barn to conduct a Glow Mini Golf/ Night Out event.

ITEM # 8 - OTHER ITEMS AND REPORTS

a. Chairperson



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Chairman Vince Matthews led a discussion regarding event hours. The Board and staff reviewed options for start and end times for future events and it was suggested that the Board solicit feedback using a vendor survey.

b. Vice-Chairman

Vice Chairman Lynn Gavin was not present at the meeting.

c. Staff And / Or the Commissioners

Chairman Matthews, Town Manager Williams and Event Coordinator McLeod reviewed their experiences at the recent parks and recreation conference and also an upcoming event to commemorate Vietnam Veterans that is scheduled for the end of March. Event Coordinator McLeod also shared information about his involvement with the North Carolina Recreation and Parks Scholarship Foundation.

ITEM # 9 – ADJOURNMENT

ACTION – Mrs. Nia Moore **MADE THE MOTION** to adjourn the meeting at 7:55 pm. **VOTE WAS UNANIMOUS.**

Minutes compiled by Athina D. Williams

SIGNED:

Vince Matthews, Chairman

ATTEST

Athina Williams, Acting Secretary in lieu of Brenda Hewlett



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