



OAK ISLAND PARKS & RECREATION ADVISORY BOARD MEETING

MONDAY, April 6, 2026

OAK ISLAND COMMUNITY CENTER

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

3.1 Present – Paul DuBay, Bill Millard, Mark Dolak, Jeweleen Mustard

3.2 Staff and Guests – Councilman Tommy Brown, Assistant Town Manager Kent Jackson, and Heather O'Brien

4. CALL TO THE PUBLIC

We will now have an open call to the public for citizens wishing to address the board on issues within the jurisdiction of the board. Your comments must be limited to three (3) minutes or less. If you wish to address an item already on today's agenda, you should wait until that item is announced for a public hearing. At the conclusion of the open call to the public, individual members of the board may respond to criticism made by those who addressed the board, may ask staff to review a matter or may ask that a matter be placed on a future agenda. However, board members cannot discuss or take legal action on matters not already on the agenda.

5. MINUTES

5.1 Bill Millard noticed the word 'be' was missing from 6.1.2.1

5.2 Additionally, 7.3.2.2, SWOT should be capitalized

5.2.1 Approval of March 2, 2026, meeting minutes with these correction (Bill made the motion, Carrie seconded, voted unanimously)

6. COMMUNICATIONS, ANNOUNCEMENTS, STAFF REPORT

6.1 Heather O'Brien

6.1.1 Ride the Tide will be April 18th at 37th Place W to The Point and back

6.1.2 Earth Day is going to be April 22nd from 1 to 4 at Middleton Park

6.1.3 Budget items discussed at last meeting will include an AV Projector, a screen, a new recorder with transcribing and summary, a flag and new flag pole

6.1.3.1 No request for printing will be put forth as this will be done in house

6.1.4 Coastwise will be having a workshop at the Community Center on Saturday, April 25th at 10 am

6.2 Paul DuBay

6.2.1 No announcements

6.3 Par 3 Recap - Paul DuBay

6.3.1 The board does not have a secretary and only has two members

6.3.1.1 No secretary will be elected until they have a full board

6.3.2 The city has the Par 3 Manager position advertised as Rob Crabb recently resigned as Parks Manager

6.3.3 Loggerheads tournament took place the prior weekend on March 28th

6.3.4 First round of fertilization is occurring on the golf course and the greens are still in rough shape

6.3.5 Still waiting on town attorney on direction for beer and wine sales at the clubhouse

7. PUBLIC HEARING

7.1 Beach Toy Box – Girl Scout Troop

7.1.1 MJ and Lila from the Girl Scouts stated that they completed three Beach Toy libraries

7.1.2 If the PRAB has any other projects that the Girl Scouts could assist with, they would love to help out

7.1.2.1 Currently, the board has approval for two toy libraries and will discuss future locations for the third toy box

7.1.2.2 A possible location could be near the Ocean Crest Pier on 14th Place E

7.1.2.3 Paul will check with Gina Berry on painting the boxes

7.2 Eric Koob – Bike and Trail Presentation

7.2.1 Eric spoke on the need and possible location for a mountain bike trail in the Town of Oak Island

7.2.1.1 The presentation discussed the economic and physical advantages to having a mountain bike trail

7.2.1.2 Paul asked about a location and Eric stated Bill Smith Park as a possible location

7.2.1.2.1 Brunswick Nature Trail is the closest mountain biking trail

7.2.1.3 Bill asked what he is envisioning and length of trail with Eric stating a couple of miles

7.2.1.3.1 Bill stated that Bill Smith Park has minimal area for a trail that long

7.2.1.3.2 There is currently a Sea Way Trail that might be occurring at the park which would limit possibility

7.3 Vice Chair Nomination – Paul DuBay

7.3.1 Paul nominated Bill Millard as the Vice Chair

7.3.1.1 Bill accepted the nomination, voted unanimously

7.4 Business Plan Presentation – Heather O'Brien

7.4.1 First few pages are the Business Plan with the final page being the SWOT Analysis

7.4.1.1 Heather went over the Purpose, Vision and Mission, the Market Analysis which was from the Census, Organizational Structure and

Municipal oversight, Parks and Recreation, Parks and Recreation Advisory Board, and Strategic Goals and Objectives

- 7.4.1.1.1 Master Plan can go in place of the Strategic Goals as this was discussed in Dr. Herstein's priorities page
- 7.4.1.1.2 The year 2025 is next to items that have already started
 - 7.4.1.1.2.1 Heather will take the year away from the Bike Plan as this has not been adopted yet
 - 7.4.1.1.2.2 Kent stated that Matt will bring this to Town Council in May
- 7.4.1.2 Heather discussed the Action Plan, Implementation and Oversight, and Budget will be based on the Master Plan
 - 7.4.1.2.1 They are hoping to be on a ten percent annual adoption rate
 - 7.4.1.2.2 Heather will be using ClearGov to lay the plan out over year two through five to monitor the metrics
 - 7.4.1.2.3 Parks and Recreation Director will provide quarterly updates to the PRAB
- 7.4.1.3 Heather continued through the Evaluation and Continuous Improvement portion
 - 7.4.1.3.1 Written reports are given from the PRAB to the town council monthly
- 7.4.1.4 Next portion Heather reviewed was the Community Feedback and Strategic Adjustments
 - 7.4.1.4.1 Community surveys are already in place
 - 7.4.1.4.2 Being able to adjust items based on trends
- 7.4.1.5 Finally, Heather went over the Conclusion which ties the Business Plan together
 - 7.4.1.5.1 ClearGov is mentioned in the conclusion but will be added to the Implementation and Oversight section
 - 7.4.1.5.2 Mark asked if Business Plan can be in 'justified'
 - 7.4.1.5.3 Bill asked if this is the 2026 Business Plan or as an ongoing plan
 - 7.4.1.5.3.1 He stated that the plan needs to include a Parks and Recreation Manager as well as the Director position
 - 7.4.1.5.4 Paul asked how specific projects will be brought forth in the future plans if everything was brought up in Strategic Plan and the Masterplan
 - 7.4.1.5.4.1 These items were the Cabana becoming ADA, sand volleyball courts, and the Big Bend Trail
 - 7.4.1.5.4.2 Heather stated that the parks projects are currently in a weird position as there is no point person with Rob's resignation

- 7.4.1.5.4.3 The board is worried that these will get overlooked for this year's budget as there is no point person for the Parks side of the PRAB
 - 7.4.1.5.4.3.1 Heather passed these items to Helen in the Finance Department
 - 7.4.1.5.4.3.2 Bill stated that Katherine wants a feasibility study on this year's budget cycle
 - 7.4.1.5.4.3.3 Heather passed this to Helen, the finance director, who will talk to Scott on these projects that could be overlooked
 - 7.4.1.5.4.3.4 Bill and Paul will set up meeting with Kent after the PRAB meeting
 - 7.4.1.5.4.3.5 Mark asked if Heather can send a follow up email to Helen and Katherine so these items do not fall on deaf ears which she will do
- 7.4.1.5.4.4 Mark asked if the budget includes updates to the Recreation Center for new equipment
 - 7.4.1.5.4.4.1 Heather said that it will not be on this year's budget as when a new recreation center is constructed, new equipment could be sponsored or leased
 - 7.4.1.5.4.4.2 Additionally, updates the bathroom at the recreation center needs to be completed in this year's cycle

8. FUTURE DISCUSSION ITEMS

9. FUTURE MEETINGS

10. ADJOURN

- 10.1 Mark made a motion to adjourn the meeting, Jeweleen seconded, and it was voted unanimously