



***City of Boiling Spring Lakes***  
**9 East Boiling Spring Road**  
**Boiling Spring Lakes, NC 28461**

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**PARKS AND RECREATION ADVISORY BOARD**

**December 18, 2013**

**6:30 P.M.**

**ATTENDANCE:**

**Melissa Thomas ~ Chair**  
**Sandra Krasnow**  
**Bruce Pennington**  
**Verda Darrell**  
**Suzanne Goffredo**  
**Scott LaRocca ~ Absent**  
**Bob Stanley**

**Mary Green ~ Parks & Recreation Director**  
**Mary Stilwell ~ Commissioner Liaison**  
**Barbara Glidden ~ Commissioner**  
**Maggie Della Badia ~ Admin Asst**

**1. CALL TO ORDER ~**

The meeting was called to order by Chairman Melissa Thomas at 6:30 p.m.

Melissa Thomas welcomed and introduced Commissioner Mary Stilwell. Commissioner Stilwell will be the new Commissioner Liaison for the Parks and Recreation Advisory Board.

The Parks and Recreation Advisory Board thanked Commissioner Barbara Glidden for her time as their Commissioner Liaison. Commissioner Barbara Glidden thanked the Advisory Board.

**2. APPROVAL OF AGENDA**

**A motion was made by Bob Stanley and seconded by Verda Darrell to approve the agenda.**

**Motion Carried 6-0**

**3. APPROVAL OF MINUTES ~**

**A Motion was made by Sandra Krasnow and seconded by Suzanne Goffredo to approve the November 20, 2013 minutes as written.**

**Motion carried 6-0**

**4. PUBLIC COMMENT ~ No public in attendance**

## **5. OLD BUSINESS ~**

Melissa Thomas asked Mary Green for an update on the Pancake Breakfast that was held at the Community Center. The Parks and Recreation Department and the Police Department worked together for this event. Mary Green explained the breakfast had raised more money than previous years. After expenses they raised just short of fifteen hundred dollars. They were able to adopt three Boiling Spring Lakes families. They were able to get bikes and helmets for five children. They were also able to help with meals and holiday meals.

## **6. NEW BUSINESS ~**

### **A. 2009-2014 Parks and Recreation Master Plan Overview**

Mary Green asked how the Advisory Board about the training by Steve Moler from Recreation Resources in November 2013. The Advisory Board agreed it was beneficial. Steve Moler called for the Advisory Board to create a survey to find out what the citizens would like to see from Parks and Recreation.

Mary Green explained about every five years the Advisory Board does a park inventory around the city. The advisory goes to each park to make sure signs are current and the parks are safe. They also make recommendations of what they would like to see in the parks and in the community center.

### **B. 2014 Boiling Spring Lakes Park & Recreation Survey**

The last survey was 2008. They discussed different ways to create the survey and how to get it out to residents. Mary Green will request funds for postage to send the survey out to residents. The Parks and Recreation Advisory Board will take on the task of creating the survey. They reviewed examples of other surveys. Melissa Thomas suggested sending a post card with different options to fill out the survey, possibly a link to go online or a way to request a paper survey that can be mailed. Mary Green asked the Advisory Board to think about options and ideas for a survey and to discuss them at the next meeting.

Mary Green explained the survey would be the first step in creating a master plan. After the surveys are completed, then they could move into a focus group setting, having an independent person come in and ask different groups the same questions to be able to get different opinions. They would like to have two public meetings and a meeting with other groups that are currently operating. They would like to have the survey produced in 2014, possibly August. Mary Green explained she would like to have the new Master Plan ready for 2015. For the next meeting Mary Green would like the Advisory Members to come with ideas and questions.

Melissa Thomas will request permission from the Board of Commissioners to proceed with the survey to update the Master Plan.

Timeline ~ January and February, where have we been where are we now? March and April, contact other Advisory Boards that have done a Master Plan recently to get ideas. May and June, review the information and develop a survey. July, have survey ready to be mailed.

**A motion was made by Bob Stanley and seconded by Suzanne Goffredo that Melissa Thomas will write a letter to the Board of Commissioners to ask permission to prepare a Parks and Recreation survey to update the Master Plan.**

**Motion Carried 6-0**

## **7. ANNOUNCEMENTS ~**

Commissioner Mary Stilwell explained there will be a Special Meeting held by the Board of Commissioners on January 6, 2014. The City of Boiling Spring Lakes has been offered property through a non-profit organization, through Reeves Telecom, with the cost of sewer assessments attached. The Board of Commissioners will bring the issue before the citizens and give more information on the night of the meeting. She would like everyone to let others know about the meeting. The Board of Commissioners will vote on the issue at the regular monthly meeting the night following the special meeting. Barbara Glidden explained The Boiling Spring is part of the package.

## **8. NEXT MEETINGS AGENDA**

Review 2009 Master Plan and review sample surveys. Make a list of possible questions for the survey.

## **9. ADJOURN**

**A motion was made by Sandy Krasnow and seconded by Bob Stanley to adjourn the meeting.**

**Meeting Adjourned at 7:52 p.m**

**Respectfully submitted by: ~ Maggie Della Badia**