



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board Meeting Minutes October 21, 2015 6:30 P.M.

ATTENDANCE: Bob Stanley, Chairman, Bon Cantrell, Co-Chair, Bruce Pennington, Janet Wall, L. Paige Garza, Carolyn Doshier

Absent: Sandra Krasnow (excused)

Commissioner Liaison: Mary Stilwell (absent)

Staff: Mary Green ~ P&R Director, Pamela Bellina ~ Administrative Assistant

I. CALL TO ORDER

The regular monthly meeting of the Parks and Recreation Advisory Board was called to order by Chairman Robert Stanley at 6:29 p.m.

II. APPROVAL OF AGENDA

A motion was made by Carolyn Doshier and seconded by Bruce Pennington to approve the agenda as written.

Vote: 6 – 0; Motion Carried

III. APPROVAL OF MINUTES ~

A motion was made by Carolyn Doshier and seconded by Bon Cantrell to approve the September 16, 2015 minutes as written.

Vote: 6 – 0; Motion Carried

IV. Public Comment ~ none

V. Old Business

a. Framing an Advisory Board Mission

Mary Green, who was not at the last meeting, was very excited when she found out the Advisory Board was planning a new Mission statement since the current Mission statement is just wording from the Ordinance and not a true Mission statement. Mary read the current Mission statement as listed on the City's website which she felt was a description of the Advisory Board, not a mission. Open discussion is very important in creating this new Mission statement.

Paige Garza addressed the Advisory Board and advised she works on many other boards framing Mission statements and is something she does in her work and as such has extensive knowledge. Paige created a framework for the possible new Mission statement for discussion and suggestions by the board members. The new Mission Statement needs to provide focus on what the Advisory Board does, to set goals and to maintain the integrity of the Advisory Board. The Mission Statement needs to be bigger than the Ordinance.

Paige reviewed the old Mission statement and the Mission statement of Wilmington's Park and Recreation Advisory Board and with such began to build a framework for a new Mission Statement for the Advisory Board. She reviewed in detail each component with the members which was discussed and changes suggested.

Paige further discussed with the board members creating subcommittees within the Advisory Board based on the components of the Mission statement. These subcommittees will define very specific roles within the Advisory Board so that as the board changes and things evolve over time, the Mission statement maintains. They would set very specific detail-oriented tasks to be completed by the next meeting. Some individual goals may be part of a larger, big goal. At each monthly Advisory Board meeting, the subcommittees will report on their accomplishments with respect to the goals set. The Chairperson will monitor the subcommittees' goal accomplishments.

Communication subcommittee - assessing and communicating the recreational, parks and program needs of the City.

Facilities subcommittee – advocating community wishes for the preservation, improvement and expansion of open space, park settings, recreational facilities and programs for the citizens of Boiling Spring Lakes.

Department subcommittee – advocating for the maintenance and improvement of the department's general financial condition and ability to respond effectively to changes in community service demands. This would be supporting and working with the Parks & Recreation Department.

Each of the subcommittees would set monthly goals and report on their progress at the next meeting. Goals will continually be set. The Advisory Board members discussed the advantages of forming the subcommittees.

After reading through the possible Mission statement created by Paige, the members discussed each component, a few changes were made and the Advisory Board's new Mission Statement created. Paige reminded the members that Mission statements can always be updated and changed. Following is the Parks and Recreation Advisory Board's new Mission statement:

The Boiling Spring Lakes Parks and Recreation Advisory Board is a collaborative body of committed citizens appointed by the Mayor and approved by the Board of Commissioners who work together to respond effectively to changes in community needs by assessing and communicating the recreational, parks and program needs of the City, advocating community wishes for the preservation, improvement and expansion of open space, park settings, recreational facilities, equipment and programs and advocating for the maintenance and improvement of the department's general financial condition and ability to respond effectively to changes in community service demands.

A Motion was made by Bon Cantrell and seconded by Carolyn Doshier and Janet Wall to accept the Mission statement noted hereinabove.

Vote 6 – 0; Motion Carried

The Advisory Board members chose the subcommittee they wished to join after which the subcommittees formed, discussed and presented their respective goals:

Communication subcommittee:

1. Public attendance – the subcommittee would like to get 20 residents to attend the next meeting by contacting the schools, businesses, handing out flyers and posting through the Parks & Recreation website and Facebook page.

2. Evaluate past survey data to determine if there is enough of a sample population to have valid data of community needs. The need for a new survey may result from the investigation.

Bon requested that an event be posted on the website and Facebook page to advise of the Advisory Board meeting dates. Paige noted that when she posts for the Advisory Board, she will post it as an "Advisory Board Alert."

Facilities subcommittee:

1. Land acquisition (property next to Alton Lennon Park) – gather information on value, whether the property will perk, determine price, etc.

2. Park Benches – determine the cost for the purchase of the benches; create written guidelines to determine purchase and placement. Joe Medlin is very ill so if information cannot be obtained from him, the subcommittee will seek information about the other park benches in Southport.

3. Lights at basketball and tennis courts – contact Duke Energy to obtain a cost analysis and placement of the lights, determine and consider new park times to be recommended to the BOC. For the future, Bon would also like to see the basketball courts upgraded.

Department subcommittee:

1. Park inventory: the subcommittee will visit the 8 developed parks, take pictures and determine what upgrades are needed. The subcommittee requests all Advisory Board members to also tour the parks and make determinations.

2. Meet with Mary and determine the financial condition of the Parks and Recreation Department for the last half of the fiscal year.

A Motion was made by Bon Cantrell and seconded by Janet Wall to form the three subcommittees as noted hereinabove.

Vote 6 – 0; Motion Carried

Robert Stanley, in his duties as Chairperson, appointed the following Advisory Board members to the three subcommittees formed:

Communication subcommittee: Paige Garza and Janet Wall

Facilities subcommittee: Bon Cantrell and Carolyn Doshier

Department subcommittee: Bob Stanley and Bruce Pennington

Sandy Krasnow will choose which subcommittee she would like to join upon her return.

Paige advised the Advisory Board members that she shared the Google Drive folder to all members.

b. Memorial Park Benches

This matter will be discussed by the Facilities subcommittee at the November meeting.

c. Community Center Playground / Disc Golf Course

Mary advised that the State of North Carolina PARTF has still not funded grants from last year and is now waiting on the State budget information. She further advised that the Parks

& Recreation Department did not get the Trillium grant although a park within miles of BSL did receive it. Because the State has not funded PARTF, the playground and disc golf course item will be tabled until further information is received from the State on PARTF.

d. Property Acquisition / Alton Lennon Park Expansion

This matter will be discussed by the Facilities subcommittee at the November meeting.

e. Council of Government Land Use Plan

The 2015 Comprehensive CAMA Land Use Plan survey was provided to the board members and Mary asked they be filled out and returned to City Hall or the Community Center. She further advised that the survey is very important for the future of our City and will help frame out potential recreation facilities. Paige said the Communications subcommittee will communicate the Land Use Plan.

f. 4th of July Festival

Mary began by inquiring whether this special event would be part of any of the subcommittees or would be something the Advisory Board may just want to assist the Parks and Recreation Department with. Mary further explained as follows: would the Advisory Board like to assist the Parks & Recreation Department to put on this special event for the July 4th festival or does the Advisory Board want to plan this event themselves with the assistance of the Parks & Recreation Department. Bob Stanley did not think the Advisory Board wanted to do it themselves and Bon Cantrell felt the Advisory Board was just starting to grow and could assist Parks & Recreation Department now and may something the board could take on in the future. Janet Wall thought it would be too much for the Advisory Board to take on. Paige thought based on the Ordinance it was not part of their duties or powers to the Advisory Board but could make a recommendation to the P & R Department to hold the special event.

Mary would like as the Parks and Recreation Director to come back at the next meeting with a complete break down of everything she would need to pull off this event such as volunteers, sponsorship money, communication some of which may fit into the now existing subcommittees. Mary would have only six months to plan a major special event such as this to be incorporated into the July 4th festival. It would be a major event that could possibly draw thousands of people. Bob Stanley thought there was not enough time to plan but Mary thought it could be done but would need a lot of help. Once Mary presents the information, the Advisory Board can then decide yes, it will help the Parks and Recreation Department and/or yes, it is okay for the Parks and Recreation Department to delay this event or not participate in the 4th of July festival.

VI. New Business

a. None.

VII. Next Meeting Agenda Items

Subcommittee Reports
4th of July Festival

VIII. Announcements

Mary announced there will be a free concert on Thursday, October 22nd from 6:00 PM to 8:00 PM at the Community Center and the Hired Hands will be playing.

Mary also requested if a few Advisory Board members could be present at Trunk or Treat to hand out candy. It is a great opportunity to show the residents the faces of the Advisory Board and communicate with the parents and children of the community. Mary also requested that the Advisory Board have a presence at other Parks & Recreation department events in the future as well as any other events going on in the City to have a good presence within the community. Paige suggested the Communications subcommittee advertise to get people and/or volunteers to have trunks at trunk or treat for next year.

Bon Cantrell reminded the members that Mary hired Russell Grose, the new Recreational Program Supervisor at the Community Center. Mary advised that Russell has completely changed the vibe of the department and would like the board members to come by and meet him.

IX. Adjourn

A Motion was made by Bruce Pennington and seconded by Carolyn Doshier to adjourn the meeting at 8:19 PM.

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Respectfully submitted,

Pamela Bellina,
Administrative Assistant