



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board Meeting Minutes December 16, 2015 6:30 P.M.

ATTENDANCE: Bob Stanley, Chairman, Bon Cantrell, Co-Chair, Bruce Pennington, Sandra Krasnow, Paige Garza, Carolyn Doshier

Absent: Janet Wall (excused)

Commissioner Liaison: Mary Stilwell

Staff: Mary Green ~ P&R Director (absent/excused), 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 6:32 p.m.

II. APPROVAL OF AGENDA

Bob Stanley added to New Business, b. Name tags. Commissioner Stilwell added to Old Business, a. Mission Statement.

A motion was made by Sandy Krasnow and seconded by Bruce Pennington to approve the agenda with the changes noted above.

Vote: 6 - 0; Motion Carried

III. APPROVAL OF MINUTES ~

A motion was made by Bon Cantrell and seconded by Bruce Pennington to approve the November 18, 2015 minutes as written.

Vote: 6 - 0; Motion Carried

IV. Subcommittee Reports

a. Facilities Subcommittee

Carolyn created a print-out that listed all of the requirements previously discussed for the memorial benches which she uploaded to the Parks and Recreation Advisory Board Google Drive. She reported that Mary sent several emails to Correction Enterprises, the prison facility where Mary had previously purchased outdoor furniture, however she never received a response. Carolyn spoke with Joe Medlin who has been feeling better and will start making benches again in January. Mary Green had asked Carolyn to speak with the City Manager to ascertain whether the City will install and maintain the benches. Carolyn had contacted Mr. Repp but had not received a response as yet. Carolyn asked for feedback from the members as to the document she prepared. Paige offered to communicate the information and Carolyn suggested putting the information on the Facebook page. Bruce Pennington suggested if the price of the bench was expensive, maybe more than one memorial plaque could be installed on each bench. Commissioner Stilwell asked if locations have been determined. Carolyn will find out from the City Manager which parks are feasible or if he will leave that up to Parks and Recreation. Commissioner Stilwell stated the maintenance part of that will have some impact on where the benches can be placed and the City Manager may decide that it is Building and Grounds who will install and maintain them or if it will be at Mary's discretion who will install and maintain them.

Bon Cantrell prepared and uploaded to the Parks and Recreation Advisory Board Google Drive a draft of a document for presentation to the Board of Commissioners which outlines the upgrades previously discussed to the Muse Park basketball and tennis courts. Bon also provided copies of a proposal from a fencing contractor along with pricing for basketball goals. Bon estimates the total price for upgrading the goals and fencing to be approximately \$25,000 which should allow for installation. Lighting the area would cost approximately an additional \$10,000 to \$15,000 which is based on proposals Mary had received and presented to the Board previously. Commissioner Stilwell asked if the Advisory Board would be making this presentation at budget time to which Bon replied yes. Commissioner Stilwell suggested putting the liability issues up front when presenting to the Board of Commissioners as safety is always a concern. Bon also added he will be looking into what grants may be available.

Bon also prepared and uploaded to the Google Drive a document which supports the expansion of Alton Lennon Park by acquiring the property for sale adjacent to the park which is approximately a half acre and consists of two lots. Bon also provided the listing for the property along with the Brunswick County appraisal card. Bon is trying to ascertain if the property has perked. Commissioner Stilwell advised that the City would not give the funds to purchase this property because a new facility for parks and recreation is needed before property next to lakes is purchased and suggested bartering other City owned lots with the owners of the properties. If the owners would exchange properties with the realization that another piece that the City owns would sell faster, they may very well do that. Make a list of what the City owns and list all of the pluses of that particular area and property to make the barter appealing. Otherwise, Commissioner Stilwell did not see another way at this time. She also reminded the Advisory Board the Police Department building needs to be fixed and something has to be done with the

Community Center within the next five years. Bon also suggested looking at grant money and Commissioner Stilwell reminded him that grant money requires a match by the City. Sandy suggested instilling on the Board the importance of purchasing the property because once the property is gone, it is gone and that we are all on the same team. Paige suggested presenting the acquisition with an option or backing financially. Commissioner Stilwell stated the City has to realize what is important to 51% of the citizens because that is who we work for so we would need that amount of people to come and say whether it is or is not as important as a police station.

b. Communications Subcommittee

Paige Garza reported she has a meeting with the teacher of the student volunteers on Friday. Following is what the students will be doing for the Advisory Board because they need volunteer hours:

The students will be canvassing the City by going door to door with the survey and will not stop until they have surveyed at least 20% of the population which gives the Advisory Board a valid data subset which means 1,000 participants of the survey. The students will be canvassing the first week of January as there is a deadline to get their volunteer hours in. The survey is short and the students will be asking the residents the questions instead of having them fill out the form and will be using the school's tablets which will allow the data to automatically populate to an Excel spreadsheet. After the students canvass for a week, the surveys will continue digitally. There will be parent permissions and a release from the school along with maps for area canvassing. Paige will check with Jim Nicholas to find out if there is a permit needed for the students to go door-to-door. Paige will also notify the Police Department and City Hall as to the canvassing days.

Paige advised one of the students will be creating a flyer or a card which will have website information, Facebook information and what days the Parks and Rec meetings are held.

Paige reviewed the survey with the members and advised that the survey is now on the Parks and Recreation website under the Advisory Board tab. There will also be pictures she took from the last meeting.

The overarching goal of the subcommittee is to find out what should be on a survey. Paige has determined there should not be one large survey with many questions, but many continuous surveys with less questions. Surveys can be created for just a specific item. The current demographic survey is to determine a baseline of who our population is. The program used to collect the surveys in Google puts a time stamp on the survey so old information can be deleted. Sandy asked if the demographic information could just be obtained from the census and Paige replied that it could, but the information is based on the last census which could be 10 years ago. This is especially important when determining the number of children in a household and how that relates to before and after school programming.

Paige will also communicate any improvements to the parks being presented to the BOC through Facebook and the Parks and Recreation website to get support for the projects.

c. Department Subcommittee

Bob Stanley reported that he looked at some of the city owned lakes which are not parks and saw no difference in the lakes since 2007 when the survey was first created and could not be made into a park area at that time. Bob did look at two parcels by Spring Lake Park and how they would relate to a dog park. He felt they would make good dog parks because they are on the water but would have to be fenced. The property by the community garden would make a good dog park also but there is no water there and the BOC has already heard from a resident who would like a dog park to be located by a lake. Commissioner Stilwell suggested speaking with the planners from the Cape Fear Council of Governments about the Advisory Board's desire to have a dog park in the City.

Bruce reported that he looked at the two properties on Spring Lake, one parcel on Perch Road and the other on Bass Road. The Perch Road property would make a great dog park as it is at the end of a road, is shaped like a peninsula so it is surrounded by water and is close to Spring Lake Park. The property on Bass Road is also peninsula shaped and is a really nice piece of property that could be sold for a good price.

Bruce also secured two bike racks from the Ferry System that were no longer in use. At the last meeting he had suggested a bike rack was needed for Tate Lake so Mary can have one installed there and use the other at another location.

Commissioner Stilwell asked the Advisory Board if they were aware of the orphan lakes that the City did not own and were the members concerned about owning the lakes. Would the Advisory Board want those lakes as part of the lakes system? Bruce stated he do not see why as they were more like ponds. Bob Stanley stated the members had not discussed it. Commissioner Stilwell explained there were some Commissioners who felt the City needed to acquire them and some who feel the City does not, but she feels the Parks and Recreation Advisory Board should have a say as it is part of the responsibility of this board. Paige asked if Commissioner Stilwell would like the Board to come to some kind of consensus as to the acquisition of the orphan lakes. Commissioner Stilwell advised that if the Advisory Board was interested in the City acquiring the orphan lakes because it would want to do something with them, then she would agree to acquire them. But if not, then in her opinion it would be more responsibility for the City which it does not need. Carolyn felt the Advisory Board was more interested in expanding what it already has and the property next to Alton Lennon Park is more of a priority. Bob mentioned that what is currently owned is not being used so why acquire more. Bon inquired if any one of the orphan lakes were worth having. Commissioner Stilwell replied they are more like ponds and some are not even accessible. Bon agreed to not acquiring them.

V. Old Business

a. Mission Statement

Commissioner Stilwell advised that Mayor Caster requested correction of the Mission Statement to read correctly. With Commissioner Stilwell's guidance, the Mission Statement was revised to read as follows:

The Boiling Spring Lakes Parks and Recreation Advisory Board is a collaborative body of committed citizens 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 Sandy Krasnow to approve the final version of the Mission Statement as noted above.

Vote: 6 – 0; Motion Carried

VI. Public Comment ~ none

VII. New Business

a. Subcommittee Goals

1. Communications Subcommittee

The Communications Subcommittee's goal is to get the demographic survey out and get the students going door to door.

2. Facilities Subcommittee

The Facilities Subcommittee's goal is to get the Muse Park basketball and tennis courts upgrade implemented into the proposed budget and to look for grant money. Bon will also look into what land grants are available for the acquisition of the Alton Lennon property as well as what City owned properties that could be bartered. Commissioner Stilwell suggested Bon speak with the City Manager as he might have some great suggestions.

3. Department Subcommittee

The Department Subcommittee's goal is to check the progress of the assessments to the parks made by Bob and Bruce and Bruce will finish checking out the lakes.

Paige suggested that when the members meet every month, to have their reports scaled down to bulleted items to allow more time when breaking out into session to set goals. The members did not have to share all of the details because the subcommittee is doing the work and to just explain in short terms - here is where we are, here is what we have, now meet and move forward by setting the next goals. Bob suggests that they hold their subcommittee reports down to 10 minutes. Bon stated that communicating and sharing the information that is acquired on the Google Drive is very important prior to the meeting. The members discussed how often the

subcommittees should meet and the importance of sharing documents on the Google Drive which will be the way to communicate with each other.

Sandy Krasnow chose to be on the Facilities Subcommittee.

b. Name Tags

Bob Stanley spoke with Mary Green about the Advisory Board having name tags to wear at events and all of the members agreed to have pins.

VIII. Next Meeting Agenda Items ~ none

IX. Announcements

Merry Christmas!!!!

X. Adjourn

A Motion was made by Bon Cantrell and seconded by Paige Garza to adjourn the meeting at 8:00 PM.

Vote 6 – 0; Motion Carried

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Respectfully submitted,

Pamela Bellina,  
Administrative Assistant