



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board

Meeting Minutes

November 15, 2017

6:00 P.M.

City Hall

ATTENDANCE: Bon Cantrell, Chairman, Dory Manz, Vice Chair, Bruce Pennington, Bob Stanley, Philip Casper, Tom Guzulaitis

Commissioner Liaison: Mary Stilwell (excused)

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

I. CALL TO ORDER

Chairman Bon Cantrell called the monthly meeting of the Parks and Recreation Advisory Board to order at 6:00 p.m.

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The Advisory Board welcomed new member Tom Guzulaitis to the committee.

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II. APPROVAL OF AGENDA

Mary Green asked to add to the agenda as item IV. Presentation by Brunswick County Wellness Coalition.

A motion was made by Phil Casper and seconded by Bob Stanley to approve the agenda as amended.

Vote: 6 - 0; Motion Carried

III. APPROVAL OF MINUTES

A motion was made by Bob Stanley and seconded by Dory Manz to approve the October 18, 2017 minutes as written.

Vote: 6 - 0; Motion Carried

IV. Presentation by Brunswick County Wellness Coalition, Scott Starks and Lindsay Maher

Mr. Starks and Ms. Maher introduced themselves and gave a brief description of their qualifications and their positions with the coalition. Doshier Hospital, Brunswick County Health Department, New Hope Clinic and the YMCA of Southeastern North Carolina are the members of the Coalition. The Coalition received a \$450,000 grant from The Duke Endowment's Healthy People, Healthy Carolinas initiative to help improve the health and wellness of residents of Brunswick County. The grant allows the Coalition to address physical activity, nutrition, obesity and chronic illness such as diabetes and heart disease.

The Brunswick County Wellness Coalition is looking for businesses, churches, organizations and communities that want to start health improvement, activity and nutrition based programs. The Coalition is endowed with \$150,000 per year for three years for programs that fall within their criteria. The Coalition was excited with the City's initiative to start bicycle and pedestrian pathways in the City. They noted these pathways would fall into the criteria for their Coalition.

Mary was excited to partner with the Brunswick County Wellness Coalition and asked what info they would need to present and if there was a timeframe to present. Mr. Starks advised there was no timeline. Duke Endowment wants to see small victories first. Lindsay noted there was a grant coming due in January and she could give a proposal to Duke Endowment stating they are working with the City for that grant. Dory noted timing of the meeting with the Coalition was perfect with the Advisory Board considering of the recommendation to the BOC of the formation of a pathway task force. Phil asked if anyone in the Coalition lived in the City. Lindsay noted that Sheila at New Hope Clinic was part of the Coalition. Bon asked Mary if she was considering this partnership for the pedestrian/bicycle pathways and Mary advised that recommendation would need to come from the Advisory Board. Tom Guzulaitis asked if upgrading the fitness center would be a consideration for their criteria. Lindsay responded yes but asked if that was a high enough priority for the city. Mary asked if there would be more funding for the City the following year. Lindsay explained that their grants were based on equitable distribution but since the City is a big community, there could be more funding available in the future.

Mr. Starks and Ms. Maher concluded their presentation and asked to be contacted with any questions.

V. Old Business

a. Muse Park PARTF Grant

Mary has a meeting with Recreation Resources to review the proposal for the schematic drawings. She will have those plans for the next meeting in December.

b. Parks & Recreation Master Plan

The public forums, interviews and focus groups have all taken place. Mary advised the survey needs to get out there to more people because they only have 250 submitted surveys. She asked the board to share the survey on social media. Tom asked what the target number was for submitted surveys and Mary advised 1,500 surveys. Phil asked if there was notice of the survey at the Community Center. Mary has the survey at the Community Center and she has them at The Office and other local businesses. She also noted that the survey was on the Parks & Recreation Department's Facebook page, shared to the City's Facebook and Twitter and was on the City's website.

Bon noted his son Elijah enjoyed being on the focus group. Mary advised there was great feedback from Dr. Herstine about the focus group interviews and said the biggest challenge he heard was that people have submitted this information in the past and nothing was ever done. Mary suggested this was a good opportunity with the election to speak with the new commissioners about the department's needs. Dory noted there was support for Parks & Recreation at the Candidates' Forum.

VI. Public Comment

There were no public comments.

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Discussion: Bob Stanley asked if the Advisory Board would be getting a new Commissioner Liaison and when. Mary believed a liaison would be appointed at the December meeting.

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VII. New Business

a. Bicycle & Pedestrian Task Force

In order to start the process of bicycle and pedestrian pathways in the City, Mary suggested a recommendation from the Advisory Board to the BOC to form a task force which would hopefully encompass people from the local businesses, Advisory Board members, Parks & Recreation, the Police Department, a member of COG (Council of Governments) and other interested parties. Bon asked if a letter to the BOC would suffice as a recommendation, which Mary said would be good. Mary explained in order to get the pathways in the City they would

need to apply for a DOT grant and could use the partnership with the Brunswick County Wellness Coalition as the matching funds for the grant. The task force would be tasked with writing the grant, hiring transportation planners who would need to plan the routes. Wes McLeod from COG is very experienced in this and would be a great help on the task force. Bon suggested one of the member's draft the letter and they all submit their comments to get it finalized. Tom Guzulaitis offered to draft the letter.

A Motion was made by Dory Manz and seconded by Phil Casper for the Parks & Recreation Advisory Board to write a letter of recommendation to the Board of Commissioners that a Bicycle and Pedestrian Transportation Task Force be formed to establish pedestrian and bicycle pathways within the City.

Vote: 6 – 0; Motion Carried

b. Upcoming Parks & Recreation Events

Mary advised the Annual Pancake Breakfast would be on December 2. Tickets are available at the Community Center for purchase or if you would like to sell tickets.

November 17th there will be a dance social at the Community Center.

December 12th is the Senior Christmas Party.

Mary advised Trunk or Treat had approximately 780 people attend and there were 26 “trunks” giving out treats. That is the highest number of trunks since the events inception! Bon's only complaint was there was some politicking going on. Mary advised we cannot prevent candidates from attending the event and will make sure Teagan is on top of it for next time. Phil mentioned he saw someone bring a dog to the event. Mary remarked that dogs are not allowed in the park at all and will bring this to Teagan's attention.

c. Subcommittee Reports and Goals

- Facilities; Communication; and Department Subcommittees

Facilities: No current report. Bon did speak with a resident who lives by Schneider Park and he said there was some shady activity going on in the park. Mary asked the Facilities subcommittee if they could advise the Police Department and suggested asking the Police Department if they have any recommendations for that park.

Communications: Mary will be in touch with Phil about the Facebook page.

Department: Dory has been traveling but will be in touch with Mary and get up to date on the department.

Tom Guzulaitis chose to be on the Department subcommittee.

The members discussed there was still an opening on the Board and Mary was actively pursuing someone who attended one of the forums.

VIII. Next Meeting Agenda Items

Bicycle and Pedestrian Transportation Task Force
Muse Park PARTF Grant
Parks & Recreation Master Plan ~ Dr. Herstine presentation

IX. Announcements

Mary invited the Advisory Board to the Senior/Garden Club Christmas Part on December 12th at 11:00 AM.

Mary announced she just received her Certified Parks & Recreation Executive Certification. It is the highest certification you can get in Parks & Recreation. Mary is one of 12 in the State of North Carolina that has the Certification and there are only 221 nationwide. Mary is very proud of her achievement and said she worked very hard to attain it this past year. Dory thought Mary's new Certification should help in the grant process. The Advisory Board congratulated Mary on her achievement.

Bruce Pennington suggested doing something for Commissioner Stilwell in light of her husband's passing. Bob Stanley offered to pick up a card for everyone to sign and Mary will have the card at the Community Center for everyone to stop by and sign it. In light of her being away, it may not be a good idea to send a plant.

X. Adjourn

A Motion was made by Bob Stanley and seconded by Bruce Pennington to adjourn the meeting at 7:07 PM.

Vote: 6 – 0; Motion Carried.

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Respectfully submitted,

Pamela Bellina
Administrative Assistant