



## ***City of Boiling Spring Lakes***

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

---

### **Parks and Recreation Advisory Board Meeting Minutes December 20, 2017 6:00 P.M. City Hall**

**Attendance:** Bon Cantrell, Chairman, Dory Manz, Vice Chair, Philip Casper, Tom Guzulaitis

**Absent:** Bruce Pennington, Bob Stanley (both excused)

**Commissioner Liaison:** Guy Auger

**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 6:01 PM.

Bon welcomed Commissioner Auger as the board's new Liaison.

#### **II. APPROVAL OF AGENDA**

A motion was made by Dory Manz and seconded by Tom Guzulaitis to approve the agenda as written.

**Vote: 4 - 0; Motion Carried**

#### **III. APPROVAL OF MINUTES**

A motion was made by Tom Guzulaitis and seconded by Dory Manz to approve the November 15, 2017 minutes as written.

**Vote: 4 - 0; Motion Carried**

#### **IV. Old Business**

##### **a. Parks & Recreation Master Plan ~ Dr. Herstine**

Dr. Herstine updated the committee and said they were progressing well but were slightly behind schedule. The draft of the Master Plan should be ready to give to Mary by late January, early February as opposed to the originally planned December date. The only thing they were waiting on was the survey that was extended to December 31, 2017 because as of December 1 there were only 206 surveys submitted. Dr. Herstine is looking to achieve a 10% to 15% response rate, which is good for an online survey going out to the citizens of Boiling Spring Lakes. There were two meetings where the residents were asked to attend. The first meeting had 33 attendees and the second had 14; however, both meetings were lively. Dr. Herstine was able to interview seven people in four sessions instead of the four originally planned. Two focus groups of seven people were planned; however, there was only one meeting but they had 10 people in the group. Once the survey deadline has been reached and the data incorporated into the data already compiled, Dr. Herstine can finalize the Master Plan and get it to Mary for her review in late January, early February. Once Mary submits her comments to Dr. Herstine, he hopes to have the Master Plan finalized and to the Advisory Board by March/April for review.

Bon asked if the survey captures answers if the survey was not finished. Dr. Herstine said it does still capture the information. Mary advised Dr. Herstine she had hard copies of the survey, which she will scan and email to him. Phil asked if he could tell if a person is a resident or non-resident filling out the survey. Dr. Herstine replied the first question is whether the person is a resident or not so it would depend if they answered that question.

Mary explained to Commissioner Auger that this Master Plan is an update to the 2009 – 2014 Master Plan. Commissioner Putnam had set a deadline of January to submit the Master Plan. Given that Dr. Herstine was slightly behind with the Master Plan update, it will not be ready for the BOC's Annual Retreat. With that in mind, Mary asked Commissioner Auger if the Board of Commissioners could make the Parks and Recreation Department a priority this year. Mary asked if she could meet with Commissioner Auger to discuss the needs of the Parks & Recreation Department and the future vision. She explained that the Parks and Recreation Department was very far behind as compared to other cities yet the population continues to grow and the department cannot accommodate the growing population. Bon further explained that the recent upgrades were being heavily used but the need still exists to further upgrade more parks.

##### **b. Muse Park PARTF Grant**

Mary advised there was not much to report and was still waiting on the schematic plans and hopes to have them by January. She was working with some contractors to get quotes on relocating the courts to the other side of the park away from the neighbors that she hopes will allow the courts to be properly lighted.

The PARTF deadline this year is May. Because she would like to wait to see if they get the grant, Mary will be asking the BOC to take the money budgeted for Muse Park upgrades and bring it to next year. Mary will most likely ask for more money also. Some of the quotes she has

received have relocating the courts at approximately \$17,000. The Buildings & Grounds Superintendent would like to see the sand removed from the playground because the fecal matter count is high. Engineered hardwood fiber would cost approximately \$5,000 and is better than sand but the maintenance is similar to sand in that it always has to be swept back into place. Rubber pour-in-place surfacing would cost approximately \$60,000, is the best product for the playground and would last 15 to 20 years with no maintenance.

Dr. Herstine asked Mary if she spoke with anyone at Council of Governments about help with the schematic plans. Mary advised she has been in touch with Wes McLeod.

**c. Bicycle & Pedestrian Transportation Task Force**

Tom Guzulaitis prepared a draft recommendation letter to the BOC about supporting and implementing a Bicycle and Pedestrian Transportation Task Force. The members discussed the aspects of the letter and suggested some changes. Mary suggested there be a school board member on the task force. Mary asked when the letter should be presented, either the January or the February BOC meeting. Tom reminded that the timing was important as the Brunswick County Wellness Coalition currently has funds to put toward this project and they have to start working toward the 2019 grant too. Bon suggested a stronger impression be made in the letter. The members decided that January was too soon to present the letter and February would be better. Commissioner Auger said he would start speaking with the other Commissioners about this project. The Advisory Board can give recommendations to the BOC of people for the task force. Dory noted the need is there for these pathways as healthy community initiatives but need to identify what is the best use of the money. Mary thought there was a misconception about how to go about making this project happen and therefore conversations need to happen to dispel the misconceptions.

A Motion was made by Phil Casper and seconded by Dory Manz to present the Bicycle and Pedestrian Transportation Task Force recommendation letter as amended to the Board of Commissioners at their February meeting.

**Vote: 4 – 0; Motion Carried**

It was also suggested that a stronger presentation be made with the attachments to the letter, which will better help the Commissioners make a decision. Bon thought it would best to identify the ladder of people recommended for the task force. Tom thought the task force should meet monthly especially to be prepared for the 2019 grant. Tom asked all the members to offer their input on the updated recommendation letter so it can be finalized before the February BOC meeting.

**VI. Public Comment**

There were no public comments.

## **VII. New Business**

### **a. 2018 BOC Meeting Coverage**

Bon explained to the new members the Advisory Board had agreed in the past for each member to cover the Board of Commissioner meetings to give the committee report. The members agreed to cover the following BOC meetings:

January – Tom Guzulaitis  
February – Tom Guzulaitis  
March – Bon Cantrell  
April – Phil Casper  
May – Bob Stanley  
June – Dory Manz  
July – Bruce Pennington

Tom requested back up for the February meeting since that is the meeting they will be presenting the task force recommendation letter. Mary suggested as many of the board members attend to show their support of what they are recommending.

### **b. Upcoming Parks & Recreation Events**

Bon thanked the members who supported the Pancake Breakfast whether to help or to eat. Mary mentioned they raised a lot of money for the families they are supporting this year.

### **c. Subcommittee Reports and Goals**

- Facilities; Communication; and Department Subcommittees

Facilities: In touring the parks to check on maintenance issues, Bon requested upgrades to the basketball goal at Schneider's Park and thought that adding fencing and a new goal will help bring more kids to the park and help drive out the unwanted activity. Phil asked for an information sign on Fifty Lakes directing people to Schneider's Park because there was no signage that the park was there.

Bon also noted that the boat ramp handrail at Alton Lennon Park is in bad need of repair as well as the replacement of the cleats for the floating dock. Mary asked Bon if he could prepare a document making recommendations for upgrades for the boat ramp to present to the BOC. Tom asked Mary if a kayak launch could be considered for the park, which he thought would get a lot of use. She said they would have to extend the existing dock by one section and then put the kayak launch to the right and would cost approximately \$12,000. She said Spring Lake could use a kayak launch too.

Communications: Phil asked Mary for descriptions of the programs at the Community Center so he can say something about the class when he shares on Facebook. Phil also suggested that all of the City's Facebook pages be consolidated into one page. Mary said the department pages should stay but the committee pages should be consolidated. He thinks it is confusing to

residents to have so many pages. Mary suggested he speak with the City Manager about consolidating the pages.

Department: Dory mentioned she was not very available this month but planned on meeting with Mary after the holidays to get caught up. Mary will provide the members a copy of her monthly report she provides to the BOC. She explained it will be a month behind but they will have an idea of what is going on within the department.

Bon spoke with the members about the Advisory Board taking the reins of their meeting since they are the Advisory Board and Mary is the Parks & Recreation Director. Mary has been burdened with work for the committee and the members need to step up and take over.

### **VIII. Next Meeting Agenda Items**

Bicycle & Pedestrian Task Force  
Schneider Park upgrades  
Boat Ramp Repairs  
Update on Facebook accounts

### **IX. Announcements**

The members wished each other a Merry Christmas and again welcomed Commissioner Guy Auger as Liaison.

### **X. Adjourn**

A Motion was made by Phil Casper and seconded by Tom Guzulaitis to adjourn the meeting at 7:16 PM.

**Vote: 4 - 0; Motion Carried.**

~ ~ ~ ~ ~

Respectfully submitted,

Pamela Bellina  
Administrative Assistant