



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

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

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### **Parks and Recreation Advisory Board Meeting Minutes February 15, 2017 6:30 P.M. City Hall**

**ATTENDANCE:** Bob Stanley, Chairman, Bruce Pennington, Bon Cantrell, Kay Talbott

**ABSENT:** L. Paige Garza, Carolyn Doshier (both excused)

**Commissioner Liaison:** Mary Stilwell (absent-excused)

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

**Also in attendance:** Chief Brad Shirley, Corporal John Thomas and Officer Eric Maines

#### **I. CALL TO ORDER**

Chairman Robert Stanley called the regular monthly meeting of the Parks and Recreation Advisory Board to order at 6:27 p.m.

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

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

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

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

A motion was made by Kay Talbott and seconded by Bruce Pennington to approve the January 12, 2017 minutes as written.

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

#### **IV. Subcommittee Reports**

- **Facilities Subcommittee**
  - **Dog Park Subcommittee**
- **Communications Subcommittee**
- **Department Subcommittee**

The Facilities Subcommittee had worked on preparing the written recommendation to the Board of Commissioners for the Langbeen property donation as well as the North Lake Park hours and lighting.

Carolyn and Paige both have contact with the Dog Park subcommittee but both were not present to give an update.

Paige was not present to give her report on the Communications Subcommittee.

Department Subcommittee did not have anything to report.

#### **V. Old Business**

##### **a. North Lake Park ~ hours and lighting ~ update**

Mary advised the Board of Commissioners approved the change to the hours of the Park and they are now 5:00 AM to 11:00 PM. The boat launch hours are sunrise to sunset.

Mary also advised the Board of Commissioners approved the lighting of the park and have agreed to the installation of five lights with underground wiring. Mary hopes the lighting will be installed within four to six weeks. There will also be solar dock edge lighting on the pier.

##### **b. Langbeen Conservation Property Donation**

Mary advised that Mr. Langbeen has taken the donation of the property off the table.

#### **VI. Public Comment**

None.

#### **VII. New Business**

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

Dr. Herstine introduced himself and advised he had been chosen to prepare the new Master Plan for the Parks & Recreation Department and that he had prepared the 2009 – 2014 Master Plan. Dr. Herstine went on to explain that a Master Plan was a planning document for a five-year period and, in the master plans he develops, he includes information for “beyond.” He further explained there are five areas to cover in the Master Plan: land acquisition, programs and services, areas and facilities, policy and procedure considerations and personnel considerations.

Dr. Herstine reviewed the process to begin the master plan which will entail: interviews with stakeholders (to be determined by the City), at least three public meetings, two focus groups of seven to nine people, a public survey and one or two sessions with the Advisory Board. There will be recommendations in those five areas and an implementation section. The timeline goal is the focus groups, interviews, public meeting and survey done will be from the present date to May. Over this summer he will analyze the data with a draft plan sometime in the fall and then hoping for an adoption of the master plan by this time next year.

Dr. Herstine wanted to hear the wants and needs of the Advisory Board and will prepare a goals and needs chapter of the Master Plan which he will bring to the March Advisory Board meeting.

Dr. Herstine provided the members with chapters from the City's previous master plan as well as chapters from the master plan of Carolina Beach, Leland and Lake Waccamaw to use as guidelines in preparing goals and objectives. Dr. Herstine explained that goals and objectives usually get confirmed in the needs assessment phase. He asked the members not to hesitate to say anything and to recognize that when he presents his chapter, it may look more generalized than what had been stated. Dr. Herstine also mentioned the goal is to find alternative sources of funding other than tax dollars for new areas and facilities.

The members went on to ask questions and state their goals, objectives and specifics they would like to see addressed such as: acquire land so the recreation center can be moved and there be outdoor room for recreation activities, safe places to walk and ride bicycles which was one of the biggest items in the survey done two years ago; bring the parks to ADA and universal accessibility to all facilities, fill in the recreation desert areas, safe walkway over the dam, recreation areas in the Fifty Lakes Drive area especially for the middle and high school kids, multi-functional, multi-purpose areas and facilities similar to Town Creek, easily accessible ways to get people to parks and facilities (safe routes), future use of current community center, water access on the big lake and land acquisition of property by parks.

Dr. Herstine finished by asking the board members to call him or email him any questions they have as well as more goals and objectives.

#### **b. Summer Camp**

Mary advised the members that the Parks & Recreation Department is "facility" challenged and the situation will be getting worse. South Brunswick Middle and High Schools are not a good fit for summer camp because of the year round athletics and last year they had to utilize a mobile classroom on Fridays with no access to bathrooms. Mary was able to secure Bolivia Elementary for summer camp this year, which will increase the transportation costs, but there will be challenges because of summer school, teacher meetings and major renovations. Mary believes this will probably be the last year she will have access to the schools because of their bond referendum that all schools will go under major renovations. Starting the summer of 2018, if the Parks & Recreation Department does not have a facility, there will be no summer camp. No facility means no summer camp. As Mary moves through the budget process this year she will inform the BOC, as she has in the past, of this dire situation and if the department has to get modular units

until a bigger facility can be built, there are no other options. Mary went on to explain that Communities in Schools (CIS) no longer has summer camp and after June will not have afterschool care which creates a big void in the county for both services. Brunswick County Parks & Recreation has collaborated with Leland Parks & Recreation and Shallotte Parks & Recreation and maybe with the Brunswick County Extension for summer camps but that leaves the children who attended CIS and Southport with no summer camp. Mary is trying to manage an influx of children with no facility. Mary has also been asked to have middle school camp but she does not have the personnel to handle that camp. Bon asked if First Baptist Church was an option and Mary replied it was not an option in the past as they had their own camp for several years but because they have a new Pastor, it might be a question to ask.

**c. 2017/2018 Fiscal Year Budget**

Mary advised the members this year Muse Park needs to be resurfaced as the basketball courts have too many layers of surface and are crumbling. She believes the cost to resurface will be approximately \$40,000 to \$60,000. Usage of the courts is high but not so much for the tennis courts and Mary's idea was to make the tennis courts into a basketball court or make it into two half courts. Bon mentioned there are some very nice local tennis courts that could accommodate tennis players. Dr. Herstine suggested consideration of pickle board courts since it is the largest growing sport. Mary advised since the upgrades to the basketballs courts, there are often 20 kids waiting to play which is the reason behind her idea.

Mary has her first meeting with the Finance Director next week. Her biggest concern is the need for a full time staff person but she has nowhere to put this person so she may ask for two additional part-time employees and money to have a year-round intern. Mary feels there should be at least three interns a year and last year's intern did a phenomenal job. Mary would also like to ask the BOC to put money away in the capital fund for future planning. With no true capital improvement plan for Parks & Recreation and no capital improvement fund for Parks & Recreation, it is hard to go forward with anything other than little projects here and there.

**d. Subcommittee Goals**

- **Facilities Subcommittee**
  - **Dog Park Subcommittee**
- **Communications Subcommittee**
- **Department Subcommittee**

The members agreed that someone from the Dog Park Subcommittee needed to be present at the Advisory Board meetings to give reports. They also need to meet with the Advisory Board before they go before the Board of Commissioners because they are a subcommittee of the Parks & Recreation Advisory Board. Bon thinks the subcommittee's biggest concern was where to put the dog park and noted that other towns have their dog parks as part of existing recreational parks. The members agreed the subcommittee needed to answer the questions of the BOC and put the answers in writing before they meet with them.

Mary asked the Department Subcommittee if they could look at the parks for condition and needed upgrades which will help Mary with her budget.

Discussion: Bon mentioned he has heard that cars at the basketball courts have been driving over the right-of-way of the house next to the court. He asked if there was some way bushes could be planted in the right of way to prevent cars from driving in this area. He has not heard a complaint from the homeowner but it would help alleviate the problem. Chief Shirley advised the City would need approval from the State to plant anything in the right-of-way.

Chief Shirley advised the members that he has written to the owner of the lot at the end of Lakeview and East Boiling Spring Road for permission to clear part of the lot to allow officer full visibility of the parking lot at North Lake Park.

Corporal John Thomas suggested paving at least 15 feet at the end of Lakeview Road where it meets East Boiling Spring Road. There are deep potholes and with cars constantly entering and exiting the park, no matter how many times it is graded and filled, the potholes reappear. He also suggested turning the volleyball court into a basketball court instead of the tennis courts as no one uses the volleyball court.

Bruce Pennington suggested the bushes at the corner of the property at Lakeview and East Boiling Spring Road be kept trimmed back to allow view of the road when pulling into traffic.

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

Dr. Herstine ~ Master Plan Update  
2017/2018 Fiscal Year Budget  
Summer Camp  
Dog Park Subcommittee

#### **IX. Announcements**

Mary asked everyone to keep Mary and Terry Stilwell in their prayers.

#### **X. Adjourn**

A Motion was made by Bruce Pennington and seconded by Kay Talbott to adjourn the meeting at 7:26 PM.

**Vote: 4 – 0; Motion Carried**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant