



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board Meeting Minutes April 19, 2017 6:30 P.M. City Hall

ATTENDANCE: Bob Stanley, Chairman, L. Paige Garza, Co-Chair, Bruce Pennington, Carolyn Doshier, Kay Talbott

ABSENT: Bon Cantrell (excused)

Commissioner Liaison: Mary Stilwell

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

I. CALL TO ORDER

Chairman Robert Stanley called the regular monthly meeting of the Parks and Recreation Advisory Board to order at 6:29 PM.

II. APPROVAL OF AGENDA

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

Vote: 5 - 0; Motion Carried

III. APPROVAL OF MINUTES

A motion was made by Carolyn Doshier and seconded by Kay Talbott to approve the March 15, 2017 minutes as written.

Vote: 5 - 0; Motion Carried

IV. Subcommittee Reports

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

Dog Park Subcommittee: Paige shared with Jill, Chair of the Dog Park Subcommittee, the Parks & Recreation Advisory Board minutes. Per Dr. Herstine's input, their goal is to continue to collect data and to make revisions, if necessary, or adjustment to the presentation presented last month and determine when the primary time should be to push forward, in motion with the Master Plan. The numbers are there for interest in the dog park. Paige did not see any comments or suggestions to the dog park presentation on the Google Drive.

Carolyn liked the information Mary Green forwarded with respect to the dog park grant which starts next month. The grant requires land verification and civic interest. They have the civic interest but it appears the land verification is where the standstill is currently. It is something that should be looked at soon. Mary Green agrees with Dr. Herstine and Paige that the dog park is something that will be an item in the Master Plan that takes priority once the Master Plan is completed. It could be the first step in implementing the Master Plan. Mary advised they will probably not be able to apply for this grant but it may be available again next year or there may be a similar grant. Mary suggested to also consider the dog park be included as an additional amenity as part of a larger recreation facility, as previously discussed, such as on the Fifty Lakes side of 87. Multi-phased scenarios such as a large recreation center typically do very well with PARTF and NC Recreation Trails grants. The recreation building could be phase 1 and additional amenities such as the dog park in phase 2. Including the dog park in the Master Plan is a great first step. If there is public support and there is government support, it will go forward.

Paige asked for a recap of the Master Plan timeline. Mary meets with Dr. Herstine next week to start talking focus groups. Interview scenarios set up in May with a survey to follow and probably a 90-day window for the survey to go out. Data will be collected and then Dr. Herstine will write the Master Plan. Mary believes the finished product will be in early 2018. Paige expressed her concern that because of State and Federal government changes, there will be a decline in grant monies in the next five years. Mary agreed with that concern and added it was early in the State budget process but the state government grant funding for PARTF, Clean Water and NC Recreational Trails right now look to be in good shape. But that is year to year and it is hard to determine what will happen year to year.

Bob Stanley asked if there was still a dog park subcommittee and Paige advised there was but if there was nothing for them to report out and there was no next step, there was no reason for them to be here. Paige and Carolyn have been in touch with the members of the subcommittee and Paige feels comfortable in representing the subcommittee that was not presently in attendance.

Communications subcommittee: nothing to report.

Department subcommittee: Bob reported that he has been visiting the parks and only sees maybe a paint touch up here and there. Bruce visited North Lake Park and said it looks really very

nice but the road needs to be graded a bit. Mary advised that the beginning of the road is Powell Bill funded but the remainder of the road is private property (past the stake). The turnaround at the end of the road was not done by the City and they are working on fixing that issue as far as signage or some sort of stop whether it be a fence or something else to prevent cars from traveling down the road. They do not want to light all the way down to the turnaround and they do not want people down there since it is private property and is where illegal activity takes place.

V. Old Business

a. 2017/2018 Fiscal Year Budget

Mary provided the board a Memo along with attachments that outline Mary's budget needs. The first budget workshop will be April 21st. Mary believed there may be two more meetings in May before the budget was voted on in June. Everything in the Memo had been discussed with the City Manager.

Staffing: In a memo dated April 17th, Mary presented her staffing needs to the City Manager. In this memo were three options: growth of the department, remain as is current or decrease/cut operations and programs. Mary explained her biggest need was a full-time staff person for the position of Community Center Manager. This person would handle the front desk, program scheduling, manage contractors, handle the deposits (which was a new task assigned from City Hall) and rentals. Another big need was the addition of a Before School Assistant. The current staff member fills in before school, after school and summer camp seasonal and works over the 1050 hours which is the threshold for the retirement system. Paige asked what the salary would be for the full time manager which Mary said would be \$31,200 plus benefits. Paige asked how this full time person would impact Mary's schedule. Mary advised it would free her up to allocate her time to growing the department by researching and applying for grants, developing the greenway project, developing facilities, and developing bond referendums. Mary also discussed at length the senior programs, the staff and volunteers needed, what it takes to run the senior programs and transporting the seniors. Transporting the seniors involves a pick-up at 10:30 am for programs that start at 11:00 AM, pick-up at lunch for the senior lunch, drop off after lunch and a drop-off around 2:30 after the afternoon senior programs.

If the BOC does not allow for a full-time person, Mary explained she can function with increasing the senior site manager hours to 156 hours per year, adding a Community Center Assistant IV position at 624 hours and creating a Before School Assistant position at 25 hours along with the two grant-funded positions.

Carolyn asked about interns. Mary hopes to have three interns this year, one in the spring, one in the summer and one in the fall. The summer and fall interns are in next year's proposed budget. If the BOC approves that budget item, Mary can move forward. If not approved, then there will be no summer or fall interns. The spring intern starts on May 15th and will be working short-term at 24 hours per week for seven weeks until the end of June. She will work on the Master Plan and help at the front desk.

Mary summarized her staffing budget request: if the BOC does not allow for additional funding for staffing, she will be required to cut operation hours, discontinue before school care at a revenue loss of \$20,000 and discontinue Sunday rentals.

Minivan Conversion: Mary would like to have the Dodge minivan retrofitted to allow for mobile devices, canes and walkers. This conversion had been discussed when the minivan was purchased. The conversion will consist of removal of the middle two seats in the van to allow for wheelchairs. The van will accommodate four passengers and two wheelchairs. The conversion cost is approximately \$20,000 which is much less expensive than the purchase of a wheelchair accessible vehicle at \$53,000. This needed conversion is for the transportation of seniors who have mobility issues and while there are currently no wheelchair bound seniors, there can be at any moment. The conversion also helps with seniors who walk with canes and walkers because the ramp makes it easier to get in and out of the vehicle and lessens any liability issues.

Muse Park Court Renovation: Mary advised that the basketball and tennis court surfaces are crumbling, are only about 1” thick and need to be 2” thick, have aged out at 30+ years and the band-aid put on about 7 years ago has also aged out. Mary’s proposal is to renovate both the tennis and basketball courts with the tennis court turning into a multi-use court of pickleball and basketball. The Advisory Board members stated their concern of doing away with the tennis courts because they are used; however, Mary assured the members the tennis courts at the high school can be used and she would the athletic director and arrange for use after school hours. Paige asked where the pickleball court idea came from. Mary explained that pickleball is a thriving sport all over Brunswick County except in Boiling Spring Lakes. Paige asked what it would cost to make a separate pickleball court and leave the tennis court. Mary advised you could determine that from the quotes she provided.

The renovation options are as follows:

The first would be a short-term fix, similar to what was done in 2010 where a layer would be placed over the existing asphalt, would cost approximately \$20,000 and only have a life span of one to two years because the subbase is falling apart.

The second option would be to repair the courts in phases. This option would cost more. The first phase would be a complete renovation of the basketball court first, as recommended by the contractor, at a cost of approximately \$47,529.41 and, at a later date to be determined by the BOC, complete renovation of the tennis courts at approximately the same cost. This renovation would include removal of the existing crumbling asphalt, add 110 tons of stone to the existing base and install 2” of asphalt. This type of phased renovation would mean the courts would be at 2 different heights and it would not be accessible by wheelchair.

The third option would be complete renovation of both courts at the same time. That renovation would include making the current tennis court into a basketball court. The current basketball court into a multi-use basketball/pickleball court. This reconfiguration

would allow for the main basketball court to have lighting since that court would be located further away from the homes on the other side of the fence. Lighting that court would then not be as bothersome to those residents. This third option would include removing the crumbling asphalt, adding 185 tons of rock to the sub-base and laying 2" of asphalt. The cost of renovating both courts at the same time would be approximately \$60,000 versus renovation done in phases at a cost of approximately \$85,000.

Renovation of these courts would last another 30 to 40 years if not more. The renovation of both courts provides a very good potential for a PARTF matching grant which would allow for more amenities/facilities for the park. The unfortunate part about renovating the courts is the work just recently done will be removed.

b. Summer Camp

Mary advised summer camp sign-up went well and they are currently half full. They have a contract with Bolivia Elementary to hold summer camp at their facility at a cost of \$350 for use of the school for the summer. Mary explained they need to be mobile within the school because of renovations taking place over the summer, but that would not pose a problem. Mary anticipates the program to be full by the summer. Carolyn asked how many children it takes to have a full camp. Mary advised 42 children per week is considered full. Mary further advised that summer camp is usually a break-even program but this year the transportation costs will increase because they are using Bolivia Elementary which is further away than the high school. The hours of camp are 8:00 AM to 5:00 PM and on Friday they stay at the Community Center from 2 PM to 5 PM. The children leave the Community Center at 7:45 AM and will be at Bolivia Elementary by 8:00 AM. Early drop off and late pick up is also available at 7:00 AM and 6:00 PM. There is an additional charge of \$10 for early drop off, \$15 for late pick up or \$20 for both. Paige asked about the fees for before/after school which Mary advised is currently \$30 per week for before school, \$35/week for after school or \$60 for both which is for residents. Non-residents pay \$35/week for before school and \$45/week for after school or \$70/week for both. Paige asked when can the fees on the fee schedule be increased. Mary said the fee schedule will be discussed in May.

c. Master Plan Update

This topic was briefly discussed under the Dog Park Subcommittee report and was tabled to May.

d. Dog Park Subcommittee Presentation Review

This topic was briefly discussed under the Dog Park Subcommittee report and was tabled to May.

VI. Public Comment

John Banks, 259 North Hills Drive: Mr. Banks thanked the Advisory Board for enhancements they have done for the community. He explained his family has lived in Boiling Spring Lakes since 1974 and his parents were very involved in the City for many years until their

passing last year. Mr. Banks wrote a letter to the City Manager to which he received a response but the response was unacceptable to him. Mr. Banks wanted to know why he and his neighbors were not contacted about the installation of lighting to North Lake Park as he lives directly across from the park. The darkness he has enjoyed in his backyard has been diminished because of the lighting. Also, Mr. Banks does not want the park hours extended. He does not understand why there was no sign put at the entrance to the park advising residents that the Ordinance would be changed to allow for extended hours of the park. He said the sign should be yellow to draw attention to it and provided a sample of what the sign should look like. The elderly population of the City does not have access to the internet and will not be informed of the change. Mr. Banks feels the enhancements to the park diminish the value of his property. He commends the update of the fishing pier but disagrees with the lighting and the extended hours as they are very disruptive to him. Fisherman come to fish at the pier early in the morning or late at night and their headlights shine into his house which disrupts him. Mr. Banks also questioned why there are five lights needed in North Lake Park when Spring Lake Park only has two. He said dogs in the park was not a bad problem but feels it will become a problem because dogs visiting the park start barking which causes the dogs that live along the lake to bark. Mr. Banks suggested the City put a gate at the park to close it at sunset, he will provide a padlock and keys and key can be provided to the people who own the land along Lakeview.

Paige thanked Mr. Banks for attending the meeting and sharing his concerns. She clarified that the hours were changed to coincide with the hours the County and surrounding towns open and close their parks. Mr. Banks thought the City should validly communicate the Ordinance change. He also did not think anyone catches anything in the lake and that it should be stocked. Mary advised that NC Wildlife did their last shock and stock in 2015. Mary is considering asking for a quote from Solitude Lake Management who handles the removal of the weeds in the lakes to provide a quote on mapping the lake bed, shocking and stocking the lake.

Mr. Banks questioned why there are different hours for the lake, the pier and the park. If the boat launch closes at sunset, what prevents a boat from launching just before sunset and stay fishing on the lake after dark. Mary advised it would be a Police situation at that point. He also questioned what the return was on the investment in North Lake Park and the cost of running the lights. Mary advised the cost of the installation of the lights was not the cost as noted in the minutes and that the electric bill should probably be around \$80 per month. Mr. Banks thought the City should have put in solar lighting but prefers if there was no lighting in the park and there should be a gate to close the park at sunset. Extending the hours of the park opens the City to more problems and he requests the Ordinance not be changed. Mr. Banks concluded his comments. Mary advised Mr. Banks there is an opening on the Parks & Recreation Advisory Board and asked him to please join.

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Discussion:

The Advisory Board members discussed what to vote, support and recommend to the BOC with respect to Mary's budget discussed hereinabove.

The board members discussed at length which was the best option: a full time staff person or part time staff person for the Community Center.

A Motion was made by Paige Garza and seconded by Bruce Pennington to support the proposal of a full-time Parks & Recreation staff position for Community Center Manager position and make said recommendation to the Board of Commissioners.

Vote: 5 – 0; Motion carried

The members discussed at length the renovation of Muse Park courts and which renovation scenario was best: in phases or done at the same time.

A Motion was made by Paige Garza and seconded by Kay Talbott to support the proposal to renovate at the same time both the tennis and basketball courts at Muse Park and make said recommendation to the Board of Commissioners.

Vote: 5 – 0; Motion carried

The members discussed the conversion of the Dodge Minivan to allow access of persons with mobility issues (canes, walkers, wheelchairs).

A Motion was made by Bruce Pennington and seconded by Kay Talbott to support the conversion of the Dodge Minivan by AMS in the amount of \$19,735 and make said recommendation to the Board of Commissioners.

Vote: 5 – 0; Motion carried

Paige will prepare a recommendation memo to the BOC encompassing the voting, support and recommendation noted above and stressing the importance of advertising the conversion of the minivan so that senior residents with mobility issues who are unaware of this mode of transportation will be informed and can participate in many of the senior programs available at the Community Center.

VII. New Business

a. 2017/2018 Fee Scheduled

Mary will provide the fee schedule to the advisory board members in May for discussion. Please see discussion above under Old Business b. Summer Camp about current fees.

b. Subcommittee Goals

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

Subcommittee goals have been tabled to the May meeting.

VIII. Next Meeting Agenda Items

2017/2018 Fee Schedule
Master Plan Update
Dog Park Presentation
Subcommittee Goals

IX. Announcements

Mary advised free concerts in the park start next month. Some concerts will be on Saturday afternoons, some on Saturday night and some on Sunday. Mary also advised there will also be a food truck at some of the concerts.

Bob noted his band will be playing at the free concert on May 27th.

Bruce Pennington noted the Small Fry Fishing Contest is on April 29th.

X. Adjourn

A Motion was made by Kay Talbott and seconded by Carolyn Doshier to adjourn the meeting at 8:20 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant