



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board

Meeting Minutes

June 21, 2017

6:00 P.M.

City Hall

Attendance: Robert Stanley, Chairman, L. Paige Garza, Co-Chair, Bon Cantrell, Carolyn Doshier, Kay Talbott, Dory Manz

Absent: Bruce Pennington (excused)

Commissioner Liaison: Mary Stilwell (absent/excused)

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

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

Mary advised that Dr. Herstine would not be giving his update tonight as he just recently had surgery and requested Stephanie Hubbel, her current Intern, give a report on what she was working on at Parks & Recreation.

A motion was made by Carolyn Doshier and seconded by Paige Garza to approve the agenda as amended.

Vote: 5 - 0; Motion Carried

Bon Cantrell arrived at 6:05 PM

III. APPROVAL OF MINUTES

A motion was made by Kay Talbott and seconded by Carolyn Doshier to approve the May 17, 2017 minutes as written.

Vote: 6 - 0; Motion Carried

IV. Subcommittee Reports

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

Facilities: Did not have anything to report.

Dog Park: Paige spoke with Jill who was working on a memo for the BOC that will advise of their wish to wait until the Parks & Recreation Master Plan was finished. Paige will provide the memo to the Advisory Board prior to its submission to the BOC.

Communications: Paige will discuss later in the meeting.

Department: Bob still feels the improvements to and maintenance of the parks should fall under the Facilities subcommittee.

~ ~ ~

Mary introduced new member of the Advisory Board, Dory Manz. Each of the members introduced themselves and stated how long they have been on the committee.

~ ~ ~

V. Old Business

a. Stephanie Hubbel, Intern in Parks & Recreation Dept. ~ Update on Work

Stephanie advised the members of her studies at Keystone College in Sport Leadership Management, her previous background in Hospitality recreation and the reason she has transitioned into Parks and Recreation.

Stephanie advised the members of the project she is currently working on which is a water safety program to promote water safety and drowning prevention, educate the community in water safety, provide increased access to tools for water safety and collaborate with leaders of community to implement a water safety program. She is working on setting up at each of the swimming lakes a station that would contain life vests, which the community could use on the honor system. Stephanie would also like to have the stop signs promoted by the Jack Helbig Memorial Foundation installed at each water access area for children to stop before they go into the water. Her goal is to have all homes located on the lakes in the City have a stop sign in their yard. In addition, she is working on having the Jack Helbig Memorial Foundation water safety pamphlet placed in all Welcome Packages for new residents. Stephanie would like to see the community involved in water safety lessons in CPR, boat safety and swim lessons. She is also working with others local organizations to communicate their safety programs. She is looking for a name for the program before she presents it to the public.

Mary explained that Jack Helbig was a 4 year old who lived here in Boiling Spring Lakes who tragically lost his life in a drowning accident. His parents started the Jack Helbig Memorial Foundation to promote water safety and drowning prevention. The Jack Helbig Memorial Foundation did a promo on their website of the stop sign they put temporarily at our lake and Mary's though process was why are they not at all of our lakes? Every resident who lives on one of our lakes should have this sign in their yard. The signs were designed for pre-readers to help prevent a child from walking onto a dock and accidentally falling into the water or into a pool. Mary is excited about collaborating with the Jack Helbig Memorial Foundation to send out this powerful message.

b. Subcommittee Purpose ~ Re-evaluation

Paige reviewed the initial thought process for creating the subcommittees that was to set clear guidelines what the members would do while in between meetings. The initial roles were:

Communications: social media, surveys, advertising, collecting data on capacity of programs and facilities, build relationships with community leaders, businesses and schools, collecting community concerns, getting community involvement, share community needs and wants.

Facilities: advise the BOC on land acquisition, make recommendations for the use of property necessary to the recreation program, make recommendations for how to use lands made available for recreation, recommendations for construction and improvements on all recreation facilities, acquire land appraisals, make detailed requests to the BOC, have knowledge of all current recreational facilities and property.

Department: work with P & R Department to understand needs and funds, support the Parks and Recreation Dept. to BOC, in support of grant writing, recommendations for fee schedules, communicating with state legislators, park inventory.

Paige did not think it was the descriptions that were overlapping but that the subcommittees lost focus; and because they had not been breaking out into subcommittee sessions to set their goals, they did not have anything to report at meetings. Focus is important but if there are key components being worked on, being steadfast is okay and having to innovate all the time is not necessary. Bon agreed and thought they were in a holding pattern waiting for the Master Plan to be developed. Carolyn thought so too. Paige suggested giving themselves homework and come to the next meeting with a new goal or agenda item that we will make sure is executed within our subcommittee. Carolyn asked if they should re-establish the committees. Mary suggested re-establishing them in July so Dory can get caught up. Paige also suggested the Department subcommittee needs someone that has the time to talk to Mary, meet with her weekly to get the information on what is happening in that Department so there is a voice within the committee to keep them informed. Bob suggested that the Chairperson be on the Department subcommittee.

VI. Public Comment

There were no public comments.

VII. New Business

a. Muse Park PARTF Grant

As discussed at last month's meeting, the BOC voted to give the Parks and Recreation Department \$68,000 to renovate Muse Park. Mary will be applying for a PARTF (Parks and Recreation Trust Fund) Grant to double potentially that amount which could allow for more amenities at the park. This grant could be the City's first potential PARTF grant, which is a long, detailed process.

The first thing the Grant boards looks for is public input. Mary would like for Muse Park and PARTF Grant be on the agenda every month for the remainder of this year. She would also look at 2016 minutes to include with the grant when it was discussed upgrading some of the amenities at Muse Park. Mary advised they also have ability to up the grant a bit with volunteer labor and volunteer equipment. The BOC chose to go ahead and redo both courts for the \$68,000 so it makes sense to go after the PARTF grant to double the money. Mary is asking the members to be specific in what they would like to see in the park and they will start having public comment sessions on Muse Park. If people want lights on the courts, then they need to appear at the session and voice that want. Paige asked what the timeline is for public comment. Mary said early Fall (Sept. and October) of 2017 the State will fund the 2016/2017 grants. It is 2017/2018 funding but is not funded until 2018 so there would be no expenditures until January 2019.

Mary will give to the Communications subcommittee the draft survey for the Master Plan. We need to know what the community wants us to put in there. Do we need walking trails, handicap accessibility, lighted courts, pickle ball over tennis, tennis and pickle ball, more basketball courts, a skateboard park. What do we want to build and what will the community stand behind and how much is it going to cost. It is a long process. A year of public input. A year of let's make sure this is the permanent way to move forward because there has been years of band-aids over problems and many small fixes. It is time now to get it fixed and move on to the next project.

The PARTF grant maximum is \$500,000 but those are not typically granted. The grants usually fall within the \$150,000 to \$350,000 mark but it all depends on the State Legislature where it will be from this year and to next year. Mary provided the board members with information about the process. Bon asked if Mary could find out the setbacks for the park so they could look at moving things around and adding amenities in anticipation of the grant. Paige asked the priority of the grant, who is approved first. Mary said the priority is in the package of information but said since this would be the first PARTF grant for the City, that moves us up a notch. Having an established Parks & Recreation Department moves us up a notch. Having an established Facilities Maintenance Department moves us up. The chances are good. Mary said we will continue to talk about this grant over the next many months and all three subcommittees will be working on this.

Mary said it is also helpful that we have a new member on the board who has written grants for the CDC.

b. Fifty Lakes Road

Mary provided an email between herself and the City Manager. The City has adopted its portion of the County's Greenway/Blueway Master Plan. Mary hopes to have the maps by July 5th. Back in May, Mary emailed the City Manager because the BOC had agreed to repave Fifty Lakes Road. Mary suggested to the City Manager including bicycle and pedestrian walkways in the project. The City Manager reached out to an engineering firm to get two quotes, one for just repaving and one for repaving and installing bicycle and pedestrian facilities. Mary believes this may go before the BOC at their August meeting. Mary will have more information for the members at the July meeting for a potential recommendation to the BOC for their August meeting. Paige requested the quotes be shared with the committee as soon as Mary receives them so that they can get behind the project because they want to get people at the August meeting to support the project. Mary thinks the financing for the project will be partnered with the new Police Department so there will be a large loan for both projects. Mary said there is also good grant potential here to get boots on the ground money to help with the project. Mary has also started a process with the schools to see if they can help. The last three surveys in this community wanted walkways and pathways. There are kids who bike to school and walk to school and the high school cross-country team runs in the area.

c. Subcommittee Goals

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

Paige provided the members with a link to the descriptors of the subcommittees and has requested everyone read it and think about what they have already been talking about such as the Communications subcommittee will be the communicating voice with respect to the Fifty Lakes project. Bob said the Facilities subcommittee would work on what amenities they want at Muse Park. Bob said the Department subcommittee would meet with Mary. Paige reminded the members to revisit which subcommittee they wanted to be on for next month's meeting.

VIII. Next Meeting Agenda Items

Muse Park PARTF Grant
Fifty Lakes Road Project
Vote new Chair and Co-Chair

IX. Announcements

Bob mentioned the Volunteer Appreciation Dinner was wonderful. The blue reusable shopping bags that each person had with their agenda and minutes was from the City Clerk who provided them at the dinner.

X. Adjourn

A Motion was made by Kay Talbott and seconded by Paige Garza to adjourn the meeting at 7:03 PM.

Vote: 6 – 0; Motion Carried

~ ~ ~ ~ ~

Respectfully submitted,

Pamela Bellina
Administrative Assistant