



## ***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 September 20, 2017 6:00 P.M. City Hall**

**Attendance:** Bon Cantrell, Chairman, Bob Stanley, Dory Manz, Philip Casper

**Absent:** Bruce Pennington (excused)

**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 6:03 p.m.

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

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

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

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

A motion was made by Dory Manz and seconded by Bob Stanley to approve the July 19, 2017 minutes as written.

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

#### **IV. Welcome New Member ~ Philip Casper**

Phil Casper was welcomed to the Advisory Board by the members.

## **V. Old Business**

### **a. Muse Park PARTF Grant**

Mary participated in the required teleconference two weeks ago for which they will receive two points toward the PARTF Grant. She is waiting to get a plan from Recreation Resources for the possible new layout of the park. They help with the technical aspects of parks - what we would have space for and to help lay out amenities. There are no dollar figures associated with the plan but it will let us know if it is feasible to relocate them. October will bring a hard appeal to the public for input for each park. Mary was hoping for 20 – 30 people at this October meeting. Mary suggested middle and high school kids attend or write letters to be incorporated into the minutes and give their thoughts as to what they would like to see in the parks. Paige would be helping to get some input from the bicycle and skateboard community. Mary also anticipates attendance by several pickle ball players as well as parents who would like shade around the playground and a different surface. Mary noted the surface would be changed regardless of whether or not the PARTF grant was given to the City because she has money in the budget for resurfacing and would still move ahead with the resurfacing of the existing courts but not relocating them.

Bob asked how points are accumulated for the grant. Mary explained the City will accumulate points by having an Advisory Board, by having a Parks & Recreation Department, by having a Building and Grounds Dept. (all infrastructure), by having an adopted current Master Plan, by having a Long Range Plan for the City and by having public input which is up to 30 points. Bob asked how many points are needed. Mary explained it all depends because it is a competition grant. Every other municipality, county and non-profit organization will be competing for the grant. October is when the State gets through their budget process. They do PARTF funding through Tier 1, Tier 2 and Tier 3 counties which is based upon population density numbers as well as economic resources available to the county or municipality and only so many would be funded in each district. BSL will not be in the same category as Raleigh or Charlotte but we would be up against cities similar in size. They try to make it fair but typically first time applications get funded if it is a good budget. Dr. Herstine just wrote a grant for Waccamaw in last year's grant process and said he would be happy to assist in ours. Some assistance would be free but stuff that is more technical would be paid. Mary's friend has written nine grants and received eight so she will ask for her help also.

Bon explained that NC State has a program, Recreation Resources, that helps parks and recreation departments lay out what a park could look like with the amenities wanted. Mary further explained Recreation Resources is part of the State Park system and are paid State of NC employees that assist Parks & Recreation Departments and State Parks with technical knowledge, grant writing, webinars and board training. When this board gets new board members, we can have them come in and train. Also available is the North Carolina Recreation of Parks Association and the National Recreation of Parks Association so there is tremendous amount of knowledge base out there.

## **b. Parks & Recreation Master Plan**

Dr. Herstine has scheduled all of the interviews. Mary and Dr. Herstine chose the interview candidates. The following were chosen for interview: Sheila Roberts from New Hope Clinic, Pastor John Roy at First Baptist Church, Sergeant John Thomas of the BSL Police Department, Jim Fish and Yvette Gosling from BSRI. Those interviewees will represent a very big sector of the community. BSRI representing the seniors, Pastor Roy will represent the houses of worship, New Hope will speak to the economic issues of our community and Sergeant Thomas will speak to the juvenile delinquency aspect in our community. There are three phases to this process: the interviews, the three public forums and the focus groups. There will be two meetings in October for the focus groups but Mary needs people to volunteer. Following are the groups wanted:

- 4 Parents with Children
- 4 Baby Boomers
- 2 Seniors
- 2 Seniors with handicap
- 4 Working Adults
- 2 South Brunswick Middle School Students
- 2 South Brunswick High School Students
- 1 Middle School Teacher
- 1 High School Teacher

Mary is also considering adding two early college students. If possible, Mary would appreciate if the Advisory Board could find people for the focus groups. Bon's two sons are interested in participating, one is in high school and the other in middle school. Phil asked if the dates for the focus groups have been set. Mary advised she needs a list of people interested in participating and Dr. Herstine will contact them to participate in the focus groups. Bon asked the members to contact Mary with names and phone numbers and asked Mary to let the board members know what groups still need people. Mary noted it is important to help in this process because the people you bring to the meeting may never had participated in a Parks & Rec program before.

Dory noted that the public forum held today was well attended, there were approximately 39 recommendations and the attendees were lively. There were some questions about what happened with the recommendations residents made in previous years. Dory noted some concern and mistrust from attendees because no one listened to them previously. Dr. Herstine reassured that information previously gathered would be taken into consideration in this Master Plan. There were some very easy recommendations and some were grandiose. Dory heard the request of separate facilities for seniors and youths. Also mentioned were concerns that the current facility was not as equipped as other senior centers in the area. Mary explained that was because this was a community center, not a senior center. Dory noted the attendees were a very vocal group who wanted transparency in government. Mary advised the next public forum would be on October 11<sup>th</sup> at 6:30 PM where she hopes to have younger people and people with children to get a different perspective.

## **VI. Public Comment**

Jeff and Dorothea Roberts, 981 Eden Road: Mr. and Mrs. Roberts attended the meeting to express their concerns about Seminole Lake Park. They were requesting designated enforcement of the parks. Mr. Roberts did not feel it should be up to them and the other residents who live around the lake to police the parks as they were asked to call 911 whenever they witnessed unwanted activity. They advised when do they do call, sometimes a police officer shows up and sometimes no one shows. When an officer does show, the people in the parks just deny they were doing anything wrong and then they retaliate.

Bob asked Mr. and Mrs. Roberts if they had appeared at any of the BOC meetings. Mrs. Roberts said they had and Mr. Roberts noted they have spoken with the commissioners many times. Mary asked if they noticed any improvement since the light was installed. Mrs. Roberts stated there was some improvement. Bon asked if they noticed a time frame for the unwanted activity. Mr. Roberts stated it was always Friday through Sunday, all during the day through to when it gets dark. Mary asked if there was an increase of behavior at the parks this year over previous years. Mr. Roberts stated it was better this year but this summer was very hot which kept people home. Mr. Roberts noted there used to be a ranger who patrolled the parks and asked why he no longer does. Mary explained he was not a law enforcement officer and Mary was not sure why the budget for that ranger was removed. Mrs. Roberts noted that when the parks were being patrolled in the recent past, it was quiet. Mary asked if they noted the behavior recently or had it started to slow down. Mr. Roberts stated it had slowed down once the kids went back to school. Bon suggested asking the Chief about increasing patrol of the parks during the summer months.

Mary also asked Mr. and Mrs. Roberts whether the port-a-potty should stay in place at the park during the winter months. Mrs. Robert noted some nefarious activity with respect to the port-a-potty but the park was used year around and thought it should stay.

## **VII. New Business**

### **a. Vote new Vice-Chair**

Paige's resignation from the board has prompted a new vote for Vice-Chair. Bon asked for nominations. Bob nominated Dory Manz as Vice-Chair. Phil seconded the nomination. Bon was in favor of the nomination. Dory accepted the nomination as Vice-Chair of the Advisory Board.

**Vote: 4 - 0**

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

Mary noted the following upcoming Parks & Recreation events:

October 11<sup>th</sup> at 6:30 at City Hall ~ Parks & Recreation Master Plan Public Forum

October 31<sup>st</sup> from 5:30 to 7:30 at Spring Lake Park ~ Trunk or Treat

December 2<sup>nd</sup> from 7 AM to 10 AM ~ Pancake Breakfast. Mary explained the Pancake Breakfast benefits local families or seniors who may need help such as assistance with a utility bill, food, Christmas presents. Mary has a committee to help determine the families/seniors in need and there is an application process.

**c. Subcommittee Reports and Goals**

- Facilities; Communication; and Department Subcommittees

Facilities Subcommittee: Bon met with Mary to review the current work orders and learned about the work order process and the difficulties associated therewith. Bob asked Mary if the BOC would approve staffing her own maintenance crew. Mary explained it was talked about, the recommendation was made and the BOC agreed; however, there would not have been an increase in her salary to manage this department so Mary did not take it on. Jeff Roberts asked if she could organize volunteers to help with park maintenance. Mary noted that she could but their scope of work would be limited because they could not operate machinery.

Department Subcommittee: Dory met with Mary to learn about the Department and the Community Center. She also helped review the applications for the vacant position of Recreation Program Supervisor. Mary explained there was a very brief period where she had a full staff; however, Darlene recently notified that she would be leaving because her husband was being transferred. Mary noted some good news that there was an applicant who was not qualified for the Recreation Program Supervisor position but would be qualified for the Community Center Manager position and has scheduled an interview.

Communications Subcommittee: Paige was the person associated with this subcommittee but since she has resigned, the position was open. Mary noted Phil had good potential for the Communications subcommittee because he does well with this his BSL Facebook page. Phil agreed to be on the Communications Subcommittee.

Bon asked to put on the agenda next month a review of the subcommittee roles to bring Phil up to date. Dory asked if there were any people interested in being on the Advisory Board for the open positions. Mary advised she has someone in mind to ask but is unaware at the moment if anyone had applied.

Bob asked what was the latest on the dog park. Bon reminded him that the dog park would be addressed in the Master Plan.

**VIII. Next Meeting Agenda Items**

Muse Park PARTF Grant  
Parks & Recreation Master Plan  
Review of Subcommittee Roles

Bon asked who on the committee could give the report to the BOC for the October 3<sup>rd</sup> meeting. Dory volunteered to give the BOC report. Bon asked Dory if she could please bring up the complaints the committee has heard about Seminole Park.

**IX. Announcements**

There were no announcements. Please see New Business for upcoming events.

**X. Adjourn**

A Motion was made by Bob Stanley and seconded by Dory Manz to adjourn the meeting at 7:00 PM.

**Vote: 4 – 0; Motion Carried.**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant