



City of Boiling Spring Lakes
9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

**Parks and Recreation Advisory Board
Meeting Minutes
January 17, 2018
6:00 P.M.
City Hall**

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

Absent: Bruce Pennington (excused)

Commissioner Liaison: Guy Auger (absent)

Staff: Mary Green ~ P&R Director (via teleconference)
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 6:00 PM.

II. APPROVAL OF AGENDA

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

Vote: 5 - 0; Motion Carried

III. APPROVAL OF MINUTES

Mary asked that a correction be made on page 3, first paragraph, line 5, the word 'courts' be changed to 'playground' as that is where the pour-in-place surface would be.

A motion was made by Dory Manz and seconded by Phil Casper to approve the December 20, 2017 minutes as amended.

Vote: 5 - 0; Motion Carried

IV. Old Business

a. Bicycle and Pedestrian Transportation Task Force

Tom provided the board members with the finalized letter the committee wants to send to the Board of Commissioners. It was discussed whether to provide the letter to the BOC prior to their meeting but Mary noted the agenda packages would be going out soon to the BOC so they would be getting it next week some time. Bon would ask Commissioner Auger to put the task force request on the BOC February agenda and Mary would prepare the package.

Tom asked if they should put their presentation to the BOC on Facebook prior to the BOC meeting but the members all agreed to bring it to the BOC first. Tom also suggested speaking with the Planning Board about their request for a bicycle and pedestrian transportation task force since they would essentially be part of the project. After a discussions, the members all agreed they should meet with the Planning Board first prior to presenting to the BOC since they would want to have the Planning Board supporting their request for the task force and the project itself. Mary reminded the members that the Planning Board recently had a Comprehensive Land Use plan prepared which was on the website and they should all review this very important document. Dory thought it was important to have linkage and collaboration between the committees and suggested building a relationship with the Planning Board. Tom reminded the members they do not want to miss the NCDOT grant as well as the Wellness Coalition grant. Mary suggested Bon reach out to Bill Clark, Chair of the Planning Board, and ask to make a presentation at their February meeting about this task force and project. She further suggested all Advisory Board members appear at the Planning Board meeting to show support.

A Motion was made by Tom Guzulaitis and seconded by Phil Casper to approve presenting the Bicycle and Pedestrian Task Force letter to the Planning Board in February prior to the BOC meeting in March.

Vote: 5 – 0; Motion Carried

Mary also suggested Bon reach out to Commissioner Auger to advise they are meeting with the Planning Board prior to meeting with the BOC.

Bon thanked Tom for preparing the letter and sending it out to the members and that it was a great letter.

b. Facebook Accounts Consolidation

Phil advised that because of the holidays he was unable to reach out to the City Manager but would do so soon.

c. Muse Park PARTF update

Mary has not received the schematic plans from the State so she will be going with her back up plan and will be meeting with Wes McLeod from the Council of Governments who can

prepare the site plans and is the planner the City has been using. Mary will also have the opportunity to speak with him about the Bicycle and Pedestrian Transportation plan. Mary hopes to have a package ready in approximately two weeks with any fees the COG would charge, the time frame to get the site plans for Muse Park as well as input on the Bicycle and Pedestrian Transportation plan.

d. Master Plan update

Dr. Herstine advised Mary the survey was being analyzed by UNCW Statisticians which should be completed by the end of next week and the first draft of the Master Plan by the first or second week of February.

e. Attendance at BOC Meetings (review and remind)

Since the Advisory Board decided to present their Bicycle and Pedestrian Transportation Task Force letter to the BOC in March, Bon will report at the February meeting and Tom will report at the March meeting. Tom suggested during Public Comment to mention the desire of the residents to have walkways and pathways as a way of reminding the public. Dory suggested waiting until they got Dr. Herstine's analysis and the Planning Board support when Bon reports to the BOC. Suggestions were also made to include that the Advisory Board was on the Planning Board agenda to speak with them about the Transportation Task Force.

VI. Public Comment

Carlos Monzon, North Lake Drive, explained he was a new resident and wanted to know more about the Bicycle and Pedestrian Task Force. Bon explained why the committee was requesting a task force and about requests from residents in numerous surveys done over the years requesting bike paths and walkways or sidewalks. There is a real need for this in the City. Mary also explained the City partnered with the County on the Greenway/Blueway project where the county hopes towns who signed on could be interconnected by trails and paths to support increased pedestrian, bicycle and paddling travel.

VII. New Business

a. 2018/2019 Budget

- **Schneider Park Upgrades**
- **Boat Ramp Repairs**
- **Fee Schedule**

Schneider Park – Bon will draft a letter with a request to upgrade the park with chain link fencing and a new goal.

Boat Ramp Repairs – Mary noted the EZDock representative came out to Alton Lennon Park on Sunday to look at the boat ramp and provide his opinion on repairs. The representative noted the structure was well past its life span and could become dangerous. He suggested replacing the structure and keep the ell with an additional quote to include a kayak launch. Bon asked if a jet ski launch and boat docking capabilities could be considered as well. Mary said there was room

for other facilities and to make suggestions. She suggested the members go to the Coastal Carolina EZDock Wilmington website and look at the options available.

Fee Schedule – Mary provided the current fee schedule to the members and asked them to review it and bring suggestions to the March meeting about the fees currently charged. Tom suggested a boat launch fee for non-residents as a consideration. It would be on the honor system, similar to Southport's.

b. Parks & Recreation Policy Recommendations

Mary explained there were a few Parks & Recreation policies that were “understood” and were not actual firm policy that could cause misinterpretation by staff. Mary was looking for recommendations from the Advisory Board as to these understood policies. Currently, the Fire Department has free use of the gym which policy was approved by the BOC. The City Manager and the Police Department can use the facility after hours, which was approved by the BOC. However, there were some policies such as City employees free use of the gym, discounts on rental rates and discounts on programs, which were understood but were not firm policy. Mary will be meeting with the Department Subcommittee on February 5th at 2:00 PM to review these understood policies and ask for recommendations.

c. Upcoming Parks & Recreation Events

Mary advised they will have A Knight To Remember Dance in February, which is a mother/son dance, and a new Zumba class has been added every Tuesday night.

d. Subcommittee Reports and Goals

- Facilities; Communication; and Department Subcommittees

Facilities – Bon will draft a letter about the Schneider Park upgrades and the boat ramp repairs and get it to Mary.

Bob asked Mary what happened with the memorial bench program. Mary advised the last memorial bench purchased was for Chris Stewart and has been placed at Spring Lake Park. Bob asked if there was a flyer or brochure for the program. Mary will provide a copy of the flyer to the board members. Phil will share the flyer on Facebook.

Department – Dory noted Tom did a great job on the Task Force letter and they were moving forward with that and she and Tom will work with Mary on policy recommendations. As promised, Mary provided the members with monthly reports and year to year reports that she provides to the BOC monthly. She will include the Advisory Board in future mailings.

Communications – Phil will speak with the City Manager about the committee Facebook accounts to be consolidated with the City Facebook account and will speak with Karlin about program descriptions.

VIII. Next Meeting Agenda Items

Bicycle & Pedestrian Transportation Task Force
Facebook Account Consolidation
Muse Park PARTF Grant update
Parks & Recreation Master Plan update
Attendance/Reporting at BOC Meetings
2018/2019 Budget
 Schneider Park Upgrades
 Boat Ramp Repairs
Parks & Recreation Policy Recommendations
Future Repaving of 50 Lakes Road with Bike Lane

Discussion: Phil asked Mary if the closing of the Community Center during the holidays and for the bad weather adversely affected the residents who use the facilities. Mary advised Brunswick Senior Resources provides the lunches and meals for the seniors, not the Parks & Recreation Department. Dory thought Brunswick County would have a plan in place for meals to seniors in adverse weather conditions. Phil wondered if the County throws back to us that it would be our responsibility as we are saying it is theirs. Mary explained there are two meals programs for the seniors, Meals on Wheels and the congregate program, senior lunches. Mary noted seniors cannot be on both programs. They have to choose which they want to be on. Mary also noted that the County was closed more days than the City with the bad weather. Phil asked Mary if she would consider an educational program for seniors such as planning for their meals when adverse weather conditions are present. Mary suggested having BSRI come in to discuss their program and policies on adverse weather with the Advisory Board. Phil said he would be happy to meet with them.

IX. Announcements

There were no announcements.

X. Adjourn

A Motion was made by Bob Stanley and seconded by Phil Casper to adjourn the meeting at 7:08 PM.

Vote: 5 - 0; Motion Carried.

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Respectfully submitted,

Pamela Bellina,
Administrative Assistant