



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

**Parks and Recreation Advisory Board
Meeting Minutes
February 21, 2018
6:00 P.M.
City Hall**

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

Commissioner Liaison: Guy Auger (absent)

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 6:08 PM.

II. APPROVAL OF AGENDA

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

Vote: 6 - 0; Motion Carried

III. APPROVAL OF MINUTES

A motion was made by Phil Casper and seconded by Bob Stanley to approve the January 17, 2018 minutes as written.

Vote: 6 - 0; Motion Carried

IV. Old Business

a. Bicycle & Pedestrian Transportation Task Force

Bon met with the Planning Board at their meeting last Tuesday night and provided a copy of the Advisory Board's recommendation letter for the formation of a Bicycle & Pedestrian Transportation Task Force. The Planning Board was very enthusiastic about the prospect of walking and biking paths in the City and will support the Advisory Board in their recommendation to the BOC. The Planning Board was willing to have a member of their committee on the task force. Bon will contact Jane McMinn to request the recommendation letter be placed on the BOC's agenda for March. Bon asked Tom to fix the letter so it would be addressed to the Board of Commissioners, to advise of the support of the Planning Board and also note the vote of the Advisory Board to submit the recommendation letter. Bon asked the board members if they wanted to submit the recommendation letter to the Board of Commissioners with the changes noted hereinabove to the Board of Commissioners.

A Motion was made by Tom Guzulaitis and seconded by Bob Stanley to present the recommendation letter, with amendment noted above, to the Board of Commissioners.

Vote: 6 – 0; Motion Carried

b. Facebook Account Consolidation

Phil met with the City Manager who was happy with the way the accounts stand and appreciated Phil bringing it to his attention. Phil is considering putting some questions about the consolidation of the City's multiple committee Facebook pages on his Facebook page to try to generate some discussion or comments.

c. Muse Park PARTF Grant

Mary advised the PARTF grant application is moving forward at a fast pace. Mary provided the board members with a memo outlining the PARTF grant, showing the budget for redevelopment of Muse Park, ending the memo with a recommendation request. This memo will be similar to the memo she will present to the Board of Commissioners at their March meeting. Mary explained she has to go before the Board of Commissioners to request permission to apply for the grant. The State will match whatever money the City puts in. Mary advised there is \$68,000 from the 2017/2018 budget that will be transferred to the 2018/2019 budget for this project. Dory and Mary have been working on the grant request of \$30,000 to the Brunswick Wellness Coalition. Mary will be asking for \$65,500 in the 2018/2019 budget which brings a total of \$163,000 from the City and the PARTF grant will match the \$163,000 giving a total of \$326,500 for redevelopment of the park. Mary does have the ability to make major repairs and the things they cannot get in this grant they can apply for in a future grant. The grant has been written and Mary will ask Dory to review it. If the BOC approves submission of the grant application, then Mary will hire Council of Governments to do the actual site plan at a cost of \$1,500 in the second or third week of March. The grant then goes to our regional consultant at Recreational Resources in

April for her comments. There will be a little time to review and incorporate her comments. Then the grant application will go to PARTF the first week in May.

Dory asked Mary if she knew the utilization of the tennis courts. Mary has not had a single comment of keep the tennis courts but she will look for input before the courts will be removed. Mary advised the trend is multi-use courts such as tennis/pickle ball courts. Holden Beach has tennis/pickle ball courts with scheduled times allowed for each sport and they have not had any complaints.

Phil asked if there was an alternative place to play tennis. Bon noted Smithfield Park will have five new tennis courts this summer. Mary said Town Creek has new tennis courts and she will be looking at a long-term facility use contract with South Brunswick High School for use of their courts by residents. Mary is trying to stay on trend as well as look at public input. The number one request has been a walking track. A safe place to walk, to push a stroller, to operate a mobility device. Lighting is going to be a big expense. The courts will be lit but lighting the track may be a little more difficult but she will look into it. Mary is looking for a Motion from the Advisory Board supporting the Parks & Recreation Department's application to PARTF for a grant. The Motion will be recorded and will go to the Board of Commissioners. If the Board of Commissioners give permission to submit the grant application, Mary should hear in mid-September whether they received the grant and then move forward for redevelopment in early Spring of 2019 once the weather clears.

A Motion was made by Bob Stanley and seconded by Dory Manz to support the Parks & Recreation Department's application for a PARTF grant.

Vote: 6 – 0; Motion Carried

Bruce had asked if pickle ball requires a net. Mary said it does and is typically a weighted temporary net. There is a pickle ball court at the tennis courts at Town Creek Park.

Richard Zander, a resident who missed the public input meeting, wanted to give his input for the redevelopment of Muse Park. Mr. Zander would like to see walking trails and biking trails. He would also like to see some programs for computers, cooking and first aid.

d. Parks & Recreation Master Plan

Mary advised that Dr. Herstine is moving toward the submission of the first draft of the Master Plan but he wanted the comments about the PARTF grant to be included in the Master Plan. Mary can also submit the Master Plan with the application for the grant which equals more points. Mary should have the first draft of the Master Plan by the second week in March for the Advisory Board's comment and suggestions. The Master Plan will be presented to the Board of Commissioners meeting for their changes and Mary hopes to ask that it be adopted at the BOC May meeting. She noted the timing is really good.

e. 2018/2019 Budget

- **Schneider Park Upgrades**

Bon prepared a recommendation for upgrades to Schneider Park. He based the upgrades to this park on the upgrades done to Muse Park with a request of \$5,000. In the recommendation he explains the upgrade is needed because there are a lot of kids that live in that area and the park needs to be upgraded. Bon explained the need to start upgrading the smaller parks. He asked the members to review the recommendation and provide comments. Phil asked Mary if she could follow up on a sign for the park on 50 Lakes. Bon advised the State could put the blue park signs in the City. Mary will follow up.

- **Boat Ramp Repairs**

Mary advised the floating section of the dock at Alton Lennon Park was replaced about three years ago. The remainder of the dock from the shore to the floating dock has outlived its life expectancy. There are some maintenance issues there and the handrail is becoming dangerous. Mary received a quote from EZDock for replacing the same existing length of dock at a cost of \$37,900. Mary's suggestion would be if they were to spend that kind of money, they should complete the project and add a handicapped accessible kayak/canoe launch at a cost of \$54,000. Mary likes the EZDock system because it is maintenance free and only needs to be power washed twice a year. The life expectancy is about 30 – 40 years. Tom asked if quotes from competitors could be obtained. Mary said she will get additional quotes but explained she has been very pleased with the company and its product to date.

Bon asked if this was something that needed to be done this year. His worry was if funds would be taken away from the redevelopment of Muse Park. Mary said a solution for the handrail must be addressed this year. Tom asked if the replacement dock would be ADA compliant and Mary explained it would be. PARTF has very specific guidelines about amenities. Phil asked if the current ramp was handicap accessible. Mary said the dock was but the ramp has a steep incline. Bruce did not think anything could be done about the grade. Mary advised the gangplank would be moved to the asphalt and the first section or two may be on the ground but the product was built to withstand being on the ground. Phil suggested putting life rings on the dock. Bruce did not think they would last long and would probably be stolen.

The members also discussed replacing the dock with a new wood structure. Mary will get quotes on replacing with a wood structure. Bon thought the rebuild expense would cost approximately \$15,000 to \$18,000 because they would have to bring a barge in to pump it down and get the piles set. He explained how a new wood dock installation might disturb the lake bed. Mary noted that the EZDock system causes very little disturbance to the lake bed. Bon asked if there was a grant available for the dock as there was for North Lake. Mary said there was and she would look into it. Bon thought the EZDock system was the way to go because it is versatile, can be rearranged and, if the property next door is ever acquired, it could be easily moved. She also asked Bon if he could look at what it would take to repair the handrail. Bon explained how the handrail should be repaired, that it would cost approximately \$2,000 to repair it but is that what you want to do or go with purchasing the EZDock.

Bob asked if Mary was looking ahead to the future which Mary said she was; however, sometimes band-aids are what is needed. Mary suggested that work should be done little by little on each park each year. Safety would be the number one priority and to bring them up to code. Mary asked the board to give her until next month to look at what grants will be available. Mary asked the members to study the draft Master Plan and get all their comments to Dr. Herstine before it goes to the BOC.

- **Summer Camp Fees and Charges**

Mary noted that the Fee Schedule will be reviewed at next month's meeting but summer camp registration is a month or two before the BOC reviews the Fee Schedule which straddles the two fiscal years. Mary explained that fees for summer camp were raised two years ago. The current fee is \$95 for residents and \$105 for non-residents. She further explained that last year the early drop-off/late pick-up was not cost effective and would not be continued this year. The hours for summer camp will be 7:30 AM to 5:30 PM. Summer camp will be held again at Bolivia Elementary two days a week and the other three days would be field trips and activities. Mary noted that the summer camp operates at a deficit, not a surplus and is basically a much needed service provided to the residents of the City. Mary informed that the County charges \$110 for summer camp. Mary advised there is a scholarship for summer camp and there is a multi-child discount. She explained this year she would be reducing field trip expenses; however, she will keep the one big field trip per week to Jungle Rapids with trips to small parks on other days.

The members discussed at length whether or not to increase the summer camp fees and charges and discussed whether a \$5 increase would decrease the deficit the program operated at. Mary explained it would decrease somewhat but it would not be a break even scenario.

A Motion was made by Phil Casper and seconded by Bruce Pennington to keep the summer camp fees and charges the same.

Vote: 5 – 1; Bob Stanley opposed.

- f. **Parks & Recreation Policy Recommendations**

Mary met with Dory and Tom and worked on firming up the unwritten Parks & Recreation Department policies and received great feedback from them; however, she has been unable to work on it further and asked that this matter be tabled to next month. Mary was asked about the written policy of the Fire Department use of the gym free of charge. Mary explained the Fire Department must provide a roster of employees every quarter and believes about 10 firefighters use the gym regularly. Mary will have a full report by next month.

- g. **Attendance/Reporting at BOC meetings (review and remind)**

Tom will be presenting the report to the BOC at the March meeting and Bon asked all members to be present to show support. Bruce was advised that they put him in to cover the July BOC meeting. Phil asked for a template of what should be reported, what to say. It was explained

that a draft of the minutes are provided prior to the BOC meeting and base the report from the minutes.

VI. Public Comment

There were no public comments.

VII. New Business

a. Future Repaving of Fifty Lakes Drive w/Bike Lane

Mary noted the development in the special sewer district was moving forward. The City has decided not to touch resurfacing of Fifty Lakes Drive until after the sewer lines have been installed which gives some time to talk to the BOC about the importance of a bike lane on that road. Mary thought this should also be an immediate recommendation of the Task Force once it is in place. The task force work on Department of Transportation planning grants and would lead into adding the bike lane to Fifty Lakes. Mary believes it will be one to two years before the resurfacing of Fifty Lakes.

b. Upcoming Parks & Recreation Events

Mary did not have the current information to report on upcoming events.

c. Subcommittee Reports and Goals

- Facilities; Communication; and Department Subcommittees

Facilities Subcommittee: Bon will look at repairs to the dock handrail at Alton Lennon Park. He will further review and make changes to the upgrade recommendation on Schneider Park.

Communication Subcommittee: Phil plans to comment about consolidating the City's Facebook pages to get comments from residents. He also noted that there was discussion about the dog park on his Facebook page with a lot of interest shown.

Department Subcommittee: Dory reported that she and Tom met with Mary and worked on the unwritten policy recommendations. Dory had been working with Mary on the Brunswick County Wellness Coalition grant and will continue to do so. Tom had been busy drafting the Task Force recommendation letter to the BOC and will amend the recommendation to be addressed to the BOC. Mary appreciated the work they have put in.

Bon asked Tom and Dory to look for dock grants for Alton Lennon park. Dory asked Mary for publications with grant information.

VIII. Next Meeting Agenda Items

Bicycle & Pedestrian Transportation Task Force
Muse Park PARTF Grant
Parks & Recreation Master Plan ~ Update by Dr. Herstine
Parks & Recreation Policy Recommendations
2018/2019 Budget (incl. Schneider Park upgrades & boat ramp repairs)
2018/2019 Fee Schedule

IX. Announcements

Mary noted that now is the time to advocate for the Parks & Recreation Department to the Board of Commissioners during this budget time. Get in their ears, tell your friends to talk to the BOC. Let them all know that the PARTF grant is a great idea and is much needed.

X. Adjourn

A Motion was made by Bob Stanley and seconded by Phil Casper to adjourn the meeting at 7:29 PM.

Vote: 6 - 0; Motion Carried.

~ ~ ~ ~ ~

Respectfully submitted,

Pamela Bellina
Administrative Assistant