



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board Meeting Minutes March 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: Dana Witt

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

Prior to the Call to Order, Chairperson Bon Cantrell welcomed their new Commissioner Liaison, Dana Witt to the group.

I. Call to Order

Chairman Bon Cantrell called the monthly meeting of the Parks and Recreation Advisory Board to order at 6:01 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 Bruce Pennington to approve the February 21, 2018 minutes as written.

Vote: 6 - 0; Motion Carried.

IV. Old Business

a. Bicycle & Pedestrian Transportation Task Force ~ update

Tom reported the letter recommendation presented to the Board of Commissioners asking that a Bicycle and Pedestrian Transportation Task Force be appointed was approved. Bon and Tom both thought there might have been some confusion by the Board of Commissioners as the letter asked that they appoint the task force; however, the BOC would like the Advisory Board to appoint the members of the task force. Mary suggested an application process and noted the City does have a board/committee application that can be used. Bruce asked if the State Port Pilot could run an article about the task force and ask residents to apply. Mary thought they would be interested in running an article. Tom will contact the State Port Pilot. Commissioner Witt also suggested putting it out on social media. Tom noted the task force would be comprised of six members. They have a commitment from the Planning Board for a member to be on the task force. Tom volunteered to call on the local businesses, as they want a local business owner on the task force. Bon also noted someone from the Advisory Board would need to be on the task force. Tom offered to serve on the task force.

Sharon Amrol-Davis, South Shore Drive, noted her husband may be interested in serving on the task force and asked if there were guidelines for being on the task force. Tom noted they would be working on getting guidelines together.

The Advisory Board discussed whom the task force should report to whether it be the Board of Commissioners, the Planning Board or the Advisory Board. After a lengthy discussion, it was agreed the task force should report to both the Advisory Board and the Planning Board first and then report to the Board of Commissioners. Dory thought they must develop very clearly defined roles of the task force. Bon noted they needed to get the word out about the task force, get volunteers and define the responsibilities of the task force. Dory was confused as to who would write the grants. Mary advised that Wes McLeod from the Council of Governments has written many DOT grants and it would be instrumental to have him on the task force.

b. Muse Park PARTF Grant

Mary advised the grant application is in its final stages. She provided the board members with an updated resolution for the Board of Commissioners for which she was seeking a vote. Mary explained the updated resolution reflects additional costs; however, the City's budget appropriation would stay the same. Her cost estimates came in higher than she anticipated so she needs find more money. Mary is seeking additional funds from the Recreational Trails grant of \$45,000. If the secondary grants do not get granted, the additional monies do not get spent. This additional grant would pay for the additional funds needed for the planning of the park and would not require a match from the City. Mary is looking for a vote to approve her updated resolution because the dollar figure has changed, but not for the City. Bon asked if the plans were received and Mary noted she hoped to have them by late next week. Bon asked why there is a cost estimate before plans have been received. Mary explained it was based on amenities wanted in the park. The site plan just states where they will be placed. She noted there was still a couple of weeks to submit any changes.

Mary explained the PARTF grant requires three additional amenities be added to the park. She can only use one basketball/pickleball court as one amenity even though there will be two courts because one is existing already. What can be moved, will be moved; what can be saved, will be saved. Mary would like to move the courts to the Miller Road side of the park which would more readily allow lighting of the courts. There would be basketball goals on both courts and pickleball lines on both courts. Pickleball will have priority on specific days at specific times as will basketball. This is similar to Holden Beach which has been successful for them.

There are two options with movement of the playground to the East Boiling Spring Road side of the park and Mary is waiting on cost estimates. First would be to move the existing playground equipment to another park in the City and install new playground equipment in Muse Park. If that is the route taken, the court surface would stay, a new playground would get attached to the court surface and then the pour-in-place rubber would be installed over that. The second option would be to keep the existing playground equipment moving it to the other side of the park. If this route is taken, the entire court surface needs to be removed, regraded, re-stoned, reinstall the playground and then install the pour-in-place rubber over that. Mary will probably go with the less expensive option which is moving existing playground and she would add ADA compliant elements. There is not enough ground level play for people with mobility issues.

The walking trail is a large expense of the project. The walkway must be five feet wide by 1100 feet with most likely an asphalt surface, but a rubberized surface is possible pending cost. Mary would install solar lighting along the walkway and would recommend keeping the park open until 11:00 PM. There would be additional games added to the park such as a gaga ball pit (similar to dodge ball) and a concrete foosball table and maybe a checker/chess table. Mary hopes to be able to add outdoor fitness and perhaps shuffleboard but that would be determined later in the project. Bon inquired about a skateboard park but Mary noted there is not enough room in the park, as the requirement is over an acre for just the skate park. There would also be four foot fencing around the playground and 10 foot fencing around the basketball/pickleball courts. Mary finalized with the park renovation being subjected to storm water permitting. The City has to go through that with the County just as everyone does, but PARTF allows three years to complete the project.

Commissioner Witt inquired if the funds match has been approved by the Board of Commissioners yet. Mary advised it has; however, the BOC will see at the next meeting the increase in the bottom line for which Mary is applying for the \$45,000 grant from Recreational Trails. This grant requires a 25% match but Mary will use the grant money from the other grant to fund the 25% match so there will no additional out of pocket for the City. Mary concluded by stating the City will only be expending \$133,000 for a \$416,800 park.

A Motion was made by Bob Stanley and seconded by Dory Manz to approve the revised resolution to the BOC in support of the PARTF grant application totaling \$416,800.

Vote: 6 – 0; Motion Carried.

c. Parks & Recreation Master Plan ~ Update by Dr. Herstine

Mary reported that Dr. Herstine is finalizing the Master Plan and hopes to have it by the middle of next week. As soon as she receives it, she will forward it to the Advisory Board.

d. Parks & Recreation Policy Recommendations

Dory and Tom met with Mary to review the written and unwritten policy recommendations of the Parks and Recreation Department. Mary provided the Advisory Board members with Dory and Tom's recommendations to the policies and the members discussed each unwritten policy at length and have voted as follows:

Fire Department free use of gym: Keep the written policy the same.

A Motion as made by Bob Stanley and seconded by Tom Guzulaitis to keep the written policy of the rostered members of the Fire Department free use of the gym.

Vote: 6 – 0; Motion Carried.

City employees free use of the gym: Make a written policy to allow.

A Motion was made by Bob Stanley and seconded by Tom Guzulaitis to formalize as policy City employees free use of the gym.

Vote: 6 – 0; Motion Carried.

City employee program discount: Make written policy to allow.

A Motion was made by Bob Stanley and seconded by Tom Guzulaitis to formalize as policy City employee discount on programs.

Vote: 6 – 0; Motion Carried.

City employee discount on facility rentals: Bon requested this topic be tabled to next month for further discussion.

A Motion was made by Bob Stanley and seconded by Phil Casper to table the City employees discount on facility rental to the next meeting.

Vote: 6 – 0; Motion Carried.

Mary noted that she would like to bring these unwritten policy recommendations to the Board of Commissioners at their May meeting.

e. 2018/2019 Budget (incl. Schneider Park upgrades & boat ramp repairs)

Mary advised her meeting with the City Manager has been delayed but she was unsure whether she was to present the Schneider Park upgrades and boat ramp repairs to the Board of Commissioners or was the Advisory Board to make the recommendation to the BOC. Bon advised they wanted Mary to include their letter recommendation for the upgrades to Schneider Park with her budget. Bon noted at this point just the handrail needs to be replaced at the boat ramp and the upgrades to the dock could be made at a later date. Bon estimated it should only cost about \$1,500 to repair the handrail. Mary will report next month about her budget once she has had her meeting with the City Manager.

f. 2018/2019 Fee Schedule

Mary reviewed the fee schedule with the Advisory Board at length, point by point. Following are the only changes recommended by the Advisory Board:

Park Reservations: It was recommended by the Advisory Board that this rate be raised by \$5.00 for resident and non-resident each.

Kayak Rentals: Mary noted she currently has seven or eight kayaks which are starting to show their age. She explained the kayak rentals pay for themselves and is a good program. It was recommended by the Advisory Board that a \$5.00 increase to resident and non-resident ½ day rentals. It was also recommended that a \$10.00 increase be applied to the resident and non-resident full day rentals.

Tom recommended instituting a non-resident launch fee at Alton Lennon. It would be based on the honor system similarly used at many marinas and lakes he has visited. He thought it was something they could consider.

Mary discussed with the members about wake boats on the lake which the Planning Board and the Board of Commissioners have been discussing. Mary queried the members whether the Parks & Recreation Advisory Board should be part of those discussions. Bruce suggested keeping the wake boats to a certain area of the lake where it is deeper and wider so as not to damage the land surrounding the lake. The members agreed they should be part of the discussions as did Commissioner Witt.

The committee discussed who would cover the Board of Commissioners' meeting in April. Phil noted he covered for Bon at the March meeting. Bon and Tom noted they would not be in town. Bruce was unsure of his work schedule and Dory did not know if she would be back from visiting her family. Bob advised this would be his last meeting as he was resigning from the committee. He was waiting to make the announcement under announcements. Bob has a standing commitment to play with his band every Wednesday night. Mary suggesting putting the report in written form if no one is able to report. Bon said they would work it out.

VI. Public Comment

There was public comment during Old Business, a., Bicycle and Pedestrian Transportation Task Force.

VII. New Business

a. Upcoming Parks & Recreation Events

Mary noted summer camp registration will be held on April 14. She also noted there will be a corn hole tournament on Friday for the afterschool kids.

Mary also explained she had two resignations of part-time people at the Community Center and one part-time person out on long term medical leave.

Bruce noted that Operation Clean Sweep will be held on April 28 but that it coincided with the Small Fry Fishing Tournament. Mary was unaware of the date of the fishing tournament.

Mary noted that the Community Center has been very busy with over 3,000 visitors in February and the numbers are getting good.

b. Subcommittee Reports and Goals

- Facilities; Communication; and Department Subcommittees

The Facilities subcommittee reported they have been and will continue working on the Muse Park redevelopment, Schneider Park upgrades and repairs to the boat ramp.

The Communications subcommittee noted Facebook was alive and well. Bon asked that Phil note the request for members for the Bicycle and Pedestrian Transportation Task Force.

The Department subcommittee noted they have been working with Mary on the unwritten policies and procedures. Dory noted that the Brunswick County Wellness Coalition grant was submitted. Mary confirmed it was submitted and the meeting was next week. She hopes to have input from them by April 4 and a decision by May for this \$30,000 grant request.

VIII. Next Meeting Agenda Items

Bicycle & Pedestrian Transportation Task Force
Muse Park PARTF Grant
Parks & Recreation Master Plan
Parks & Recreation Policy Recommendation re: Employee Rental Discount
2018/2019 Budget

Bon inquired about the progress of the new development on Fifty Lakes and were the sewers going in. He also inquired about the developer donating property to the City. Mary advised

the development of the area was moving along and that the donation of property was something discussed between the developer and the City Manager. Bon wants to keep that discussion going for the donation of the 10 acres so a new Community Center could be built.

Bon thanked Bob Stanley for serving all these years on the Advisory Board. Bob enjoyed his years serving on the Parks & Recreation Advisory Board and feels a lot was accomplished during his time. Mary noted Bob has been a dedicated member of the Advisory Board for a long time and will be missed.

IX. Announcements

As noted above, Bob Stanley announced his resignation from the committee because of work duties.

X. Adjourn

A Motion was made by Phil Casper and seconded by Bruce Pennington to adjourn the meeting at 7:43 PM.

Vote: 6 - 0; Motion Carried.

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Respectfully submitted,

Pamela Bellina
Administrative Assistant