



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board Meeting Minutes April 18, 2018 6:00 P.M. City Hall

Attendance: Bon Cantrell, Chairman, Bruce Pennington, Philip Casper, Tom Guzulaitis

Absent: Dory Manz (excused)

Commissioner Liaison: Dana Witt

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 5:58 PM.

II. Approval of Agenda

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

Vote: 4 - 0; Motion Carried

III. Approval of Minutes

A motion was made by Tom Guzulaitis and seconded by Phil Casper to approve the March 21, 2018 minutes as written.

Vote: 4 - 0; Motion Carried

IV. Old Business

a. Bicycle & Pedestrian Transportation Task Force

Tom was planning a meeting next week of the current interested parties of the task force. He also plans to invite Wes McLeod or an agent from the Council of Government to attend the meeting. Residents Nicole Morgan and Glenn Davis have expressed an interest in being on the task force and they will be invited. The Advisory Board members discussed using the City's current committee/board application for the task force and Pamela provided Tom with copies. Bon noted the blurb for the Facebook page was good except for the word "path" which Tom fixed. Mary provided Tom with a link for webinars hosted by America Walks who has one coming up in May that is pedestrian oriented. It is a super resource with information and contacts. Mary suggested local business owner John Michaux for the local business owner for the task force. John worked on Oak Island at either Public Works or Public Utilities and may be a good candidate for the task force as he owns several business parcels along the business corridor and has municipal experience and local business experience.

Commissioner Witt arrived at 6:07

b. Muse Park PARTF Grant

Mary provided the board members with a copy of the site plan created by the Council of Governments. She noted there will be some verbiage and other changes but otherwise this was the basic site plan. Mary met with Recreation Resources yesterday and was given some feedback. They will review everything. There will be some small changes made such as moving the courts a little to leave a bit more walking space and for other amenities since that space is not being maximized. The squiggly lines on the map are hard surface walkways that go to each amenity which makes them handicap accessible. Another walkway will be added to the playground. Bon inquired if the space between the courts and other amenities was pre-determined. Mary explained this site plan was a close draft and if they get the PARTF grant, we will go back to the planning stages and plan accordingly. Mary noted she has contingency money and planning money in the grant application so amenities can be added. Bon would like to see a skate park added and Commissioner Witt asked what the liability issues would be associated with a skate park. Mary noted the only skate amenity that could perhaps go in the park would be a half pipe but there was a small percentage of residents that have asked for this amenity. She further noted to Commissioner Witt that North Carolina had what is called inherent risk of recreation law, passed in the mid to late 1980s that provides relief to the City for anything other than gross negligence. The law and professional theories actually suggest not to staff the park. It depends on what the governing board wants to do. Mary hopes there may be a new Community Center on the horizon on this side of Rt. 87 within three years and she feels that is where the skate park should go. Bon requested for the next phase of renovations for the park that a half pipe be considered. Mary explained it would have to be funded by another grant or the BOC would have to provide the funding for it. Currently, the PARTF grant is in Phase I with Recreation Resources looking over the site plan and providing feedback and then it is due to PARTF on May 1st. Bruce asked how close the fencing would be to the courts. Mary explained the new courts will be professionally laid out and believes they will be fenced separately for structural integrity.

Former resident Chuck Wojda arrived at 6:40.

c. Parks & Recreation Master Plan ~ Dr. Herstine

Mary explained Dr. Herstine will most definitely be here next month and will be presenting the first draft of the Master Plan. She and Dr. Herstine have been working diligently on getting the draft information together for the public info part of the PARTF grant. Bon noted that the Master Plan was far behind schedule. Mary agreed that it was approximately 3 ½ months behind and was a little concerned as she wanted to get it into the Commissioners' hands before the final budget meeting. Mary may renegotiate his fee in light of the lateness of the plan.

d. Parks & Recreation Policy Recommendations

The remaining recommendation policy issue to be discussed was the room rental discounts for city employees. Tom explained that the Department subcommittee felt the unwritten policy left too much to interpretation as to who was renting and it came down to keeping it on the simple side that it should no longer be policy, written or unwritten. Bon asked for a Motion from the board if the policy should become written or no longer considered as policy whether employees receive a room rental discount.

A Motion was made by Bruce Pennington and seconded by Bon Cantrell to allow city employees to receive the room rental discount, that discounts do not extend to family members or friends of the city employee and the employee must sign the contract and be in attendance at the event.

Vote: 3 – 1 (Tom Guzulaitis opposed)

Mary will bring the policy recommendations to the BOC's attention at the May meeting and the BOC will make the final decision as to which policies they want to adopt.

e. 2018/2019 Budget

Mary noted the first budget meeting was on Friday but she has not seen the budget that was given to the Board of Commissioners so she is not aware of what has been cut and will know more next week. Mary and Bon communicated about the upgrades to Schneider's Park adding more to the original proposal such as a bigger basketball court, 6 ft. fencing, removal of the sand in the playground replacing it with engineered wood fiber, drainage to the parking area and a rock base to the driveway. These changes bring the proposal from \$5,000 up to \$11,500. Mary asked Bon to rewrite the upgrade recommendation for inclusion with her budget. Bon reminded the members they must vote on these upgrades.

A Motion was made by Tom Guzulaitis and seconded by Phil Casper to approve the additional upgrade recommendations to Schneider's Park.

Vote: 4 – 0

Mary noted that repair of the handrail at Alton Lennon Park boat ramp will be in the Building & Grounds budget along with irrigation at Spring Lake Park and that she was looking into replacing the fencing at the parking area of Spring Lake Park.

Mary further noted there would be no changes to staffing at the Community Center.

As to the fee schedule and the kayak rentals, Tom made the suggestion at the last meeting to increase the kayak fees in light of the aging equipment and the committee discussed raising the fees.

A Motion was made by Tom Guzulaitis and seconded by Phil Casper to increase kayak fees as follows: resident ½ day to \$20; non-resident ½ day to \$30; resident full day to \$25 and non-resident full day to \$35.

Phil inquired as to replacement of the kayaks. Mary noted that the kayaks were still in good condition; however, the paddles and life jackets need to be replaced regularly. Mary explained there is an inspection before and after each rental by both the renter and Mary's staff.

Mary did note that she added another category to the fee schedule for table rentals. Pending approval by the Board of Commissioners, Mary intends to purchase new tables for use at the Community Center as her current tables are aging out. Mary will keep the old tables for rentals as they still have some life left but not for the everyday use at the Community Center. Mary gets many requests for table rentals for things such as yard sales or parties. The fee will be \$3.00 per day per table.

Tom brought up again the non-residential launch fee which would be based on the honor system as he described at the meeting last month. It lends itself to the idea that the lake is being watched with respect to wakes and such. Mary suggested this concept be brought up for consideration at the BOC workshop on lake regulations.

f. Report at BOC Meeting (review and remind)

Pamela noted that Bob was next on the list to give the report to the Board of Commissioners; however, he resigned from the committee. Phil said he would check his calendar to see if he was able to cover. Bon asked Pamela to provide a copy of the coverage list to the members.

VI. Public Comment

Chuck Wojda inquired about the Task Force. Tom noted there would be a meeting next week and he will be inviting interested parties to start discussions. Tom will get in touch with Mr. Wojda to inform him of the meeting date and time.

VII. New Business

a. Upcoming Parks & Recreation Events

Mary noted that Operation Clean Sweep will be held on April 28 start time at 9:00 AM at the Community Center hosted by the Garden Club.

This year Mary has changed the concert series and will be holding them in May and September as she found attendance lacking during the hot summer months. There will be a concert each weekend in May and September. Mary is contemplating moving the concerts from Shelter 1 to Shelter 2 which is the smaller side of the park. She worked with Ernie in Buildings & Grounds and Progress Energy to bring electricity to Shelter 2 which is much needed and had the light pole moved closer to the shelter and upgraded.

b. Subcommittee Reports and Goals

- Facilities; Communication; and Department Subcommittees

Facility subcommittee has been working on the Schneider Park and Muse Park upgrades and will get Mary an updated recommendation for Schneider Park. Mary thanked Bon for calling Ernie in Building and Grounds and going over the board's maintenance concerns for the parks.

Communications subcommittee has been gathering items to be put on the Facebook page. Tom will give Phil a blurb to put on Facebook for the task force.

Department subcommittee has finished working with Mary on the policy recommendations and did not have anything further to report.

VIII. Next Meeting Agenda Items

Bicycle & Pedestrian Transportation Task Force
Muse Park PARTF Grant
Parks & Recreation Master Plan
2018/2019 Budget
Report at BOC Meeting (review and remind)

IX. Announcements

Phil asked Mary about the article in the *State Port Pilot* about the Community Center. Mary noted they are getting the building up to code. Since her last full-time new hire, Mary no longer has an office at the Community Center and had wanted to move to the second floor. They determined the second floor was not to code nor structurally sound and non-fire compliant. Along with those renovations to bring the building up to code, the exterior has been painted. There is an aging issue with the roof but that will be addressed in the next budget. Mary noted the fencing will be removed between the parking lot and the RV Park to allow visitors of the park easy access to the Community Center.

Bon received an email from Cheryl Lappala who is part of the Southport Pool Project Committee who is campaigning for a swimming facility to be located somewhere in the County. Mary noted a swimming facility has come up in the past and the only way it can happen is if the four organizations do it together: Boiling Spring Lakes, Southport, Oak Island and the County.

Bon reminded the members they still need two members and to please get the word out.

X. Adjourn

A Motion was made by Tom Guzulaitis and seconded by Phil Casper to adjourn the meeting at 6:56 PM.

Vote: 4 - 0; Motion Carried.

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Respectfully submitted,

Pamela Bellina
Administrative Assistant