



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board Meeting Minutes May 16, 2018 4:30 P.M. City Hall

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

Commissioner Liaison: Dana Witt (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 4:32 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 April 18, 2018 minutes as written.

Vote: 4 - 0; Motion Carried

IV. Old Business

a. Bicycle & Pedestrian Transportation Task Force

Tom reported there was a meeting set for Wednesday, May 23, 2018 at 6:30 at the Community Center. He had two confirmed attendees. Mary had contact information for Reid

Keyes for Tom. Dory forwarded to Tom contact information for Bichson Bush. He was in touch with her but she had a schedule conflict. Tom noted it was difficult working with everyone's schedule but hopes to work that out by the next meeting.

b. Muse Park PARTF Grant

The Parks & Recreation Director advised that she submitted the grant application to PARTF and there was a site visit last week that she believes went well. She was unaware of any other local town that has sent in a PARTF application and feels confident it should be granted.

Dory asked about the Brunswick County Wellness Coalition. The Parks & Recreation Director received a disappointing email that the Coalition will not be funding the walkway around Muse Park because they believe it would open a can of worms by funding a facility infrastructure. Mary was nominated and accepted the nomination to their Program Subcommittee and is now a partner member of the Brunswick County Wellness Coalition. The Parks and Recreation Director changed things up a bit from the application Dory helped work on to concentrate on NRPA's Commit to Health Program. Mary explained the Coalition got too ahead of themselves with getting the word out about their grant programs and they did not have the structure in place to review the grant applications they received. She hopes everything will be in place by September/October for a start date in June. We have the ability to leverage the money however we see fit. If they give us \$15,000 for that program and we do that program anyway, we have the ability to move it around in the budget. So technically they would not be funding the walking trail and we could creatively finance that. As long as the commit to health is implemented and the evidence base that they are looking for is there.

c. Parks & Recreation Master Plan ~ Dr. Herstine

Dr. Herstine provided the board members with a partial working draft of the Master Plan containing three chapters for which he was seeking recommendations. The three chapters were: Executive Summary, Needs Assessment and Recommendations. The other chapters were Goals, Inventory, Demographics and Standards chapters. He would like the Advisory Board to review the working draft chapters and provide him with recommendations by May 25 so he can incorporate those recommendations into the plan. Once the recommendations are incorporated into the Master Plan, it will be presented to the Advisory Board for adoption at the June meeting and then go before the BOC for adoption at their July meeting.

Dr. Herstine explained focus needs to be placed on the following three primary areas in terms of area and facility development and land acquisition: the need to have a bicycle and pedestrian transportation network; the need of a new comprehensive multipurpose, multifunctional and multidimensional recreation center with a pool, gym, indoor track, offices, weight rooms, fitness rooms, classrooms, storage, restrooms and locker rooms along with outdoor complexes such as ball fields and basketball courts with land acquisition and area facility. Those are the two major programmatic type recommendations. The third would be the evaluation and assessment of each park with recommendations such as adding a drinking fountain or permanent trash cans to large recommendations such as the renovations to Muse Park, stabilizing shore lines and adding picnic shelters. Improvements and enhancements to each of the parks.

As to the Policy and Procedure section, focus should be on the Parks & Recreation Department attaining a maintenance division that the department has control over and is part of the department itself. The other would be a non-profit Parks & Recreation foundation for the department.

Those five areas mentioned above are the dominant areas requiring recommendations in the package Dr. Herstine provided. The Assessment chapter has all the information collected from the public meetings and interviews for the Master Plan.

Dr. Herstine is looking for the Advisory Board to adopt the Master Plan at their June meeting so it can be presented to the Board of Commissioners at their July meeting. Dr. Herstine provided his email address and asked for the recommendations by May 25.

The Parks & Recreation Director was also working on a future plan for the existing community center facility and was waiting to hear from Jim Fish for a meeting.

d. 2018/2019 Budget

The Parks & Recreation Director advised that funding for Schneider's Park was reduced to \$9,000 by the City Manager although she asked for \$11,500 and believes that is the amount needed to renovate that park. There is a BOC Workshop tonight and one of the topics was the budget. If possible, she will reiterate her request of \$11,500 because there is a drainage issue there that needs to be addressed. The repair of the handrail at Alton Lennon Park boat ramp is under the Buildings and Grounds budget at \$2,500. Mary encouraged the Advisory Board members to stay for the workshop and reviewed the workshop agenda with them. Bon noted the agenda topic of the purchase of 10 acre plot next to the Fire Department which Mary noted was mostly wetlands. She explained the North Lake lot that is up for sale may also come up during this topic discussion.

Bruce Pennington arrived at 4:50 PM.

Mary explained the corner lot next to North Lake Park is now for sale. The City owns the next three lots and then there are three more individually owned lots after that. The long term scenario would be for the City to own that block between Crystal and North Lake but without the first lot, it is not possible. The asking price is \$10,000 with a tax value of \$7,000. There is some wetlands on the back side of the lot but all of it is wet on the Crystal Lake side. With the new flood plain maps, North Lake has more land in the flood plain but that does not mean it is not buildable and would need base elevation certificates. It would be a good parking lot. The lot is small at 55 ft. by 150 ft. and is zoned R-1. The smallest home that can be built in R-1 is 1500 square feet which would be a big house for that size lot. Bruce asked if the owners would be interested in donating the property and the park could be named after them. Mary explained the current owners inherited the property and are not interested in donating it or trading for another city-owned property in town.

e. Report at BOC Meeting (review and remind)

Since Dory reported at the BOC meeting in May, Phil offered to cover the June BOC meeting. Dory would cover the July meeting if no one else was available. Bruce will cover the August meeting.

VI. Public Comment

There were no public comments.

VII. New Business

a. Property Adjacent to North Lake Park

The acquisition of the land adjacent to North Lake Park was discussed under Old Business, d., 2018/2019 Budget.

A Motion was made by Tom Guzulaitis and seconded by Dory Manz to recommend to the BOC to acquire the lot at North Lake Park.

Vote: 5 – 0; Motion carried

b. Upcoming Parks & Recreation Events

Mary noted the Parks & Recreation staff has their Spring concert series underway. This Sunday will be the third concert. There has been some interesting challenges this year as there were some attendees who brought their dogs. When approached by The Parks and Recreation staff and told dogs were not allowed in the park, one person refused to leave and sat back down; the other person said their dog was a “service” dog and would not leave. The Parks and Recreation staff is trying to better understand the ADA laws with respect to service animals versus support animals and will be learning about ADA animals in light of the recent challenges. The first concert had approximately 90 attendees. The second concert was on Mother’s Day which did not have as many attendees. The third concert this Sunday has a very good band.

The Parks & Recreation Director advised that construction is underway at the Community Center and will continue for a few more weeks.

Summer Camp registrations were going well and were three-quarters full.

c. Subcommittee Reports and Goals

- Facilities; Communication; and Department Subcommittees

The Facility subcommittee did not have anything current to report and will be looking at recommendations with respect to facilities for Dr. Herstine’s Master Plan. The Parks and Recreation Director may need recommendations from the Facilities subcommittee with respect to the topic of animals in the parks and things such as bigger signage and more explicit wording.

The Communications subcommittee is progressing. Phil would like to add one event every week on Facebook to highlight and get residents into the Community Center.

The Department subcommittee reported Dory spoke with the Parks and Recreation Director about the North Lake property that was for sale and Dory requested the topic be placed on the agenda for discussion.

Discussion: Phil asked why there was a policy about allowing pets in the parks; why were they not allowed? The Parks and Recreation Director explained there is a City Ordinance that prohibits pets from the parks except for North Lake Park where leashed dogs are allowed. Any changes would have to go before the Board of Commissioners and may need a public hearing. In the past, there was much discussion about allowing pets in some of the parks and allowing pets in the parks off season; however, it was met with much opposition by the Board of Commissioners in the past. Bruce noted in the past that residents did not want dogs swimming in the lake with their children and with owners not cleaning up after their dogs in the park. Mary explained how the members could review the ordinance involving dogs in the park or any other ordinance involving dogs and suggested to put this topic on a future agenda.

Tom inquired about testing of the swimming lakes water. The Parks and Recreation Director explained she does have the State come in and test the waters four times a year for e-coli, fecal coliform and enterococci. If two out of the three levels are elevated above the State's level, notice is posted at the lake and on the website and the lake is retested in seven days. The lakes are never closed but a swimming advisory is posted. For the most part, the lakes test well except for Mirror Lake which is a small lake with not a lot of movement to the water which causes it to become stagnant. Tom asked if there was ever a deep dive performed to see what else is in the water. Mary advised there was not.

VIII. Next Meeting Agenda Items

Bicycle and Pedestrian Transportation Task Force
Parks & Recreation Master Plan
2018/2019 Budget
Schneider's Park upgrades
North Lake Property Acquisition
Dogs in the Park Ordinance

IX. Announcements

The Parks and Recreation Director noted an Advisory Board application was submitted to the City Clerk and will be on the BOC's June agenda.

The Parks & Recreation Director asked the members if they would be able to attend the Appreciation Dinner on June 11 at 6:30 PM. Tom and Bon were not able to attend. Bruce needed to check his calendar. Phil planned to attend and Dory said she would attend with a guest.

The Parks & Recreation Director explained the situation with the merger of the Special Events Committee into the Parks and Recreation Department along with the history of why it was a separate committee for many years. She explained her presentation to the Special Events committee and how department staff would act as liaison for an event and the committee volunteers would chair the event they want to be on, not having to commit to eight events a year. The Parks and Recreation Director also explained she raised concerns about safety at some of the events and that is her number one priority. She believes it can work and as the Parks & Recreation Director, she wants good, quality, fun events for the residents. The Parks and Recreation Director will keep the Advisory Board in the loop as she is not sure if or when this will take place. Budget for Special Events was discussed and Mary noted that she has a line item specifically for special events.

Bon was concerned that Mary was piling stuff onto the Advisory Board. Mary explained that nothing would be required of the Advisory Board with respect to Special Events unless they wanted to volunteer to be on a committee for an event. Bon thought she may be putting too much on herself. Mary explained that it would not be “her” but the Department and she has four full time staff members that would help with the events.

X. Adjourn

A Motion was made by Phil Casper and seconded by Tom Guzulaitis to adjourn the meeting at 5:36 PM.

Vote: 5 - 0; Motion Carried.

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Respectfully submitted,

Pamela Bellina
Administrative Assistant