



City of Boiling Spring Lakes

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

Parks and Recreation Advisory Board Meeting Minutes June 20, 2018 6:00 P.M. City Hall

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

Absent: Bruce Pennington (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 6:00 PM.

II. Approval of Agenda

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

Vote: 4 - 0; Motion Carried

III. Approval of Minutes

A motion was made by Phil Casper and seconded by Dory Manz to approve the May 16, 2018 minutes as written.

Vote: 4 - 0; Motion Carried

IV. Old Business

a. Bicycle & Pedestrian Transportation Task Force

Tom advised he met with a few of the members of the task force that were available to meet which was Nicole Morgan and John Micheaux. The following was discussed:

- Identified the long-standing desire of residents to have a bicycle and pedestrian walkways and pathways within the City with preliminary discussions of where the first phase should be started. It was determined to start in the business/commercial corridor. If the entire project will not be approved in one setting, then getting some very identifiable usable corridors up in the commercial/business district and Muse Park which will get more support for more pathway construction.
- The member also discussed hard surface and greenway walkways for the transportation system along with the system serving the entire City from E. Boiling Spring Road to Fifty Lakes to 133, commercial corridor, the school district.
- The members also discussed qualifying for the NC DOT grant and spoke about a timeline for it.
- Preliminary ideas of waiting for grant money to be approved with construction costs increasing so funding may be an issue throughout the project.
- Also discussed was the possibility of packaging the transportation walkways/pathways into the referendum with a new Community Center.
- What is feasible with the right of way on city and state roads along with utility right of ways. Identify what city-owned property may be included. Identify the stakeholders in the planning of the system. Work on obtaining the GIS map to further explore what is feasible.
- Possible input of the Council of Government with this project and what would be their fee.
- NC DOT right of way on Route 87.

Tom advised the next meeting would be tomorrow night at 6:30 and there will be six to seven members attending and invited the members of the Advisory Board to attend.

b. Parks & Recreation Master Plan

Dr. Herstine explained this is the point where the Advisory Board determines if they wish to adopt the Master Plan so it can be given to the Board of Commissioners at their July meeting for adoption. Dr. Herstine reviewed the chapters of the Master Plan and to whom they are intended

since certain chapters are relevant to certain groups. The Executive Summary is self-explanatory and applies to all groups. The Introduction chapter is mainly for Dr. Herstine in developing the Master Plan. The Assessment chapter is for Dr. Herstine again; however, it is important to Mary for grant writing. The Standards chapter is mostly for Dr. Herstine to come up with numbers. The Recommendations chapter is important to Mary Green and to the local government. The Implementation chapter is the recommendation for local government. This chapter generally generates the question is local government committed to spending the money referenced in the master plan. The answer is no; it is used for grants and for planning the future of the department.

The two major recommendations are the transportation walkways/pathways and a new comprehensive, multipurpose, multifunctional and multidimensional recreation center with everything in it from gyms pools running rack fitness facilities, classrooms, teen area. A few minor improvement recommendations were changes to the individual parks such as replacing the portable trashcans to permanent trashcans, adding water fountains, protecting the shoreline by adding riprap, along with signage. Policy and procedure looks at programming for aquatic programs and arts and crafts programs, which came out strongly. It was noted the Parks & Recreation department is heavy with senior programs at the expense of other age groups but seniors were looking for more trips. Other major policy and procedure recommendations were the department acquiring its own maintenance division along with partnerships such as a resource center in terms of what could happen with the existing community center and where to go from there and a non-profit foundation. A lot of the policy and procedure consideration can be worked through the universities such as UNCW, Brunswick Community College and Cape Fear Community College. The colleges are looking for those type of projects. Dr. Herstine stated the Master Plan also recommends adding three ex-officio officials such as the county school board and county parks and recreation. The personnel factor recommendations in the Master Plan are small; however, if a new recreation center were built, personnel would increase.

Dr. Herstine responded to some of the members inquiries about grammatical changes and sentences that do not seem to go anywhere by explaining that anything in red was still being written by him and Mary and that he has been changing grammatical errors as he goes along. Dory thought the language should not be overwhelming with too much information and redundancy. Dr. Herstine explained redundancy is important in a document such as this. Commissioner Witt explained she read the document and was able to see the overall recommendations without getting lost in the redundancy.

A Motion was made by Dory Manz and seconded by Phil Casper to adopt the 2018 - 2023 Boiling Spring Lakes Parks, Recreation & Open Space Master Plan with the correction of grammatical errors.

Vote: 4 – 0; Motion carried

c. 2018/2019 Budget

The Parks & Recreation Director noted the 2018/2019 fiscal year Parks & Recreation Department budget was approved with no major requests from P&R other than the Muse Park

PARTF grant which, if we get that, we will move forward in September for the announcement on that.

d. Schneider Park Upgrades

Mary noted the budget of \$9,000 was approved for the upgrades to Schneider's Park and explained there are major storm water problems in this park. Because of the storm water problems, renovation will probably not start until the winter or spring but they will move forward with the smaller projects within the park. Mary will provide copies of the approved budget to the members.

Off-topic Discussion: The Parks & Recreation Director was asked how summer camp was going. Mary noted there were 47 children in summer camp and it was going well. Bon inquired how much money was lost by utilizing another facility for the program. Mary explained the program costs a little more because she has to pay to use Bolivia Elementary facilities, which would not be a factor if she had a new facility. Bon noted that if there was a new recreation facility, summer camp fees would contribute to its costs. Commissioner Witt inquired whether the Police Department building could be converted and used for Parks & Recreation programs since she is not entirely convinced the new Police Department building should be next door. The P&R Director did not believe the building could be used for Parks & Recreation programs, as it would need to be totally renovated because there is mostly likely mold because of lack of circulation, it is non-ADA compliant and there is no real space in the building for programs. However, she thought it would make a great library and computer lab.

e. North Lake Property Acquisition

The P&R Director emailed Commissioner Auger and Commissioner Witt information about the parcel of land next to North Lake Park copies of which she provided to the Advisory Board. The red outlined parcels are city-owned. The yellow highlighted parcel is the parcel for sale and the parcel marked with the letter D is a potential donation to the City. Lakeview Road is a Powell Bill road and without owning all of the land on that road, it would always be a public road. Mary also provided a copy of the new flood plain map evidencing that permits to build or even dig a hole would have to be obtained by anyone to do anything on that lot. The P&R Director went on to explain the City has missed two opportunities to expand two parks by not purchasing the land that was for sale next to the parks. It is very important to purchase the properties next to the parks; otherwise, there is no way to expand the parks in the future as the City grows. Tom suggested that obtaining the land on Lakeview Road would enable North Lake Park to be the next biggest park in the City. Dory noted that an investor could purchase the property. Mary noted that in the future, the donated land value could be used as a match for a grant.

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

Vote: 4 – 0; Motion carried.

Bon noted a recommendation would be written to the Board of Commissioners. He will start the recommendation and will ask the members to finalize it. Commissioner Witt advised she

could put it on the July BOC agenda once she gets the written recommendation, which should include the property donation and the match for a potential grant incentive.

f. Report at BOC Meeting (review and remind)

Tom will make the report at the Board of Commissioners' meeting in July. It was agreed all members should be present to support the Master Plan adoption by the BOC.

VI. Public Comment

There were no public comments.

VII. New Business

a. Dogs in the Park Ordinance

Phil provided a print-out regarding FAQ about service animals from the U.S. Department of Justice. Service animals are clearly defined by the ADA. Dory thought it would be hard to enforce no pets in the park because of service animals. Phil noted currently that pets are allowed in more and more places and maybe it was time to look at the Ordinance again. Dory agreed the national trend is toward allowing dogs in public places. Tom would support a change to the Ordinance allowing dogs if there were stations with bags placed in the parks for pet owners to pick up after dogs. Commissioner Witt noted there are no sidewalks in town and allowing pets in the park affords a place to walk your pet. Phil is requesting the Advisory Board open discussion on changing the Ordinance to allow dogs in the parks. The P&R Director will provide past minutes showing the history of not allowing pets in the park.

b. Upcoming Parks & Recreation Events

Special Events will be holding a Battle of the Bands on Sunday, June 24 at 2:00 PM.

c. Subcommittee Reports and Goals

- Facilities; Communication; and Department Subcommittees

The Facilities subcommittee will start the recommendation letter to the BOC to acquire the property at North Lake Park. They will also follow up on the repairs to the railing at Alton Lennon dock.

The Communications subcommittee is still working on getting the word out and talking about things on Facebook.

The Department subcommittee reported that Dory has been traveling but was able to attend the Appreciation Dinner, which was very nice. Tom has been working with the Bicycle & Pedestrian Transportation Task Force.

Bon thought the Advisory Board had accomplished a lot in the past five years since he has been on the committee with the two new vans, upgrades to Muse Park, full-time department staff person, beginning the upgrade to Schneider Park and the new P&R Master plan. Tom noted there are many latent needs in the City that have been sitting there for a long time and we are going to continue to asking. Dory stated the reality of the Advisory Board is that the City is blooming and the stuff the Advisory Board is doing now such as land acquisition and the Master Plan, we are bringing about a vision that is very timely. We have to capture opportunities while we can. She has noticed since the bypass was completed, this area is growing every day.

VIII. Next Meeting Agenda Items

Bicycle & Pedestrian Transportation Task Force
Parks & Recreation Master Plan update
Schneider Park Upgrades
North Lake Property Acquisition
Pets in the Park Ordinance

IX. Announcements

The construction at the Community Center is 99% complete and will be closed from June 30 through July 7 for maintenance and painting.

X. Adjourn

A Motion was made by Tom Guzulaitis and seconded by Phil Casper to adjourn the meeting at 7:31 PM.

Vote: 4 - 1; Motion Carried.

~ ~ ~ ~ ~

Respectfully submitted,

Pamela Bellina
Administrative Assistant