



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Parks and Recreation Advisory Board

Meeting Minutes

February 20, 2019

6:00 P.M.

City Hall

Attendance: Bon Cantrell, Chairman, Dory Manz, Vice Chair, Bruce Pennington, Tom Guzulaitis, Sheryl Johnson

Absent: Philip Casper, Jodi Moon (both excused)

Commissioner Liaison: Dana Witt (excused)

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 6:01 PM.

II. Approval of Agenda

Tom requested to add to the agenda under Old Business, d. Parks & Recreation Trust Fund.

A motion was made by Dory Manz with a second by Sheryl Johnson to approve the agenda as amended.

Vote: 5 - 0

III. Approval of Minutes

Mary discussed with the committee about removing the first full paragraph on page 5 which talks about her conversation with the church about purchasing it for the Parks & Recreation Department. It was an impromptu conversation Mary had with the secretary of the

church and was in no way a formal discussion about purchasing the church. Bon noted it was an informal conversation the Parks & Recreation Director had with the secretary of the church and Mary's reiteration of the discussion does not need to be included in the minutes.

A motion was made by Tom Guzulaitis with a second by Sheryl Johnson to approve the January 16, 2019 minutes as amended.

Vote: 5 - 0

IV. Old Business

a. Bicycle & Pedestrian Task Force

Tom reported the City was awarded the Pedestrian Planning Grant. The City Manager along with Mary, Nicole and Tom will work with the Planner. NCDOT identified steering committee member types and are waiting on NCDOT to get back to the City with the next steps. Mary noted State contracts should be in hand by early March and then we will be advised how to go into the contractual obligation with the consultant.

Mary met with Tom and looked at the current Transportation Task Force and where voids can be filled in the steering committee. The State provided ideas for potential groups and/or people and Tom and Mary came up with a good list identifying possible members. Dory inquired if Brunswick Wellness Coalition could be engaged on this project which Mary said yes along with others such as New Hope Clinic, Dr. Pelligruto/Dr. Wood could be the medical representation, the school system, planning organizations, bicycle advocates, pedestrian advocates, groups such as VFW, the Planning Board, Brunswick County Senior Resources, local business, senior groups, children's groups. Mary noted this was a \$50,000 grant the City received.

b. North Lake Property Acquisition

Bon spoke with the City Manager who had not heard back from the property owners around North Lake Park. Tom will touch base with the realtor and inquire where the property owner is at in terms of selling given the condition of the land.

c. Pets in the Park

Phil was not in attendance so the matter was tabled to the next meeting.

d. Hurricane Florence Damage Report (update)

The Parks & Recreation Director advised that the Community Center is 99% complete. She has no further updates about North Lake other than they will start construction soon moving the pipes to the middle and restoring access to the park and Lakeview Road.

e. Crystal Lake Treatment for Vegetation

Bon and Tom requested this matter be tabled to next month as they have not yet reached out to the City Manager.

f. Report at BOC Meeting (review and remind)

Tom noted he will cover the March meeting and Sheryl noted she would cover the April meeting.

VI. Public Comment

There was no public comment.

VII. New Business

a. USDOT BUILD Grant (Brunswick County Greenway Trail ~ new grant)

Mary reminded Bon and Tom she had provided them an email from Jennifer Dixon at Brunswick County asking if we would be interested in supporting them again if they went for the above grant. Mary will provide all members with the email and asked that they review the request and discuss at the next meeting.

b. 2019/2020 Fee Schedule

The Parks & Recreation Director provided the members with a copy of the current fee schedule along with a fee schedule update. Mary explained the update to the fee schedule happened as a result of a reoccurring issue with last minute registration for certain programs which caused problems with staffing and resulted in higher charges for field trips, etc. By implementing a late registration fee for specific programs, she hopes to deter the issue. Mary asked the committee to review the fee schedule and the update and would like to hear their recommendations at the next meeting with respect to any changes that should be made to the fee schedule. The fee schedule recommendations go to the BOC at their April meeting.

The Parks & Recreation Director also met with the Department subcommittee to start the process of the 2019/2020 budget. Mary is awaiting information from her staff and plan to have the information to committee by end of next week. Mary will be bringing transportation back into play this year as she has two transportation scenarios that need to change which will result in a big capital request this budget year.

c. Subcommittee Reports and Goals

- Facilities; Communication; and Department Subcommittees

Facilities – As Bon previously discussed, he spoke with the City Manager about the donation of properties by North Lake and Tom will follow up with the owner’s realtor.

Communications - Phil and Jodi were not in attendance to give a report.

Department - Tom noted he met with Mary to discuss the expenditures for a new bus. Mary explained there are two issues. The bus used to transport the seniors is a 7-seat minivan which has accessibility issues for a large portion of the van. The 2004 mini bus has a leak in the roof and the City mechanic cannot find the part and if he seals the vent, there could be a build-up of carbon monoxide if the vent is sealed. Purchasing a new larger capacity, handicapped accessible bus will cut the drive time in half for shuttling seniors back and forth three days a week for the senior lunch. Mary noted they do receive approximately \$8700 in grant funds from Brunswick Transit but that cannot be used for a capital expense. Bon thought Mary would have to justify the capital expense since two new vans were purchased just a short time ago. Mary advised the bus could be financed since she does not have any finance debt at present. Bruce suggested leasing space on the bus for advertising to offset the purchase.

d. Parks & Recreation Trust Fund

In reviewing grant opportunities, Tom noticed requirements that applicants be 501(c)(3) tax exempt. Tom reminded the members that a while ago it was discussed creating a Parks & Recreation Trust Fund for our Parks & Recreation Department where it can attract donations from residents and local businesses which would allow the Parks & Recreation Department to tap into the funds. Dory inquired if that was possible. Mary advised it was and that Charlotte and Pender County were in various stages of developing trust funds. Mary suggested Tom reach out to Dee Turner at Pender County.

VIII. Next Meeting Agenda Items

Bicycle & Pedestrian Task Force
North Lake Property Acquisition
Pets in the Parks
Hurricane Florence Damage Report (update)
Crystal Lake Treatment for Vegetation
USDOT BUILD Grant (Brunswick County Greenway Trail)
2019/2020 Fee Schedule and Budget

IX. Announcements

Mary announced Clean Sweep will be on March 23 from 9 to 12 with registration at 8:30. She also noted on the same date will be the Spring Motorcycle Run from 9 to 1.

X. Adjourn

A Motion was made by Dory Manz with a second by Sheryl Johnson to adjourn the meeting at 6:43 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant