



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Parks and Recreation Advisory Board

Special Meeting Minutes

March 27, 2019

6:00 P.M.

City Hall

Attendance: Dory Manz, Vice Chair, Philip Casper, Tom Guzulaitis, Jodi Moon, Sheryl Johnson

Absent: Bruce Pennington (excused)

Commissioner Liaison: Dana Witt

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

I. Call to Order

Vice Chair Dory Manz called the special meeting of the Parks and Recreation Advisory Board to order at 5:03 PM.

II. Approval of Agenda

A motion was made by Tom Guzulaitis with a second by Phil Casper to approve the agenda as written.

Vote: 5 - 0

III. New Business

a. 2019/2020 fiscal year budget and fee schedule

Budget: The Parks & Recreation Director reviewed her proposed budget with the Advisory Board explaining the small amount of increases she is requesting. There are increases in part-time and seasonal salaries. Mary previously requested from the BOC an amendment to the budget for two part-time positions of custodian and senior transportation. She is also asking

for an increase in salary for the summer camp positions. Mary explained there is a lot of responsibility and commitment from these counselor positions.

Medical expenses have not come in yet so the number on the page is from last year.

There is a slight increase in programs of about \$1300, which is a 2 ½% inflation.

The majority of the contract services of \$37,000 are for port-a-johns for the park. The Parks & Recreation Director believes this number will go down because North Lake Park may or may not be in full operation. There is a unit there but the company cannot get to it and neither can the City. Mary is not being charged for the unit at this point. Also, because there is no water in the Big Lake and North Lake, Mary believes Spring Lake will be extra busy. There are three units at Spring Lake and Mary will have a fourth unit brought in and have them dumped three times a week.

With respect to capital outlay, the Parks & Recreation Director moved the PARTF money from last year to this year.

Mary explained they are on the first year of a 4-year cycle for replacing treadmills. One treadmill is replaced each year for 4 years and then no replacement of any machines for three years. Therefore, the oldest treadmill is never more than seven years old. Mary does not replace them if they have little or no wear.

Each year Mary compiles what is called a wish list of items that the Parks & Recreation Department needs. This year the Parks & Recreation Director is looking for \$4,500 to expand the disc golf course. The Brunswick County Disc Golf Association will match the funds. The expansion will put in 18 baskets and 18 tee-pads along with updating signage. Mary explained the disc golf course is a heavily used amenity.

The Parks & Recreation Director will also be asking for \$10,000 for property acquisition at North Lake. If the City were able to get the property by donation or a discount, there would be money available for surveying and other expenses.

The Parks & Recreation Director noted she does need a sidewalk that goes from the back of the building to the front. This is a priority need for ADA compliance to be able to get handicapped people to the front of the building should there be a fire. She will be asking that to go into the Public Works budget.

The Parks & Recreation Director will make a request for a park personnel person to work Saturday and Sunday during June, July and August from 9:30 to 4:30. With Alton Lennon and North Lake being out of service, that will put a lot of pressure on Mirror, Seminole and Spring Lake and those parks will be overwhelmed. The position would provide some programs, trash pick-up, along with having a face in the park to alleviate some of the issues before they happen

and lift some of the burden from the Police Department who will of course be called if there is an issue. The request of \$2,500 would be money well spent. This is the first time Mary is asking for this type of position.

The Parks & Recreation Director will also be appealing to the City Manager to bring merit raises back to City employees. There has not been a merit raise for employees since 2008. Merit raises recognize employees who go over and above for the City. City employees get COLA raises, which are great. City employees do get a longevity bonus at the holidays, which is based on years of service. Longevity and COLA do not mean you are a great employee.

Mary will be asking to attend the School of Government's Municipal Administration course geared toward senior department heads, city managers and county managers. This would entail Mary attending class in Chapel Hill four days a month for eight months from September through April.

The Parks & Recreation Director feels it is time to conduct a self-evaluation for the Americans with Disabilities Act which was a requirement in 1993. To her knowledge, the City has never done an evaluation. Mary would like to have someone come in and give a road map of how our facilities should look and how any new facilities should look.

Mary reported on the Muse Park revitalization that is on hold because she would like to rely on the expertise of the Public Works Director and Building & Grounds Senior Maintenance Technician to oversee the project once they are hired which she anticipates to be in the fall. Work on the park she hopes to start in early winter.

Dory inquired if the lakebed cleanup of hurricane debris would come from the Parks & Recreation budget. Phil thought it would come from FEMA. Mary was not sure and will ask the City Manager. Tom suggested it was time to go back to the Parks & Recreation Master Plan to determine what their next project should be. He also inquired about the line item for bench and table replacement. Mary explained that about two years ago, she spent approximately \$12,000 replacing benches and tables but there are situations that require replacement so she has the line item. Mary also updated the members with the repairs to the bus. She noted the City mechanical sealed the leak in the exhaust vent and installed carbon monoxide detectors in the bus. So far they have not had any leaks and the detectors have not sounded an alert.

Fee Schedule: The Parks & Recreation Director explained what the fee schedule was and why it was needed. Mary noted there was an amendment to the fee schedule that increased summer camp from \$95.00/wk. to \$100.00/wk. In addition, Mary added in early and late registration fees for non-regular programs because it causes staffing problems as well as program increases.

A Motion was made by Phil Casper with a second by Jodi Moon to leave the fee schedule as is with no suggested changes.

Vote: 5 - 0

b. R. Michael Kirchner re: Kiwanis Club/Landscape Structures LLC Grant for Playground Equipment

Mr. Kirchner presented the Kiwanis Club / Landscape Structures \$25,000 grant they have available for playground equipment. The local Kiwanis Club is looking for a local town or city they can collaborate with on this grant. Mr. Kirchner explained the town would need to identify an area for the playground equipment and would have to prepare the park for the equipment with things such as rubberized surfacing and fencing. He suggested partnering with local businesses to obtain a donation of materials or help fundraise.

Commissioner Witt arrived at 5:55 PM

Mr. Kirchner explained the timeframe to apply for the grant this year was coming up very soon. Some of the members were not sure it would be a good fit for this year but would be ideal for next year. Mary asked if the money could be used to make an existing playground more inclusive and to bring it up to ADA standards. Given Mary's earlier discussion about recommending to the City Manager a self-evaluation about ADA compliance for the City, this grant would help bring a park into ADA compliance. Mr. Kirchner said it could be used for that purpose. Mary and Mr. Kirchner will meet in April to discuss this opportunity further.

IV. Adjourn

A Motion was made by Phil Casper with a second by Tom Guzulaitis to adjourn the meeting at 6:05 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant