



Agenda
Parks & Recreation Advisory Board
March 23, 2022
7:00 PM

Rolesville Town Hall

<i>Item</i>	<i>Agenda Topic</i>
1.	Call to order and welcome.
2.	Approve the minutes of February 23, 2022 Parks & Recreation Advisory Board meeting
3.	Old Business <ul style="list-style-type: none">a. Chandlers Ridge – Potential Park Propertyb. Cobblestone/Community Centerc. Farm – Next Steps for PARABd. Open Space & Greenway Plan Update
4.	New Business <ul style="list-style-type: none">a. Trail Artb. Memorial Donation Policy Review
5.	Reports from Parks & Recreation Director <ul style="list-style-type: none">a. Facilities updateb. Program updatesc. Special Event updates
6.	Committee Report <ul style="list-style-type: none">a. OSAG Committeeb. Facility Naming and Identity Committee
7.	Other Business
8.	Adjourn

Town of Rolesville
Parks and Recreation Advisory Board
Minutes for Wednesday February 23, 2022

Call to Order - 7:02 meeting begins

Mothanna Al-Hoory

Kevin Mazur (not present)

Richard Armant

Mary Ka Powers (acting chair)

Derek Versteegen

Abby Armistead (not present)

Aaron Gauger

—

JG Ferguson - Parks & Recreation Director

Paul Vilga - Town Commission Liaison

Motion to Approve Minutes from January 26, 2022 from Derek Versteegen

Second motion from Richard Armant

5-0 in favor of approving minutes from January 26, 2022

Old Business

Mary Ka asked JG if there was an update on the PARAB contact list requested last month. JG noted that it is still in the works - getting full names, emails, phone numbers, and term information.

New Business

- **Chandlers Ridge – Potential Park Property**
 - JG reviews current status, sets up discuss points noting ETJ, unrestricted versus restricted areas for development, and estimated value based on Frazier Farm numbers - approx sale price could be around \$660,000 based on \$30/acre
 - JG suggests the annexation of this property is not likely to encounter any issues since it is adjacent to current ETJ and town boundaries.
 - JG reviewed the questions sent in after last month's meeting by Derek and shared the Town Manager's replies.
 - Derek suggests the town proceed with steps needed to get an appraised value and purchase price from the developer
 - Derek suggests the town consider the adjacent open space to the east since it will be cut off from the neighborhood related to the development in question
 - JG discusses the "land bank" concept and states the uncertainty of the town's position on land purchases since recent land inquiries have been received with some push back from some town board members.
 - Aaron asks if we could buy the land and then sell it later if the town feels like the Jones Dairy Road extension that would otherwise give public access to the

property is taking too long. JG and Commissioner Vilga will look into how the land would be purchased to see if that is a possibility.

- Mary Ka asks about the land on Rolesville Road, south of the High School, that has been considered in the past. JG explains that it's been a while since the town had discussions with the land owner - at that time the town had first right of refusal and not sure that still exists. JG also noted that land is now in an industrial economic development comprehensive plan and that may or may not change the land owners position on selling.
- Mothanna explains an idea to ask the developer to sell the parcel for half the market value price (or another negotiated price) since the land is sort of a throw-away with the Jones Dairy extension right of way running through the middle as well as having the majority of the land with development restrictions.
- JG confirms the board's decision is to move forward with getting an appraisal so this board can have a more informed discussion before making a recommendation to the town board.

A motion to approve the request for an appraisal on the Chandler Ridge Property being offered to the town was made by Derek Versteegen and seconded by Richard Armant.

The motion passed with a 5-0 vote.

- Cobblestone/Community Center
 - JG introduced the topic simply to receive any additional thoughts on the topic given the presentation last month and the town boards review of the plans.
 - Mary Ka asked about the clocktower and whether there was a decision on how it was going to be incorporated. Will the cost be included or separate from the community center construction cost?
 - Commissioner Vilga confirms that if the clock tower is to be part of the community center - attached or on the property - then it will be included. If, however, the location were to be outside of the Cobblestone Property, then it would be an additional cost and considered a separate project for the town to undertake. Commissioner Vilga also added that having the tower in the inside of the Cobblestone property would be counter intuitive if the surrounding buildings are, as it would seem, taller than the clock tower.
 - The idea of having it on the northern elbow of W Young Street and N Main Street intersection was the preference consistently shared in the discussion - particularly if the design were to match that of the logo, as a type of open steel frame.
 - JG also discussed with staff to make sure that the community center is to be referred to as "Rolesville Community Center at Cobblestone" and not "Cobblestone Community Center" or anything of the like. This is an effort to ensure marketing materials and conversation properly identifies the community center as being a town asset and provision and not something belonging to the

Cobblestone Development. PARAB members agreed and appreciated the distinction.

- Parks and Recreation Bond/Farm - Next Steps for PARAB
 - Commissioner Vilga shares some of the general impressions of the recent retreat the town commissioners attended where the topic was discussed (among others). Commissioner Vilga pointed out his recommendation that money appear in the town budget every year for the parks and recreation department. A reminder that “something has to be done within 5 years” was pledged in the past but nothing has happened short of the development of a comprehensive plan for the park after 7 years has passed. Commissioner Vilga communicated that he did not have the impression that the town board would support a bond, particularly one to cover the entire project and that the commissioners voiced the desire to explore other funding options.
 - JG discussed generalities related to Wake County grants that surface in a variety of dollar amounts. Sometimes, if not more often, they are related to the convention center or involve a more broad distribution of funds rather than one large assignment. JG explained that most of the alternate funding options that could be pursued would be between \$500,000 to \$2,000,000 - but nothing that would make a significant impact on the overall project budget.
 - Derek interjects a recollection of a previous guest at a PARAB meeting that explained a lot of the grant money that is available or corporate sponsorships are more like “icing on a cake” and used to enhance a large project, not fund it outright.
 - JG adds that it can often be the case that a municipality might waste more time/money chasing the money. Nonetheless, JG notes that the town is pursuing options and is currently on the list for ARP Funding - stormwater funding.
 - Mary Ka asks Commissioner Vilga if he feels like the details of the bond and how it works is generally understood by the other commissions. Commissioner Vilga explains that details of how a bond work has been explained to the town commissions.
 - The discussion leads to a general understanding that the town is faced with one of four situations:
 - Pursue a bond to cover the entire project
 - Pursue a bond to cover the alternative plan
 - Use a tax increase to cover the alternative plan
 - Fund the construction of an entrance to the property so it can at least be used for something
 - Additional conversation leads to a motion.

A motion to recommend the Rolesville Town Board to allocate funds in the town budget for fiscal year 2022-2023 for the design and construction of the entrances to the Frazier Farm property as called for in the approved Frazier Farm Comprehensive Plan was offered by Derek Versteegen and seconded by Mothanna Al-Hoory.

The motion passed with a 5-0 vote.

- Open Space & Greenway Plan Update
 - Commissioner Vilga explains the need to finalize what changes need to be made to the plan so it can move forward and be presented to the town board for approval.
 - The discussion covered topics discussed in the passed and landed on a final determination that only two things needed to be addressed:
 - Use a transparent highlighted band on the maps when illustrating where the town/OSAG prefers to see a traditional greenway installed. The band, for instance, would be wide enough to cover both sides of Tom's Creek and the area needed to access Wall Creek Park - as examples of where the detail is too fine. This would also create an awareness of the difference between a "side path" green dashed line and a traditional buffered greenway.
 - Language should need to be added to the town's Land Development Ordinance to ensure identified sites are installed

Director Reports

Facility Update

- Quotes received for damage to parks, working through the resolution with involved parties, working to avoid formal proceedings
- Some delays in getting fixed, soon LEDs to replace (discussed lighting improvements that will come)
- Cobblestone / Main Street Park Greenway reroute discussed with developer, they understand the expectations including the need for staff to be present as the shovel hits the dirt and before a single tree is cut - estimate work to be done in April

Programs

- A lot going on - 799 athletes registered for spring sports - about 53% non-residential - interesting economic impact interpretation, showing parks and recreation program is probably the #1 vehicle for bringing people to Rolesville

[ask JG to provide additional details that I didn't document]

Events

- Blood drive on Feb 18 - even months
- Litter Sweep are odd months

[ask JG to provide additional details that I didn't document]

Committee Reports

OSAG Committee

- Derek introduced and opened the floor for discussion on the Outdoor Museum Project as included in the agenda packet.
- Mothanna suggested the language defining Outdoor Museum Elements, specifically the Geographical Feature, should include all natural features like large and/or old trees, specific rare species of trees, and other natural features.
- Aaron suggested QR Code links should be dynamic so the design of the image could be permanent while the associated content could be managed/controlled/redirected
- Support for the project was unanimous (nothing voted on yet). No objections to moving forward with the project were communicated. JG will scheduled a meeting with himself, town planners, and Derek to discuss how the project can be worked into the system so PARAB can vote on a recommendation to put the project before the town commissioners

Facility Naming and Identity Committee

- Mary Ka introduced and opened the floor for discussion on the naming policy provided last month and finalized for this month as included in the agenda packet.
- JG request the word “city” be replaced with the word “town” throughout the document
- Mothanna suggested expanding the language so that distinguished activities or services could include or be related to education, commerce, academics, and athletics. He also suggested adding the parameters of qualifications to include quality and impact of applicant services.
- A discussion carried from Mothanna’s third suggestion/question about the use of the word “memorial” in the name. The discussion led to clarifying that the policy specifically related to street naming is not intended to change the name of existing streets but is to have “dedication” of a section of that street/road identified separately from the street name - acting as a sort of alias. For existing streets, the additional identification validated the use and distinction of the word “memorial”. For new streets, although it was made clear the town rarely has the opportunity to name a street, the use of the word “memorial” would not necessarily be a part of the street name.
- The committee will make the necessary changes in the policy document to be presented at the next PARAB meeting.
- Support, otherwise, was unanimous (nothing voted on yet). No objections to the policy as it is being presented were communicated. It is expected to come before PARAB next month so members can vote on a recommendation to put the policy before the town commissioners

Other Business

JG will provide more information as this develops, several inquiries have come in for a variety of special requests - i.e. planting tree for memorial of child death to memorial of a wedding

Adjourn - 9:41 meeting ends



Memorandum

To: Parks & Recreation Advisory Board
From: Kristen Stafford, Special Events Coordinator
Date: 3/17/2022
Re: Item 4.a

“Trail Art” is an initiative by the Town of Rolesville Parks and Recreation Department that combines the arts with the natural beauty of our greenways and trails. We’ll be placing two art pieces a day, somewhere along our greenways, for the entire month of June. These small works of art could be anything from pottery sculptures, glasswork, ceramics, or gourds. Those who find the treasures, get to keep them! The Trail Art Application opened up in January 2022 and closed on March 18, 2022. Each artist submitted an application and a sample piece of art. The artist who is chosen will be compensated for their work and featured on our website.

ROLESVILLE TRAIL ART

SCOTT PARTRIDGE – DESCRIPTION OF ART

I'm an avid trail walker and nature enthusiast, so Trail Art is a perfect project for me. My artworks are digital designs of birds and other animals, including many species that live in or migrate through North Carolina. They are printed on paper and mounted to cradled wood panels, given a museum grade archival varnish, wired for hanging, and individually numbered.

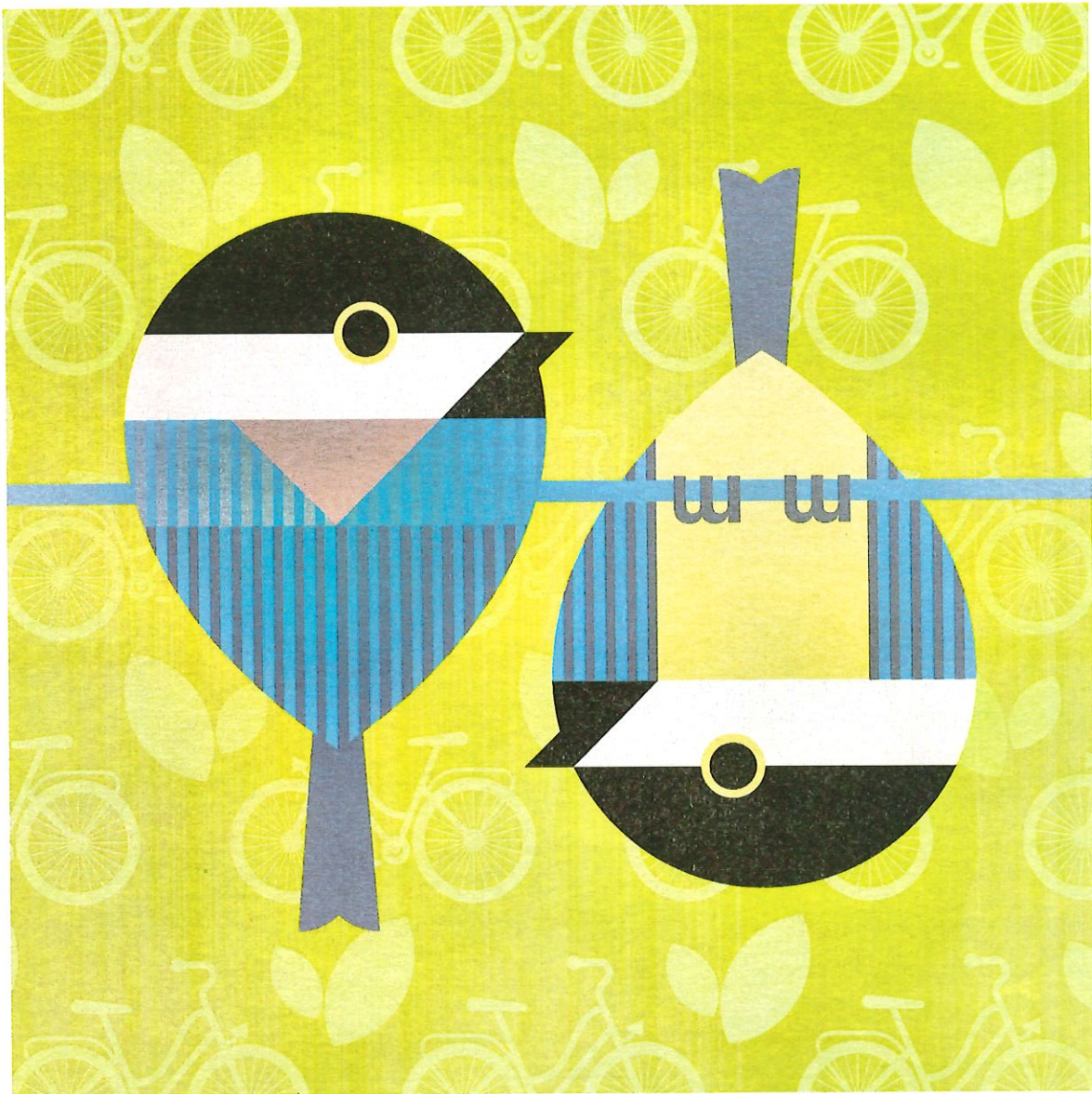
The samples I've enclosed are 6" x 6" x 7/8" and retail for \$29 each. They can be protected by a cellophane sleeve until they are ready for display. I'm including three designs samples, but pieces if chosen for the project would involve around 10 subjects with variations on each so each piece will be unique.



SCOTT PARTRIDGE
ROSEVILLE TRAIL ART CALL
DESIGN SAMPLE



SCOTT PARTRIDGE
ROSEVILLE TRAIL ART CALL
DESIGN SAMPLE



SCOTT PARTRIDGE
ROSEVILLE TRAIL ART CALL
DESIGN SAMPLE



Dear Kristen Stafford and the Trail Art Judging Panel,

Please find with this letter my submission for the 2022 Trail Art program.

I am submitting three variations on one theme for consideration. The items are all Birdhouse Ornaments with an Acorn inspired design. These ornaments are hand turned on a woodworking lathe by me and as such are uniquely individual pieces. The woods are locally sourced from North Carolina (even including discarded trees and limbs found in neighborhoods around Rolesville and Wake County).

My design incorporates an overall Acorn shape to represent our proximity to Raleigh, the "City of Oaks". I adorn the birdhouse perch with a red Cardinal, representing the state bird of North Carolina. I selected a Birdhouse in homage to Rolesville's heritage of being designated a "Bird Sanctuary". I have lived in Rolesville since 2003 and can personally attest to the sights and early morning sounds of many types of birds inhabiting our yard and the woods behind our property in Wall Creek.

If selected I will incorporate a variety different wood into the making of these ornaments including: oak, walnut, cherry, red cedar, pecan, maple, ash, Bradford pear, and sweet gum. I can do a mix of hanging ornaments and those on a pedestal stand.

Thanks for your consideration and let me know if you have any questions.

Sincerely,

Ron Patterson

Wall Creek Woodworks

troutbum@nc.rr.com

919-758-4949



PO Box 250
Rolesville, NC 27571
Attn: Special Events Coordinator - Trail Art

Helen Seebold
501 Ballard Creek Court Cary

March 11, 2022

Dear Kristin Stafford and Judging Panel,

Please find enclosed samples of the "Pocket Pets" I create in clay.

These snakes, dragons and snails are hand made by me in high fired stoneware and porcelain clay and come in various colors.


I have included samples in the gold bags with tags that I use when I sell them at festivals. I realize you would more than likely be displaying them without the bags on the ground.

I have also included a sample of a snake, glued (with weatherproof adhesive) to a golf tee, that can be staked into the ground. I exhibited them in this manner at the NC Botanical Gardens annual sculpture exhibit and they sold well.

I currently have 45 made and would have no problem creating more for a total of 100 by May. I have requested \$10 each for them in either of the above-mentioned scenarios.

Please let me know if there is any other information you require or if you would like them in a larger size. (I would charge \$12 each for larger size) Thank you for your consideration. I look forward to hearing from you.

Artfully,


Helen Seebold







Memorandum


To: Parks & Recreation Advisory Board
From: JG Ferguson, Parks & Recreation Director
Date: 3/17/2022
Re: Item 4.b

The Memorial Donation Policy has not been updated since 2015. With the presentation for the Outdoor Museum Program, staff believes now would be an opportunity to review current policy concurrent with the proposed museum program.

Attachments:
Memorial Donation Policy



Town of Rolesville Standard Procedures

Section: 3.4 – Parks & Recreation
Title: Memorial and Donation Policy 
Effective Date: April 22, 2015
Supersedes: n/a
Date Approved: April 21, 2015 (Town Board)

ARTICLE 1: PURPOSE

The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated improvements, either as a result of monetary or physical property donation. These donations include, but are **not** limited to the following items: park benches, bicycle racks, picnic tables, monuments, drinking fountains, and other types of physical accessories. All donations are dependent on the specific needs of the Town of Rolesville. The Town wishes to encourage donations while maintaining appealing aesthetic impacts as well as mitigating the on-going maintenance costs. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long-term care of all donations made after the adoption of this policy.

ARTICLE 2: STANDARDS FOR NEW DONATIONS

Acquisition or Purchase: The Town and the community have a strong interest in ensuring that donated elements provided are of high quality in style, appearance, durability, and maintenance. The Town staff will be responsible for the purchase and installation of all memorials and all other donated items.

Appearance and Aesthetics: The Town and community share an interest in providing the best appearance and aesthetic quality of their public facilities. All donated elements should reflect the character of the park or facility. Elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated elements, and/or their associate donation acknowledgements, become Town property. Accordingly, the Town has the duty to maintain the donation only for the expected life cycle of the donation. If the current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park and facility elements remain in a good and safe condition. Additionally the Town wishes to see that all park and facility element short-term and long-term repair costs are minimal. All donated elements must be of high quality to ensure long life. All elements must also be resistant to weather conditions, wear and tear, and vandalism.

Cost: The Town has an interest ensuring that the donor covers the full-cost of the purchase and installation during the expected life cycle of any donated elements. The Town also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Town facilities. Consequently, the Town will provide quality, durable and low-maintenance choices to the donor in order to keep maintenance expenses low. The donation agreement will address the full cost of the donation.

ARTICLE 3: PROCEDURE FOR MAKING A DONATION

The Town's Parks & Recreation Department will manage all donations located on Town park property.

Application: The donor must contact the Parks & Recreation Department to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, then the donor will complete the associated application form. Application forms are available online, via e-mail, or by visiting Town Hall. Completed applications and payments are to be made to the Parks & Recreation Department for review and processing.

ARTICLE 4: CRITERIA FOR ACCEPTANCE

Parks & Recreation: The Town may accept the donation under the following circumstances: Donation meets a true need of the facility, the donation does not interfere with the intended current or future use of the facility, and the donation does not require the relocation of other equipment or infrastructure. It is in the opinion of the Town to deem any donation suitable for park acceptance and use.

All Other Facilities: The Town may accept the donation under the following circumstances: Donation meets a true need of the facility as determined by the goals and vision of the facility or those established by the Town Board of Commissioners.

Elected Officials: All applications for donations/memorials will be presented to Town Board of Commissioners.

Donation Acknowledgements/Memorial Plaques: The donation of acknowledgements or memorial plaques will be utilized only in the cases of donation of benches, picnic tables, large play structures, and drinking fountains. Donation acknowledgements and memorial plaques, as approved by the Town, are to be directly affixed to the donation and are to be purchased through the Town. The type of donated item will determine the donation plaque. This includes material and size established by the Town of Rolesville and will be approved by the Parks & Recreation Department. The Parks and Recreation Department will approve all text for donation plaques and will purchase these items from a Town-approved vendor to ensure the highest quality, life, and durability. Acknowledgements/memorials are limited to a maximum of three lines, and donors may choose from the following three acknowledgement/memorial options: "Donated by _____," "In memory of _____," or "Dedicated to _____."

Notification: It shall be the responsibility of the donor to provide the Town with a current address for purposes of notification regarding their donation. For the purposes of notification, the Parks & Recreation Department will attempt to send a certified letter to the donor, notifying the donor of changes related to the status of the donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy.)

ARTICLE 5: MONUMENTS

Memorials, plaques, or any upright monument or monuments resembling those typically found in cemeteries may not be installed on any Town-owned property or facility. Exceptions to this policy are monuments installed by the Town commemorating the history and/or dedication of a park or other Town-

owned property or facility. This includes, but is not limited to stones, plaques, pillars, and gardens. The Town Board of Commissioners has the final say of approval on any donated monument.

ARTICLE 6: OTHER DONATIONS

There may be additional donations possible other than those expressly listed or contained within this policy. The Town may accept those donations with discretion and review by the Parks & Recreation Department as previously described.

ARTICLE 7: CONDITIONS

Installation: Town personnel will complete installation of donated elements, including any donor acknowledgement/memorial plaques. Installations will be scheduled at a time and date determined by the Parks & Recreation Department so as not to conflict with routine maintenance activities.

Removal and/or Relocation: The Town reserves the right to remove and/or relocate donated elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance, construction activities or vandalism. In accordance with previously stated procedure in this policy, the Town will attempt to send a certified letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the Town will seek an alternative location consistent with this policy. The Town is not responsible for the replacement or repair of any donated elements damaged or destroyed by vandalism or natural occurrences.

ARTICLE 8: MAINTENANCE AND REPAIR

The long-term care and maintenance of donated elements is important to both the donor and the Town. Periodic maintenance will be made on each donation to ensure that they remain in the highest quality. At the end of the donation's life-cycle term, the donor may choose to replace the donation with a like item at current value. The Town reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation or if the Town has not been able to contact the original donor.