



Agenda
Parks & Recreation Advisory Board
March 24, 2021
7:00 PM

Please note due to capacity and COVID-19 social distancing restrictions, this meeting is being held and available for viewing via Zoom. <https://us02web.zoom.us/j/81992527965>

<i>Item</i>	<i>Agenda Topic</i>
1.	Call to order and welcome.
2.	Approve the minutes of February 25, 2021 Parks & Recreation Advisory Board meeting
3.	Old Business
4.	New Business
	a. Bond Process
	b. Farm 30% CD update
5.	Reports from Parks & Recreation Director
	a. Facilities update
	b. Program updates
	c. Special Event updates
6.	Committee Report
	a. OSAG Committee
	b. Facility Naming and Identity Committee
7.	Other Business
8.	Adjourn

Rolesville Parks and Recreation Advisory Board Meeting

Via Zoom

Unapproved Minutes

February 24, 2021

1. CALL TO ORDER – CHAIR

At 7:03 p.m., February 24, 2021, Terry Ratliff, Chair, called the meeting to order.

The agenda for this meeting was distributed along with the Unapproved Minutes of our January 27, 2021 meeting, as recorded by Rhiannon Gschwend, PARAB Secretary.

Attending tonight's meeting online were JG Ferguson, Parks and Recreation Director; Paul Vilga, Town Board; members Terry Ratliff, Chair; Mary Ka Powers; student member Abby Armistead; Rhiannon Gschwend, Secretary; Kristen Stafford, Parks and Rec; members Kevin Mazur and Derek Versteegen; Nathan Babcock was absent.

2. APPROVAL OF MINUTES

A motion was made by R. Gschwend and seconded by A. Armistead to approve the minutes for the January 2021 meeting as submitted. Hearing no objections, the Chair moved to approve the minutes.

3. OLD BUSINESS

M. Powers raised the question about the status of appointments for PARAB members and the appointment of Officers for the PARAB. She recommended we get all vacant seats filled before appointments are made. JG seconded this idea and there was discussion/confirmation of the length of terms and the staggering of those terms.

4. NEW BUSINESS

a. Frasier Farm Site – 30% Update

- JG met with McAdams last week. They are close to finalizing parking and facilities sketches. JG provided PARAB members with a sketch of the farm site amphitheater, playground, and other nearby sites (see attachment with tonight's agenda). There was lengthy discussion as to which options the PARAB preferred. The consensus was that members preferred the Option 1 placement of the above structures and facilities. A vote taken yielded all "Ayes" for Option 1 with no dissention.

Mary Ka raised the question about the potential for a private party or group renting the whole "block" of event center space to avoid strangers accessing the nearest restroom, since it is public space. There was discussion about various options for managing the issue, with a final procedure TBD.

b. Cultural and Special Event Programming

- This discussion was deferred until later in the meeting when Kristen Stafford from Parks and Rec joined online.

c. OSAG Committee Report

- JG said McAdams would be combining the bike/ped plan with the greenspace plan. When DOT approves the scope of the project, we'll start to see some forward momentum. We need to get the LDO done first, as it is priority; the execution of the contract will come next.

5. REPORTS FROM THE PARKS & RECREATION DIRECTOR

a. Facilities Update

- JG says things are pretty status quo right now with facilities. He deferred an update until later in the meeting, as he wanted to give Commissioner Vilga the opportunity to speak on the pressing topic of the adoption of a bond referendum for Parks and Rec for the November ballot.

DISCUSSION ON BOND PROGRESS

Commissioner Vilga and T. Ratliff attended a meeting with local attorneys regarding Town financial projects and the bond process. If the PARAB is to advocate for the bond to appear on the ballot this fall, we need to move quickly, as the deadline for Wake County is in July. The attorneys said they would be happy to help the PARAB, but the group will have to decide exactly how much cost to put into the proposal for Town residents. Wake County needs this information by July 16th at the latest, and the PARAB will have to hold an extra 3 meetings or so before that time to work on this proposal. Commissioner Vilga stressed the key importance of the role of the PARAB as an advocacy group for the ballot –Town staff members may not advocate publicly for the bond or encourage citizens to vote in any specific way.

Commissioner Vilga mentioned that the PARAB will also need to decide whether or not to include the partial piece of land in the Cobblestone development in the bond proposal; JG added that we'll need to decide whether the Town signage project would be included in the bond. JG and P. Vilga said that the town can help to inform the public about facts related to the bond or the issues surrounding the WHYS for the bond, but cannot market flyers or serve as public advocates for the bond – it represents a conflict of interest and is not allowed by law. However, the PARAB can develop marketing materials and can post "pro bond" messages on social media. JG says McAdams can help the PARAB in developing marketing materials for our campaign.

JG further claimed that the bond shouldn't be site specific, which is good – more general language means the Town can determine later which projects specifically to fund. He said he believes currently 1 cent in Rolesville is equivalent to \$125K. He also stated the Town doesn't have to use the entire bond. We would have 10 years as a community to borrow the money.

Commissioner Vilga says there is talk that elections (state?) will be postponed until March 2022, so it's important to know exactly how much we can borrow and what specific things to include in the proposal, in case there isn't a November election. JG says there is a 4 to 6-week turnaround time for McAdams to compete cost estimates of the Farm after 30% CD.

There was discussion among PARAB members about exactly what can be included in the bond. D. Versteegen asked if the total cost of the Frazier Farm site project can be included. JG suggested that we all meet via Zoom with the Parks and Rec Director from the Town of Clayton to understand how their successful bond adoption process was conducted.

b. Programming Update

- Kristen Stafford presented a slide presentation of proposed Town photography permitting fees at whole, half, and quarter year increments
- She says 2 art classes started this week and 4 dance classes start tomorrow; summer camp registration has started but is not filled yet.

JG presented the PARAB with a screenshot/map of some undeveloped land near Rolesville High School that the Town would like to acquire to build a park (about \$500K in costs). He says the landowner is willing to subdivide his land, about 10 acres worth, for the Town to build a public park. Community Park as identified in our Comp Plan for public park development is minimum of 10 acres. JG was seeking feedback and a vote from PARAB members on this matter. After discussion and presentation by JG on the exact location of the plot of land, D. Versteegen made a motion T. Ratliff seconded. The vote carried unanimously for Parks and Rec to move forward with the purchase of the land, per recommendation by the PARAB.

6. COMMITTEE REPORTS

a. OSAG

- Derek said there was no OSAG update at this time, except to mention that they were considering all concrete with fencing to finish up the Carlton Pointe project.

b. Facilities Update (cont'd from earlier in meeting)

- JG says the Town is considering opening shelters and rentals later this spring, but not the Community Center yet. Maintenance crews are preparing for spring and summer ball season by preparing the fields. Redford Place Park is being spruced up and JG has talked to vendors about signage – crews are doing maintenance there and the Town would like to put new signs out with the sign branding that we've adopted.

c. Special Events

- JG says that development on Cobblestone Center is moving forward.
- Garritt at Parks and Rec has 564 youth signed up for baseball and soccer.
- The Town is planning "The Bunny Hop" on 3/27.

- Arbor Day events will take place on 4/23. We'll try to get some saplings donated with a free giveaway at Town Hall.
- July 4th fireworks concert/performance is scheduled.

7. Other Business

- *Facility Naming and Identity Committee*
No updates at this time.

8. ADJOURNMENT

Hearing no objections and no further discussion, the Chair adjourned the meeting at 8:47 p.m.

Memorandum

To: Rolesville officials

Date: February 25, 2021

Regarding Required Procedures and Possible Schedule for a Parks & Recreation Bond Referendum in November 2021

From: Sanford Holshouser LLP

This memorandum describes the steps required for Rolesville to conduct a general obligation recreation bond referendum on November 2, 2021 and sets out a proposed schedule. Here are the required steps and suggested dates for action:

1. Determine tentative plan for bond purposes and amounts. Step 4 provides for the first formal Board action to determine what will be presented to the voters. Before that, though, the Board should have worked out for itself at least a starting point for those discussions in terms of the range of purposes and bond amounts that will be on the table.

2. Meet with LGC staff. The Town should arrange a meeting with LGC staff as soon as convenient for an informal discussion about the Town's plans – including a discussion of how the Town decided on the amount and purposes of bonds, the repayment plan, and how the bond projects relate to other Town capital needs. This meeting can come after the first formal Board action -- described in Step 4 -- if that turns out to be more convenient for the Town and the LGC staff. We can look to our friends at Davenport to set up this meeting.

3. Give Informal Notice to the County Board of Elections.

Because the Board of Elections will need to coordinate its own procedures for the bond referendum with the other November 2 ballot items, it would help the Board of Elections to receive an email or phone call to inform the Board of the Town's plans, even if the plans are still subject to change. We need to be sure that our schedule works with the Board's schedule not only in terms of legal requirements but also in terms of practical matters such as ballot printing.

4. Adopt Preliminary Board Resolution. As part of the application process, the LGC wants to see a statement describing, in a brief narrative form, why the proposed project and bonds are desirable and affordable for the Town. Our schedule shows this resolution adopted at the Board's April 6 meeting. We will prepare a draft of this resolution for your review.

5. Make Legislative Committee 45-day filing. The Town must notify a legislative committee of the Town's plans to seek LGC approval for a borrowing. This committee has no role to approve or disapprove your borrowing; we just need to send in a notice. The statutes call for this filing to go in 45 days before the LGC considers your application. We as bond counsel will prepare and submit this notice, and we will plan to do that promptly after Step 4.

6. Publish Notice of Intent To File Application. The Town must publish a notice of its intent to file an application for the LGC's approval of the proposed bonds. The notice must be published at least 10 days before filing the application. The notice should be published as soon as possible after the Board adopts the preliminary resolution from Step 4, and in any event by April 23 under the proposed schedule.

The preliminary resolution and the Notice of Intent establish the maximum amount of bonds that can be proposed at the referendum for each of the general purposes identified in the resolution and Notice (such as "parks bonds"). From this point, we can delete purposes or decrease the amount of bonds for any of the stated purposes, but we can increase the amount for a purpose, or add a new purpose (such as "public safety bonds"), only by re-starting the process.

7. Prepare statement of debt and statement of estimated interest. The debt statement sets out details of the Town's outstanding debt. This document will be similar, but not quite identical, to a debt statement that appears in the LGC application. The statement of estimated interest states the Town's good-faith, non-binding calculation of the total amount of interest to be paid on the bonds, if issued, over the term of the bonds. These statements will be prepared as we are preparing the LGC application and the Bond Order documents. We will include information from these statements in some of the public notices related to the bond referendum. We will prepare the outlines of these forms for the Town to fill in the numbers. We will get the Davenport folks to give us numbers for the statement of estimated interest.

8. File LGC Application. As stated above, this cannot happen until at least 10 days have passed from the publication of the notice of intent. For bonds, like these, that will be repaid from general fund sources, completing the application mostly requires compiling information on estimated project costs and your repayment plan. The application needs to be filed with the LGC before we take the next step.

The statutes require only that the LGC "accept" your application before we move forward with the process. LGC "approval" will come somewhere down the line as convenient for the LGC, but we don't need to wait for that.

9. Introduce Bond Order; Set Public Hearing. After the Town files its application, the Board needs to introduce the "Bond Order" and set a date for the required public hearing. We can take this action at any time after the LGC accepts the application (even the same day). Our schedule shows these steps occurring at the May 4 meeting.

The "Bond Order" is the name given by our statutes to the key resolution the Town Board needs to adopt as part of the bond referendum process. The Bond Order is short – less than a full page – and simply states the Board's authorization of bonds in a maximum amount for a specified purpose, subject to voter approval, along with the Board's pledge to raise taxes if necessary, to provide for bond payments. We have attached a sample Bond Order for recreation bonds on pages 9 & 10 of this memo.

10. File sworn statement of debt. This statement needs to be filed after the Bond Order is introduced but before the publication of the notice of public hearing (as described in the next step). We identified the preparation of this Statement in Step 7, but now it needs to be completed by the Finance Officer and filed with the Clerk.

11. Publish Notice of Public Hearing. We need to publish notice of the required public hearing at least six days prior to the hearing. To have the hearing at the June 15 meeting, we should publish by June 6.

12. Hold Public Hearing; Adopt Bond Order; Set Ballot Question and Referendum Date. Our schedule shows these steps occurring at the June 15 meeting. After holding a public hearing, the Board needs to adopt the Bond Order and adopt a resolution that formally sets the ballot question and the date for the referendum. The Clerk must then send a copy of the resolution to the County Board of Elections within three days after the Town Board meeting.

The Board has the option to schedule the public hearing and final action for different meeting dates. To meet the deadline established by the Wake County Board of Elections, however, the July 8 meeting is probably as late as we can go for final Board action (without having a special meeting, and even that probably only allows a few extra days).

The adoption of one or more Bond Orders establishes the final list of purposes, and the amount of bonds for each purpose, that will go before the voters, although the Bond Order could possibly be amended prior to the date ballots are printed and the referendum notice is published.

13. Publish Bond Order as Adopted. This should be done as soon as convenient after the Bond Order is adopted. There is no set statutory deadline.

14. Publish Notice of Bond Referendum. This notice must be published twice, once not less than 14 days and once not less than 7 days before the close of voter registration. State law permits registration until the 25th day

prior to the election date. That puts the date registration closes at October 8 for a referendum on November 2. The first publication, then, needs to be at least 14 days earlier, or on or before September 24, and the second publication no more than one week later (by October 1). We would certainly encourage you, however, to publish as soon as convenient after the completion of Step 13, so as to leave room for a re-publication in the case of a publication error.

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The table on the last two pages of this memo summarizes the steps that have been described above.

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Formulating ballot questions. To include different purposes within a single ballot question, those purposes must be related. Unrelated purposes cannot be combined. For example, a bond purpose of “public safety” could cover improvements to police and fire facilities. You could not, however, combine “fire facilities” and “park improvements” on a single ballot question. The ballot questions themselves must follow a format set out in the statutes that provides for very brief questions. We have attached a sample ballot question for recreation bonds on page 10 of this memo.

We recommend that the questions put to voters propose a dollar amount of bonds for broad categories, as appropriate – for example, a dollar amount for “streets and sidewalk improvements” or for “parks and recreation improvements.” The statutes allow the purposes to be stated with more specificity, but we recommend that the purposes be left in more generalized categories, so that the voters have an understanding of what will be financed while leaving the Board with flexibility within the categories to respond to changing conditions.

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Issuing bonds after the referendum. Once the voters have approved the bonds, you generally have a minimum of 90 to 120 days to actually issue

bonds and put money in the bank. The Town Board must adopt a resolution to formally approve the election results, and the Town must publish a notice of the results that triggers a 30-day period during which people can bring legal challenges to the bond referendum process. Then, to approve the issuance of bonds takes only one more Board resolution, with no other required public hearings, published notices, or formal LGC approvals. The primary task in preparing for the bond issue is preparing an “official statement,” a prospectus-like document that provides information to prospective investors.

The significant timing issue in proceeding with a bond issue centers around the progress of the projects that are going to be financed.

In general, the LGC wants you to have construction bids in hand representing at least a substantial amount of the amount borrowed (let’s say at least two-thirds, as a guideline), and well-developed estimates for the remainder -- the LGC wants to be sure you don’t borrow too much money, or too little money, or borrow it earlier than you need it. We can coordinate the bond financing process with your construction processes so as not to delay the Town’s projects, but the construction process drives the schedule.

The Town has seven years from a successful referendum date to issue voter-approved bonds. The LGC can extend this period to ten years, and over the last several years the LGC has routinely granted extensions requested by local governments. There is never any obligation for the Town in fact to issue any or all of the bonds approved at a referendum.

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Please let us know if you have any questions about this information, or if we can be of any other assistance.

-- Sanford Holshouser LLP

Sample bond order –

**BOND ORDER AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION
BONDS FOR PARKS AND RECREATION FACILITIES IN THE MAXIMUM
AMOUNT OF \$21,000,000**

WHEREAS --

The Board of Commissioners of the Town of Rolesville, North Carolina, has stated its proposal to issue general obligation bonds to pay capital costs of providing parks and recreation facilities.

The Town has applied to the North Carolina Local Government Commission for its approval of such bonds, and the Commission has accepted the Town's application.

BE IT ORDERED by the Board of Commissioners of the Town of Rolesville, North Carolina, as follows:

1. There are hereby ordered to be issued general obligation bonds to pay capital costs of providing parks and recreation facilities, including without limitation athletic fields, parks, playgrounds, recreation centers, shelters, stadiums, arenas, permanent and temporary stands, golf courses, swimming pools, wading pools, marinas, and lighting, buildings for recreation purposes and buildings for the administration of recreational programs, along with the acquisition of land and interests in land for these and related purposes, together with related financing and other necessary or incidental costs.

2. The maximum aggregate principal amount of the bonds issued for such purpose will be \$21,000,000.

3. Taxes will be levied in an amount sufficient to pay the principal of and interest on the bonds so issued.

4. A sworn statement of debt prepared by the Town's Finance Officer has been filed with the Town Clerk and is open to public inspection.

5. This Bond Order will take effect when approved by the Town's voters in the manner provided by law.

Sample ballot question –

Rolesville, N.C.

BONDS FOR PARKS AND RECREATION FACILITIES

Shall the order authorizing \$21,000,000 of Rolesville general obligation bonds plus interest to pay capital costs of providing parks and recreation facilities and paying related costs, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds, as adopted by the Town Board of Commissioners on June 15, 2021, be approved?

Yes ___

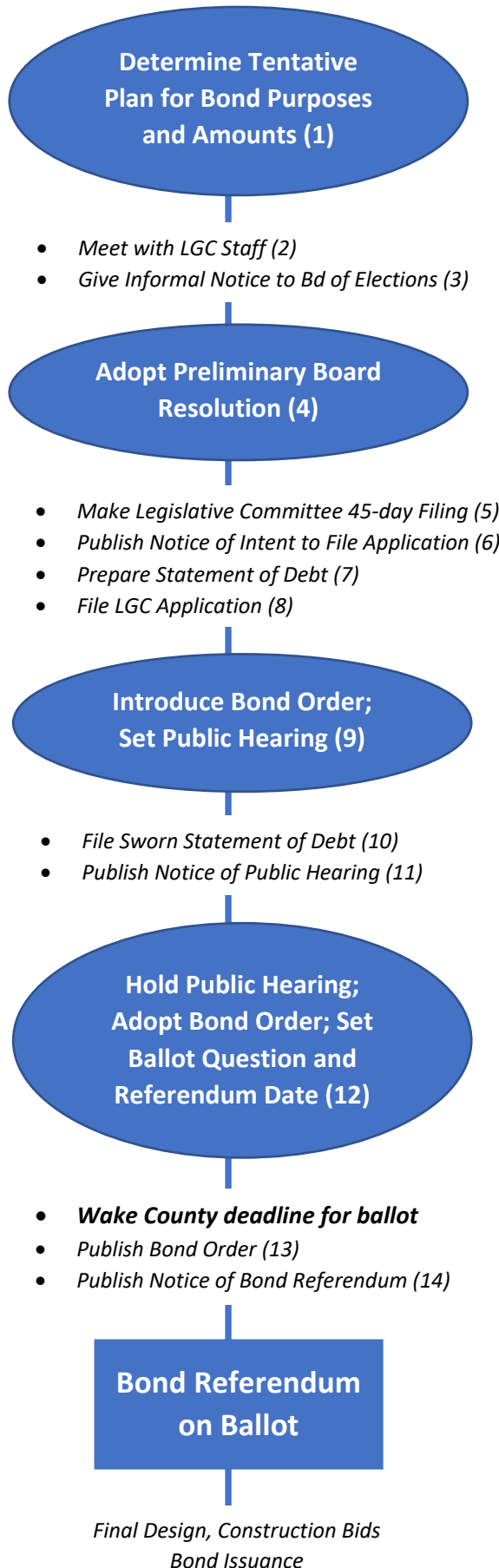
No ___

**Rolesville, North Carolina –
Sample Timetable for November 2021 Bond Referendum**

	<u>Step</u>	<u>Date</u>
1.	Determine tentative referendum plan	As soon as possible
2.	Town meets with LGC staff	As soon as convenient after informal decision to proceed with November referendum
3.	Town gives informal notice to County Board of Elections	As soon as convenient after informal decision to proceed with November referendum
4.	Town Board adopts preliminary resolution explaining purpose for issue and authorizing publication of notice of intent to file LGC application	At 4/6 Board meeting
5.	Bond counsel makes legislative committee 45-day filing	As soon as convenient after Step 4
6.	Town publishes notice of intent to file application	As soon as possible after Step 4 and in any case by April 23
7.	Town prepares statement of debt and statement of estimated interest	In connection with preparing LGC application
8.	Town files LGC application	At least 10 days after Step 6 and then prior to Step 9 (can be the same day as Step 9)

9.	Town Board introduces bond order and schedules public hearing	At 5/4 Board meeting
10.	Clerk files sworn statement of debt	Any time between Step 9 and Step 11
11.	Town publishes notice of public hearing	By 6/9 (after Step 9 and then at least six days prior to Step 12)
12.	Town holds public hearing; adopts Bond Order; formally sets ballot question and referendum date	At 6/15 Board meeting
13.	Town publishes Bond Order as adopted	As soon as convenient after Step 12
14.	Town publishes notice of referendum (twice)	By September 24; then by October 1 (recommended to publish as soon as convenient after Step 13)
15.	Referendum occurs	November 2

North Carolina General Obligation Bond Process



Example A	Example B
April 2021	Aug 2021
May 2021	Sep 2021
June 2021	Oct 2021
July 15, 2021	Nov 2021 ?
Nov 2021 <i>Municipal election</i>	Mar 2022 <i>Primary election</i>