



Agenda
Parks & Recreation Advisory Board
January 25, 2023
7:00 PM

Rolesville Town Hall

<i>Item</i>	<i>Agenda Topic</i>
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- | | |
|----|--|
| 1. | Call to order and welcome. |
| 2. | Approve the minutes of December 14, 2022 Parks & Recreation Advisory Board meeting |
| 3. | Old Business |
| | a. Naming Policy |
| 4. | New Business |
| | a. PARAB Officers |
| | b. 2023 Meeting Dates |
| | c. Tucker Wilkins – Development Review |
| 5. | Reports from Parks & Recreation Director |
| | a. Facilities update |
| | b. Program updates |
| 6. | Committee Reports |
| | a. OSAG Committee |
| | b. Facility Naming and Identity Committee |
| 7. | Other Business |
| 8. | Adjourn |

Town of Rolesville
Parks and Recreation Advisory Board
Minutes for Wednesday December 14, 2022

Call to Order - 7:01 meeting is called to order

Kevin Mazur - President (*not present*)

Derek Versteegen - Secretary

Aaron Gauger

Richard Armant

Mary Ka Powers (*not present*)

Mothanna Al-Hoory

—

JG Ferguson - Parks & Recreation Director

Paul Vilga - Town Commission Liaison

Derek Versteegen was selected as acting chair with Kevin not in attendance.

There were no comments or discussion related to any correction to last meeting's minutes.

Motion to Approve Minutes from October 26, 2022 from Mothanna Al-Hoory

Second motion from Aaron Gauger

4-0 in favor of approving minutes from October 26, 2022

Old Business

Naming Rights Policy

JG shares the policy will be presented to the town board at the January 3, 2023 meeting.

Technical Review - plan review updates

- JG shares that the comments the board offered were given to the developers and all were followed and updated on the concept plans for the projects

New Business

Trail Art

- JG introduced Kristen who presented the flyer for this year's trail art program.
- The board discussed some of the recommendations that had been shared in the past - mainly the idea to have the town logo and/or the year somehow incorporated into the art work or as some sort of tag to be included with the artwork.
- Kristen explains the process used to place the art work on the greenway - mainly that the bag the art is placed in has that information so at the very least there is that representation.
- Discussion continued and it was agreed that some language would be added to the flyer that states the inclusion/use of a town logo and year are preferred if possible.

Cost Recovery Policy

- JG explained the presentation on the policy was delivered to the town board in the October meeting.
- Town Commissioner(s) requested some revision(s) and clarification(s)

- Those changes were present by JG
- No comments or discussion related to those changes were entertained by this board

A 4-0 vote approved the changes to the Cost Recovery Plans presented.

Scholarship Policy

- JG introduced the policy to the board, starting with a summary of the policy and an explanation of the various aspects of the policy that this board needed to provide feedback on.
- Section 1 - Introduction
 - No comments/feedback
- Section 2 - Funding
 - Origins of Funds

A discussion about where funds will come from included sources from donations and the town budget.

A 4-0 vote approved the decisions to allow funds to come from both sources.
 - Fund Accrual

A discussion regarding whether the funds would reset each year or expand on a rolling basis as more funds were received.

A 4-0 vote approved the decisions to allow funds rollover and accumulate
- Section 3 - Eligibility
 - Financial Assistance

A discussion regarding who is eligible for the assistance started with an agreement that only Rolesville Residents would be considered. Then, a conversation as to whether the assistance should only be for residents under the age of 18 or all residents regardless of age.

A 4-0 vote approved the eligibility for Rolesville residents of any age.
 - Application Types

A discussion regarding what program offers assistance would be available for included athletic leagues, cultural programs, senior programming, and day camps. The conversation was pretty throughout as the board jumped around since other factors not discussed yet influenced opinions. After two rounds of voting/discussion the final approval was decided.

A 3-1 vote approved the assistance for all activity types except day camps. Derek Versteegen was the 1 vote against
 - Coverage

A discussion related to how much of a program fee would be offset by the scholarship include the full range of discounts from 100% to 25%. A notable concern about a 100% discount was that a participant would have no incentive to attend and therefore create a situation where someone who would have

committed could not. It was also noted that any discount should not be publicly posted to prevent selective, skewed applications/interest.

A 4-0 vote approved the discount for assistance to be set at 50%

- Qualifications

A discussion related to how much a single household could qualify for included a (to be determined) dollar amount based on each fiscal year, based the number of programs participated in, or no limit.

A 4-0 vote approved the qualification to be a maximum of \$200 per household per fiscal year

- Section 4 - Application Process

- Format

A discussion about how an application would be made available included both online and offline (paper) formats.

A 4-0 vote approved the format to be available in both online and offline formats

- Submissions

A discussion about how often or what dictates the need for an application to be submitted or resubmitted either annually for the household, for each participant for each program, or once per calendar year per household.

A 4-0 vote approved the need to only submit an application once per calendar year per household.

Farm Update

- The plans for the entrance are 60% and continue to move forward. The cost seems to be coming in a little under the budget.
- Commissioner Vilga asks what are the next steps as he notes he does not want to see this slow down.
- JG asks the board to begin considering what “activation” means for this space.
- More discussion will be had, but for the time being the board agrees that the park will have to be controlled access - as in only opened for specific events/activities.

Director Reports

Facility Update

Program Update

Both updates were requested to be delivered via e-mail due to time constraints from Mothanna and Derek.

Committee Reports

OSAG Committee

- No report

Facility Naming and Identity Committee

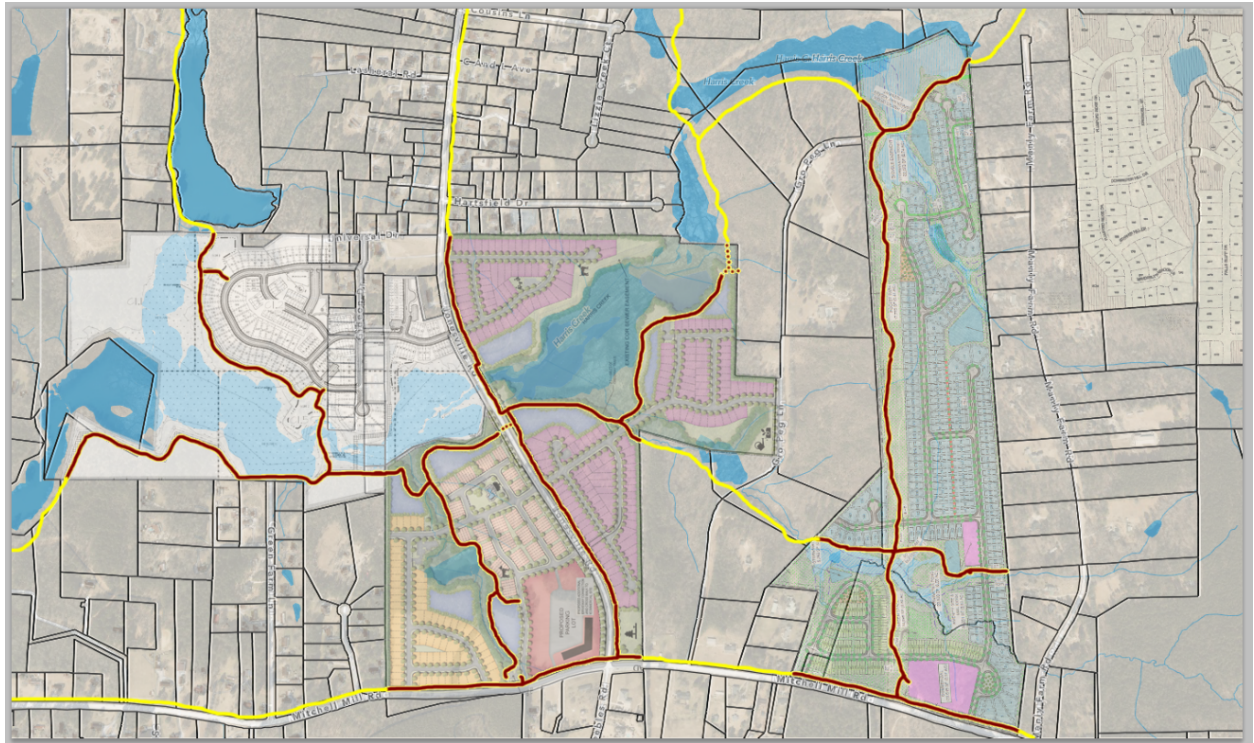
- No report

Other Business

Mothanna asks if the town provides any formal recognition for individuals who have volunteered their time to sit on any of the boards and committees. He shares that it makes sense for the town to provide some sort of document or certificate to show its appreciation for the service/time individuals have given the town. JG explained that there is nothing currently in place and that he will talk to town staff and put something together for the town commissioners to discuss.

Adjourn - Motion to adjourn by Mothanna Al-Hoory is seconded by Richard Armant. Meeting ends at 8:46.

Appendix



Memorandum

To: Parks & Recreation Advisory Board
From: JG Ferguson
Date: 1/18/2023
Re: Naming Rights Policy

Background:

Staff presented the PARAB recommended Naming Policy to the Town Board on January 3, 2023. After review Town Board would like to see changes made regrading naming after significant or direct financial contribution. Those edits are reflected in the latest draft.

Throughout 2022 the Parks and Recreation Advisory Board Facility Naming & Identity subcommittee worked on a policy to outline naming rights of publicly owned properties and dedicated public streets, parks, greenways, and buildings.

The Rolesville Parks and Recreation Advisory Board (Rolesville PARAB) believes that the naming of public properties such as buildings, parks, streets, and greenways is a matter of great importance and deserves careful and deliberate consideration. Rolesville PARAB, therefore, requests this policy to establish a systematic and consistent methodology for the naming of Town-owned property and dedication of public parks, greenways, and streets.

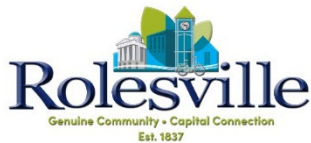
The policy may consider the following guidelines:

- Priority given to names carrying geographical, historical, or cultural significance in the area where the property is located or the Town as a whole.
- Named after an individual when the individual has a historical association with the property or where the individual played a leadership role in the Town such as though distinguished service in the military, law enforcement, firefighting, education, public service, or other service.
- Names should be chosen in a manner that avoids duplication, confusing similarity, or inappropriateness.

The Rolesville PARAB will review any requests for naming rights and make a recommendation to the Town Board for final approval.

Attachments:

Draft Naming Rights Policy

	Town of Rolesville Naming Policy	
	Section:	General Government
	Title:	Facility Naming Policy

ARTICLE 1: PURPOSE

The Rolesville Parks and Recreation Advisory Board (Rolesville PRAB) believes that the naming of public property such as buildings, parks, streets, and greenways is a matter of great importance and deserves careful and deliberate consideration. Rolesville PRAB, therefore, request this policy to establish a systematic and consistent methodology for the naming of Town-owned property and dedication of public parks, greenways, and streets.

ARTICLE 2: OVERVIEW

This policy shall apply to all Rolesville owned property subject to the care, custody and control of the Town of Rolesville, or their designated authorities. Such property is comprised of all the real estate, public streets, buildings, parks, and greenways owned by the Town of Rolesville. **This policy is only for naming of these facilities, not naming rights due to donations or sponsorships.**

ARTICLE 3: SCOPE

When considering the naming of any public property or portion thereof or the dedication of any public street, building, park, or greenway, the Rolesville PRAB may consider the following guidelines:

- Priority should be given to names carrying geographical, historical or cultural significance to the area in which the property is located or to the Town of Rolesville as a whole.
- Property may be named after an Individual when the individual has a historical association with the property, the area in which it is located in the Town of Rolesville as a whole, or where the individual played a leadership role in the Town of Rolesville, such as through distinguished service in the military, law enforcement, firefighting, education, public service, or other service. Quality of contribution in these areas may be considered along with length of service.
- Names should be chosen in a manner that avoids duplication, confusing similarity or Inappropriateness.
- ~~Property may be named after an individual or organization that has made significant financial or civic contributions to the Town of Rolesville, or has made a direct financial grant to the Town of Rolesville for purposes of developing a particular property. Priority will be placed on historical association.~~

ARTICLE 4: PROCEDURE

Suggestions for the naming of any of any public property or portion thereof may come to the Rolesville PRAB from any Town of Rolesville Department Director or official, or any member of the public. Any proposal request from the public or otherwise, can be brought forward to the Rolesville PRAB, as is the normal process for placing items on the agenda.

Prior to voting on a name, the Rolesville PRAB may solicit the advice of surrounding property owners, residents, affected parties, other Town officials or anyone else that the Rolesville PRAB believes can contribute meaningful input.

The suggested naming of any property or portions thereof shall require a majority vote of the Rolesville PRAB members present. This request will then be sent to the Town Commissioners for review and a vote.

For the dedication of public streets, parks, or greenways to individuals, the following guidelines also apply:

1. Eligible streets Include Rolesville-maintained streets with a minimum length of 0.5 mile and a maximum length of 1.5 miles.
2. Example of appropriate Sign Wording for an individual: "Jane Doe Memorial Street" or "Jane Doe Memorial Bridge". A Person's title can be added when appropriate – for example, Police Officer title, Firefighter title, Military title, Educational Title, Religious title, or other occupational or earned title.
3. Funding for any signs would be provided by the Town of Rolesville.

This policy is only a guide, and nothing herein shall be construed so as to limit the Rolesville PRAB authority to use its discretion based on the facts and circumstances surrounding a particular Issue. This policy may be amended or rescinded by the Rolesville PRAB by majority vote.



Memorandum

To: Parks & Recreation Advisory Board
From: JG Ferguson
Date: 1/18/2023
Re: PARAB Officers

Background:

Beginning with the first meeting of the new year, members are nominated and voted upon to the seats of Vice Chair and Secretary. The Vice Chair from the previous year will become the Chair. This year Mrs. Mary Ka Powers will be the Chair.

Attachments:

Parks & Recreation Advisory Board By-Laws
Town Code By-laws

Rolesville Parks & Recreation Department
Advisory Board By-Laws

ARTICLE I – MISSION STATEMENT

- A. The mission of Rolesville Parks and Recreation Advisory Board is to enhance the quality of life by providing recommendations concerning recreational policies, facilities, finances, programs for its citizens, long-range plans and the acquisition and disposition of land. In addition, the Advisory Board's vision for Rolesville entails a well-maintained community that is visually appealing and sets a high standard for aesthetic quality through the effective management of natural, human, and financial resources.

ARTICLE II – FUNCTION AND DUTIES

- A. The Advisory Board shall serve as the advisory body for the Parks and Recreation Department and the Town. The Advisory Board shall suggest policies to the Town within its powers and responsibilities as stated in this article. The Advisory Board advises the Board of Commissioners in matters affecting recreation policies, programs, finances, town appearance issues and the acquisition and disposition of land and facilities. In coordination with Rolesville Town Staff, Wake County and citizens the Advisory Board is also charged with the duties of greenway and open space planning and programs.
- B. The Advisory Board may at its discretion hold informational public hearings when it decides that such recommendations will be in the public interest. A notice of such hearing shall be given to a locally published newspaper at least one week prior to the hearing date. The case before the Advisory Board shall be presented in summary by the Chairman and parties interested shall have privilege of the floor. The Advisory Board Chairman shall determine the length of time individuals have to present information for consideration by the Advisory Board.
- C. The Advisory Board shall make recommendations:
 - a. For the establishment of a system of supervised recreation and visual improvements for the Town and its environs;
 - b. To set apart land for use as parks, playgrounds, recreation centers, greenways, and open space, and to acquire structures for recreation purposes for the benefit of all segments of the affected populations;
 - c. Advise site development applicants, Town Staff, the Planning Board and the Board of Commissioners on the quality, functionality and aesthetic standards prior to approval of site development applications in an effort to establish values for visual quality of the Town.
 - d. Advise on the acquisition of lands and structures through gifts, purchase, lease or loan, or by condemnation by the Town as provided by eminent domain and as provided for by the General Statutes of the state;
 - e. Advise on the acceptance by the Town of any grant, gift, bequest or donation, or personal or real property offered or made available for recreation purposes and which is judged to be of present or future use for recreation;
 - f. Advise on the construction, equipping, operation and maintenance of parks, playgrounds, recreation centers and all buildings and structures necessary or useful to Department function, and advise in regard to other recreation facilities that are owned or controlled by the Town or leased or loaned to the Town.
 - g. Advise on the implementation of special projects including but not limited to visual improvement or appearance-related ordinances.

ARTICLE III – MEMBERSHIP

A. Members

- a. The Advisory Board shall be composed of seven (7) members, all appointed by the Town Board of Commissioners. At least one voting member shall be a high school student.
- b. In addition, there may be ex-officio, non-voting members, including:
 - i. A member of the staff as designated by the Town Manger
 - ii. A member of the Board of Commissioners as designated by the Town Mayor.
- c. The members of the Advisory Board shall serve without compensation.

B. Eligibility

A majority of the voting members must reside within the town limits of Rolesville. All remaining members can be residents of the Rolesville Extraterritorial Jurisdiction (ETJ), representative of businesses located in or near Rolesville, or persons actively involved in the Rolesville community and residing in the greater Rolesville area.

C. Appointments

- a. Members shall be appointed for a 3-year term, except for the high school student whose term shall be two (2) years.
- b. All appointments for filling vacancies shall be made by the Town Board of Commissioners. All terms are to begin on January 1 of the year appointed, or as soon as appointed if service begins in the middle of an unexpired term.
- c. Vacancies occurring for reasons other than expiration of term shall be filled as they occur for the period of the unexpired term.
- d. All members shall be eligible for re-appointment for consecutive terms.
- e. No member shall serve more than two full three-year consecutive terms. Once a member has served two full consecutive terms, the member must be off the Advisory Board for a minimum of one year before being eligible to serve again. The term limits described herein shall not take into account terms previously served and currently being served by members serving at the time these by-laws were adopted, nor shall same take into account a member serving out a former member's un-expired term. The term limits described herein shall not apply to ex-officio or non-voting members.
- f. Members shall serve 3-year staggered terms with three members to be appointed or reappointed each year.
- g. Faithful attendance of the meetings is considered a prerequisite for the maintenance of membership of the Advisory Board.
- h. The Advisory Board, by a majority vote, may remove members for any of the following reasons:
 - i. inefficiency;
 - ii. neglect of duty;
 - iii. malfeasance or misfeasance in office;
 - iv. change of status or residency rendering such member ineligible to serve; or
 - v. member has more than three (3) consecutive un-approved absences at regular meetings. (Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences, except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced.

- i. Any member may resign by a written resignation with the Board of Commissioners. This will allow the Advisory Board to maintain the most productive and largest workgroup allowed by these Bylaws.

ARTICLE IV – OFFICERS

- A. The Advisory Board shall elect from its membership, a Chair, Vice-Chair and a Recording Secretary at the January meeting annually for a term of office to begin on January 1 of the year and ending December 31 of the same year.
- B. The Vice-Chairperson will advance to become the chairperson for the next year and elections of officers shall take place at the first meeting of the Advisory Board.
- C. The Recording Secretary may be a member of the Advisory Board or such suitable person, as appointed by the Advisory Board and shall provide each member with a copy of the minutes of the previous meeting by the next meeting of the Advisory Board. In addition, the Recording Secretary shall provide a copy of the minutes to the Board of Commissioners at its next regularly scheduled meeting. The preparation of the agenda will be the responsibility of the Parks & Recreation Director.
- D. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. When both the Chairperson and Vice-Chairperson are absent, a temporary Chairperson shall be selected by a majority of those members present.

ARTICLE V – MEETING AND VOTING

- A. The Advisory Board is to meet monthly unless otherwise determined by the Chairperson of the Advisory Board.
- B. A quorum shall consist of a majority of the appointed voting members.
- C. A quorum must be in attendance before any official action can be taken.
- D. The Chairperson shall preside at all meetings and sign all documents relative to action by the Advisory Board.

ARTICLE VI – ADOPTION OF RULES

- A. The Advisory Board may adopt by-laws, rules and regulations covering its procedures not inconsistent with the provisions of state law and of Town ordinances.
- B. The Advisory Board, at its discretion, may submit rules and regulations concerning the operation and conduct of the recreational facilities operated by the Parks & Recreation Department to the Board of Commissioners for adoption and approval.

ARTICLE VII – ACQUISITION OF FUNDS

- A. The Advisory Board's budget is established by the Board of Commissioners as a part of the Town's Annual Budget. The Advisory Board's financial matters operate under the guidance of the Town Manager and/or Town Financial Officer and may receive contributions from private agencies, foundations, organizations, individuals, the State and Federal Government or any other source, in addition to funds appropriated for its use by the Board of Commissioners. It may accept and disburse non-appropriated funds for any purpose within the scope of its authority as herein specified. All funds appropriated by the Town must be for expenditures approved by the Board of Commissioners.

ARTICLE VIII – COMMITTEES

- A. The Chairperson is authorized to appoint such committees as, in the opinion of the Advisory Board, are necessary for the effective operation of Advisory Board activities. Such committees will operate under the general supervision of the Advisory Board, and may receive administrative support from the Town staff upon request and as directed by the Town Manager.
 - a. Standing and temporary committees can include but not limited to:
 - i. Park Land Acquisition Committee
 - ii. Open Space and Greenway Committee
 - iii. Special Events
 - iv. Senior Citizen Activities
 - v. Nominating Committee
 - vi. Program and Activities
 - vii. Budget
 - viii. Policy and Procedures
 - ix. Project and Activity Committee
 - x. Park Development Committee
 - xi. Appearance Committee
- B. The Chairperson may dissolve any temporary committee without approval of the Advisory Board; however, no standing committee may be dissolved without approval of a majority of the Advisory Board.

ARTICLE IX – AMENDMENTS

- A. These bylaws may be amended at any meeting of the Advisory Board provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.
- B. A two-thirds affirmative vote of the Advisory Board, or minimum of three members when such constitute a majority greater than two-thirds vote, is required for an amendment of these bylaws to become effective.

**PROPOSAL TO AMEND THE CODE OF ORDINANCES
TOWN OF ROLESVILLE, NORTH CAROLINA**

Ordinance No: 2022-O-01

AN ORDINANCE TO AMEND THE CODE OF ORDINANCE TO (I) IMPOSE TERM LIMITS FOR APPOINTED BOARDS; AND (II) TO MAKE OTHER TECHNICAL AMENDMENTS.

SECTION 1. Title III -- Administration.

- ☐ Addition
- ☐ Deletion
- ☒ Alteration

§ 32.01 - Planning Board.

(A) *Membership and vacancies.*

(1) The Planning Board shall consist of seven members. Four members shall be citizens living within the corporate limits of the municipality, and three members shall be residents of the county living within the extraterritorial jurisdiction. The members residing within the municipality shall be appointed by the Board of Commissioners, and the members residing within the extraterritorial jurisdiction shall be appointed by the Board of County Commissioners upon receipt of a resolution from the Board of Commissioners requesting that those appointments be made. In the event the Board of County Commissioners fails to make the appointments requested within 90 days of receipt of the resolution, the Board of Commissioners shall make the appointments.

(2) Members' successors shall be appointed for terms of three years. Vacancies occurring for reasons other than expiration of terms shall be filled for the period of the unexpired term. Vacancies shall be filled by the legislative body responsible for the original appointment.

(3) Faithful attendance at the meetings of the Planning Board is considered a prerequisite for the maintenance of membership on the Board. Failure to attend three consecutive meetings shall be deemed adequate cause for summary removal from the Planning Board by the appointing legislative body.

(4) Members shall be eligible for appointment to the Planning Board for a maximum of two consecutive terms. Following such a period of service of two consecutive terms, such term-limited member shall not be again eligible for appointment until after the passage of one year. Appointments to fill vacancies arising from unexpired terms shall not be included in term limit calculations. Members seated on the Board as of the date of adoption of this Subsection shall be deemed to have completed no more than one three-year term. Nothing contained herein shall be deemed to limit the authority of the Wake County Board of Commissioners.

(B) *Organization, rules, meetings, and records.* For initial appointees, within 30 days after appointment the Planning Board shall meet to elect a chairperson and create and fill those offices as it may deem necessary. The term of the chairperson and other officers shall be one year, with eligibility for reelection. The Board shall keep a record of its members' attendance and of its discussions, findings, and recommendations, which record shall be a public record. All members of the Board appointed from the municipal extraterritorial jurisdiction shall have voting power on all matters of business without regard to residency.

(C) *Powers and duties.* The Powers and duties of the Planning Board shall be stated in the Land Development Ordinance.

§ 32.02 - Parks and Recreation Advisory Board.

(A) *Membership; appointment, terms of office, and compensation.*

(1) The Parks and Recreation Advisory Board shall be composed of seven voting members from the Town and the Town's extraterritorial jurisdiction. A minimum of four members must be from within the incorporated limits of the Town. One member shall be a currently enrolled high school student. The members shall be representative of the different areas of the Town and the extraterritorial jurisdiction. The members shall be appointed by the Board of Commissioners. All of the members shall have equal voting rights.

(2) In addition to the regular members, there shall be the following ex-officio, non-voting members:

(a) A member of the Town staff as appointed by the Town Manager, to serve at the Town Manager's pleasure; and

(b) A member of the Board of Commissioners as appointed by the Mayor, to serve at the Mayor's pleasure.

(3) Except the student member, who shall serve a two-year term, members shall be appointed for staggered terms of three years. Vacancies occurring for reasons other than expiration of a term shall be filled for the period of the unexpired term. Vacancies for regular members shall be filled by the Board of Commissioners. Vacancies for ex-officio members shall be appointed by Town Manager or Mayor as applicable.

(4) The members of the Parks and Recreation Advisory Board shall serve without compensation.

(5) Faithful attendance at the meetings of the Parks and Recreation Advisory Board is considered a prerequisite for the maintenance of membership on the Advisory Board. Failure to attend three consecutive meetings shall be deemed adequate cause for summary removal from the Advisory Board by the Board of Commissioners.

(6) Members shall be eligible for appointment to the Parks and Recreation Advisory Board for a maximum of two consecutive terms. Following a period of service of two consecutive terms, such term-limited member shall not be again eligible for appointment until after the passage of one year. Appointments to fill vacancies arising from unexpired terms shall not be included in term limit calculations. Members seated on the Advisory Board as of the date of adoption of this Subsection shall be deemed to have completed no more than one three-year term. Notwithstanding the foregoing, the Rolesville High School student member shall be limited to a single term.

(B) *Officers, adoption of rules, and meetings.*

(1) The Parks and Recreation Advisory Board shall elect from its membership its officers at its January meeting annually for a term of office to begin on January 1 of the year and ending on December 31 of the following year. The officers to be elected shall include a chairperson, vice-chairperson, and recording secretary, and other officers as deemed necessary for the orderly conduct of business.

(2) The recording secretary shall provide each member with a copy of the minutes of the previous meeting by the next meeting of the Advisory Board. In addition, the recording secretary shall provide a copy of the minutes to the Board of Commissioners at its next regularly scheduled meeting.

(3) The Advisory Board shall submit to the Board of Commissioners any proposed bylaws, rules and regulations, or procedures concerning the operation and conduct of Town recreational facilities for approval and adoption.

(4) The Advisory Board shall meet monthly unless otherwise determined by the chairperson of the Advisory Board. A quorum shall consist of a majority of the appointed voting members. A quorum must be in attendance before any official action can be taken. The chairperson shall preside at all meetings and sign all documents relative to action taken by the Advisory Board.

(5) In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson. When both the chairperson and the vice-chairperson are absent, a temporary chairperson shall be selected by a majority of those members present.

(C) *Function and duties.*

(1) The Parks and Recreation Advisory Board shall serve as the advisory body for the Parks and Recreation Department and the Town. The Advisory Board shall suggest policies to the Town within its powers and responsibilities as stated in this section. The Advisory Board may advise the Board of Commissioners in matters affecting recreation policies, programs, finances, and the acquisition and disposition of land and facilities. In addition, the Advisory Board is to advise on long-range recreation plans and programs.

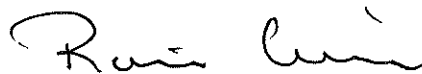
(2) The Parks and Recreation Advisory Board shall make recommendations:

- (a) For the establishment of a system of supervised recreation for the Town and its environs;
- (b) To set apart land for use as parks, playgrounds, recreation centers, greenways, and other open space, and to acquire structures for recreation purposes for the benefit of all segments of the affected populations;
- (c) Advise in the acquisition of lands and structures through gifts, purchase, lease, or loan, or by condemnation by the Town as provided by eminent domain and as provided for by the General Statutes of the state;
- (d) Advise in the acceptance by the Town of any grant, gift, bequest, or donation, or personal or real property offered or made available for recreation purposes and which is judged to be of present or future use for recreation; and
- (e) Advise in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function, and advise in regard to other recreation facilities that are owned or controlled by the Town or leased or loaned to the Town.

(D) *Committees.* The chairperson of the Parks and Recreation Advisory Board is authorized to appoint the members of those committees as, in the opinion of the Advisory Board, are necessary for the effective operation of Advisory Board activities. These committees will operate under the general supervision of the Advisory Board. Committees may receive administrative support from the Town staff upon request and as directed by the Town Manager.

SECTION 3: This amendment to the Code of Ordinances shall be effective upon its adoption.

Adopted this, the 7th day of June 2022 by the Town of Rolesville Board of Commissioners.

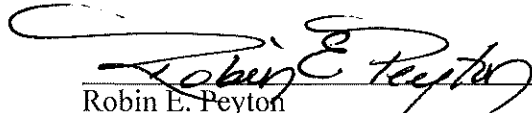


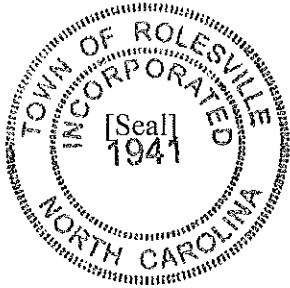
Ronnie Currin
Town of Rolesville Mayor

CERTIFICATION

I, Robin Peyton, Town Clerk for the Town of Rolesville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town Board of Commissioners held on this, the 7th day of June 2022.

In witness whereof, I have hereunto set my hand and caused the seal of the town of Rolesville to be affixed this 7th day of June 2022.


Robin E. Peyton
Town of Rolesville Clerk



Memorandum

To: Parks & Recreation Advisory Board
From: JG Ferguson
Date: 1/18/2023
Re: PARAB 2023 Meeting Dates

Background:

The PARAB meets on the 4th Wednesday of each month at 7 pm. In previous years the exception is for the months of November and December. In 2022 the PARAB decided to meet during the first half of the month in December to cover both the November and December meetings. The proposed calendar for 2023 mirrors the 2022 calendar.

January 25th
February 22nd
March 22nd
April 26th
May 24th
June 28th
July 26th
August 23rd
September 27th
October 25th
December 6th

Attachments:

2023 Calendar

2023

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4		2	3	4	5	6	7	8
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	9	10	11	12	13	14	15	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	16	17	18	19	20	21	22	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	23	24	25	26	27	28	29	
29	30	31					26	27	28					26	27	28	29	30	31		30							

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
21	22	23	24	25	26	27	25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
28	29	30	31											30													

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
							29	30	31												31						



Memorandum

To: Parks and Recreation Advisory Board
CC:
From: JG Ferguson
Date: 1/20/23
Re: PSP-23-01 V1 Tucker Wilkins Property

This is the Preliminary Subdivision Plat for a subdivision of 32.819 acres zoned R3-CZ into 27 Single-family detached dwelling lots, 64 Single-family Attached (Townhome) lots, and multiple (TBD) lots for common open spaces and/or stormwater management/utilities.

Staff Comments:

This project shows a greenway trail and sidepath that connects to the Kalas Falls development to the north. While ideally the greenway would not be near the street, the wetlands present on site make it impossible for the greenway to be off street. The recommendation from staff is that the side path heading north towards Kalas Falls, is built in accordance with our standard sidepath (See Greenway Plan page 65) while still connecting to Kalas Falls in the north.

It must also be noted that the greenways shown on this plat are not a part of the recently adopted greenway plan. There is a sidepath shown along Rolesville Road on the greenway plan however and the recommendation is going to be that the developer shows this improvement being made on their preliminary site plan as well because it is not currently shown.

This review is under the LDO.

Links:

[Project Page](#)

[Plans](#)

[Town of Rolesville Greenway Plan](#)

[Town of Rolesville Bike Plan](#)

[Full LDO](#)

[LDO - Section 6.2 - Open Space, Buffering, Compatibility, Landscaping, and Trees](#)

Director: JG Ferguson

Athletic Program Coordinator: Garrit Soney

Special Event Coordinator: Kristen Stafford

Cultural Program Coordinator: Allison Fehlman

Project & Facilities Coordinator: Eddie Henderson



Athletic Programs Update

- **2022 Yearly Athletic Numbers:**

Sport	Residents	Non-Residents	Total	Wait List
Spring Baseball	142	220	362	21
Spring Softball	38	64	102	3
Spring Soccer	202	143	345	15
Spring Total	382	427	809	39
Fall Baseball	124	142	266	2
Fall Softball	58	56	114	5
Fall Soccer	183	159	342	7
Flag Football	39	40	79	
Fall Total	404	397	801	14
Basketball	231	162	393	59
TOTAL	1017 (51%)	986 (49%)	2003	112

- **Upcoming:**

- Registration for Spring 2023 is currently underway.

Special Events Update

- Facility & Shelter Rentals (December 2022)**

Space	Residents	Non-Residents	Total Rentals	Gross Profit
Community Center	-	2	2	\$630
Shelter A	2	-	2	\$120
Shelter B	-	1	1	\$50
Shelter C	-	-	-	\$0
Shelter D	-	-	-	\$0
Gazebo	-	-	-	\$0
Amphitheater	-	-	-	\$0
Redford Place Park Shelter	-	-	-	\$0
TOTAL	2 (40%)	3 (60%)	5	\$800

- Facility & Shelter Rentals 2022 Total**

Space	Residents	Non-Residents	Total Rentals	Gross Profit
Community Center	25	19	44	\$13,400
Shelter A	20	46	66	\$3,727.50
Shelter B	26	59	85	\$4,602.50
Shelter C	13	28	41	\$2,550
Shelter D	6	3	9	\$1,110
Gazebo	1	0	1	\$90
Amphitheater	0	2	2	\$540
Redford Place Park Shelter	4	1	5	\$75
TOTAL	95 (38%)	158 (62%)	253	\$26,095

- December Events**

Events	Date/Time	Residents	Non-Residents	Attendance
Holiday Hams	Friday, December 16 th 12:00 pm – 1:00 pm	231 Hams & 200 Food Kits		
Rockin' Around Rolesville	Saturday, December 17 th 10:00 am – 12:00 pm	About 200 people		
TOTAL		431		

- Total 2022 Events**

Events	Number of Events	Attendance	Notes
Arbor Day	1	65	
Blood Drives	6	206	
Egg Rush	1	1000	
Fall FunFest	1	6000	Over 100 vendors
Litter Sweeps	6	50	
Memorial Mile	1	60	
Movies at the Middle	1	60	2 movies got rescheduled for 2023)
Music at Mill Bridge	4	550	2 concerts cancelled
Rockin' Around Rolesville	1	200	
Rolesville 4 th Celebration	1	11,000	
Trail Art	1	<60	30 days, 60 pieces of art
Tree Lighting	1	10	Virtual Event
Holiday Hams	1	231	231 Hams & 200 Food Kits
TOTAL	26	19,492	

- **2022 Special Event Sponsors**
 - Silver Level: Hair 180
 - Bronze Level: Ace Hardware of Rolesville
- **Upcoming**



January 2023

- **Litter Sweep**
 - January 7th



February 2023

- **Blood Drive**
 - February 10th
- **Valentine's Day Craft**
 - February 14th
- **Invasive Plant Removal**
 - February 18th
- **Senior Dance**
 - February 24th



March 2023

- **Litter Sweep**
 - March 4th
- **Movies at the Middle (Re-Scheduled)**
 - March 10th
- **Arbor Day Celebration & Bike Parade**
 - March 18th
- **Shred Event**
 - March 28th

Cultural Programs Update

- **Enrollment (programs beginning December 2022):**

Program	Residents	Non-Residents	Total
BINGO	5	6	11
TOTAL	5 (45%)	6 (55%)	11

- **Upcoming Offerings in January 2023:**

- BINGO
- Little Pediatrician School
- Fitness Yoga
- Krav Maga Self Defense
- Yoga Workshops
- Hip Hop TOTS
- Basic Balance TOTS
- Dance 4 TOTS I
- Dance 4 TOTS II
- Introduction 2 Ballet
- Creative Combo
- Adult Still Life Drawing
- Painting with Pizzazz

Project & Facilities Updates

- Completed and submitted the 2022 Tree City USA for Rolesville
- Managed drain line repair project for Town Hall, which started on December 7th and was completed on December 9th. The Town Hall plumbing is now working properly, and Public Works is no longer needed to work on the drain line twice a week. New flooring was installed on December 15th and 16th and the breakroom and adjacent hallways will be painted in January 2023.
- Coordinated with Public works to paint Community Center.
- Posted RFP for new park rules signs and awarded contract to Signs, Etc. Signs will be installed in February 2023.
- Continued working with McAdams on the 100% construction documents for the entrances for the Farm Park. Documents were submitted to the Town in December. The TIA was submitted to NCDOT and is currently undergoing review.