



**Agenda**  
**Parks & Recreation Advisory Board**  
**October 25, 2023**  
**7:00 PM**  
**Frank Eagles Meeting Room Town Hall**

**Present:** Mary Ka Powers                      Paul Vilga  
              Aaron Gauger                     June Greene  
              Judy Siwy                         Eric Marsh  
              Dick Armant                    Eddie Henderson  
              Kevin Mazur  
              Mothanna Al-Hoory

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<b><i>Item</i></b>	<b><i>Agenda Topic</i></b>
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| 1. | Call to order and welcome                                                           |
| 2. | Approve the minutes of September 27, 2023 Parks & Recreation Advisory Board meeting |
| 3. | Old Business                                                                        |
|    | a. Staff Reports                                                                    |
|    | b. George Taylor Lynching Sign – Derek Versteegen – memo attached                   |
| 4. | New Business                                                                        |
|    | a. Memorial Donation Policy Update – memo attached                                  |
|    | b. Mill Bridge Nature Park Amphitheater Rendering – memo attached                   |
| 5. | Other Business                                                                      |
| 6. | Adjourn                                                                             |



**Minutes**  
**Parks & Recreation Advisory Board**  
**September 27, 2023**  
**7:00 PM**  
**Town Hall Frank Eagles Meeting Room**

**Present:** Mary Ka Powers, Chair  
Aaron Gauger, Member  
Dr. Al-Hoory, Member  
Dick Armant, Member

Paul Vilga, Mayor Pro Tem  
June Greene, Parks & Recreation Director  
Eddie Henderson, Project & Facilities Coordinator

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***Item***      ***Agenda Topic***

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1.      **Call to order and welcome** – Chair Mary Ka Powers called the meeting to order at 6:57pm.
2.      **Approve the minutes of the August 23, 2023, Parks & Recreation Advisory Board meeting** – moved by Chair Powers, hearing no objections the minutes were approved as written.
3.      **Old Business** - No old business, but former PARAB member Derek Versteegen was in attendance and had a presentation to share with the Board.
  - Derek explained the history of the George Taylor lynching that occurred in 1918 and how he and others he is working with would like to install an informational sign near the Main Street Park Gazebo about this lynching. He gave a rundown on what he has done so far in conjunction with the Equal Justice Initiative (EJI) and Town Board candidate Lenwood Long. They have received from the EJI the verbiage and location for a separate marker, also the marker itself, but they still need to get permission to install both the marker and informational sign from the Town. They would also like a public unveiling event. Derek asked PARAB today to understand what they are doing, research this topic further and to motion to agree to install the sign at Main Street Park to the right of the gazebo at their next meeting. Derek explained that the front of the sign will have the story of George Taylor and on the back the history of lynching in North Carolina and the country. The logistics of the sign – installation, maintenance, size, cost, etc. were discussed. Derek also explained that a monument is going to the new library in Rolesville, potentially even a dedicated room/space. He also mentioned that the Main Street Park Gazebo was chosen for the sign because it is a place of reflection. June asked for the language of the

sign and Derek explained that the EJI will provide the final version. June said it may be hard to agree on the sign without the language to see. Derek explained that he would get the verbiage for the Town and that he helped to write the original version. Derek explained more about the monument that will go in the library and how it will have the names of those lynched written on it. He explained that this lynching is the only one documented in Wake County. Eddie requested that Derek also send an email to Eric Marsh and Public Works to make sure that they are kept in the loop. Derek stated that he will get more information about the Town hopefully by the end of the week.

- Mary Ka brought up the Outdoor Museum program and Eddie gave a quick update for Derek and the Board. Eddie stated that we are looking to install it in the spring and Derek was appreciative.
- Derek added that the new Woodlief development, near the intersection of Fowler and Rolesville Road, which is currently under review with the Town, is where the George Taylor lynching happened. Derek stated that he thinks that a trail head and an Outdoor Museum Station where the lynching happened is appropriate and needed for this location.

#### **4. New Business**

- June gave a quick summary of staff updates and showed his presentation about current staff and the Parks and Rec Matters parody video. Everyone liked it and had a good laugh. June explained how he wanted us to be known in the community. He talked about the new staff directory on the website as well. June stressed the importance of transparency with the public. He explained that just the Parks and Rec Matters video clip is going to be posted on social media and the Town website and now his whole presentation.
- Athletics (Mark and Orlando) – June explained that the soccer and flag football season is ongoing. He mentioned that there have been a few rain outs and a few hiccups with the soccer program and NCFC. He stated that we are doing our best to work through it and trying to be as transparent as we can with the public. June also spoke about the upcoming basketball program.
- Cultural Programs (Tina) – June spoke some current programs: Senior bingo and the School's Out(side)! program, both of which are going well.
- Special Events (Kristen) – June spoke about Fall Fun Fest, and all the activities planned for this event. He quickly went over how many vendors and sponsors we currently have for the event.
- Project and Facilities (Eddie) – Eddie gave an update on all his CIP projects. Commissioner Vilga mentioned an anti-graffiti spray that may be good for Shelter D. Derek asked about an update to the two entrances to the Farm and Eddie stated that we are getting both.

### **Other Business –**

- Commissioner Vilga spoke about the pollinator garden planned to be planted at Redford Place Park this fall. He mentioned that the Rolesville High School students received an FFA award for the pollinator garden that they helped to install at Town Hall earlier this year.
  - June mentioned that he spoke to the Principal and Athletic Director of Rolesville High School, and that they were very happy about working together with the Town in the future. June emphasized that he wants to improve the Town's relationships with the schools in the community. Paul spoke about the new and old Rolesville and the lack of community connection that currently exists.
  - Mary Ka asked if anyone present had any ideas for the student members of PARAB. Commissioner Vilga said that he did, and he asked about a form for this person to fill out. Eddie said that he would send over this form.
  - Dr. Al-Hoory mentioned that the newsletter states that the PARAB meeting is at 6pm and that it should change to 7pm. Eddie said that he would reach out to Lindse Owens to make this change.
  - Eddie gave an update on the new Public Works facility and that staff are looking to move in around the beginning of November.
  - Dr. Al-Hoory asked about Main Street and the ongoing construction. Commissioner Vilga and staff explained what was currently going on and what may happen in the future and when.
5.       **Adjourn** – meeting was adjourned at 7:57pm. The next meeting will be held at the regular time (7:00 pm) at Town Hall.

# Rolesville's Parks and Recreation Advisory Board Meeting

Wednesday, October 25, 2023

7:00pm

**Subject:** George Taylor Information Marker

**Title:** General Request/Motion Details

## Installation Cost Estimate

I spoke to a couple contractors I personally know and here is a general breakdown:

- 250 lbs combined weight (sign and post)
- Single Post is inset in ground with poured concrete
- 10-12 inch diameter hole dug 30 inches deep leaving 4ft of post above ground

\$800 - Concrete Work

\$1,800 - General Labor

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\$2,600 - Overall Cost

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## Maintenance Care/Instructions

Care information is shipped with the sign.

All signs are pretreated with the anti-graffiti protective spray

## Installation Location

The WCCRC Location Committee reviewed and considered a number of locations throughout town and decided on this location due to its central location and visibility.





## Sign Example



## Motion Language

"Motion to approve a recommendation from the Rolesville Parks and Recreation Advisory Board to the Rolesville Town Board of Commissioners to accept, install, and maintain the George Taylor Information Marker - noting the location as being a few feet east of the gazebo in Rolesville's Main Street Park"

# **Rolesville's Parks and Recreation Advisory Board Meeting**

Wednesday, October 25, 2023

7:00pm

**Subject:** George Taylor Information Marker

**Title:** Sign Language - Side 2 \*

Racial terror lynching claimed the lives of at least 6,500 Black people in The United States between 1865 and 1950. After the Civil War, many white people remained committed to upholding white supremacy. In opposition to equal rights for Black people, elected officials enacted racist laws that required segregation and excluded Black people from critical pathways to achievement and success. Meanwhile, laws designed to protect black people from discrimination and provide security were rarely enforced as white mobs used lethal violence to intimidate Black communities and maintain racial hierarchy. Lynching emerged as the most public and notorious form of racial terrorism enacted against Black men, women, and children. Nearly 25 percent of all lynchings were sparked by accusations of sexual assault by Black men against white women at a time when such accusations extended to any action that could be interpreted as merely seeking contact with a white woman. Lynch mobs regularly displayed complete disregard for the legal system, often abducting their victims from jails, prisons, courtrooms, and even out of police hands. Though armed and legally required to protect anyone in their custody, police rarely used force to resist white mobs intent on killing Black people. Although many victims remain unknown, only 1 racial terror lynching has been documented in Wake County.

*\* The Equal Justice Initiative (EJI) reserves the right to modify the language as they deem it necessary.*

# **Rolesville's Parks and Recreation Advisory Board Meeting**

Wednesday, October 25, 2023

7:00pm

**Subject:** George Taylor Information Marker

**Title:** Sign Language - Side 1 \*

On the evening of November 4, 1918, less than 2 miles from Downtown Rolesville, newspapers reported an estimated 300 hundred people gathered to participate in the lynching of George Taylor - the fourth black man charged with the criminal assault of a white woman, the wife of a prominent farmer in the Rolesville area. After three suspects were questioned and released Justice of the Peace Fred Duke deputized J.T. Bolling and Buddie Mitchell who, along with Dudley Price, immediately traveled 40 miles to Wilson, NC to take custody of George Taylor. Upon returning to Rolesville, tied to the front of an automobile, Taylor was taken before the victim who positively identified him as the assailant. As Taylor was being transported to Raleigh to be jailed, four men wearing blue hoods kidnapped him, taking him to a marsh area of Buffalo Creek just down the road, in visible sight of the victim's home. He was left tied to a tree and guarded by two men. Hours later a mob gathered, relieved the guards, and the lynching commenced. Witnesses recall children being brought to "see justice served". George Taylor was hung upside down by his feet, castrated, badly gashed and otherwise tortured to death. As his lifeless body hung, his back and sides were sliced by knives and hundreds of bullets riddled his body. Bullets were pulled from his body and nearby trees and kept as souvenirs. His body was left hanging through the night. More than 10 hrs would pass before authorities learned of the lynching and cut his body down.

At the time of this sign's dedication, the lasting effects of George Taylor's lynching still haunt Rolesville's black community. The story is passed from one generation to the next as a reminder for black youth to always be mindful of what you say and what you do because nothing guarantees due process. Efforts like the process to erect this memorial from Rolesville's Remembrance Project Committee and other public interest groups are tangible steps being taken to build local awareness and enable truthful conversations about the legacy of racial terrorism and injustices in our community. These actions are just one of many steps moving toward healing the past and seeding a future of unity, trust, and respect for one another.

To this day, not one person has been held accountable for the lynching of George Taylor.

*\* The Equal Justice Initiative (EJI) reserves the right to modify the language as they deem it necessary.*





## Memorandum

**To:** Parks and Recreation Advisory Board  
**CC:** June Greene  
**From:** Eddie Henderson  
**Date:** 10/20/23  
**Re:** Memorial Donation Policy Update

The Town has an existing Memorial Donation Policy which was last updated in 2015. Over the past year, staff have been working to update the Memorial Donation Policy to incorporate the Outdoor Museum Program, which was an appendix to the Town of Rolesville Greenway Plan adopted in August of 2022.

Staff have amended the existing Memorial Donation Policy with an additional article, Article 6, to explain what the Outdoor Museum Program is and how future stations will be developed, funded and installed. Once officially added to this policy, the public will be able to make donations to fund an Outdoor Museum Station. This new policy is attached as well as the current one.

Staff seeks the PARAB's input about the changes made to this policy and if no further changes need to be made, staff would like the PARAB to make a motion to recommend to bring the newly updated Memorial Donation Policy to the Town Board for final approval.

Suggested Motion: - I make a recommendation to approve the changes made to the Memorial Donation Policy and to bring it before the Town Board for final approval.



## Town of Rolesville Standard Procedures

**Section:** 3.4 – Parks & Recreation  
**Title:** Memorial and Donation Policy  
**Effective Date:**  
**Supersedes:**  
**Date Approved:**

### **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.

# Town of Rolesville Standard Procedures



**Section:** 3.4 – Parks & Recreation  
**Memorial and Donation Policy**  
**Effective Date:** December 31, 2023  
**Supersedes:**  
**Date Approved:** December 31, 2023

## **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, Outdoor Museum elements 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 and a link can be sent via e-mail. 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 and Recreation Department, who will also 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 (like those permitted in the Outdoor Museum outlined in Article 6). 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: OUTDOOR MUSEUM ELEMENTS**

The Rolesville Outdoor Museum is a collection of outdoor sites located throughout Rolesville that highlight specific artistic, archeological, and geological points of interest. Using the Town's public greenway network, the Outdoor Museum is easy to access, provides a unique opportunity for a variety of recreation programming, and creates a connection between the user and the history of Rolesville. Elements of the Outdoor Museum may include:

- **Historical Artifact:** An object made by a human being with some cultural or historical interest.
- **Geological Feature:** Any natural feature that has not been disturbed and has some local significance or is simply an impressive natural occurrence to be preserved and treasured.
- **Outdoor Art:** A sculpture or any form of outdoor art available for public display that is temporary, on loan, or (ideally) a permanent asset of the Town.

Eligible outdoor elements will be reviewed by Town staff and presented to the Open Space and Greenway Committee or the Historic Rolesville Society. Each element will be marked by a museum station taking up roughly 50 square feet of space that provides a designated area for visitors to rest, explore, and/or learn more about the marked element. Stations may have a soft (natural) or hard (hardscaped) surface and will include a plaque or monument detailing the relevance of the element at the selected location. It may also include a bench, bike rack, and/or remote bike repair station depending on the appropriateness of those amenities for the site.

Outdoor Museum monuments will include the name of the element, a paragraph or brief description of the element and its cultural, geographical, or historical significance, and a color porcelain inset with the Town logo on it. Each museum station will be identified by a serial number maintained in a Town database and have a QR code linking it to a website (Town or Historic Rolesville Society) where details on that station and others can be reviewed.

Sites may be suggested for the Outdoor Museum via application to the Parks and Recreation Department. Once reviewed, the application will be forwarded to the Parks and Recreation Advisory Board and then the Town Board for final approval.

Outdoor Museum stations will be funded by donations in accordance with this policy. Each station is open to a one-time donation that will cover the cost of installation and include the acknowledgment of the sponsor in a single-line message on the monument.

#### **ARTICLE 7: 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 8: 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 9: 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.



## Memorandum

**To:** Parks and Recreation Advisory Board  
**CC:** June Greene  
**From:** Eddie Henderson  
**Date:** 10/20/23  
**Re:** Mill Bridge Nature Park Amphitheater Renovation Update

One of the Capital Improvement Projects for this fiscal year is the much needed renovations to the amphitheater at Mill Bridge Nature Park. The existing wooden seating is rotting, uncomfortable and high maintenance. The stage is too small and is rotting as well. There are drainage and water runoff issues throughout the site and lastly there are no ADA accessible paths to the stage or a designated ADA seating area for visitors. Staff have been working with a consultant to develop a concept design that would greatly improve upon the existing amphitheater and get this project ready to be put out to bid in Spring of 2024.

Over the past few months, staff have been working closely with this consultant to develop a concept plan for a renovated amphitheater that meets the current needs of the Town: lower maintenance, ADA accessible and an overall more user-friendly space.

The current concept plan includes the following:

- An ADA accessible ramp to the stage
- An ADA accessible viewing area
- A ramp to the seating area
- An enlarged stage that is shifted slightly to better align with the open area
- Stone seating which has been set further back for better acoustics
- Stairs in the center of the seating to allow for easier access
- Improved grading at this site to help with current water runoff and drainage issues

Staff seeks the PARAB's input for this concept plan and other questions that members may have. The concept plan is attached.



## CONCEPT 1

MILL BRIDGE AMPHITHEATER RENOVATION | ROLESVILLE, NC | 10.11.23

1" = 30'



**Cole Jenest & Stone**  
BOLTON & MENK, INC.