



**Agenda**  
**Parks & Recreation Advisory Board**  
**May 22, 2024**  
**6:00 PM**  
**Main Street Park**

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<b>ITEM</b>	<b>AGENDA TOPIC</b>
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| 1. | Call to Order  |
| 2. | Approval of March 27, 2024, Parks & Recreation Advisory Board Meeting Minutes          |
| 3. | Old Business <ul style="list-style-type: none"><li>a. Staff Reports</li></ul>          |
| 4. | New Business <ul style="list-style-type: none"><li>a. Outdoor Museum Station</li></ul> |
| 5. | Other Business   |
| 6. | Adjourn  |



**Minutes**  
**Parks & Recreation Advisory Board Meeting**  
**April 24, 2024**  
**7:00 PM**  
**Frank Eagles Meeting Room Town Hall**

**PRESENT:** Mr. Kevin Mazur, Chair  
Mr. Richard Armant, Member  
Mr. Clay Campbell, Member  
Mr. Aaron Gauger, Member  
Mr. Lukas Marquardt, Member  
Dr. Mothanna Al-Hoory, Member

Ms. Judy Siwy, Member  
Commissioner Paul Vilga  
June Greene, Parks & Recreation Director  
Eddie Henderson, Project & Facilities Coordinator

**ABSENT:** Nara Stevens, Parks & Recreation Administrative Support Specialist

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1. **CALL TO ORDER**

Chair Mazur called the meeting to order at 7:05 pm.

2. **APPROVAL of March 27, 2024, Parks & Recreation Advisory Board Meeting Minutes**

The motion to approve the minutes of March 27, 2024, was carried with a unanimous vote, 7 voted aye, 0 voted nay with the correction of Mr. Clay Campbell absence from March's meeting.

3. **OLD BUSINESS**

a. **Staff Reports:**

- i. Athletics – Due to some miscommunication with uniform sizing, some of the baseball and softball participants received the incorrect shirt size. New uniform shirts are being ordered but the participants will have to wear plain-colored shirts until the new shirts are received. Some coaches also didn't receive the correct shirt size, but the priority is the kids right now.
- ii. Cultural Programming – Tina took the Seniors to the Triangle Town Center for the day again. The Seniors seem to truly enjoy the outing to the mall. Really trying to focus on offering more and different Senior activities. Tina is still working on planning a trip to the casino in Danville, Virginia as well as the NC State Fair. A goal is to make most of these activities all-inclusive when it comes to fees. This way when they pay us, it covers all fees necessary for a particular activity and they don't have to worry about paying additional fees. Summer Camp programs are being finished up by getting staff hired and trained. Tina has completed a course and is now certified to do CPR and AED training in house. The plan is to have all part time staff become CPR and AED trained. "School's Out" camps have been held a few times.
- iii. Special Events – We held a Litter Sweep on April 13, 2024. Our first Music at Mill Bridge was held April 20, 2024. The event was very successful and we're looking forward to future ones. Our first Juneteenth event will be held on June 15, 2024, at Mill Bridge from 10:00am-2:00pm. We have secured several vendors including artist, food truck inflatables.
- iv. Parks & Facilities – Eddie discussed multiple vandalism incidences done in bathrooms at Main Street Park. Little things happen from time to time that need attention. Concrete poured for outdoor museum station park furniture has been ordered and just waiting for the monument to be installed. bottle filler has been installed as well as a bulletin board and both look fantastic.

b. **Accessibility For Parks Grant:**

- i. We are still in the learning process of knowing the proper policies and requirements for applying for grants. While learning, we found out that if we want to apply for a grant the request must be put to a vote. Once the PARAB passes the motion, we then take it to the board for approval. We asked the committee to bring to an official vote. The motion was carried with a unanimous vote, 7 voted aye, 0 voted nay.

4. **NEW BUSINESS**

- a. **Earmark Grant Notification** – Grant will be roughly \$500k and is for Main Street Park only. Eddie reviewed the breakdown of which areas the funds would be allocated to. The areas that the funds will be allocated to include:

- i. Fences and Columns
- ii. Internet Connectivity
- iii. Landscaping Around Gazebo
- iv. Repaint Shelters and Gazebo
- v. Pour In Place Playground (ADA Compliant)
- vi. Parking Lot (ADA Compliant)
- vii. Picnic Tables (ADA Compliant)
- viii. Security Cameras

The PARAB had many specific questions regarding several of the areas listed about. Most of the questions were focused on cost and the ADA compliant aspect of the renovations. The estimated start and completion dates were also discussed and Eddie gave his timeline goal.

- b. **Tree Board** – Will be a subcommittee that includes 1 member of PARAB, P&R staff, planning, public works and 1 or 2 Rolesville residents. The committee will probably meet quarterly and discuss anything related to trees within town limits. Tree City USA is requiring the town to have a tree ordinance that is always in effect. Looking to merge the Open Space and Greenway committee to this Tree Board.
- c. **Special Events Input** – Kristen reviewed participation and attendance numbers for all our current Special Events. Discussed a few of the new events planned later this year. Asking for feedback on how current events could be better or recommend doing events differently. Would also like to know if there are events they would like us to include or add.

5. **OTHER BUSINESS**

Board members asked for a copy of the new mission statement for their records. June told them he would email them a copy the following day. New member Mr. Lukas Marquardt was introduced to the rest of the board. Commissioner Vilga advised the committee to think long term regarding plans for the town. Member Siwy inquired into the status of the new Town Manager. There have been several candidates that have been interviewed but a decision has not been made.

6. **ADJOURN**

No further business needing to be discussed, Chair Mazur adjourned the meeting at 8:56 p.m. The next meeting will be held at 7:00pm on Wednesday, May 22, 2024.