



VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

PARKS, RECREATION, & GREENWAYS BOARD MEETING AGENDA

May 4, 2021 – 9am – Village Hall (Virtual Meeting)

AGENDA ITEMS

1. Call to Order
2. Determine Quorum
3. Adoption of the Agenda
4. Adoption of the Minutes: 4/13/21
5. Public Comment Period

PUBLIC FACILITIES MANAGER'S UPDATE

- | | |
|-----------------------------|-------------|
| 1. Disc Golf Update | Derek Durst |
| 2. Greenway Flooding Update | Derek Durst |
| 3. Park Drainage Update | Derek Durst |

UNFINISHED BUSINESS ITEMS

- | | |
|---|--------------------|
| 1. Discussion of 2022 Marvin Day Event Planning | Derek Durst |
| 2. Consider Adoption of Revised PR&G Board Meeting Schedule | Austin W. Yow |
| 3. Pocket Park Update | Rohit Ammanamanchi |

NEW BUSINESS ITEMS

- | | |
|--|-----------------|
| 1. Discussion of Eagle Scout Projects | Derek Durst/PRG |
| 2. Discussion and Consider Adoption of Revised PR&G Board Rules of Procedure | Austin W. Yow |
| 3. Discussion of Recruiting a New Board Member | |

AGENDA ITEMS

- | | |
|--|---------------|
| 1. Review of Action Items & Ongoing Action Item List | Austin W. Yow |
| 2. Board Comments | PR&G Board |

ADJOURNMENT



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PARKS, RECREATION, & GREENWAYS BOARD MEETING MINUTES

Tuesday, April 13, 2021 – 9am
Village Hall, 10004 New Town Road
Regular Meeting (Virtual Meeting)

AGENDA ITEMS

1. Call to Order

Vice-Chair Culp called the meeting to order at 9:06am.

2. Determine Quorum

Vice-Chair Culp determined a quorum was present.

Present: Chairman Baresich, Bob Nunnenkamp, Mayor Pro Tem Vandenberg (*Council Liaison*)

Present Virtually: Vice-Chair Culp, Dan Wilson

Absent: Sherri Albano

Staff Present: Derek Durst, Austin W. Yow

3. Adoption of the Agenda

MOTION: Bob Nunnenkamp moved to adopt the agenda as written. Vice-Chair Culp seconded the motion.

VOTE: The motion passed unanimously.

4. Adoption of the Minutes: 3/2/21, 3/23/21 (Joint with Council)

MOTION: Bob Nunnenkamp moved to adopt the minutes as written. Dan Wilson seconded the motion.

VOTE: The motion passed unanimously.

5. Public Comment Period

No comments were given.

PUBLIC FACILITIES MANAGER'S UPDATE

TIME STAMP 2:10

1. Saturday, April 17 - Volunteer Workday & Community Garden Speaker

Derek Durst, Public Facilities Manager, reminded everyone that a Volunteer Workday will be held at Marvin Efird Park on Saturday, April 17 from 10am-12pm and that a speaker will be present at the Community Gardens at the same time.

UNFINISHED BUSINESS ITEMS

TIME STAMP 4:25

1. Update on Major Subdivision Sketch Plan for the Estates at Marvin Branch

Austin W. Yow, Village Clerk & Assistant to the Manager, informed the Board that the developer of the Estates at Marvin Branch has added easements for future trails to their concept plan. The Board noted that the orientation of the homes has changed since the last meeting. They requested information regarding changing the orientation of the homes to provide an additional buffer with the Marvin Creek subdivision.

TIME STAMP 10:50

2. Discussion of Marvin Gardens Change of Flowers

Mr. Yow informed the Board that Publix is requesting to plant Dwarf Sasanqua Camellia in the flower boxes outside of their storefront. The Board discussed this item in depth and agreed that the plant choice was acceptable.

TIME STAMP 17:15

3. Discussion of Parking for Trail Access and Interactive Trails Map

Mr. Yow reviewed the Interactive Trails Map that was recently added to the Village's website. The Board discussed parking for access to trails. The Board agreed that future developers should consider providing parking upon construction of subdivisions. For now, the Board agreed to recommend street parking for trail access. They noted that the new Village Hall, once completed, will provide additional parking for the Marvin Loop and Preserve Trails.

TIME STAMP 43:00

4. Discussion of MARSH & Union County Education Foundation GROW Fund

Bob Nunnenkamp reminded Board Members that have agreed to donate their stipend to the GROW Fund to write a check to MARSH. Once received MARSH will make the donation to the fund. The Board discussed this item in depth.

TIME STAMP 48:50

5. Discussion of Trash Pickup and Coordination with NCDOT Spring Litter Sweep, April 10-24

Chairman Baresich informed the Board about new requirements for these events, including requiring registration of volunteers. He stated that HOA leaders should meet at Marvin Efirid Park between 8-9am to receive sign-up sheets and their assigned areas. Individual volunteers may sign up with their HOA leaders in their subdivisions. Volunteers not associated with a subdivision may also sign up at Marvin Efirid Park from 8-9am. The Board agreed that these events should be held twice per year.

TIME STAMP 1:07:30

6. Final Reminder: Statement of Economic Interest and Code of Ethics Forms

Mr. Yow reminded Board members that their statement of economic interest and code of ethics forms are due this month.

TIME STAMP 1:08:20

7. Election of Officers

Mr. Yow informed the Board that they need to appoint a Chair and Vice-Chair to serve until March 2022. Mr. Yow opened the floor for nominations.

Bob Nunnenkamp nominated John Baresich and Kristyna Culp for the respective positions of Chair and Vice-Chair. Both candidates accepted the nominations.

MOTION: Bob Nunnenkamp moved to appoint John Baresich as Chair. Vice-Chair Culp seconded the motion.

VOTE: The motion passed unanimously.

MOTION: Bob Nunnenkamp moved to appoint Kristyna Culp as Vice-Chair. Dan Wilson seconded the motion.

VOTE: The motion passed unanimously.

NEW BUSINESS ITEMS

TIME STAMP 1:10:50

1. Discussion of 2022 Marvin Day Event Planning

Mr. Durst asked the Board on how they wish to proceed with planning the 2022 Marvin Day Celebration. The Board discussed this item in depth. The Board discussed scheduling additional meetings to facilitate event planning.

AGENDA ITEMS

TIME STAMP 1:24:45

1. Review of Action Items & Ongoing Action Item List

- Mr. Ammanamanchi will look into connector from Amber Meadows Trail to Commercial Corridor - PRG Priority
- Mr. Ammanamanchi will look into Trail Parking at Swim Club & Storage Facility (Or other alternatives)
- Mr. Ammanamanchi will look into using Amber Meadows sidewalk for trail map
- Mr. Yow will look into getting electronic volunteer sign-ups for clean-up event.
- Mr. Yow will amend the PRG Meeting Schedule to add Marvin Day Work Sessions bi-monthly.
- Mr. Yow will add Eagle Scout Projects and Pocket Park Update to the May PRG Agenda.

The Board reviewed the ongoing action item list and made changes.

TIME STAMP 1:33:10

2. Board Comments

Chairman Baresich: He reflected on attending MARSH's event on attracting birds and briefly spoke on birdfeeders.

Dan Wilson: He asked for a quick review of the action item regarding the Estates at Marvin Branch.

ADJOURNMENT

MOTION: Bob Nunnenkamp moved to adjourn the meeting at 10:43am. Vice-Chair Culp seconded the motion.

VOTE: The motion passed unanimously.

Adopted: _____

John Baresich, Chairman

Austin W. Yow
Village Clerk & Assistant to the Manager
Village of Marvin



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2021 PARKS, RECREATION, & GREENWAYS BOARD MEETING SCHEDULE

Adopted 10/6/20; Revised 5/4/21

*(Parks, Recreation, & Greenways Board Regular Meetings are typically held on the **first Tuesday** of each month, unless noted)*

*(Parks, Recreation, & Greenways Board Work Sessions are typically held on the **last Tuesday** of every other month, for the purpose of planning the Marvin Day Celebration unless noted)*

DATE	TIME	LOCATION
Tuesday, January 5	9am	Village Hall
Tuesday, February 2	9am	Village Hall
Tuesday, March 2	9am	Village Hall
Tuesday, April 13	9am	Village Hall
Tuesday, May 4	9am	Village Hall
<u>Tuesday, May 25 (Marvin Day Work Session)</u>	<u>9am</u>	<u>Village Hall</u>
Tuesday, June 1	9am	Village Hall
Tuesday, July 13	9am	Village Hall
<u>Tuesday, July 27 (Marvin Day Work Session)</u>	<u>9am</u>	<u>Village Hall</u>
Tuesday, August 3	9am	Village Hall
Tuesday, September 7	9am	Village Hall
<u>Tuesday, September 28 (Marvin Day Work Session)</u>	<u>9am</u>	<u>Village Hall</u>
Tuesday, October 5	9am	Village Hall
Tuesday, November 2	9am	Village Hall
<u>Tuesday, November 30 (Marvin Day Work Session)</u>	<u>9am</u>	<u>Village Hall</u>
Tuesday, December 7	9am	Village Hall



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Memorandum

TO: PR&G Board
FROM: Austin W. Yow, Village Clerk & Assistant to the Manager
SUBJECT: Revised Parks, Recreation, and Greenways Board Rules of Procedure
DATE: April 26, 2021

During recent budget discussions, the Village Council has expressed interest in increasing board stipends for the Parks, Recreation, and Greenways Board to \$75, which would equal that of the Planning Board. The Village Council has acknowledged that the work of the PR&G Board has grown over the years and wishes to better compensate members for their time, especially in light of the members donating their stipends to MARSH and the Union County Education Foundation Grow Fund.

Staff is recommending that the PR&G Board revise their rules of procedure to allow the stipend amount to be changed to: “an amount consistent with the annual budget to be paid in accordance with board stipend policies.”

Additionally, Council will soon consider amending the stipends policy to allow members the choice of whether to receive their stipends quarterly or annually.

Suggested Motion: Consider Adoption of Revised Parks, Recreation, and Greenways Rules of Procedure.

VILLAGE OF MARVIN
PARKS, RECREATION AND GREENWAYS ADVISORY BOARD
RULES OF PROCEDURE
(Proposed 5/4/2021)

SECTION 1 APPOINTMENT OF THE BOARD

The Village of Marvin Parks, Recreation and Greenways Advisory Board shall consist of five (5) members who have been duly appointed by the Village Council. Four of the members must be residents of the Village of Marvin. The fifth member may be a resident of Marvin or live within Marvin's Sphere of Influence. One elected Village Council member shall serve as a non-voting ex-officio member of the Board.

Members of this Board must be at least 18 years of age to serve. All Board members must sign a Conflict-of-Interest form, which does not preclude appointment to the Board.

The terms of office for the members shall be for three years; except that for the initial terms of office, two members shall be appointed for two years and three members shall be appointed for three years. All subsequent terms of office shall be for three years.

Vacancies arising on the Board shall be filled by the Village Council for the balance of the unexpired term. All members shall hold office until their successors are appointed. An orientation meeting for newly-appointed Board members shall be conducted by the Chairperson within 30 days of appointment.

SECTION 2 OFFICERS

The Council shall initially appoint the Chairperson and Vice Chairperson to serve until March 1, 2011 at which time the Chairperson and a Vice-Chairperson shall be elected by the Board members. Each officer shall serve for a one (1) year term but may be elected by the Board membership for successive terms to the same office, not to exceed two consecutive terms. Annually, at the meeting of the Board held in the month of March, a Chairperson and Vice-Chairperson shall be elected. Each officer shall serve until relieved of his duties as herein provided. If an officer vacancy occurs, the Board shall elect an officer to fill the office for the duration of the term.

The Chairperson shall decide upon all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The Chairperson or designated representative shall also be responsible for presentations at Village Council meetings reporting key actions taken and recommendations made by the Board. The Vice-Chairperson shall serve as acting Chairperson in the absence of the Chairperson, and at such times he/she shall have the same powers and duties as the Chairperson.

SECTION 3 DUTIES OF OFFICERS

The Chairperson shall preside at all meetings of the Board. The Chairperson shall appoint all subcommittees, represent the Board at public affairs and shall maintain the dignity and efficiency of the Board in all possible ways. The Chairperson shall meet with Village Staff to discuss preparation of agendas, reports and other matters that concern the Board. The Chairperson shall perform the other duties ordinarily performed by that office.

The Vice-Chairman of the Board shall, in the absence of the Chairperson, perform all duties of the Chairperson. The Vice Chairperson shall be responsible for assisting the Chairperson and to see that all standing and temporary subcommittees function as planned by the Board and Village staff.

At each meeting, a designated staff representative shall keep or cause to be kept a full and true permanent record of all meetings of the Board and all votes of members of the Board upon any resolution or upon the final determination of any question, indicating the names of members absent. The Board minutes and records shall be kept at the office of the Village Clerk.

SECTION 4 COMPENSATION AND EXPENSES

Members of the Board receive a ~~\$50~~ stipend for each Parks, Recreation, and Greenways Board meeting attended [in an amount consistent with the annual budget to be paid in accordance with board stipend policies](#). The members of the Board shall be entitled to reimbursement for subsistence and travel to appropriate professional recreation meetings, conferences and

workshops, which must be pre-approved by the Village Manager, with such reimbursement being made in compliance with the current Village policies.

SECTION 5 RULES OF CONDUCT FOR MEMBERS

Members of the Parks, Recreation and Greenways Advisory Board serve at the pleasure of the Village Council and the Village Council may remove any member of the Board at any time with or without cause.

No member of the Parks, Recreation and Greenways Advisory Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Parks, Recreation and Greenways Advisory Board which may result in a private benefit to themselves, their immediate relatives or their business interest. A member may be excused from voting on a particular issue under the following circumstances:

1. If the member has a direct financial interest in the outcome of the matter at hand; or
2. If the matter at hand involves the member's own official conduct; or
3. If the member has such close personal ties to the issue being considered, that he/she cannot reasonably be expected to exercise sound and impartial judgment on behalf of the public's interest.

The member shall state the nature of the conflict to the Board, who shall take action by a majority vote to excuse the member from participation during consideration of that matter. The recusal of a member due to a conflict of interest shall not constitute an absence in accordance with the section below.

In order for the Parks, Recreation and Greenways Advisory Board to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. Attendance is governed by policy #P-2013-12-01 which states that if a volunteer Board Member misses two consecutive meetings or four meetings in a six-month period, the Mayor or a Council representative will meet with the Board Chair to determine possible action. Action may involve removal from the Board, to be decided at the next regular Council meeting.

SECTION 6 MEETINGS

The Parks, Recreation and Greenways Advisory Board shall meet monthly and at other times as may be necessary to transact business, upon the call of the Chairperson or upon call by a majority of the Board members, or upon call of the Village Council. A quorum of the Board shall be in attendance before action of an official nature can be taken. General parliamentary rules shall be observed in conducting meetings.

At the first regular meeting in March 2011, and in each ensuing year in March the organizational meeting for the coming year will be held with election of officers, annual report and subcommittee reports.

SECTION 7 SUBCOMMITTEES AND STANDING SUBCOMMITTEES

The Board shall organize temporary or standing subcommittees as it deems necessary in order to carry out the responsibilities of the Board. Such subcommittees shall be appointed by the Chairperson. The Board may refer any matter to a subcommittee before action is taken on the subject by the Board.

Each subcommittee shall consist of at least one member of the Board. Subcommittees may be composed of members from the community, representatives of civic groups or others. A record of the actions of each subcommittee shall be kept by the Subcommittee Chairperson and reported to the Board at its next meeting.

SECTION 8 AMENDMENTS

These rules, within the limits allowed by law, may be amended at any time by an affirmative vote of a majority of the entire membership of the Board, provided that such amendment is presented in writing at the meeting preceding the meeting at which the vote is taken.

Adopted this 18th day of December 2009.

Amended this the 10th day of December 2013.

Amended this 24th day of March, 2014.

Amended this the 28th day of April 2014.

Amended this 7th day of April 2020.

Amended this 28th day of January 2021.

[Amended this 4th day of May 2021](#)

APPENDIX A

RULES OF PROCEDURE FOR ELECTRONIC MEETINGS OF MARVIN VILLAGE COUNCIL

The Village Council of the Village of Marvin, North Carolina, recognizes that Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies, such as the Marvin Village Council, may take place by electronic means. In fact, §143-318.10(d) of the North Carolina General Statutes states that an official meeting can, “mean[s] a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.” The Rules of Procedure for Electronic Meetings are a guide for how Council will conduct meetings featuring electronic participation.

1. Meetings to Which These Rules Apply

These Rules of Procedure for Electronic Meetings (“Electronic Rules”) shall apply to meetings of the Marvin Village Council and to any other public bodies existing under the authority of the Village of Marvin (as such bodies follow Village Council’s rules). The Electronic Rules are supplemental to the Rules of Procedure approved by the Village Council for its meetings. Electronic Meetings can take place for any regular, special, or emergency meeting of the Marvin Village Council, subject to the conditions governing the use of Electronic Meetings.

2. Conditions Necessary for Electronic Meetings

The Village Council agrees that electronic meetings will only be permitted when any of the following entities declare that a state of emergency or a disaster exists in an area including the Village of Marvin: the federal government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; Union County, North Carolina; or the Village of Marvin, through the Mayor or other methods permitted by Chapter 33 of the Marvin Village Code. The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affects the Village of Marvin (for example, a determination that an emergency exists under the National Emergencies Act related to piracy conducted by Somali pirates would not reasonably be related to the Village of Marvin and cannot support use of electronic meetings). If no state of emergency or disaster exists, then the Electronic Rules may not be used.

3. Definition of an Electronic Meeting

An Electronic Meeting is any meeting where one or more members of the Village Council participates through telephonic communication, or a telecommunications application which allows simultaneous communication by multiple parties, or other similar means that allows the members of the Village Council to hold a meeting without all members being physically present in the same room.

4. Notice of Electronic Meeting

If an Electronic Meeting is necessary, a public notice of the electronic meeting shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide:

- a. The location of the physical meeting (which is where any Councilmembers and Staff able to attend the meeting in person shall gather); and
- b. The location of where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with § 143-318.13 of the North Carolina General Statutes.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule

adopted by the Village Council, then the information required above shall be provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. Any notice provided may also be posted on the Village of Marvin's bulletin board, website and social media accounts, if possible.

5. Quorum

Councilmembers present in person or electronically, shall be included in the calculation for determining if a quorum exists of the Village Council. If a Councilmember who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum of the Village Council present either in person or electronically. Any Councilmember withdrawing from the meeting shall no longer be included for purposes of the quorum calculation.

6. Process of Opening Meeting

Immediately prior to opening the meeting, the Mayor, Mayor Pro Tem, or other presiding officer shall communicate with the Councilmember(s) who is (are) participating electronically and ensure that he/she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open. At the start of the meeting, the Mayor, Mayor Pro Tem, or presiding official shall state which Councilmembers are participating electronically.

7. Voting and Discussion

Councilmembers present for the meeting through electronic means are eligible to vote for all items considered by the Village Council during the meeting. However, Councilmembers present for the meeting through electronic means will not be permitted to vote on any quasi-judicial matters coming before the Council. Also, a member voting must indicate verbally with a "yes," "no," "yea," "nay," or "abstain" (when that is permitted) such that the Village Clerk or her designee may record the vote. Prior to taking a vote on any issue, the Mayor, Mayor Pro Tem, or other presiding officer shall inquire of the Councilmembers participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those Councilmembers to make any comments he or she desires, if they chose to not avail himself or herself of the opportunity to discuss the matter before the vote. However, it is the responsibility of the member to gain the attention of the Mayor or the presiding officer in order to be recognized for discussion. A Councilmember attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before Council. If a Councilmember attending through electronic means becomes disconnected from the meeting, the Councilmember will not be counted as an affirmative or negative vote.

8. Minutes

The minutes of the meeting shall designate the name of each Councilmember who participated electronically, the nature of the electronic communication, and the duration of the Councilmember's participation.

Adopted this the 7th day of April 2020 by Village of Marvin Council for All Advisory Boards

PR&G ACTION ITEM LIST				
Meeting Date	Item	Action Needed	Person Responsible	Status
2021				
3/2/2021	MEP Sign	Move forward with the new park signs.	Derek	In Progress
3/2/2021	MEP Sign	Check on sign designs for the park.	Vice-Chair Culp	In Progress
3/2/2021	SEI/COE Forms	Submit their SEI and COE forms.	PR&G Board	Complete
3/2/2021	Pocket Park Projects	Check with the Girl Scouts about projects for the pocket park.	Vice-Chair Culp	In Progress
3/2/2021	Pocket Park Projects	Check with the Eagle Scouts about projects for the pocket park.	Derek	In Progress
3/2/2021	Adopt a Road	Follow up with NCDOT about people not cleaning up their adopted roads.	Rohit	In Progress
3/2/2021	Pocket Park Projects	Contact Marvin Elementary art teachers.	Mayor Pro Tem Vandenberg & Chairman Baresich	In Progress
4/13/2021	Amber Meadows	Look into connector from Amber Meadows Trail to Commercial Corridor - PRG Priority	Rohit	In Progress
4/13/2021	Trail Parking	Look into Trail Parking at Swim Club & Storage Facility (Or other alternatives)	Rohit	In Progress
4/13/2021	Amber Meadows	Look into using Amber Meadows sidewalk for trail map	Rohit	In Progress
4/13/2021	Electronic Volunteer Form	Look into getting electronic volunteer sign ups for clean up event	Austin	Complete
4/13/2021	Meeting Schedule	Amend PRG Meeting Schedule to add Marvin Day Work Sessions Bi-monthly (Send calendar invites)	Austin	Complete
4/13/2021	PRG Agenda	Add Eagle Scout Projects and Pocket Park Update to May PRG Agenda	Austin	Complete