

**LEWISVILLE PARKS, RECREATION & CULTURAL DEVELOPMENT BOARD MEETING**  
**MINUTES**  
**APRIL 11, 2022**

Council Chambers Town Hall 1<sup>st</sup> Floor – 6510 Shallowford Road

**I. Call to Order**

- a. Chair Susan Frey opened the meeting at 6:30 PM. In attendance were Susan Frey, Robert Ogden, Julie Rutledge, Ryan Walker, Town Manager Hank Perkins and Facilities Manager Brian Moore.

**II. Guests** – Aaron Crum and Aaron Hutmacher

**III. Agenda Approval** – Ryan Walker moved to approve the agenda. The motion was seconded by Julie Rutledge and motion was approved unanimously.

**IV. Minutes Approval** – None

**V. Membership**

- a. Election of chair – Chair Frey stated she has enjoyed serving as chair but would like to step back. Susan Frey nominated and made a motion to appoint Julie Rutledge as chair. Robert Ogden seconded the motion and motion was approved unanimously.
- b. Election of vice chair – Susan Frey nominated and made a motion to appoint Ryan Walker as vice chair. Julie Rutledge seconded the motion and motion was approved unanimously.

**VI. Old Business**

- a. PARTF letter – Manager Perkins shared the final PARTF plan and cost. Manger Perkins stated a support letter from the Board would help with point ranking. Julie Rutledge moved to approve the proposed PARTF support letter as presented. Ryan Walker seconded the motion and motion was approved unanimously.
- b. Age-Friendly Grant – The Age-Friendly grant was submitted for twelve (12) benches. If funds are received, a kick-off event will be held, an AARP plaque placed on the benches and volunteers over 50 years of age will be asked to help plant some flowers around the benches.
- c. MAWCC non-profit/exemption policy – After much discussion, Susan Frey made a motion to present the following recommendations to Council for their consideration as it relates to non-profit use at the Mary Alice Warren Community Center (MAWCC). Motion passed unanimously. *(Note: No second was noted or heard on the recording.)*
  - i. Proposal is for non-profits on the approved Town list.
  - ii. One room is free when reserved Monday-Thursday.
    1. Additional room is at half price.
    2. Kitchen does not count as an additional room.
  - iii. Friday, Saturday and Sunday rental fees should be at half price.

**VII. New Business**

- a. MAWCC reservation deadlines – Board consensus was to recommend that reservations through RecDesk must be done two weeks prior to the reservation date. This will help with staff scheduling.
- b. RecDesk Payments – The Board requested a ‘payment due date’ be added to the invoice. Brian Moore will determine if this is possible.

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VIII. **For the Good of the Order** – Next schedule meeting is May 9, 2022.

IX. **Adjournment** – The meeting adjourned at 8:07 PM.

ATTEST:

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Susan Frey, Chair

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Dora K. Moore, Town Clerk