


# NOTES

TO: Honorable Mayor and City Council Members

FROM: Michael W. Cowin, City Manager 

DATE: March 27, 2024

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Don Octigan, Executive Director of City Projects and Recreation Services, regarding spring Athletic Division programming
2. A memo from Don Octigan, Executive Director of City Projects and Recreation Services, regarding Woodlawn Accessible Parks Grant application
3. A memo from Kevin Mulligan, Director of Public Works, regarding Municipal Building improvements

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Attachments



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**To:** Michael Cowin, City Manager  
**From:** Don Octigan, Executive Director of City Projects & Recreation Services *DO*  
**Date:** March 27, 2024  
**Re:** NTC – Spring Athletic Programming

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Athletics staff are gearing up for another spring programming season between Future Stars Soccer and Greenie League Baseball. The Spring Future Stars Soccer program has 1,201 participants ranging in age from 3.5 years old to 15 years old across eight different age groups. Greenie League Baseball has 324 participants registered for Small Fry (5-6 year olds) and Big Fry (7-8 year olds), which is the highest number of participants the program has seen since 2015. In addition to this, there are 100 participants in the Mini Fry (4 year olds).

Future Stars Soccer practices began Saturday, March 2<sup>nd</sup> at Bradford Creek Soccer Complex and games began on March 17<sup>th</sup>. The success of this program would also not be possible without the commitment from 187 parents and community members serving in volunteering coaching roles across the league.

Greenie League Baseball will have eighteen Small Fry teams and twelve Big Fry Teams as well as ten teams in the Mini Fry Division. These teams will kick off their opening weekend on May 11<sup>th</sup> at H. Boyd Lee Park and Evans Park.

For both programs, Recreation and Parks staff accepted registration for six weeks through the City of Greenville's website and at various recreation facilities during operating hours. Staff are committed to providing high quality programs and services to the Greenville community.

Please let me know if there are any questions.

cc: Ken Graves, Deputy City Manager  
Heather White, Assistant Director of Recreation & Parks



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**To:** Michael Cowin, City Manager  
**From:** Don Octigan, Executive Director of City Projects & Recreation Services  
**Date:** March 27, 2024  
**Re:** Woodlawn Park Accessible Parks Grant Application

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City staff have been working on an application for the N.C. Division of Parks and Recreation's Accessible Parks Grant for improvements at Woodlawn Park. The grant program provides \$12.5 million statewide in matching grants for parks and recreation for people living with disabilities. This program funds the construction of special facilities or adaptation of existing facilities that meet the unique needs of people living with disabilities or that enable them to participate in recreational activities, regardless of their abilities.

Local governments can request a maximum of \$500,000 with each application and must match the grant with at least one dollar of local funds for every five dollars in grant funds. The goal of this grant is to maximize access to recreation opportunities for citizens. Applications are due May 1 and grant awards will be announced in August.

Greenville's Recreation and Parks Master Plan identified ADA improvements at Woodlawn Park as the second highest ranked short term priority project. The park contains the City's oldest playground equipment, which was installed in 1996. Woodlawn Park does not meet current ADA requirements in regards to routes of travel. Additionally, the existing amenities do not promote an inclusive recreational experience.


The proposed project will involve the addition of outdoor recreational amenities that will cater to the demographics who live in close proximity to Woodlawn Park since it is classified as a mini-park/neighborhood park. Proposed amenities include a multisport court, outdoor table tennis/ping pong, cornhole, outdoor foosball, and updated inclusive playground equipment. This project will also provide ADA parking spaces and routes of travel.

A public meeting has been scheduled for Thursday, April 4, 2024, from 4:00–6:00 pm at Woodlawn Park, 100 N. Woodlawn Avenue. The community is encouraged to attend the meeting and provide feedback to City staff on proposed improvements. If citizens cannot attend, comments can be emailed to [mnottingham@greenvillenc.gov](mailto:mnottingham@greenvillenc.gov).

Please let me know if there are any questions.

cc: Ken Graves, Deputy City Manager  
Mark Nottingham, City Projects & Development Manager

## Memorandum

**To:** Michael Cowin, City Manager  
**From:** Kevin Mulligan, Director of Public Works   
**Date:** March 25, 2024  
**Re:** Municipal Building Improvements

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The Municipal Building is the current office location for Neighborhood and Business Services on the third floor, as well as, Planning and Development on the first floor. The Engineering Department will be moving staff to the second floor in May, 2024.

To accommodate an additional staff member within the Planning and Development on the first floor, the need for an additional office space has become necessary. These improvements include constructing new walls to create three (3) individual offices in the existing reception area, insulation, and acoustical dampening measures. When complete the lobby will be a more inviting space for our residents. The staff successfully bid out the project with bids received on February 22, 2024. The award for construction and the notice to proceed was issued on March 13, 2024. The project is scheduled to be completed in late May, 2024.

In preparation for the Engineering staff to relocate to the second floor, Buildings and Grounds staff have been diligently working to improve and enhance the floor plan and associated infrastructure. Staff successfully bid out the project with bids received on February 8, 2024. A notice to proceed has been issued with expected completion of the project in late May, 2024.

These pending improvements include constructing three (3) new additional offices, upgrades to lighting, electrical, data, and HVAC. Additionally, all existing surfaces are being painted on the entire floor. New furniture has been purchased and will be installed.

The pictures below show the start and continuation of the work on the second floor to date:

