

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, April 15th at 6 PM.
This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Presentation: Advisory Board Training
4. Public Comment

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

5. Consent Agenda
 1. February 26, 2023 Minutes
6. Old Business
 1. Code of Conduct

The Board will review the provided Code of Conduct for the Community Center and provided recommendations to staff.

2. Retreat

Staff is proposing a retreat for the Advisory Board to be held this spring. Staff is seeking input and a decision on proceeding with Saturday, May 18th from 9 AM-Noon. Sample Motion: "I make the motion that we add a meeting on Saturday, May 18th from 9 AM to Noon."

6. Open Discussion
8. Staff Updates
 1. Department Update
4. Adjournment

Town of Zebulon

Parks & Recreation Advisory Board Training

PURPOSE

This orientation is to help identify and clarify the roles and responsibilities of the Board, Commission and Committee Members.

The process will help with communication and the structure to show how board members acquire the skills and knowledge they need to be effective leaders. Be prepared to meet new challenges and at the same time do a lot of good work.

OPEN MEETING LAW

"The goal of government transparency is at the heart of the Open Meetings Law. All meetings of public bodies and decision making by public bodies must be conducted openly to give meaning to the state's official policy that government operations are the people's business."

"Public body" is a broad term that includes any authority, board, commission, committee, council or other body of state or local government that has at least two members and carries out one of five functions: legislative, policy-making, quasi-judicial, administrative or advisory. The law covers both elected and appointed boards and commission.

The Planning Commission, Board of Adjustment, Parks Recreation and Cultural Resources and Senior Citizens Advisory Committees are all appointed by the Town Council and therefore considered a public body. All meetings are open to the public and notice must be given 48 hours prior to all meetings. Agenda and minutes are prepared and you will have staff support and Town resources as needed. A quorum is needed to conduct business; a quorum is more than half of the membership. Boards Committees and Commissions may gather informally or socially without constituting an open meeting.

Open Meetings Law is covered under N.C.G.S 143-318. Please contact the Town Clerk at Imarkland@townofzebulon.org for questions.

PUBLIC RECORDS IN NORTH CAROLINA

North Carolina's public records law provides a broad right of access to records of public agencies. The main statutes that define the scope of the law are contained in Chapter 132 of the North Carolina General Statutes.

The following list provides a summary of some of the most important basic concepts for understanding the law.

- The law applies to records made or received in connection with the transaction of public business.
- The law applies to all types of state and local government agencies, and all types of records, including paper and electronic records, recordings, films, videos, and photographs.
- A record that falls within the scope of the statute is subject to public access unless an exception provides otherwise.
- Personal records (not related to the transaction of public business) are not public records, even if they are created using government resources.
- Records related to the transaction of public business are public, even if they are created using private resources.
- The right of access includes the right to inspect and obtain copies although a few specific provisions limit some element of access for particular types of records).
- Anyone can request access; the right is not limited to citizens or constituents of the agency.
- State law limits a public agency's authority to charge for providing access to records, in most cases allowing a charge only for the actual cost of the paper or other medium, if any, on which copies are provided.
- Requirements for retention of public records are governed by rules promulgated by the State Division of Archives and History, Government Records Branch. These rules apply based on the content, not the form of the record. For example, there is no general rule for retention of email. Instead, the requirements for email records will vary depending on the content of the email.

COMMENTS ON ETHICS FOR ADVISORY BOARD MEMBERS

"Ethics" basically means "a set of moral principles." There has always been a general feeling that municipal officials should act in an ethical fashion, including that officials should strive to do what is right for the whole town and not just what is good for a person or group, that officials should not take bribes, trade favors for election support, or engage in transactions which will benefit an official or an official's family member (generally called "conflicts of interest") and that officials should not discriminate on racial or other inappropriate grounds.

Of these various ethical issues, “conflicts of interest” are the most likely to occur from time to time. When faced with a potential conflict of interest, an official should (1) avoid voting in a fashion which produces inappropriate personal or family benefits, (2) disclose the potential conflict to all others involved in the decision, and (3) sometimes “recuse” himself or herself (i.e., don’t vote or otherwise act on the particular issue.)

In 2012, the State legislature enacted a law requiring the governing boards of counties, municipalities, school boards, and a few other agencies to adopt a code of ethics addressing the following areas:

- (1) The need to obey all applicable laws regarding official actions taken as a board member.
- (2) The need to uphold the integrity and independence of the board member’s office.
- (3) The need to avoid impropriety in the exercise of the board member’s official duties.
- (4) The need to faithfully perform the duties of the office.
- (5) The need to conduct the affairs of the governing board in an open and public manner, including complying with all applicable laws governing open meetings and public records.

The Zebulon Board of Commissioners has adopted an ethics code addressing the five items above. All advisory board members should follow general principles of the code of ethics where applicable.

INFORMATION

The Town’s website, townofzebulon.org, is a good place to go for Town information. On the website, you can find information pertaining to the Town, listings for Town- sponsored events and meetings, and links to the Town’s social media accounts. The Town is active on Facebook, Twitter, and Instagram.

There is also a portal to the “Report a Concern” that enables you to report things that may need Town attention—for example, potholes, code violations or maintenance issues in Town parks and other Town-maintained property.

Staff is designing a page on our website for (e-notifications) for signing up to receive the Town news releases, eblasts as well as the ability to sign-up for ReadyWake and Everbridge.

The Town, in conjunction with the nonprofit PEG Media Partners, has a public, governmental and educational channel on Spectrum cable (channel 11). Town Board meetings are broadcast on the channel along with other Town and Wake County government productions. Board meetings and other Town productions such as Public Service Announcements (PSA) also can be watched on demand at on YouTube.

ROLES AND RESPONSIBILITIES

PARKS & RECREATION ADVISORY BOARD

The Parks, Recreation Advisory Board consists of seven regular members. The Parks and Recreation Advisory Board provides recommendations to the Staff and the Town Board on matters pertaining to recreation plans, services, facilities and fee policies.

- Appointment Process – Applicants submit an application of interest, which is reviewed by the Board and appointments are made at a regular meeting of the Board of Commissioners.
- Terms – 3 year staggered
- Residency Requirement – Must reside in the Town limits or ETJ
- Meets –Third Monday of each month at 6:00 p.m. in the Council Chambers at the Zebulon Municipal Complex on an as needed basis.

STAFF LIAISONS BOARDS & COMMISSIONS

Parks & Recreation Advisory Board

Staff Liaison – Sheila Long – Parks & Recreation Director or their designee

919-823-1814 slong@townofzebulon.org

General Role of Staff Liaison

The staff liaison is not included in the board’s membership for quorum purposes and does not deliberate or vote on matters before the board.

Staff liaison shall work with the Parks & Recreation Advisory Board to guide them through the process of what is occurring within the department currently and coming in the future. They will present items for review and obtain input that can then be shared with the public or Board of Commissioners, if necessary.

Staff Liaison Duties

- Provide professional advice and guidance to the Board
- Support the functions of the Board’s meetings and activities
- Educate and update Board on relevant Town initiatives and activities

TOWN OF ZEBULON MEETING RULES AND PROCEDURES

The Town has followed the “Suggested Rules of Procedure for Small Local Government Boards”; third edition by A. Fleming Bell, II as the Rules of Procedure for the Town Board. The following Rules are taken in part and some parts are in addition to the book in order to outline, clarify and condense the most common Board actions and practices.

During the course of public meetings, Board Members should conduct themselves with professionalism and show courtesy to fellow Board Members and staff, other Town representatives and the public. At meetings, Board Members should approach disagreements in a positive fashion. Once a decision is reached by a majority of the Advisory Board Members, the minority should respect and honor the decision. Outside of public meetings, Board Members should avoid public acts or comments that criticize the Town, the Town staff or its processes.

1. Regular Meetings

The Advisory Board holds regular meetings on the third Monday of each month at a time and place to be set by staff. Meetings will be on an as needed basis.

2. Special and Recessed Meetings

(a) **Special Meetings.** A special meeting may be called on rare occasions that there is a topic the Board needs to address sooner than their next meeting. It must be called and advertised at least 48 hours before a special meeting is held. A written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to each PR Advisory Board member or left at his or her usual dwelling place; (2) posted on the principal bulletin board where all meeting agenda’s and notices are posted, or if none, at the door of the Board’s usual meeting place; and (3) delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. Only those items of business specified in the notice may be transacted at a special meeting.

(b) **Recessed Meetings.** A properly called regular or special meeting may be recessed by motion made and adopted in open session during a regular or special meeting. The motion shall state the date, time and place when the meeting will reconvene. No further notice need be given of a recessed session of a properly called regular or special meeting.

3. Organizational Meeting

On the date and time of the first regular meeting following appointments the chair and vice chair are elected. Election are done by nomination and a majority vote of the Advisory Board members.

4. Agenda

Proposed Agenda. The staff liaison shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received a minimum of seven days prior to the meeting in which the matter is to appear. The goal is to avoid last minute items that may require Town staff to gather details or information that bears on the recommend to be made.

An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. The Advisory Board members shall receive a copy of the proposed agenda and the agenda package. Once received the agenda shall be available for public inspection and distribution.

The agenda must be adopted by motion and vote.

Order of Business on an Agenda

Items shall be placed on the agenda according to the Order of Business. The Order of Business for each regular meeting is as follows.

- Call to Order: The person who presides will always begin the meeting at the appointed time with a quorum present.
- Adoption of Agenda: As its first order of business at each regular meeting, the Advisory Board shall discuss any proposed revisions to the agenda and adopt an agenda for the meeting by motion and vote.
- Old Business: Any business that has been presented or discussed previously will be any item of old business.
- New Business: Any topic that has never been presented or discussed by the Advisory Board will be considered new business and discussed after all old business is completed.
- Staff Reports: Staff within the Parks & Recreation Department share what has been occurring in their area of responsibility.
- Adjournment

NOTE: There can be other pieces of business on an agenda, but this is the basics of what an agenda will look like for each meeting.

5. Duty to Vote

Every member must vote unless excused, on grounds allowed by law, by the remaining members according to law. A member who wishes to be excused from voting shall so inform the staff liaison and explain why they believe they should be excused. No member shall be excused from voting except upon matters involving the consideration of his or her own direct financial interest or official conduct, or where the member is unable to be fair and impartial on a matter.

The Board member desiring to be excused from voting is required to make this request in an open meeting and state the grounds on which they believe they should be excused. To be excused from voting a motion must be made and passed by a majority vote of the Board present. In all other cases, a failure to vote by a member who is physically present at the meeting or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

The Chair and Vice Chair have the same voting rights and requirements as all others.

6. Quorum

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who is withdrawn from a meeting without being excused by majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

7. Minutes

Full and accurate minutes of the Advisory Board proceedings shall be kept and shall be open to the inspection of the public. The results of each vote shall be recorded in the minutes with the “aye” and “nay” on all questions shall be taken. At the request of any member of the Board, the vote of each Board Member can be announced.

8. Roles of Chair and Vice Chair

The role of the Chair is to lead the meeting and keep it progressing. The chair will call the meeting order and move from each section of the agenda asking for staff reports, discussion and votes on all areas within the agenda.

The chair is also responsible to keep the order in a meeting when discussions might be getting heated between Board Members or those in the audience are speaking out of turn. The role of the Vice Chair is to serve in the absence of the Chair and guide the meeting according in the same manner as the Chair.

The Chair and Vice Chair have the same voting privileges as all other members.

NOTE: Those in the audience or in attendance do not have the right to speak at an Advisory Board meeting.

9. Attendance

All members are expected to be in attendance at meetings. The Board of Commissioners has adopted an ordinance that sets attendance requirements for all appointed boards. A member of any appointed board can be removed for missing three (3) consecutive meetings or is not in attendance for 70% of the meetings in a 12 month period.

If a Board Member cannot be at a meeting, it is their responsibility to let staff know in a timely manner that they will not be in attendance.

10. Resignation

If a Board Member is unable to fulfill their duties as a member of the Parks & Recreation Advisory Board and must resign, all resignations must be done in writing and submitted to the Staff Liaison immediately.

If a Board Member moves outside of the Town of Zebulon ETJ they must resign immediately.

11. Compensation and Expenses

There is no compensation for serving as a member of the Parks & Recreation Advisory Board. All Board members are volunteers that the Town is very grateful for their willingness to be of service.

The Parks & Recreation Advisory Board and its members have no authority to obligate the Town to or to incur any type of debt on behalf of the Town.

12. Speaking on Behalf of the Town

No member of the Advisory Board has the right to speak on behalf of the Town unless expressly requested to do so by the Town Manager or their designee.

To participate in a meeting, a person must be physically present and able to conduct business at said meeting.

Participating electronically is prohibited at any advisory board meeting.

Consent Agenda

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, February 26th at 6 PM.
This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

The following Advisory Board members were present: Erica Parsons, Wendi Watson, Quinton Taylor, Dexter Privette, and Garret Underhill

Meeting Agenda

1. Call to Order

Quinton called to order at 6:01 pm

2. Approval of Agenda

Motion to approve the agenda: Dexter

2nd: Wendi

All in favor

3. Public Comment

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

In summary, Scott Carpenter spoke for public comment. He lives in downtown on E. Horton St. He walks to many places including with his dogs to the park and event to his dentist, etc. He came to speak about parking. 201 E Horton St. and 200 E Vance St. Heard that parks and rec wants to put a park on this street, including the Chamblee house where the first baby was born. When he looks at the master plan he doesn't see anything about this area being turned into a parking. He and his neighborhood wants to see the house preserved and be an area for quiet gathering and to learn about Zebulon. Invites the board to meet with him and speak about this at either a coffee shop or even his house.

4. Consent Agenda

1. November 20th, 2023 Minutes
2. January 22 Minutes

Motion to approve consent: Dexter

2nd: Garrett

All in favor

5. Old Business

1. Code of Conduct

The Board will review the provided Code of Conducts and provided recommendations to staff.

Quinton welcomed Sheila to speak about the Code of Conducts. She provided codes for the community center, parent and spectators, and coaches. We are looking for feedback from the

board on these items. Changes made to the community center's is to make sure we use consistent language.

Wendi had a question about the dress code and wanted to know what constitutes offensive clothing. Sheila stated we follow a lot of the rules as the public school system. We use a lot of the same facilities, and this is for fairness and consistency. Stated we can come back and cite the dress code for further clarity.

Erica asked if this is part of what the parents sign during online registration. Sheila stated the parent code of conduct is already attached to online registration and the other code of conducts will be available online. The center's is posted on site.

Staff made no changes to coach code of conduct, but wanted Board feedback on it. Erica wanted to know if there were any changes at all. Sheila stated there were none and just wanted to bring it back to the board to see if there was anything they wanted to update.

For the parent and spectator code of conduct Quinton highlighted that he appreciates the bullet that states the sports are for children and not adults. The Board did not recommend any changes.

Staff will return with the Community Center Code of Conduct.

2. Proposed Budget

Staff will provide the Advisory Board an update on the discussion with the Board of Commissioners at their February Work Session regarding the FY 2025 Operating Budget request. Staff has provided a copy of the drafted budget memo. The Board will engage in discussion regarding the budget.

Sheila stated she presented the proposed budget to the board of commissioners at their last board session and wanted to bring it back to see if they had any additional feedback now that they have had time to consider the information that was shared. Limitations in the capacity of staff, space, and general resources will continue to impact staff's ability to serve the community. Many people want the same access to the community center gym at the same time. Currently play basketball for our rec league six days a week. 39% increase in athletic participation this year. Looking anywhere we can for space to play, especially soccer. 78.6% increase in spring soccer from two years ago. Our budget proposal reflects all of this. We are trying to be as flexible as possible. If we can identify any hole in the schedule, we're trying to use that to accommodate highly requested activities such as pickle ball or open gym. The Community Center has been budgeted to have only one employee in the evenings. We need two in the building so there can

be one responsible for working the front with customers and phone, and the other dedicated to the building. It is not safe and overdemanding for only one person in the evenings. For parks maintenance, we are preparing for Little River Park to be developed and further expansion. 3 staff, 120 hours per week. 8 hours each week for travel, training, sick leave, etc.

Sheila included community and coalition support. Wants to bring in part timer or intern helping us build these relationships. People trying to do great things in the community, and we are trying to keep up. As parks and programming continues to grow, we want to be able to keep us with these community efforts.

Wendi stated she appreciates the relationship and being supportive of these community coalitions. Stated Sheila was very detailed in the growth of the community for our budget and is glad she reiterated it this evening.

6. New Business

1. Cost Recovery Policy

The Cost Recovery Policy is reviewed and updated every 3 years. The policy is up for review this year. It will be submitted with the Fee Schedule to the Board of Commissioners during the Budget process. The Board will review the provided Code of Conducts and provided recommendations to staff.

Sheila shared recommended changes based off of experiences over the last three years. Sheila highlighted updates to fee waivers and scholarships, stating that payment plans can be made for extenuating circumstances for those not qualifying for financial aid. Seeing an increase in people that live outside the town limits with financial hardship that still want to participate. Something we would do for anyone going through financial hardship that for some reason doesn't qualify. We try to work with them to find a way. Sheila provided Erica an example of how this would work out with a family wanting to register for t-ball. Having a payment plan option identified in the policy represents a more holistic approach.

Quinton asked if financial aid was being taken advantage of and if this is precautionary or reactionary to that. Sheila stated it has not been taken advantage of, just want to make sure we're holistic in our approach and this is a good time to highlight it in the cost recovery policy.

Erica asked what the family rate is. Sheila stated it varies depending on the program. Sheila gave an example of a family based art class where a family may register together vs individually. Mainly for art based, family intended classes. Erica asked if the family rate can be applied to sports. Sheila stated it's not common, but can be looked into. There are different leagues, sports, age groups for sports so it could be difficult giving a family rate for that. It's easier for general programs where the whole family will be taking that specific class. It is possible that the Advisory

Board could continue to expand the financial aid program to include support for families with multiple families.

Erica asked for basketball if we've ever tried collaborating with East Wake Academy to use their court. Sheila stated we've tried but we haven't had a lot of success due to their own use.

Sheila spoke about our rental rates and reduced rental rates for 501cs.

Approval to recommend to BOC for adoption:

Motion: Wendi

2nd: Garrett

All in favor

2. Refund Policy Review

The Refund Policy is reviewed and updated every 3 years. It will be submitted with the Fee Schedule to the Board of Commissioners during the Budget process. The Board will review the provided Code of Conducts and provided recommendations to staff.

Sheila stated we have one change that we would like to make for athletics and programs. We recommend someone be eligible for a full refund past the deadline as long as there is someone on the waitlist that can fill the spot. If there is no one to fill the spot, then this won't be possible.

Approval to recommend to BOC for approval:

Motion: Wendi

2nd: Garrett

All in favor

3. Retreat

Staff is proposing a retreat for the Advisory Board to be held this spring. Staff is seeking input on whether the Advisory Board would prefer a Saturday Morning retreat 9 AM-12: 30 PM or a weekday from 5-8:30 PM.

Erica stated she gets tired near the end of the day and would be more alert on a Saturday morning. Garrett stated he's good either way. Quinton stated he would go for the morning as well. Wendi stated anytime is good with her as long as she has advanced notice. Dexter stated it seems that the consensus is mornings. Sheila said she will get to work on this.

6. Open Discussion

Quinton asked if anyone went to the dance event, Dancing with the Stars. Sheila stated that Commissioner Baxter and Amanda Cruz participated.

Erica stated she walked at the Community Park and the shelters look good. Nick stated we need more participants in 8U Softball, still looking for 4-8 more girls. We do have a 12U team as well. Erica asked if bingo events are still really popular. Sheila answered yes, we get up to 80-100 participants.

Quinton stated East Wake Collective is officially closed after two and a half years. Stated a new tenant is coming in a couple of weeks that he thinks is an antique store. After some discussion about the upcoming businesses, Sheila asked if we could focus the conversation back on Parks and Recreation related items.

8. Staff Updates

1. Department Update

Full fledge proceeding forward for spring athletics. Have an opening in a Parks Maintenance position which will be posted in a few days.

Preparing for spring concert series, summer camps, and additional spring/summer events/programs.

Working with a couple different coalition efforts. Youth Service Network provider: we are working with WakeMed, Empowered Citizens, and others for youth mental health. Designed to be a network. As we worked with these different groups, there has been a need to be intentional in how this network is coming together. Working with Caro Nova and Wake County to do an assessment. Goal is to work within this network to get more people engaged. Looking forward to that relationship, doing asset mapping to identify gaps in services, figuring out how to improve links. Stated that if the board is interested in being a part of this, it is open to the entire community. Showed where on the Town website you can find the Youth Service Provider Network sign up.

4. Adjournment

Motion to Adjourn: Garrett

2nd: Wendi

All in favor

Old Business

Zebulon Community Center Code of Conduct

The following rules are set in place so that everyone can enjoy opportunities offered by the Zebulon Community Center.

- No swearing, vulgar, disrespectful, or intimidating language.
- No horse playing, fighting, threatening or violent behavior.
- No loitering.
- No spitting on the floor.
- No music allowed (phone, radios, speakers, etc.).
- No dunking a basketball or hanging on the rim.
- No food or drinks, except water, is allowed in the gym.
- Respect the facility, staff, instructors, and participants.
- The Community Center will provide any equipment required for program participation, including basketballs. Please leave yours at home.
- Please arrive in a timely fashion for programs.
- No smoking, tobacco products, drugs, alcohol, or weapons.
- No running, pushing, shoving, littering, or throwing objects (which are not part of a supervised activity).
- Refrain from any lewd, obscene, or indecent conduct, expression, or clothing.
- Program participants should wear pants on or above the hips **and should follow any program specific attire as directed by staff. Inappropriate or offensive dress, including, but not limited to, dress which is too revealing and clothing which displays obscene or offensive words or pictures will not be permitted.**

The above code of conduct will be enforced by the Town of Zebulon staff, instructors, and facilitators.

Corrective actions will be in effect for repeat or habitual offenders:

Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions including, but not limited to:

- A verbal warning
- A suspension of the right to participate in the program for part or the remainder of that session, and written warning to parent/guardian which must be signed and returned before participation in the program can continue.

Violations of the code that are deemed to constitute an immediate or implied threat to the health, welfare and safety of others or their property may result in a suspension of up to one year as determined by the Parks and Recreation Director. The circumstances and severity of the incident as determined by the Parks Director will determine the length of suspension.

Athletic Leagues offered by ZPRD have guidelines for addressing conduct during games that will apply in addition to the above stated actions.