



Zebulon Parks & Recreation Department
Advisory Board Minutes
March 18th, 2019

The Zebulon Parks and Recreation Advisory Board met Monday, March 18th at 6pm in the Zebulon Community Center located at 301 S. Arendell Avenue.

Board Attendees: Debbie Wheless, Jimmy Harris, Michelle Glidewell, Anthony Brown, Raiford Fulghum

Staff Attendees: Sheila Long, Joe Beck, Josh Hardin

Meeting Agenda

1. Welcome
 - Introduction of new Board Member, Raiford Fulghum
2. Public Comment: *Community members wishing to speak must sign up by 5:50 PM. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. Speakers may not give their minutes to another speaker.*

No comments.

3. Old Business
 - Zebulon 2030 Strategic Plan, Department Objectives, and Action Items,
 - o No feedback provided
 - o Pushed to a future meeting
 - Standard Operating Procedure: Cost Recovery & Fee Schedule
 - o No feedback about the procedure provided
 - o Pushed to April meeting
 - o M. Glidewell stated a notebook to keep board efforts consolidated and quickly referenced would be beneficial
 - o Long agreed to prepare notebooks for pick up the week prior
 - Zebulon Advisory Board Retreat –
 - o J. Harris stated the retreat was “Informative” and “appreciated role becoming more advisory instead of reporting role for members”.
 - S Long reviewed goals identified for the board during the retreat:
 - o expanding community outreach opportunities for board members;
 - o staff will improve evaluation procedures to provide the Advisory Board with information needed to evaluate programs and provide recommendations;
 - o providing Advisory Board with Resources (ex: NCRPA membership)
 - o S Long noted the procedure (by-law) training at the May meeting to be led by Recreation Resources Services. S Long also shared that the ordinance establishing the Advisory Board was being updated to reflect text included in other appointed boards such as the planning board.



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4. Open discussion – No comments

5. Staff Updates

- Athletics (J Hardin) – Basketball season ended with post season play in SWAC tournament. Baseball, Softball, T-Ball, Soccer underway. Uniforms Ordered. Continuing to work on details for Opening Day (April 27th). Looking for part-time staff to help with Soccer.
- Parks (J Beck) – Mulch at Whitley Park. Boy Scouts volunteering at Community Park. Nature Play equipment to be installed at Little River Park after the removal of the existing play equipment which is outdated and does not meet safety standards.
 - o J Harris noted that a fence went up along the backside of Whitley Park and J Beck stated it was installed by a homeowner.
- Community Center (S Long) – Basketball ended. Pickleball gearing back up. Child fitness and nutrition programs started. Rentals booked every weekend.
- Programs (S Long) – Summer camps available. Events (Celebrate the arts @ ZTH 4/26, May Day @ ZTH 5/4)
- Farm Fresh Market (S Long) – Maurine Brown has resigned and has begun working in Rocky Mount. Not immediately filling the position. We will take time to evaluate efficiency and consider needs of the organization and how the market fits into that. Opening Day April 27th. New brewery is looking at past success of Koi Pond Brewing at the market and is also interested in establishing building in Zebulon.
- Administration (S Long)– Walkability CIP Committee is going to reconsider recommendation for the next budget year. No new budget update at this time. Staff Wellness Program will be hosting a lunch & learn session on March 20th and is encouraging staff to participate in walking clubs and other fitness programs.

6. Future Meetings

- May 20th, 2019 (Bi-Law Workshop with Recreation Resource Services)
- June 17th, 2019
- July 15th, 2019

Adopted on April 15, 2019.


Sheila Long, Parks & Recreation Director