



Zebulon Parks & Recreation Department  
Advisory Board  
May 20<sup>th</sup>, 2019 Minutes

The Zebulon Parks and Recreation Advisory Board will meet Monday, May 20<sup>th</sup> at 6pm in the Zebulon Community Center located at 301 S. Arendell Avenue.

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

Staff Attendees: Sheila Long, Amy Hayden, Tim Hale

### Meeting Agenda

1. Welcome  
Sheila-Update on Jen not being able to attend.
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. Consent
  - a. Minutes
    - i. April 15<sup>th</sup>, 2019  
Debbie Wheless made the motion to adopt the minutes and Jimmy Harris 2nd to approve minutes. All members voted to approve.
4. Open Discussion  
No comment.
5. Storm Response & Recovery Report  
Sheila:
  - Littler River has 50 plus trees down and/or damaged on both sides of the river.
  - Whitley Park –Corner of bathroom damaged by tree. A lot of limbs down. Working on tree removal and hope to be open in the next few days.
  - Community Park-No direct hit. Disc Golf course is closed and natural area closed due to down trees and hanging limbs.
  - Assistance provided by Wendell Parks & Recreation/Public Works, Wake Forest Utility Division and Clayton. Hope to have Whitley and Community Park open soon. We are hoping to offer a community cookout after Memorial Day.
  - Little River-Look at how we can open the Park. 9 Trees down on Water Plant Road side. We will have to go through the purchasing process and bid out. We will get safety fencing up to provide some access to the park. Wake County has offered assistance.
  - Programs were canceled Monday due to not having power. Tennis was sent to East Wake High School. Great teamwork and support.
  - Questions: Don't anticipate any additional costs for council.
6. Staff Updates
  - a. Athletics  
Sheila-Almost done with Spring Sports. Played 20 games at the GSK lots, soccer and tball over the first two weekends. Looking to continue to use the field. Josh



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is putting together an Athletics Manual. Will bring it before the board for approval.

b. Parks

Tim-Maintenance-weekly mowing, trimming and blowing. Mulch on hold at Whitley Park. Put down fertilizer application this week. Shout out to all part time staff for their hard work.

c. Community Center & Programs

Tim-Put emergency protocol in place here this week. Implemented emergency action plan. Had about 20/30 people in the building during the storm.

Program Brochures-Revised style. They look great. Please take a stack to pass out.

Security system is not currently recording. The disc drive is bad. Security company is ordering a new one.

d. Cultural & Recreational Programs & Events

Amy-Celebrate the Arts was a success. We partnered with ZDAC and ZES PTA. Had 460 in attendance.

May Day-Friday Night Kickoff was rained out. Looked like we would have had a good crowd. We will try the same type of event in the future.

New York Trip was wonderful. We took 45 senior adults to see the Statue of Liberty, 911 Memorial, 22 went to a play and 17 went to the Yankees game.

Summer Camps-currently registering for 22 different summer camps.

e. Farm Fresh Market

Sheila-Opening day we had 1,300 and played 10 games, soccer and tball.

May Day-1,200 people and the day included the race, bounce houses and games.

We will not be doing themes every Saturday this year, but focusing on Fresh

Family Fun. We will continue to do a variety of activities, but not themed

weekends. Vendors are happy and we have picked up Rob's produce and 2 other

farms. This past weekend the attendance stayed steady. We will continue to have

music at every Saturday. We are planning on working with a consultant to assess

the market and our current framework.

f. Administration

i. Budget & CIP update

Sheila-Going fairly well, requested budget reflects staff recommendations and includes:

- Irrigation at Wakelon-\$50K
- Renovations to bathrooms at Whitley Park
- Town Commons
- Master Plan & Impact Fee Study-option to charge and impact or develop fees per dwelling unit. Over 2,000 dwelling units are approved. We will double in size over the next 5 to 10 years. The fee will go specifically to recreation and be tied to specific projects.

ii. Walkability Committee- CAMPO

Sheila-



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- CIP funding requests for the upcoming budget year will highlight connections where we are missing sidewalk on Arendell Avenue. Cost is over \$100K to complete the links.
- Greenway update- CAMPO- funds for the Beaverdam project were originally denied, but Public Works recently received word that funds have become available and were granted over \$1.5 million

iii. Board Terms

1. Anthony Brown (Term Exp 6/30/2019)
2. Jimmy Harris (Term Exp 6/30/2019)

iv. Future Meetings

1. May 22<sup>nd</sup>, Budget Work Session- Town Commons  
Sheila-presenting at 7pm.
  2. May 30<sup>th</sup>, Budget Work Session- P&R Master Plan & Impact Fee Study, Sidewalks/Walkability  
Sheila-presenting at 7pm with Jen discussing connections of master plan and funding opportunities. The Sidewalk presentation will note the Half cent tax, \$40K per year cover missing links. CDBG is going away from sidewalk projects. Determine how we are going to move forward. Prioritize Projects as people move in, look at assets. When Amazon is proposing new headquarters location-look at public spaces, greenways and sidewalks when then are analyzing future locations. Would like to do an extra work session in the fall with the board of commissioners.
  3. June 17<sup>th</sup>, 2019
  4. July- no meeting  
Sheila-No meeting.
7. Recreation Resource Services: Procedure Workshop  
Cancelled.