

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, April 19th at 6pm. This meeting will be held virtually. The public may access the meeting remotely as noted below.

To watch, please visit our Public Input Meeting Page: <https://publicinput.com/A7276>

To participate by phone: **855-925-2801** Meeting code: 8219

- This is a toll-free number.
- When calling, you will hear a prompt to enter your project code. **Enter 8219**
- If you call in during the meeting, you can simply stay on the line to listen to the meeting.
- To leave a voice message, press *2 (star, then the number 2).
- You can also request to speak by pressing *3 (star, then the number 3). You will be placed in the speaker que while continuing to hear the meeting audio until it is your turn to speak.

To participate by email: G726@PublicInput.com

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Public Comment: Public comments are limited to 3 minutes by phone or 400 written words by email. Anyone wishing to speak must enter the speaker que or leave a voicemail by 5:50 PM. Emailed comments must be received by 3 PM in order to be read into the minutes of the meeting. Public comment may be limited to 15 minutes.
4. Consent
 - a. Adoption of Minutes
 - i. February 15th, 2021
 - ii. March 4th, 2021
5. Old Business
 - a. Master Plan: Update
 - i. Action: Add Meeting, April 29th at 6 PM
 1. Implementation Workshop
6. Open Discussion
7. Staff Updates
 - a. Department Update
 - b. Board Appointments
 - c. Requested Work Session: April 29th at 6 PM
 - d. Next Regular Meeting: Monday, May 17th at 6 PM
8. Adjournment

**Zebulon Parks & Recreation Department
Advisory Board Meeting
February 15th, 2021**

The Zebulon Parks and Recreation Advisory Board held a meeting on Monday, February 15th at 6pm. This meeting will be held virtually. The public could access this meeting via website, phone, and live stream on Facebook. This meeting can be reviewed on Public Input Meeting Page: <https://publicinput.com/W4447>

Board Member Attendance: Erica Parsons, Garrett Underhill, Brandon Wiggins, Andi Wrenn, Dexter Privette, Allen Boyette

Meeting Agenda

1. Call to Order

Start – 6:00 PM

Erica Parsons called the meeting to order.

2. Approval of Agenda

1st - Brandon Wiggins

2nd - Andi Wrenn

All Voted In Favor

3. Public Comment: Public comments are limited to 3 minutes by phone or 400 written words by email. Anyone wishing to speak must enter the speaker que or leave a voicemail by 5:50 PM. Emailed comments must be received by 3 PM in order to be read into the minutes of the meeting. Public comment may be limited to 15 minutes.

No Comments

4. Consent

- a. Adoption of Minutes

- i. January 16th, 2021

- ii. January 19th, 2021

Erica Parsons called for a motion to adopt the minutes.

1st – Andi Wrenn

2nd – Brandon Wiggins

All voted in favor.

5. Presentation

- a. Litter Sweep Program

The Zebulon Parks and Recreation Department released a survey to the community regarding litter in town and to gauge interest in participating in litter sweep efforts. To date we have had 62 people complete the survey.

- i. Wake County/86it.com

Chelsea Arey of Wake Country Environmental Services gave a presentation regarding the 86it Anti-Litter Campaign. Chelsea Arey is the Environmental Education Program Coordinator for Wake County and oversees 86it. The 86it Campaign emphasizes the importance of citizen participation and focuses on

teaching the community to dispose of trash correctly in a positive way. Pre-COVID 86it would host large scale cleanups throughout Wake County every year. Throughout COVID 86it has been focused on helping communities and individuals organize and host small scale cleanups with their litter cleanup kits. Chelsea has started her own podcast, “No Straw Please”, to discuss helpful tips to reduce waste production. 86it will be supplying resources and litter cleanup kits for the litter sweep efforts in our community.

ii. Stormwater

Chris Ray, Director of the Zebulon Public Works Department, discussed the Storm Water Program here in town. Litter sweep efforts have a direct impact on the storm water program. Litter sweeps not only beautify our streets but it also prevents roadway trash from entering our streams, lakes, and drinking water sources. Public Works would like to assist with these efforts in any way that they can. The Zebulon Public Works Department has a storm water plan in place in which they do things through the town to prevent waste from enter storm water drains such as drain stenciling, debris pickup with the street sweeper, maintaining bare spots on town property to prevent erosion, and educating the public about storm water efforts.

6. Old Business

a. Advisory Board Goals: 2021

Amy Hayden presented the following: In listening to the board talk about the assessment and opportunities to grow, two themes were apparent: **Community Engagement and Community Awareness**. The motion before the board today is to adopt these themes as their goals for 2021. Staff is already working to prepare items to support your goals and will further present them to you in the March regular meeting. Based on the Advisory Board discussion staff recommends the following actions:

- Provide name tags for advisory board members.
- Use social media, website, and PSA efforts to connect the community with Advisory Board Members.
- Develop Subcommittees
- Coordinate with Department staff to utilize the incoming “Rec-on-the-Go” trailer as an engagement tool for the Advisory Board at town events and other community events.
- Staff will make additional presentation and promotional material available for the board.
- Brand the Advisory Board with T-shirts

Discussion: Board members commented on the design of the shirt and made some suggestions for their brand. The board liked the ideas suggested and think it is heading in a positive direction. A survey will be made available to board members to provide feedback regarding next steps for the 2021 goals.

Allen Boyette asked for clarification on the funding the Fundraising Committee would be doing. Sheila Long explained that in the past and at the board retreat, board members had expressed interest in fundraising opportunities. For example; they discussed fundraising opportunities to go towards a youth scholarship for program participation. The Fundraising committee would consist of one staff representative and board members who are interested in seeking funding.

Erica Parsons called for a motion to adopt these themes as the 2021 Goals for the Advisory Board.

1st – Brandon Wiggins

2nd – Garrett Underhill

All voted in favor.

b. Master Plan: Visioning Phase 2

i. Meeting: March 4th

Amy Hayden gave an update regarding the Master Plan. The Master Plan process is moving forward in a positive direction. We will be doing another round of visioning session in March. Master Plan consultants have requested a meeting with Advisory Board members on March 4th at 6 PM.

Erica Parsons called for a motion to add an Advisory Board meeting to the calendar of meetings on Thursday, March 4 at 6 PM.

1st – Garrett Underhill

2nd – Brandon Wiggins

All voted in favor.

7. Open Discussion

Erica Parsons asked for clarification regarding the current surveys available. Amy Hayden explained that the litter sweep survey is open now to the public. Board members may complete this survey. A survey regarding next steps for the Advisory Board’s 2021 goals will be sent out in the upcoming weeks.

Andi Wrenn brought up shirt design. She suggested a collared shirt with embroidery for “more official” events. She suggested having a shirt that says “how can I help you?”. Other board members did not want to have a shirt that suggested that people should come ask them questions about events and other town business. They liked the idea of something that suggested they were the Advisory Board so that people could ask specific questions about the board.

Andi Wrenn was excited to see the turnout for the litter sweep that took place last week.

Erica Parsons asked about spring sports registration. Amy Hayden explained that in years past, spring sports registration is typically slow, but the week leading up to the deadline was when most people signed up. So we are expecting the numbers to pick up in the upcoming week. February 19th is the last day for registration.

Erica Parsons asked about upcoming events for Easter. Amy Hayden explained that she is working on a COVID friendly Easter egg hunt for the Saturday before Easter.

Erica Parsons asked about upcoming senior trips. Amy Hayden explained that with COVID concerns, she does not think it is safe to get our seniors together to take a trip at this time.

Erica Parsons noted that she is still interested in planning a hammock event at Whitley Park. She noted that she has a neighbor that is in a band that could play at the event. Erica Parsons is very interested in becoming more involved with event planning with the department. Amy Hayden explained that she is working on planning programs and events through the summer.

8. Staff Updates

a. Department Update

Farmers Market

- Application & Guidelines Released
- Sponsorships are being secured.
- Product Styling Workshop is scheduled for Tuesday at 4 PM.

Community Center

- Open with limited operating hours.

- Released a free throw competition for youth.
- Art programs have restarted.

Admin

- Coordination with Withers and AECOM to review collected data and a visioning plan for the Master Plan.
- Operating budget draft submitted to the manager.
- Preparation of a Parks & Recreation CIP budget is underway.
- Coordinating with partners and volunteers to address litter concerns in Zebulon.
- Working with Dude Solutions to expand our work order system to allow the public to report concerns.

Parks

- Community Park field renovation continues.
- Installation of new bike racks.
- Revamp of entrance at Gill St park.
- Continued support of the Covid-19 Testing services at Zebulon Community Park

Programs & Events

- Developing Rec-On-The-Go program to take pop-up, small-scale events to our parks and neighborhoods.
- Spring Sport registration is underway.
- Seeking to purchase outdoor movie equipment to expand movie event opportunities.
- Healthy living program partnership exploration with the Poe Center.
- Developing a pollinator garden and complimentary programs for Community Park.

Erica Parsons asked if the department purchased the movie equipment, if we would be bringing back free movie nights. Amy Hayden explained that with current COVID concerns we are hoping to be able to move from the in-vehicle movie night to pod style movie night on the lawn. If we purchase the equipment, it would cut the cost of us having to rent everything. Eventually we hope to be able to return to free movies. Andi Wrenn noted that it is good to have a little fee involved with events, especially if people sign up and do not come, fees encourage them to still attend.

b. Next Regular Meeting: Monday, March 15th, 2021

9. Adjournment

Erica Parsons called for a motion to adjourn the meeting.

1st – Brandon Wiggins

2nd – Andi Wrenn

All voted in favor.

End – 6:45 PM

**Zebulon Parks & Recreation Department
Advisory Board Work Session
March 4th, 2021**

The Zebulon Parks and Recreation Advisory Board met virtually on Thursday, March 4th at 6:00 PM. The public may access this meeting via <https://publicinput.com/P8480>. This meeting served as a work session.

Board Member Attendance: Erica Parsons, Garrett Underhill, Andi Wrenn, Dexter Privette, Allen Boyette

Meeting Agenda

1. Call to Order

Erica Called us the meeting to order.

2. Approval of Agenda

Garret

Andi

All voted in favor.

3. Old Business

- a. Play Zebulon: Comprehensive Parks & Recreation Master Plan
 - i. Visioning Workshop

Sheila Long introduced consultants with Withers Ravenel, Gary Warner, and AECOM, Drew Crumpton.

Drew Crumpton provided a presentation on the findings of the master plan process to date. Topics of the presentation included a system and inventory analysis and community need assessment.

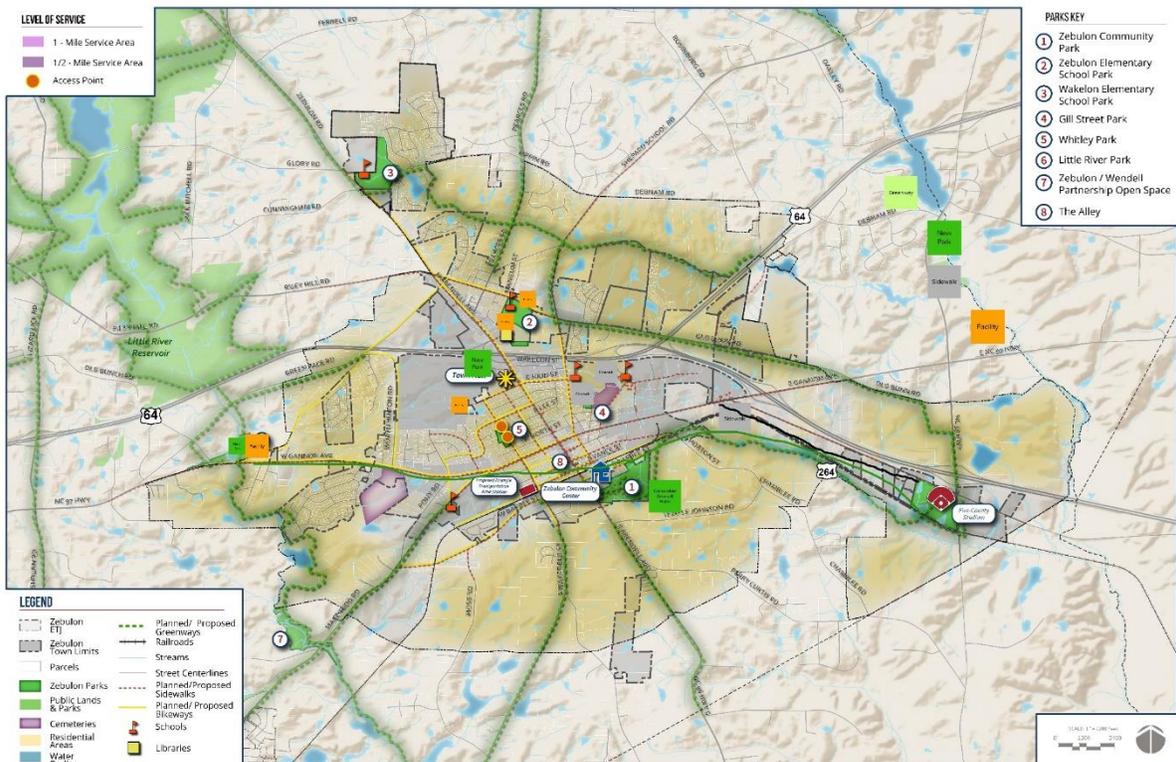
Discussion was had amongst the board members and below is a summary of vision questions and responses from the board:

Identify 3-5 Community Goals that Should be Accomplished before 2030:

- Challenges to address:
 - How do we acquire more land for parks and sports fields?
 - How do we update/grow our current parks and facilities?
 - How do we grow our Downtown area?
 - How do we get all our trails and greenways to connect?
 - What are we known for?
- What do we want to accomplish?
 - Programs for people to connect with each other
 - Connect new development to Downtown
 - Leverage Mud Cats Stadium
 - More advertising for programs
 - How do we connect?
 - Meeting space Downtown
 - Public/Private partnerships

- Special events
- Park signage – possible with QR codes
- Focus on Little River Park
- Expand facilities and community center
- Amphitheater
- Aquatics in eastern NC
- Aquatic center
- Community pool

Identify projects, connections, or additional actions for Zebulon Parks and Recreation (Mapping exercise).



Identify TOP FIVE (5) projects or actions you feel are most important to complete:

- Little River Park
- Aquatic Center
- Land for new parks / facilities
- Greenways
- Downtown area
- Dog Park
- Updated signage
- Downtown vacant buildings / lands

- Downtown
- Greenways
- Sidewalks
- Walkability
- Community Recreation / Centers
- Land acquisition

Overall Vision for the Zebulon Parks and Recreation System:

- To help the town grow and have fun while doing it
- Parks and recreation will be more family oriented. The foundation for kids growing up. The memories, rituals and traditions that become their childhood. A sense of community that starts with kids and builds up to adults.
- A sense of community. We feel like we belong, we feel accepted and can participate without judgement.
- During COVID, it has shown us that more and more people are wanting to get outside and enjoy something with the people that they love.
- Grow responsibly with parks and rec expansion that generates pride and attracts citizens.

4. Staff Update

Sheila Long: There is no old or new business to bring before you at the March Regular advisory board meeting. Unless something substantial arises, the March Regular meeting will be cancelled. Please use this time to encourage your networks to participate in the Vision Survey.

5. Adjournment

Erica Parsons called for a motion to adjourn.
Andi Wrenn made a motion to adjourn
Allen Boyette 2nd that motion
All voted in favor.

Topic: Master Plan Update

From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

The department presented the findings of the Master Plan process to date and the results of the Vision Workshop to the community. Staff utilized email list serves, social media, partners, and print material to share the online engagement tool. Online engagement included a video summarizing the process and proposed vision as well as opportunity to provide input on the proposed vision, goals, and priority projects.

Our next step is to conduct an Implementation Workshop. In this workshop, we will present project, operation, and program implementation consideration and strategies. Consultants will also share cost estimates related to projects identified through this process in addition to possible revenue streams.

Consultants have requested a meeting with the Parks and Recreation Advisory Board and staff on Thursday, April 29th at 6 PM.

Discussion

The board will discuss and consider adding a meeting on April 29th at 6 PM.

Sample Motion:

“I make a motion to add an advisory board meeting to our calendar of meetings on Thursday, March 4th at 6 PM.”

Topic: Department Updates

From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director

Farmers Market

- Pop Up Market: April 21st from 4-7 PM in the Alley: 23 Vendors and a Food Truck
- \$7500+ sponsorships secured.
- Regular Market starts the first Saturday in May.

Community Center & Shelters

- Pick Up Outdoor Fitness (weather based, average 1-2 days per week)
- Daily users continue to increase.
- Open with limited operating hours.
- Picnic Shelter Rentals are increasing.
- Art and dance programs continue.

Admin

- Coordination with Withers and AECOM to review visioning summary and prepare cost estimates for the implementation phase of the Master Plan.
- Operating budget revisions submitted to the manager.
- CIP Budget for Parks & Recreation submitted to reflect Master Plan findings to date as best we could without a final document.
- Continued coordination with partners and volunteers to address litter concerns in Zebulon.
- Support of town wide Downtown Economic Development efforts.
- Support of town promotional videos.
- Preparations to take on maintenance responsibility of the Greenway once opened.
- Coordinating with Non-Profits on community projects for our youth.

Parks

- Continued support of the Covid-19 Testing services at Zebulon Community Park
- Beaverdam Greenway is nearing substantial completion and expected to open early summer.
- Supporting Spring Sports

Programs & Events

- Developing Rec-On-The-Go program to take pop-up, small-scale events to our parks and neighborhoods.
- First Outdoor Movie of the year planned for Friday
- Developing a pollinator garden and complimentary programs for Community Park with various partners
- Summer camp registration underway.