

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, August 16th 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/B3455>

To participate by phone: **855-925-2801** Meeting code: 5214

- This is a toll-free number.
- When calling, you will hear a prompt to enter your project code. **Enter 5214**
- 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: B308@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. April 19th, 2021
 - ii. April 29th, 2021
5. Old Business
 - a. Play Zebulon: Parks & Recreation Comprehensive Plan
 - i. Action: Recommend Approval
6. Open Discussion
7. Staff Updates
 - a. Department Update
8. Adjournment

**Zebulon Parks & Recreation Department
Advisory Board Meeting
April 19th, 2021**

The Zebulon Parks and Recreation Advisory Board held a meeting on Monday, April 19 at 6pm. This meeting was held virtually. The public could access this meeting via website and phone. This meeting can be reviewed on the Public Input Meeting Page:

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

Meeting Agenda

1. Call to Order

Start – 6:15 PM

Erica Parsons called the meeting to order.

2. Approval of Agenda

Erica Parsons called for a motion to approve the 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. February 15th, 2021
 - ii. March 4th, 2021

Erica Parsons called for a motion to adopt the minutes.

1st – Brandon Wiggins

2nd – Garrett Underhill

All voted in favor.

5. Old Business
 - a. Master Plan: Update

Sheila Long presented: Visioning workshop went great. We received lots of valuable feedback from the advisory board as well as staff during the staff session. We also had a survey available on Public Input and had about 60 public participants. We are looking forward to moving onto the implementation phase of the project. Our consultants have requested to hold a Implementation Workshop with the board. This meeting will be an overview of the process again and will discuss the cost estimates for various projects as well as potential revenue streams.

- i. Action: Add Meeting, April 29th at 6 PM
 1. Implementation Workshop

1st – Erica Parsons made a motion to add a meeting on April 29th at 6 PM.

2nd – Dexter Privette

All voted in favor.

6. Open Discussion

Andi Wrenn asked about summer camp registration and Sheila Long shared an updated on registration and response to Covid guidelines from the State.

Andi Wrenn asked about the Market and how vendor response has gone and discussion was had amongst the board and staff.

Garrett Underhill asked for clarification about alley renovation. Sheila Long indicated staff is working with downtown businesses and potential vendors through alley activation. We are working with the Creative Cup to renovate the Alley across the street.

Erica Parsons shared comments and discussion was had amongst the board and staff about shade in the alley and wants to see hopscotch and sidewalk chalk opportunities.

7. Staff Updates

a. Department Update

Sheila Long provided the following general department updates.

- Pop Up Market on Wednesday
- More than \$7500 in FM Sponsorships
- Shelter rentals have increased. We are having to consider stacking rentals, but there is a staffing concern related to that.
- Mask requirements are impacting fitness classes, and pop-up outdoor fitness will continue.
- Master Plan coordination continues with a focus on cost estimates and impact fee analysis.
- Budget prep
- Downtown support
- 6-7 promotion videos to be released in the next few weeks
- Beaverdam Greenway is nearing substantial completion and in the new budget year, our department will take over general maintenance.
- Movie Night coming up.
- Learning Garden under development

b. Board Appointments

Sheila Long reminded Garrett, Allen, and Debbie that they will need to submit for reappointment to stay on the board.

c. Requested Work Session: April 29th at 6 PM

d. Next Regular Meeting: Monday, May 17th at 6 PM

8. Adjournment

Erica Parsons called for a motion to adjourn the meeting.

1st – Garrett Underhill

2nd – Andi Wrenn

All voted in favor.

**Zebulon Parks & Recreation Department
Advisory Board Work Session
April 29th, 2021**

The Zebulon Parks and Recreation Advisory Board held a meeting on April 29th at 6pm. This meeting was held virtually. The public could access this meeting via website and phone. This meeting can be reviewed on the Public Input Meeting Page:

Board Member Attendance: Garrett Underhill, Brandon Wiggins, Andi Wrenn, Dexter Privette

Meeting Agenda

1. Call to Order

Start – 6:15 PM

Dexter Privette called the meeting to order

2. Approval of Agenda

1st – Brandon Wiggins made a motion to adopt the agenda

2nd – Andi Wrenn

All Voted In Favor.

3. Presentations/ Work Session

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

A presentation was made by Withers Ravenel, AECOM, and Ballard King to present the results of the visioning workshop and development. Discussion was had with the board and staff to discuss prioritizing projects, programs, and policies.

4. Adjournment

1st – Garrett Underhill made the motion to Adjourn.

2nd – Andi Wrenn

All voted in favor.

Topic: Play Zebulon: Parks & Recreation Comprehensive Plan

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

Background

The department has worked with the Advisory Board for the last 18 months to develop a Comprehensive Master Plan for the Parks and Recreation System. This plan is very thorough and did not stop at just reviewing our parks system. This plan included assessment of programs, operations, and staffing. This spring, the Advisory Board worked with consultants and staff to develop a vision that was presented to the community.

On August 29th, the Advisory Board worked with staff again to review the associated costs and initiatives needed to implement the vision and began to discuss prioritizing projects and action items.

Printed copies of the Master Plan were delivered to the Advisory Board on July 28th, 2021. The plan was made available to the public on July 31st, 2021: <https://publicinput.com/C7705>.

Our next step to present this plan to the Elected Board for Adoption.

Discussion

The board will discuss and consider recommending adoption of the Play Zebulon: Parks and Recreation Master Plan.

Sample Motion:

"I make a motion to recommend adoption of the Play Zebulon: Parks and Recreation Master Plan."

Topic: Department Updates

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

Farmers Market

- Pop Up Market: August 18th

Community Center & Shelters

- Daily users continue to increase.
- Tim Hale is retiring at the end of this month.

Admin

- Coordination with Withers and AECOM to finalize the Master Plan.
- Operating budget and CIP Budget Requests for Parks & Recreation approved and reflect Master Plan findings to date
- Meeting held with 2 Wake County Commissioners and town representatives to promote early findings of Play Zebulon and the planning department's Land Use Plan
- Working on filling staff vacancy and completing department reorganization focusing on the recreation division.

Parks

- Covid-19 Testing services at Zebulon Community Park ended in June.
- Beaverdam Greenway is nearing substantial completion and expected to open soon. Delays are attributed to supply shortages.
- Second Alley Renovation is underway
- Preparing fields for Fall Sports
- Parks have taken on the responsibility of greenway and community landscaping from Public Works
- We will begin to eradicate the Kudzu at Little River Park this month. This is going to take a year for substantial improvements to the area.
- We've been working on improving sight lines at our parks. You will notice continued tree limbing and bush removal.
- First two interactive sidewalk murals completed.

Programs & Events

- Developing Rec-On-The-Go program to take pop-up, small-scale events to our parks and neighborhoods.
- Popsicles in the Park has been successful.
- Summer camp has been successful with most camps maxing out.