

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, October 18th at 6pm.
This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
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.
4. Consent
 - a. Adoption of Minutes
 - i. August 16th, 2021
5. Old Business
 - a. Program Scholarship Fund
 - i. Action Needed: Subcommittee
 - b. Department Reorganization
 - i. No Action Required
 - c. Chair & Vice Chair Roles
 - i. No Action Required
6. Open Discussion
7. Staff Updates
 - a. Department Update
 - b. Next Meeting: November 15th, 2021
 - c. Important Dates:
 - i. Movie Night: October 22nd
 - ii. Veteran's Day Celebration: November 10th
8. Adjournment

**Zebulon Parks & Recreation Department
Advisory Board Meeting
August 16, 2021**

The Zebulon Parks and Recreation Advisory Board held a meeting on Monday, August 16 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:

Debbie Wheless, Dexter Privette, Erica Parsons, Brandon Wiggins, and Garrett Underhill

Staff Attendance:

Sheila Long, Hannah Blishe, Amy Hayden

Meeting Agenda

1. Call to Order

Start – 6:03 PM

Brandon called the meeting to order.

2. Approval of Agenda

Brandon called for a motion to approve the agenda.

1st – Erica

2nd – Dexter

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. April 19th, 2021

- ii. April 29th, 2021

Brandon called for a motion to adopt the minutes.

1st – Erica

2nd – Garrett

All voted in favor.

5. Old Business

- a. Play Zebulon: Parks & Recreation Comprehensive Plan

- i. Action: Recommend Approval

Sheila Long provided a brief overview of the master plan and process so far and discussed chapter 4 and 5 of the plan in more detail.

Chapter 4: Lot of great ideas and inputs from workshops. Great feedback and interest from community on information from video and visioning. Talked about the 5 subsystems in depths, no questions from the board. Discussed survey responses for support for funding types and additional payments.

Chapter 5: Implementation workshop was held with Parks and Recreation Advisory Board on April 29. Discussed the priority projects that came out of the workshop. Erica asked “is there an estimate how much extra you’ll be able to get with the impact fees?” Sheila Long answered that it is estimated we could get \$12 Million in impact fees. If we were to charge \$3000 per single family dwelling which is consistent with the market rate for that fee, we would be able to

bring in about 12 million.” Erica then asked “for each new dwelling or existing dwellings as well?” Sheila answered “a new dwelling.” Discussed phasing plan, future funding considerations, and funding priorities and what that will look like. New programming ideas and growing programming outside of the community center. Sheila closed her presentation and opened the floor up for questions and comments.

Brandon made the comment “a lot is happening, a lot to look forward too. In reviewing the master plan, you get a good sense of things are happening and things are taking shape and we defiantly have a ton to look forward to as a community and it makes you want to work that much harder to get these things implemented and get some things done.” Sheila commented that we already have partner’s excited to work with us to accomplish items in the plan. Dexter agreed with Brandon that he thinks people will be happy to see that something is moving forward and that effort is being put into this. Ercia said she liked Sheila’s analogy of the plan is our menu and the different things that we can order. She then asked “when would people be voting on the bond?” Sheila said “that is something that is to be determined and will require additional consideration and public engagement.” Debbie and Garrett made the comment that it is a very impressive document.

Brandon called for a motion to approve the recommend adoption of the master plan

1st – Garrett

2nd – Dexter

All voted in favor.

6. Open Discussion

a. Ercia asked “Will we be getting back into some regular meetings?” Sheila answered “yes, we will.” Brandon made the comment that the Hendrix Pond at Weavers Pond is spectacular. Ercia asked “Are fall and spring programs coming out soon?” Sheila answered “Yes we are starting to send them out and promote them.”

7. Staff Updates

a. Department Update

Tim Hale is retiring end of August. Amy will be transitioning into a recreation Manager position and will still have programming responsibilities. Hannah B will transition into a program coordinator. Currently going through the hiring process for a recreation assistant. Putting more focus on the entertainment side of the farmers market, AMP the Alley. We met with 2 Wake County commissioners at Five County Stadium a couple weeks ago and presented what the future of Five County and Little River can be and the difference it can make in the community. We received great feedback and response from that meeting. We are getting the second alley renovation under way. Parks and Rec Department has taken on maintenance of cemetery, community center, and greenway. Working on sight lines in the parks. Working with vendor to help fix up Little River Park. Developing Rec on the Go plan. Summer camps were very successful.

8. Adjournment

Brandon called for a motion to adjourn the meeting.

1st – Erica

2nd – Garrett

All voted in favor.

End – 7:15

Topic: Play Zebulon: Program Scholarship Fund

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

Background

The Advisory Board adopted Community Engagement and Community Awareness as their board goals for 2021. One of the projects discussed by the advisory board was to raise funds for a scholarship program for youth. Town staff is drafting a financial assistance standard to bring before the advisory board in November. At this time there are no funds available for the program and fundraising will be required.

Discussion

The board will discuss and consider appointing 2-3 advisory board members to a sub-committee to work on a plan for fundraising to support the program scholarship fund.

Sample Motion:

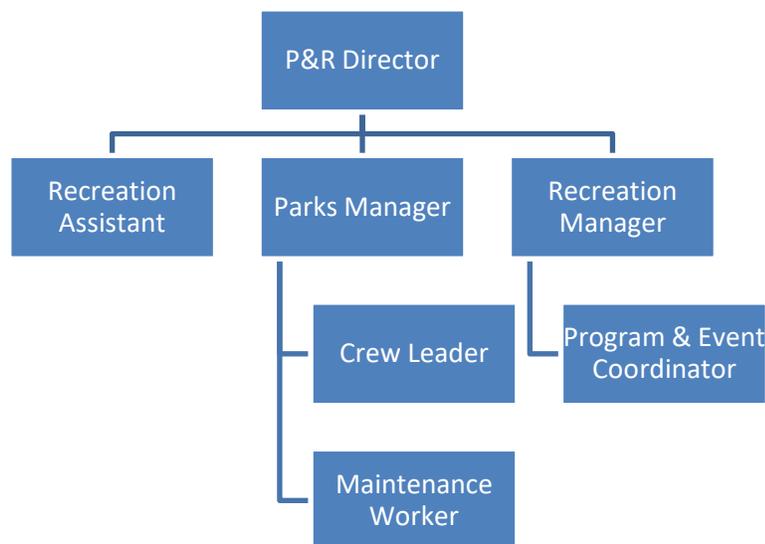
"I make a motion to assign _____ to a subcommittee to work on a plan for fundraising to support the program Scholarship fund."

Topic: Department Reorganization

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

Background

Throughout the Parks and Recreation Master Plan development process, we have worked to begin the implementation phase of operational and staff assessment findings. As of September 1st, we finalized staff reorganization of our department and have 3 distinct divisions: Administration, Recreation, and Parks. We have also filled full time vacancies. Our new department organization structure is found below.



As with any reorganization, we are transitioning duties and assessing operations and practices. We are evaluating our operations and practices based on customer service, effectiveness, efficiency, and best practice. This is a large undertaking and timely, but it is necessary. The end result will be a Departmental Process Manual.

Over the next few months, we expect to present department standards that should have input from the Parks and Recreation Advisory Board such as a departmental code of conduct. We will also present policies that need to progress to the elected board following your consideration and input (Ex: Refund Policy, Rental Policy, etc...).

Discussion

The board will discuss department reorganization, but no action is required.

Topic: Chairperson & Vice-Chairperson Roles

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

Background

The Advisory Board is required to have a Chairperson and Vice-Chairperson by ordinance. Erica Parsons is currently serving as the Chairperson and the Vice-Chairperson role is vacant.

Discussion

The board will discuss chairperson and vice-chairperson roles. No action is required at this meeting. These positions can be filled prior to your November meeting.

Topic: Department Updates

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

Community Center & Shelters

- Staff receiving training on RecDesk
- Rentals availability is expanding following the recent decline in COVID-19 cases.
- Elections will be held at the center on November 2nd.

Admin

- Play Zebulon was adopted by the Board of Commissioners.
- Working on marketing material related to the finalization of Play Zebulon.
- The Impact Fee Study was presented via Joint Public Hearing to the Planning Board and the Board of Commissioners in order to meet state requirements. The Planning Board has recommended adoption of the Recreation Impact Fee.
- Preparing for a December work session with the Board of Commissioners to discuss Operations, Programs, and CIP projects.
- Expanding use of our program management software.
- Working with ZDAC Mural Committee on a mural project funded by United Arts.

Parks

- Beaverdam Greenway is expected to open soon. Delays are attributed to shipping shortages of equipment.
- Second Alley Renovation is nearly complete. The success of our first alley renovation project can be recognized in that the neighboring parcel is under renovation.
- Parks have taken on the responsibility of greenway and community landscaping from Public Works
- The first herbicide treatment at Little River Park completed to address the kudzu
- The walking track repair at Zebulon Elementary School has been completed.

Programs & Events

- Finalizing the Rec-On-The-Go program to take pop-up, small-scale events to our parks and neighborhoods.
- The Artist Mixer was successful. Great feedback for future arts related programs and initiatives.
- Preparing for Fall & Winter Special Events. Lots of coordination with community partners.
- Winter Basketball Registration is wrapping up.
- Evaluating program offerings based on Play Zebulon findings and developing a plan to fill the gaps
- Working with the Poe Center to offer health living programs
- Working to develop teen programs.