



Zebulon Parks & Recreation Department
Advisory Board
February 21st, 2022

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, February 21st immediately following the Tree Board Meeting 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. November 15th, 2021
5. Old Business
 - a. Volunteer Appreciation Event
6. New Business
7. Open Discussion
8. Staff Updates
 - a. Department Update
 - b. March Retreat: March 21st at 6 PM
 - i. Speaker: Mitch Silver
9. Adjournment

Parks & Recreation Advisory Board Minutes

The Zebulon Parks and Recreation Advisory Board met Monday, November 15th at 6pm.
This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

The Advisory Board made nominations and held elections for the roles of Chairperson and Vice-Chairperson prior to the Call to Order.

The board voted all in favor for the following assignments:

Chairperson: Erica Parsons

Vice-Chairperson: Brandon Wiggins

Board members in attendance: Erica Parsons, Brandon Wiggins, and Genia Newkirk

Staff: Sheila Long and Hannah Hayworth

1. Call to Order

Erica called the meeting to order at 6:08 PM.

2. Approval of Agenda

Motion to Adopt: Brandon Wiggins

2nd: Genia Newkirk

Vote: All in favor

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.

None

4. Consent

a. Adoption of Minutes

i. October 18th, 2021

Motion to Adopt: Brandon Wiggins

2nd: Genia Newkirk

Vote: All in favor

5. Old Business

a. Financial Aide

i. Policy Recommendation

Sheila Long discussed the proposed policy and requested feedback. There was discussion amongst the board related to eligibility guidance. The board had interest if funds allowed to extend eligibility to individuals with extenuating circumstances, but not currently receiving government benefits.

Erica Parsons made a motion to revisit the policy in December.

2nd: Brandon Wiggins

Vote: All in favor

ii. Subcommittee Update

Board members had discussion about fundraising efforts being made to support the youth financial aid program.

6. New Business

a. Refund Policy

i. Policy Recommendation

Sheila Long discussed the proposed policy and requested feedback. The board discussed the rental policy and noted that additional language should be added to address refund fees related to Picnic Shelter Rentals and the administrative processing fee of \$25 when the rental is only \$30 for residents. Staff recognized the oversight and stated a change should be made to charge only a \$5 processing fee.

Motion to recommend adoption of the refund policy with a change to picnic shelters rentals as noted in discussion: Brandon

2nd: Genia Newkirk

Vote: All in favor

b. Seasons Greeting PSA

Sheila Long provided information about the PSA filming time scheduled for Wednesday, November 17th at 3:30 PM. Christmas shirts, sweaters, or colors are encouraged.

c. Volunteer Appreciation Event

The Board discussed their intent to recognize volunteers. Several ideas were shared by the board such as a banquet or a family event at the park. Genia Newkirk asked about a budget for the event. Long stated we have a \$500-1000 to work with. Erica Parsons asked how many volunteers we had. Long said about 50. The board wanted to wait for further discussion when more members were in attendance.

7. Open Discussion

Brandon Wiggins– asked what was going in front of Bojangles. Sheila stated she thought it might be Popeyes, but you could look at the Town’s Website under the planning department to verify.

Genia Newkirk – asked what signs referring to public hearing means. Sheila answered and stated that it is an event that must be held for lawful purposes such as changes to zoning.

Erica Parsons- asked about the Christmas parade. Sheila shared that the parade is a Chamber event. Due to required logistics and support needed for safety purposes, town resources are required; however, the Parade is a function of the Chamber.

8. Staff Updates

a. Department Update

Sheila Long reviewed the department update with the board. Discussed changes in Recdesk. We held elections at the Community Center and had a larger turnout than usual. Family open gym will begin Tuesday starting tomorrow from 2:30-4:30. The Recreation Impact Fee was adopted by the board, and it will generate up to 12 million dollars in funds for the recreation development. Fees - \$3000 for single family units and \$2500 for multifamily units. P&R is working with planning to enforce that in January. Parks and Recreation will do a work session with the Elected board focusing on operations and programs as it pertains to the master program. Staff will meet and discuss programs and events that will help prepare and find gaps from the master plan. For example, we should expand offerings to include children with special needs. To expand programs will we have to acquire additional resources or identify some areas we are willing to shift our focus to free up resources. Staff has a department mini-retreat scheduled for Wednesday this week. In the spring, planning and parks and recreation staff will go to NC State for team building and meet with Mitch Silver to hear what he learned from his time in New York. We will also hope to bring Mitch Silver in to speak with the Advisory Board at their retreat. Working with ZDAC 's mural committee on a mural project. We are working on an ADA plan for the town, this will look at all aspects of the town. We have been planting trees, taking up bushes, trimming, etc... We are finalizing Rec on the Go. We're trying to finish creating the operating procedures and how that will work. We have kicked off with basketball practices. Amy and Hannah are working with the Poe center. We will have a free Gingerbread house program for teens if they are a resident. Veterans Day was very successful at town hall. Continuing to work on regional connection from 5 County Stadium to Little River Park. Nash County's Board adopted a resolution to join the Triangle Trails Initiative. They were the 15th and last group to join. We understand there is interest from Nash County to connect to 5 County Stadium at some point with greenways.

b. Next Meeting: December 20th

Brandon Wiggins stated he would not be available on the 20th. Discussion amongst the board indicated in interest in moving the date. Staff needed to check schedules and will reach out to the board members and work to distribute notices of the meeting change once a date is finalized.

c. Important Dates:

i. Candy Cane Lane: December 10th

9. Adjournment

Motion to Adjourn: Brandon

2nd: Genia

Vote: All in favor

Topic: Volunteer Appreciation Event

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 item of interest from the board was a volunteer appreciation event or program. The board discussed this topic at the November meeting briefly and desired additional input from absent board members.

Staff recommends the following options for volunteer appreciation:

- Cookout & Family Activities at Zebulon Community Park
 - Volunteer and families= approximately 300-350 people
 - Approximately \$1800
- Banquet at the Zebulon Community Center
 - Volunteer and 1 quest= approximately 200 people
 - Approximately \$3000 to cater

Discussion

No Action Required. Discussion encouraged.

Topic: Department Updates

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

Community Center & Shelters

- Staff initiating additional updates to the RecDesk home page
- Updating rental policies and procedures
- All rentals are now coordinated through the Recreation Assistant
- Renovation of the Community Center classroom to create a more useable and welcoming atmosphere that will serve as a senior lounge from 7 AM-2 PM Monday- Friday and as programmable space outside of those hours daily.

Admin

- Recreation Impact Fees began to be charged in January. \$97,000 of dedicated recreation revenue was accepted in the month of January. This revenue will help us offset the impact of new development on the park system.
- A join staff retreat with the Planning Department to focus on team building, exploring equity in recreation, and rethinking public owned space will be held in March.
- Working with ZDAC Mural Committee on a mural project funded by United Arts.
- Working on an ADA Transition Plan RFP process.
- Hired Nick Rummage to serve as the Parks and Athletics Manager.
- Working with consultants to review park specific plan opportunities.
- Updating safety manuals for the Community Center and Maintenance Building.
- Returning to printed program guides. Next program guide will be available by Mid-March

Parks

- Supporting Events
- Cleaning out underbursh at various parks to improve sight lines for appearance and safety purposes.
- Scheduled infield improvements at Zebulon Elementary School and Zebulon Community Park.
- Working to receive bids for dispersed seating and court renovation at Gill St Park.
- Ordered all new commercial grade trash cans for Zebulon Community Park and Gill St Park.
- Working to receive quotes for court resurfacing at Zebulon Community Park.
- 2nd Kudzu treatment at Little River Park scheduled.
- Repairs to score towers and other facility amenities.
- Landscape beautification at all parks.

Programs & Events

- Winter Basketball is moving along successfully.
- Spring Sport registration is coming to a close with 12-15% higher registration than pre-pandemic levels. In fact, we currently have more than 125+ additional registered players than we had spring of 2021.
- Evaluating program offerings based on Play Zebulon findings and developing a plan to fill the gaps
- Announced New Programs:
 - Tennis Lessons
 - Pickleball Lessons
 - Pre-k Sport Programs
 - Creative Writing
 - Teen Programs
- Additional New Programs to be announced in the coming weeks/days.
- Earth Day Celebration: April 23rd
- Spring Festival Planning: Mark your calendars for May 14th.
- Artisan Market will be Saturdays, April 23rd-June 25th at the Municipal Complex