

### **Parks & Recreation Advisory Board Meeting**

The Zebulon Parks and Recreation Advisory Board met Monday, April 18<sup>th</sup> at 6pm.

This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Staff members in attendance: Sheila Long, Amy Hayden, Hannah Hayworth

Board Members in attendance: Genia Newkirk, Dexter Privette, Quinton Taylor, Erica Parsons, Brandon Wiggins, Garret Underhill.

### **Meeting Agenda**

1. Call to Order

Erica Parsons Called the meeting to order at 6:00

1. Approval of Agenda

Brandon Wiggins Called for a motion to approve the agenda.

2<sup>nd</sup> – Genia Newkirk

Voted all in favor

1. 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.

No public comment

1. Consent
  - a. Adoption of Minutes
    - i. March 21, 2022

Brandon Wiggins motion to adopt:

2<sup>nd</sup>: Dexter Privette

Voted all in favor

1. Presentation:
  - a. Zebulon Police Department: Special Project

Sheila Long presented the open gym basketball program that is currently going on. There is a family that has been participated regularly in the open gym program. The two brothers have been going to the open gym program for some time. One brother is handicapped and is trying get a job to be able to purchase a handicapped wheelchair that can be used for everyday use and basketball. The police department has taken on a surprise fundraiser to support the young boy getting a wheelchair. Donations can be made to the police department. The fundraiser is not on social media to help surprise the young boy.

1. Old Business
  - a. Debrief discussion: Round Table led by Mitchell Silver, FAICP

The round table that was with Mitchell Silver was last month; Sheila Long encouraged discussion between the board members and gain feedback. Erica Parsons talked about the good idea to remove some of the fences to make spaces more engaging. Brandon asked about the fencing around town hall, and if there is any update or intentions of lowering or removing the fence. Sheila replied and said that staff have priced removing the fence in the back of town hall and only fencing in the soccer field. The board overall agreed that they like the idea of lowering the fence and making the area a more engaging area. Erica mentioned that next time, they would like to have a debrief meeting after a speaker like Mitchell. The board liked the idea of combining the retreats with the planning board. Brandon liked how diverse Mitchell's resume was and how he could relate on a small-town level and a large, big city environment. Sheila mentioned that Mitchell has a large YouTube following and recommended if they wanted to learn more, they could watch

the videos. Brandon liked how Mitchell was able to communicate with the town how our department was already ahead and on the right track. Quinton agreed that the parks and recreation department is trying to do so much and has been very successful, he said he feels encouraged and like he has very large shoes to fill. Dexter asked about the basketball court update in regard to the master plan. Sheila replied and told them that the pad has been complete, the court is playable now, and we will be following up later to paint the goals, lines, and other needs over the next couple of weeks. Erica asked about the trash cans that had mentioned in the last meeting. Sheila explained that the trash cans are high quality, park/commercial trashcans that mount in the ground.

1. New Business

- a. Event Volunteer & Fundraising Opportunity

Sheila recognized Amy to present the topic. Amy presented the Spring Fest that we have planned for May 14<sup>th</sup>. From 4-6:30 we will have local groups performing. At 6:30 we will have the band start performing. We will have vendors, artists, and other attractions downtown. Amy asked the board if they would like to volunteer for the event to help man a booth or craft. Amy also proposed that the board members use this event as a fundraising opportunity to raise funds for the Youth Financial Aid Program. The board discussed a variety of opportunities, and decided to take the time to plan something for another event. Sheila recommended that board doesn't have to have such a large idea to get started, there will be plenty of other events that will present opportunities.

1. Open Discussion

Brandon asked about the rebranding efforts; Sheila shared that the committee is reviewing the plans and they will be getting with the consultants. Once the revisions are completed, the proposal will go back to the town for feedback. The board would like to see the logo when it is approved and can be shared.

1. Staff Updates

- a. Department Update

Sheila presented the department update. Our department is undergoing some operational changes. We have been trying to get more consistent and organized across the department for rentals, part time staff, cash management, and other daily services. As we are working with these changes, we appreciate patience from staff, community, and other individuals. We are taking new suggested rental policies to the board with proposed updated. Other departments are working together to help get policies written for the special events policy. The Todd's have proposed a Juneteenth event, June 18<sup>th</sup> with a parade downtown, if the board approves them. The Saint Patrick's Day event and the Juneteenth day event is allowing us to create an in-depth policy for special events.

Gill street park basketball court has been completed, we will add the lines, goals, and such in the next couple weeks. We are looking at adding a shade structure to gill street.

Community Park basketball court is looking to be resurfaced. We are beginning to add the trash cans to community park. We have order benches to go at community park and a few at gill street. We are looking to add seating at community park in the future. There is a tree that has created a concern at community park. We are going to try to upgrade that area and add seating and landscaping.

Our athletics programs have seen a 40% increase since 2019, majority of the increase was soccer. ZES is not a field that we program normally. We are working on updating the field at GSK to allow for better soccer environment.

We laser graded the ball fields at Community Park and ZES.

We have the quarterly program guides.

We have completed the lounge at the community center. The space was underutilized and needed to be updated to be inviting. We added new flooring, added sewing machines, coffee, and a tv; it is self-led programs.

We have a meeting next week with east wake education foundation to possibly partner with for programming.

We are looking to renovate the other workout space in the community center to provide a early education/special needs area for programs and self-led recreation.

a. Next Meeting: May 16<sup>th</sup>

Next meeting will be May 16<sup>th</sup>; we will be reviewing the site plan for little river park. We have been looking for over environmental concerns, elevation, and flood plans. We will be taking the plan to the community at spring fest to try to get the most people as possible involved.

We will have an open house before the meeting; the same information will be available downstairs; community members will be able to come and participate. That will be followed by the advisory board at their meeting for their input; there will be an online option using public input. We are going to be getting engaged with local civil groups to get their input.

1. Adjournment

Erica Parsons called Motion to adjourn:

Garrett Underhill made the motion.

2<sup>nd</sup>: Genia Newkirk

Voted all in favor

Meeting end time: 6:54 PM