

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, July 17th at 6pm.

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

Prior to the meeting beginning the Advisory Board voted on and elected the FY 2024 Chairperson and Vice Chair.

Chair nomination: Brandon Wiggins
Vice chair: Quinton Taylor
All in favor

Attendance: Garret Underhill, Brandon Wiggin, Quinton Taylor, Wendi Watson

Meeting Agenda

1. Call to Order

Brandon called to order at 6:03pm

2. Approval of Agenda

Motion to approve: Wendi

2nd: Garret

All in favor

3. Public Comment

No Public Comment

4. New Business

A. Fiscal Year 2024 Projects & Initiatives

This agenda item was a presentation from staff designed to update the Advisory Board on funding allocated to the Parks and Recreation Department for Fiscal Year 2024. This item will facilitate discussion but does not require advisory board action.

- Sheila provided the Advisory Board with an update on the adopted fiscal year 2024 budget as applied to the Parks and Recreation Department
- Posted job for Athletics coordinator and we hope to have the job filled in September.
- Received funding for enhancements in park systems.

- We are working towards making a transition from programmed community center to one where community members can come and find something to do at any time. It will take time as we are currently not funded to operate that way. We'll continue to seek funding for additional staff to be able to accomplish this. Saturday community center hours will expand to 9am-12pm this year.
- Removing permanent mounds and purchasing portable mounds for baseball.
- We are budgeted \$5,000 to lead sustainability efforts for the organization. Nick will help take the lead in sustainability initiatives that will benefit the town as well as our department.
- Collaborating on NC State's Parks and Rec and Tourism Management to track and analyze park use.
- We have a full calendar of events in FY 24.
- Working through what our December Christmas event will look like this year.
- Wendi asked if we have a model we're looking at to base Gill Street Park's playground replacement off. Sheila stated we intend to work with the community; however, we want to provide more engaging equipment. Quinton and Sheila discussed using Kaboom and what that's like to use in park building. Sheila stated we are not eligible for Kaboom's community process right now.
- We were funded to purchase a tractor which will enhance our ability to maintain our parks.

B. Parks & Recreation Advisory Board Plan of Action

This agenda item was a presentation from staff to preview recommendations from Recreation Resource Services. This item will facilitate discussion but does not require advisory board action.

- Sheila presented on a recommendation from Recreation Resource Services to work with the Advisory Board to develop an action plan each year.
- What are the projects that the advisory board needs to focus on in this coming year? Want to focus on?
- We want to work with the advisory board on what the action plan will be and to facilitate our master plan.
- Presented a screenshot of Cary's advisory board work plan and a copy of Raleigh's advisory board work plan.
- Examples included:
 - formalize a process with the advisory board with our fee schedule.

- review of the cost recovery policy is scheduled for this year.
 - Participation on in Land Use Plan includes parks and rec elements to it.
 - As we move forward with the Gill Street Park project, we seek the advisory board's help in getting the community involved to help with and collaborate with.
 - Discussion amongst the Board acknowledged interest in developing an action plan.
 - Wendi said this is so informative and to have this information to think about until our next meeting is great.
1. Open Discussion
- Members discussed various events occurring in the community.
 - Garrett Underhill asked where he could find a copy of adult softball rules. He had a safety net concern for pitchers. Sheila stated he could find the rules on our website under Quickscores. We follow standard rules, but she will ask Nick to investigate his concern.
5. Staff Updates
- Sheila provided the following updates:
 - Released a position for special events. This was an existing position that became vacant recently.
 - Just about every summer camp has reached max capacity. We continue to evaluate need for all day camp. This will require additional programming staff to be able to do all day camps.
 - Opened registration for fall youth sports.
 - We have youth scholarship funding available.
 - Spoke about a citizen's interest in a back-to-school supply drive at Gill Street Park. Quinton noted there was a similar event already planned by another organization. Staff stated they would look into it.
 - Brandon asked what it would take for a small percentage of our revenue to be allocated to the scholarship to youth sports. Sheila said it's something we can add to the work plan and identify funding support for.
6. Adjournment

Quinton motioned to adjourn meeting

Wendi 2nd

All in favor