

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, July 15th at 6 PM.

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

Prior to the meeting the Advisory Board will nominate and appoint the FY 25 Chair and Vice-Chair Appointment.

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 Agenda
 - A. June 17th, 2023

5. Presentations

- A. National Parks & Recreation Month

The Mayor will present a proclamation in support of the National Parks and Recreation Month to the Advisory Board. Dinner will be provided to the Advisory Board at this time.

“July 2024 marks Park and Recreation Month, a tradition dating back nearly four decades through which NRPA celebrates the dedicated individuals who maintain and operate local, state and community parks. This year’s theme — “Where You Belong” — highlights the unique ability of parks to bring people of all backgrounds together to foster connections.” – National Recreation & Parks Association

- B. Adopted Fiscal Year 2025 Budget

Staff will provide an update to the Advisory Board regarding the adopted FY 2025 budget.

6. New Business

- A. FY 2025 Action Plan

The Advisory Board will discuss their FY 2025 action plan and consider topics. This item is for discussion to prepare for action at the August Advisory Board Meeting. A draft action plan is attached to generate discussion.

B. Sustainability Board Appointment and Action Plan Draft

Staff will present a draft Sustainability appointment and action plan. Staff anticipates presenting this proposal to the Board of Commissioners at their August Regular meeting. This item is for discussion and to seek a recommendation from the Advisory Board to share with the Board of Commissioners. The draft proposal is attached for review.

7. Open Discussion

8. Staff Updates

A. Department Update

1) Budget Update

2) Next Meeting: July 19th

8. Adjournment

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, June 17th at 6 PM.

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

The following Advisory Board members were present: Wendi Watson, Brandon Wiggins, Dexter Privette, and Quinton Taylor.

Meeting Agenda

1. Call to Order

Brandon called to order at 6:21pm.

2. Approval of Agenda

Motion to approve agenda: Dexter

2nd: Wendi

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 Agenda

A. April 15th, 2024

B. May 18th, 2024

C. May 20th, 2024

Motion to approve Consent Agendas: Quinton

2nd: Wendi

All in favor

5. Presentations

A. Wake County Parks, Recreation and Open Space

The Director of Wake County Parks, Recreation and Open Space will present information to the Advisory Board regarding Wake County initiatives to enhance conservation and access to parks.

Sheila Long recognized Chris Snow of Wake County Parks, Recreation and Open Space. Chris provided a summary of County conservation and open space efforts over the years. Chris showed a map of open space in Wake County. 9,871 acres of open space have been preserved.

Chris spoke about how they pick the land for acquisition. They use a GIS Model and they don't wait for land to go up for sale or for a property owner to come to the County. The model can evaluate any parcel of land across the county for open space and park acquisition, and can score parcels through GIS. Chris reviewed criteria such as water quality, parcel size, species & habitat, and location. Showed a map of high scoring and low scoring parcels.

Chris shared the request for property process. They issue a letter to properties in the priority areas and will ask them if they would like to sell it or conserve it. They let people know that funding is limited and they are seeking competitive pricing. The last process resulted in 253 positive responses where they were either interested in selling their land or putting an easement on their property.

The county goal is 30% or 165,000 acres.

Brandon asked if farmers can negotiate easements. Chris shared if they would like to keep farming, they can, but it is county land. The county acquires farmland and allows the farmer to keep farming.

Brandon asked how many letters they send out when inquiring about land. Answered that they aim big and overestimate because most of them will not go through.

B. Triangle Trails

Triangle Trails is a collaborative organization bringing communities together to help plan, build, and promote greenways. Program Manager, Rashawn King, will share information about their efforts and how counties and towns are coming together to expand opportunities.

Sheila introduced Rashawn King; he has been a great partner of recreation for the state at large but has also been our consultant for recreation resources. Helped us with our master plan and made sure it was in line with PARTF. He is an Advisory Board member for the City of Raleigh and invited the Board to pick his brain with any questions.

Rashawn works with Triangle Trails (TTI) and is part of this initiative of East Coast Greenway. He presented included discussion on the following:

- Spoke about different funding partners.
- Stated the TTI mission statement and what it means, and the marketing tag line.
- Showed the regional footprint of the counties they serve.
- Showed another footprint of some of the trails they hope to see coming up. Ultimate goal is to connect all the counties with a greenway system.
 - Wendi asked how many counties are connected currently. Rashawn stated which ones are currently connected now and different ones they are currently working with to be connected to each other. Some are in feasibility and design studies right now.
- Another initiative of this is to transform downed rail lines into greenway trails. It can be a cumbersome process working with rail companies, but TTI has had success creating relationships with different companies.
- Quinton asked if there will be rest areas for people traveling from state to state. Rashawn answered that there will be rest destinations, including merchandise shops, and coffee shops. This is what the East Coast Greenway Alliance is designed to help support.
- Wendi asked where we rank. Rashawn stated that he was told near the end of February that Florida is number one in trails and connectivity, North Carolina is number two.
- A lot of energy is focused around Wake County. Having counties like Wake and Durham as a blueprint is great because you can take that to the other counties.
- Spoke about technical assistance TTI does such as grant administration.
- Went over the 2024-2025 Triangle Trails Initiative work plan: plan, build, and activate, as well as maintain, and what each phase of the work plan entails. They want to continue to work with public and private sectors to create greenway destinations. They will be continuing to improve their website and social media, and are currently creating the Wander App.

- Spoke about the Wander App and what it will be used for, and the process of putting this app together, such as the different companies they are working with to collaborate. The app will have GPS to get you to the closest trail and take you to others, as well as taking you to other local destinations in the area such as parks, events, coffee shops and restaurants.. The app is fully developed and is being utilized in other states. We will be the first destination using this program for greenways and trails. When Wake County starts using this app other counties will follow and start to use it as well.

6. Open Discussion

The Interim Town Manager introduced himself to the Board and thanked them for all they do. He has always believed that communities should focus on quality of life. If the pandemic has taught us anything it is the importance of being able to get out. Also spoke about his previous experience of being the Town Manager for Greensboro.

The Board spoke about the Juneteenth Celebration last weekend such as the band, staff assistance and their help in assistance with set up, and the shirts were nice. Opportunities to improve.

Brandon thanked the presenters for their presentations stating he had learned a lot and their passion was evident throughout their presentation.

7. Staff Updates

A. Department Update

1. Budget Update

Sheila stated the BOC has not approved the budget yet, but there will be a work session tomorrow night where they will talk about it. Shade structures, dug outs, splash pad at Whitley, and Youth Advisory Board are all projects that have been identified for continued consideration as Board of Commissioner initiatives.

2. Next Meeting: July 15th

Brought attention for things to think about such as policy, special interests, and public engagement opportunities to come back with in August for an action plan and discuss as the adopted budget moves forward. That way the Board will have an idea of what to move forward with.

8. Adjournment

Motion to adjourn: Wendi

2nd: Quinton

All in favor

Advisory Board Annual Action Plan

Background

The Staff will work with the Advisory Board to discuss an annual advisory action plan. Staff is proposing items for consideration by the Advisory Board to include in an annual action plan. Staff is seeking feedback and ideas from the Advisory Board.

Proposed Action Plan

Items may be brought forward as needed. Schedules may change as needed.

July	Department Update: Fiscal Year Adopted Budget Review Chair and Vice-Chair Appointment
August	FY 25 Annual Action Plan Maintenance Management Plan
September	Play Zebulon Master Plan Check In Land Acquisition Youth Advisory Board Proposal Park Rules Review and Update
November	Department Update FY 26 Budget Goals Fee Schedule Review *Candy Cane Engagement Opportunity
January	FY 26 Operating Budget FY 26 Capital Improvement Plan *change meeting date to January 27 th
March	Annual Retreat Volunteer Appreciation Financial Aid Program
April	*Spring Fest Engagement Opportunity
May	Department Update Program Plan
July	Parks & Recreation Month Department Update: Fiscal Year Adopted Budget Review Chair and Vice-Chair Appointment
August	FY 26 Annual Action Plan

Additional meetings or topics may be added throughout the year.

Sustainability Board Appointment and Action Plan Proposal

Background

The Board of Commissioners funded expanding the sustainability efforts related to joining Bee City USA with adoption of the FY '24 Budget Ordinance. A Sustainability Board, advising the Board of Commissioners regarding environmental sustainability issues such as environmental protection and urban forestry, recycling, and energy use, and can support obligations of the Bee City USA and Tree City USA programs.

At the May 15, 2024 work session, the Board of Commissioners provided direction to staff to bring forward Ordinance changes that create the Sustainability Board and possibly assign the duties to the Parks and Recreation Advisory Board. The Board also requested to hear from the Parks and Recreation Advisory Board on serving as the Sustainability Board. The Parks and Recreation Advisory Board met on May 20, 2024. The Advisory Board by unanimous vote provided the below feedback to the Board of Commissioners:

The Parks & Recreation Advisory Board believes that bees and trees are critical to the environment. There is a concern that there might be a lack of knowledge and interest on the Advisory Board in order to see it through to make a lasting impact. While they feel that there may be some connection to the Parks & Recreation Advisory Board, they feel there may be some in the community with more interest and expertise that would be a better fit. If it is assigned to the Parks & Recreation Advisory Board, they want to make sure they have access to the resources and consultants needed to see it through.

At the June 3rd, 2024 Regular Meeting, staff presented Ordinance 2024-49 to replace the Tree Board with the Sustainability Board to the Board of Commissioners. The Board of Commissioners was told at the time of consideration that it was not written to automatically appoint the Parks and Recreation Advisory Board in order to give them flexibility moving forward. The Board adopted the ordinance as recommended. The Board did not engage in discussion and provide direction regarding appointments. Commissioner Baxter indicated she liked the idea of appointing the Parks and Recreation Advisory Board for now.

The role of the Sustainability Board is to serve as an advisory committee to the Board of Commissioners regarding environmental sustainability issues such as environmental protection and urban forestry, recycling, and energy use. Their duties include:

- Advise, deliberate, and make recommendations on tree and urban forestry related matter, recycling, and energy use.
- Assist in the development and implementation of any ordinances, policies, or plans related to tree and urban forestry, recycling, and energy use.
- Assist with community outreach and public education related to urban forestry and environmental protection related matters.
- Assist in the planning of community events related to urban forestry and environmental protection.
- Provide support and oversight of the Tree City USA and Bee City USA programs.

Proposed Sustainability Board Timeline

Action	Timeline	Intended Actions
Part Time/Contracted Support	July 2024	Seek either part time or contracted support to oversee the implementation of the Sustainability Board.
Interim Appointment	August – January 2024	Appoint Parks and Recreation Advisory Board at the August Regular Meeting.
Submit Bee City Application	August 2024	Following the appointment of the Sustainability Board we can submit our Bee City Application.
Action Plan	September 2024	Work with the interim board to develop an action plan.
Board Promotion & Application Period	September- November 2024	Staff and the interim board will seek community members interested in applying to the Sustainability Board.
Board Appointment	December 2024	Present applicants to the Board of Commissioners for consideration and appointment.

Policy Requiring Review by the Sustainability Board

Tree ordinances, the UDO, Water Allocation Plan, and other relevant plans and policies will need to be reviewed by the Sustainability Board.

Existing Sustainable Related Events

The Town has an existing series of programs and events that would support the functions of the Sustainability Board initiative. (continue to next page)

Program/ Event	Focus Area	Dept	Date	Description
Fall Recycling Day	Recycling	Public Works	September or October Tentative: September 21 st , 2024 (9am to 12 pm)	Collection event for paints, oil, gas, diesel, electronics, batteries, light bulbs, paper shredding, white goods, and tires. Typical participation 85 - 130 families. Literature is shared with all groups about stormwater, wake residential convenience centers, how to properly dispose of paint, along with PW swag
Spring Recycling Day	Recycling	Public Works	1 st Saturday in April, 9am-12pm	Collection event for paints, oil, gas, diesel, electronics, batteries, light bulbs, paper shredding, white goods, and tires. Typical participation 85 - 130 families. Literature is shared with all groups about stormwater, wake residential convenience centers, how to properly dispose of paint, along with PW swag
Used Waste Oil Recycling	Recycling	Public Works	Quarterly Collection by State Contract Vendor	Waste Oil and antifreeze are recycled from PW vehicles.
Residential Recycling	Recycling	Public Works	Year round, bi-weekly collection of residences and town facilities. Special Events	Promotion of recycling is with new resident packet and water bill stuffers. Recycle Carts are placed at Special Events.
Bulk Waste Collection	Recycling	Public Works	Year round	Bulk waste collected from residences is separated. White goods & scrap metal are recycled. Mattresses are shredded by Wake County to extend landfill life. Bulk collection reduces community-wide illegal dumping by providing a convenient, reliable means of disposal for large items.
Lamp & Battery Recycling	Recycling	Public Works	Year round	Collection & recycling of used lamps/light bulbs & batteries from Town facilities & equipment/vehicles.
Semi- Annual Mulch Giveaway	Environmental Protection	Public Works	Spring and Fall – when Mulch is available after grinding.	Yard waste is shredded into free mulch & delivered to in-town residents. Any resident can schedule a pick-up on site. No quantity limitations.

Litter Sweeps	Environmental Protection	Public Works	Year round	We provide roadside awareness training, safety vests, trash pickers, work-zone set-up, bags, and disposal. Typically lasts 2-3 hours. Partnership with High School groups, non-profits, or individuals. Typically like to have 10-15 adults.
Stormwater Program	Environmental Protection	Public Works	Goal to begin Spring of 2025.	With the new Stormwater Manager position – our goal is to start a stream sampling program to monitor water quality
Native & Butterfly Garden @ ZCP	Environmental Protection	Parks & Rec	Year Round	In partnership with the Steel Magnolias Garden Club, a native and butterfly fly garden is located along the walkway between the community center and Community Park. The garden is maintained by the club.
Celebrate the Earth: Arbor Day/Earth Day	Environmental Protection	Parks & Rec	A Saturday in April near Earth Day and Arbor Day. Tentative Date: April 19, 2025.	Children and their families are invited to participate in this free Arbor & Earth Day Celebration. Make a commitment to making our planet better by learning about how you can take care of our environment. Earth lovers will use recycled materials for a new purpose and plant tree seedlings to take home.
Pollinator Programs and Gardening Programs	Environmental Protection	Parks & Rec	Spring & Fall	Pollinator education and garden planting: 2 -3 programs per season. Combination of instructor led programs and contracted programs with Sylvan Heights.
Activity Booth Educational Vendors at Special Events:	Environmental Protection	Parks & Rec	Spring & Winter	Community Organizations do educational, informational, and interactive booths at Spring Fest and Candy Cane Lane. Example: Steel Magnolias Garden Club and Clean Water Education Foundation.
Fall Tree Planting	Environmental Protection	Parks & Rec	Annually Fall	Goal of planting 8-10 new or replacement trees in parks throughout Town. Plant any trees purchased through Memorial Tree Program.
Spring Tree Planting	Environmental Protection	Parks & Rec	Annually Spring	Plant 2-3 trees around Arbor Day in select locations throughout the parks

Bee City Program Action Items

“Every committee will be different but should include individuals with experience and interests that will help the committee complete the commitments. Committees generally include a mix of volunteers and city staff. The committee should have a chair or multiple co-chairs. This committee should be managed either by the affiliate (i.e. City or County) or a non-profit organization and should have a regular meeting schedule that is open to the public. Responsibilities of the committee should include:”

- 1 educational event or pollinator habitat planting/workday
 - Could be fulfilled with existing programming
 - Sustainability Board could opt to expand this effort
- Install a Bee City USA sign
 - Identify prominent location
- Create a webpage
 - Include resolution, link to the Bee City USA website, contact information for the Bee City USA Liaison and Committee, reports, recommended native plant species, & integrated pest management plan
- Create & expand pollinator-friendly habitats
 - Identify & inventory opportunities
 - Develop a native plant list with suppliers
- Develop an integrated Pest Management Plan
- Update the Comprehensive Plan to acknowledge and commit to Bee City USA
- Review all plans, policies and practices related to pollinator conservation.

Proposed Sustainability Action Plan

The following plan is recommended for consideration by the Sustainability Board in order to become established:

September 2024	Appoint Chair and Co-Chair Draft a proposed work plan and set meeting schedule Upcoming programs Fall tree planting Tree Ordinance
October 2024	Fall Tree Planting Workday
November 2024	Candy Cane Lane Community Engagement Opportunity
January 2025	Appoint New Chair and Co-Chair (New Board) Sustainability Board Training Sustainability Assessment Report Sustainability Board Goals Proposed Work Plan (through June 2025)
March 2025	Bee City: Integrated Pest Management Plan Bee City: Identify pollinator-friendly habitats Bee City: Native Plant List & Suppliers

April 2025 Pollinator & Tree Planting Workday
Spring Fest Community Engagement Opportunity

May 2025 Fall Program/Education Plan
Land Use Comprehensive Plan Review
Water Allocation Policy Review

Staff Liaison

The Parks and Recreation Department has the Parks and Recreation Advisory Board and is also expected to develop a Youth Advisory Board. The Planning Department manages the Planning Board and the Board of Adjustments. It is recommended that Parks and Recreation help begin the Sustainability Board, but that an employee from another department be identified to serve as the staff liaison due to the current capacity of the Parks and Recreation Department. Alternatively, the Town should seek to hire a part-time employee to manage the Sustainability Board.