

**Parks & Recreation Advisory Board Meeting**

The Zebulon Parks and Recreation Advisory Board will meet Monday, November 21<sup>st</sup> 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
    1. October 24th, 2022
5. New Business
  - A. FY 2024 Budget Preparation
6. Open Discussion
7. Staff Updates
  - A. Quarterly Update
8. Adjournment

**Parks & Recreation Advisory Board Meeting  
October 24<sup>th</sup> Minutes**

The Zebulon Parks and Recreation Advisory Board met Monday, October 24<sup>th</sup> at 6pm.  
This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

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

Staff Members in attendance: Sheila Long.

**Meeting Agenda**

1. Call to Order

Erica Parsons called the meeting to order at 6 PM.

2. Approval of Agenda

1<sup>st</sup>- Garrett Underhill

2<sup>nd</sup> – Brandon Wiggins

Voted all in favor

3. Presentation

- A. Youth Service Provider Meet Up: Wake Med Mental Health Presentation

Advisory Board members listened to a presentation by Wake Med on Mental Health resources available.

4. 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.

5. Consent

- A. Adoption of Minutes

1. September 19<sup>th</sup>, 2022

2. August 15<sup>th</sup>, 2022

1<sup>st</sup>- Brandon Wiggins

2<sup>nd</sup>- Garrett Underhill

Voted all in favor

6. New Business

- A. Little River Park Plan: Final Draft

Sheila Long presented the final draft of the Little River Site Specific Plans. The board discussed the plan. Discussion points were as follows:

- Brandon- saw no negatives and happy to see it move forward
- Erica asked how it will be funded.

1<sup>st</sup> – Brandon Wiggins  
2<sup>nd</sup> – Erica Parsons  
Voted all in favor

B. Suspension Policy

Sheila Long provided an update to the Advisory Board. They had asked for information on extending suspension beyond a year for severe offenses or repeat offenders. After speaking with the town attorney, the town would risk violating someone's rights for extending beyond a year. Reissued suspensions could be an option, but the legal system will guide the process for severe offenses.

1<sup>st</sup>- Brandon Wiggins  
2<sup>nd</sup>- Garrett Underhill  
Voted all in favor

7. Open Discussion

Erica Parsons apologized for missing previous meetings, but shared her excitement to meet with everyone.

8. Staff Updates

Sheila Long shared that the next meeting will include an update on various programs and projects. Out of respect for their time as it was a long meeting, staff updates were kept to a minimum.

9. Adjournment

1<sup>st</sup> ... Brandon Wiggins  
2<sup>nd</sup> ...Garrett Underhill  
Voted all in favor

**Topic:** Fiscal Year 2024 Budget Preparation  
**From:** Parks & Recreation Staff  
**Prepared by:** Sheila Long, Parks & Recreation Director  
**Presented by:** Sheila Long, Parks & Recreation Director

### **Background**

The Town budgets on an annual fiscal year basis. The Board of Commissioners adopt a budget prior to the end of June for the fiscal year beginning in July and ending in June.

Budget development is an ongoing process for staff and the Parks and Recreation Department is currently working to develop initial budget requests for the next budget year. As we work to prepare our budget request, the department wishes to hear from the Parks & Recreation Advisory Board. Staff will provide a brief overview and engage with the Advisory Board on a series of topics to provide considerations for staff as the budget recommendation is prepared.

Advisory Board Members are encouraged to review Play Zebulon, the Parks and Recreation Comprehensive Master Plan (sections 4 and 5).

### **Discussion**

The Advisory Board is asked to engage in discussion on programs and projects to consider in the development of the FY 2024 budget cycle.