



Zebulon Parks & Recreation Department
Advisory Board
September 18th, 2023

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, September 18th 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. August 21st, 2023
5. New Business
 - A. How We Play
 - B. Gills St Playground Design
6. Open Discussion
7. Staff Updates
8. Adjournment



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Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, August 21st at 6pm.

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

Present Advisory Board Members:

Erica Parsons, Garrett Underhill, Brandon Wiggins, Quinton Taylor, Dexter Privette

Meeting Agenda

1. Call to Order

Brandon Wiggins called to order at 6:05 PM.

2. Approval of Agenda

Motion: Dexter Privette

2nd: Wendi Watson

All voted 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

1. April

2. July

Motion: Dexter Privette

2nd: Wendi Watson

All voted in favor.

Quinton Taylor arrived at 6:08 PM.

5. Old Business

A. Advisory Board Annual Action Plan

Sheila Long reviewed the July discussion with the Advisory Board. A proposed action plan was provided to the Advisory Board with a request for discussion, feedback and ideas. The board engaged in discussion. The following items were included in the discussion amongst the Board:

- Liked the concept of an action plan and knowing what is coming forward
- Add a sponsorship policy discussion in November.
- Youth Financial Aide Fundraising Kickoff and program review in February.

Motion to approve with the addition of the sponsorship policy in November and the Youth Financial Aid program in February: Quinton Taylor

2nd: Wendi Watson

All voted in favor.

6. Open Discussion

- Wendi Watson asked for an update on the Partf grant and Sheila Long stated the Town was awarded \$500,000 to complete phase 1 of Little River Park. Quinton Taylor noted that he observed social media support for the project. Brandon Wiggins stated to was good to see people behind it.
- Dexter Privette asked if there was an update on Popeyes and Sheila Long stated they she believes they are working to hire and train staff.
- Quinton Taylor asked for an update on cameras in the park. Sheila Long updated the Board on How We Play. She shared that the cameras will be used to measure use while we also work to engage the community and would provide more in the staff update.
- Erica asked when we will start opening the Community Center on Saturdays. Sheila said at the moment we don't have enough staff in place to do that just yet. We are working to get staff in place.
- Quinton asked how adult open gym was going, and Sheila shared that we had to adjust the day due to summer camp, but we are going to be able to transition back to a better day soon. The time has proven successful in the past. We are also evaluating use of the gym at large to identify holes in the schedule and match them with open gym, pickleball, and other expressed desires.
- Quinton noted that soccer had begun.

8. Staff Updates

- Sheila Long updated the Board on How We Play. She shared that the cameras will be used to measure use while we also work to engage the community through surveys, at events, and in focus groups. Sheila shared that cameras in parks are common and is growing in demand for understanding park use and for safety purposes. Dexter Privette questioned how we don't currently have cameras in our parks. Discussion amongst the board indicated a desire to consider cameras in all parks.
- Popsicles in the Park is going extraordinarily well. We are seeing an increase in participation from past years.
- Sheila introduced Kaleb Harmon, Communications Manager for the Town. Kaleb shared he would like to share information to help engagement more in the community with the Advisory Board and add them to his press release distribution list.

9. Adjournment

Motion: Wendi Watson

2nd: Quinton Taylor

All in favor

Topic: How We Play
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

How We Play is an evaluation and engagement initiative consistent with the Play Zebulon: Parks and Recreation Master Plan to study how our community uses our parks and play spaces so we can create the recreational experience our town deserves. This initiative was created following a Board of Commissioners request to evaluate park usage, as well as to continue following the master plan.

The How We Play initiative ensures we're approaching our evaluation from as many angles as possible, so every community is considered, every need is centered, and everyone has the opportunity to make their voice heard.

After the evaluation is finished, How We Play will guide Zebulon Parks and Recreation in making intentional, wanted improvements to our parks consistent with goals of the Play Zebulon: Parks and Recreation Master Plan. You'll see new equipment you and your kids will love, better facilities for anyone enjoying our parks, and spaces that help create community.

How We Play includes the following efforts:

- Online Survey
- Visual Preference Boards & Community Meetings
- Focus Groups
- Advisory Board Workshop

Discussion

The Board will engage in discussion about programs and parks in Zebulon.

Topic: Gill St Playground Design
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

Gill St Playground renovation has been funded this year. Staff will work with the community to identify play elements that are most desired by community members using the park. Following this feedback, staff will work with a playground vendor to design concepts for the advisory board and the community to review and provide feedback.

This engagement effort includes the following efforts:

- Virtual On Demand Public Meeting
- Visual Preference Boards at the Gill St Community Cookout
- Advisory Board Workshop

Discussion

The Board will engage in discussion about the Gill St Playground Design.