

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, April 17th 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. November 21st, 2022
5. Old Business
 - A. UDO: Open Space Text Amendment Recommended Changes
6. New Business
 - A. National Green Infrastructure Certification Program
7. Open Discussion
8. Staff Updates
9. Adjournment

Parks & Recreation Advisory Board Meeting Minutes

The Zebulon Parks and Recreation Advisory Board met Monday, February 20th at 6pm.
This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Advisory Board Members in Attendance: Brandon Wiggins, Genia Newkirk, Wendi Watson, Dexter Privette, Erica Parsons, Quinton Taylor, Garrett Underhill

Parks & Recreation Advisory Board Minutes

Meeting Agenda

1. Call to Order

Erica Parsons called to order at 6:03 PM.

2. Approval of Agenda

Motion: Brandon Wiggins

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. November 21st 2022

Motion: Brandon Wiggins

2nd: Wendi Watson

All voted in favor.

5. Old Business

A. UDO: Open Space Text Amendment Recommended Changes

1. Planning Director: Michael Clark

- Sheila Long introduced Michael Clark.
- Michael presented with a PowerPoint.
 - o Process changes from current to proposed.
 - o Discussed Article 5 and 6.
 - o Planning board recommendation.
 - o Staff recommendation.

- o Erica asked what we do if we decide we don't like this and want to change a process. Michael answered that State Law requires process be completed as opposed to being put on hold. Unable to render decision until conclusion of planning board as well as public hearing.
- o Quinton asked what happens if a builder doesn't build according to what is planned.
 - There is a mechanism that says there is a hard stop at that particular destination until that building plan gets built. We don't have to deal with this issue typically.
- o Brandon asked how a timeline would be affected.
- o Quinton asked for clarification about timeline in process changes. Other various members participated and got clarification in this question as well.
 - Planning board wants it to stay joint.
- o Sheila wanted to make sure advisory board understands and provided clarification about the collaboration between the boards. Essentially, the Planning Board's recommendation will add another meeting to their schedule and the scope of the hearing will far exceed their open space responsibilities. It does not change staff's schedule as we are already expected to attend. Maybe six months out of the year there will be a second meeting. Sheila shared that they were not required to make a decision tonight. This is a significant adjustment to their role and if they needed to take time to understand what is being asked of them and consider their options, they should take it.
- o Erica asked if we have to come to all the extra meetings if this is approved.
 - Sheila answered that UDO is law at the end of the day.
 - Sheila shared attendance rules for Parks and Recreation advisory board are to attend 70% of meetings and not miss more than 3 consecutive meetings.
- o Wendi likes the idea of increased public engagement and advisory in the processes. As a citizen wants to know what's going on and being developed in the community.
- o Quinton asked how much notice they will have for their upcoming meetings. Michael answered that they will know at least a month in advance and explained scheduling process.
- o Brandon likes the opportunity to work more closely with the Planning Board and be able to understand what's going on with planning. Important to take the time to think about it and digest what will be required of advisory board members with new responsibilities on their plate.

Motion: Erica made a motion that we table it until the next meeting.

2nd: Wendi Watson

All voted in favor.

B. Little River Park PARTF Grant

Sheila presented on Little River Park Phase 1

- Parks & Recreation trust fund
 - o Eligible up to \$500,000.
 - o Noted deadlines.

- Showed Phase 1,2, and 3 of Little River Park Plan.
 - Phase one:
 - Paved & unpaved walking trails, accessible parking lot, picnic shelters, learning/pollinator gardens
 - This is what was included in the Master Plan and adopted in November.
- Discussed grant requirements and the support and engagement we will need.

Quinton made a motion to support Phase 1 development of Little River Park as presented by staff and to support applying to the Parks & Recreation Trust Fund to complete Phase 1.

2nd: Wendi Watson

All voted in favor.

Sheila discussed the Parks Capital Improvement Plan.

- The plan is for a period of 2023-2029.
- The plan does not allocate funding
- The plan reflects the phased approach of the adopted Master Plan.
- We reevaluate it annually and adapt as necessary based on available funding and organization priority.
 - For example, staff will recommend moving up replacement of the playground at Gill Street Park in the FY 2024 review of the CIP.
- Will need to continue to go after grant funding.
- Wendi asked if the second page of CIP plan is the revenue coming from different sources.
 - Sheila answered that this is a plan and it demonstrates how these projects will have to be funded to proceed.
- Wendi asked how we come up with estimates.
 - Sheila answered that the plan is based on the Master Plan and we received those estimates during the Master Plan development process.
- Staff will present to the Board of Commissioner on Thursday. They will consider adoption.

Motion: Brandon makes motion to adopt the presented Capital Improvement Plan.

2nd: Wendi seconds motion.

Discussion: Garrett pointed out a typo in the Year 2026 and staff stated they would make that correction.

All in favor.

C. FY 2024 Budget Preparation Follow Up

Sheila provided a follow up to items discussed at the November budget discussion meeting.

- Meeting teens and community where they are.
 - Been in discussion with the Boys and Girls Club.
 - Brought up 4H and program called "Spaces."

- Program called “Pass the Mic” done successfully in Wake County about podcasts. Working with them to figure out what to do to bring that program here as well as other programs.
- What partners can help us make this happen?
- Hosting 4H team onsite in the next couple of weeks.
- o Operating budget FY 24 and key requests will focus on service gaps and maximizing impact through partnership, outreach and reimagining.
 - Meet growing need of athletics programs
 - Allocating funds to refill the Athletics Coordinator
 - Respond to park & facility use increase
 - transition from contracts to full time staff
 - general, preventative, and response maintenance
 - Adapt use of Community Center
 - Transition front desk part time to full time
 - Use part time to support a facility open for youth to have a regular place to go afterschool
 - Open the facility on Saturdays
 - Response to inflation & cost increases
 - Entertainment industry increases
 - Material increases
- o Quinton asked where the money comes from to fund these requests
 - Sheila explained that the operating budget is funded through tax revenue collected. Annually, department staff makes a budget request to the Town Manager. He will make a recommendation to the Board that is organization wise. We will engage in discussion with the the Board and the Board will vote on what they want to fund.
- o Quinton asked if current community center here is adequate for future population numbers.
 - Sheila shared that in some ways it is not maximized, and, in some ways, it is not adequate, and we are having to use other venues to support our programs. The Master Plan calls for a new recreation center in future years. Until then we will have to rethink how we use space at the center and maximize what we have.

6. New Business

A. Park Bond

Sheila presented on the following

- o The Board of Commissioners are engaging in discussion about the possibility of placing Bonds on the ballot for community consideration. A Park Bond has been discussed and

we would like to engage the Advisory Board to provide information, but also to understand your priority for potential bond projects.

- o The Advisory Board participated in bond exercise of where they identify priority bond projects based on available funding: The results were as follows:

Bond Exercise

- **\$10 million**
 - o Wendi
 - Community Park \$2 million
 - Little River Park \$4 million
 - Wakelon Elementary School Park \$1 million
 - Greenway \$1 million
 - Downtown Park \$1 million
 - New neighborhood parks \$1 million
 - o Garrett
 - Community Park \$2 million
 - Little River Park \$2 million
 - Wakelon Elementary School Park \$2 million
 - Greenway \$1 million
 - Downtown Park \$2 million
 - New neighborhood parks \$1 million
 - o Brandon
 - Community Park \$1 million
 - Little River Park \$2 million
 - Wakelon Elementary School Park \$1 million
 - Greenway \$1 million
 - Downtown Park \$3 million
 - New neighborhood parks \$1 million
 - Five County Stadium/Aquatics/Rec Center \$1 million
 - o Erica
 - Community Park \$1 million
 - Little River Park \$500k
 - Wakelon Elementary School Park \$1 million
 - Greenway \$1 million
 - Downtown Park \$1 million
 - New neighborhood parks \$500k
 - Five County Stadium/Aquatics/Rec Center \$5 million
 - o Quinton
 - Community Park \$1 million
 - Little River Park \$1 million
 - Wakelon Elementary School Park \$250k

- Greenway \$250k
- Downtown Park \$1 million
- New neighborhood parks \$1 million
- Five County Stadium/Aquatics/Rec Center \$5 million

- Genia
 - Community Park \$5 million
 - Little River Park \$2.5 million
 - Wakelon Elementary School Park \$500k
 - Greenway \$1.5 million
 - Downtown Park \$500k
 - New neighborhood parks \$1.5 million
 - Five County Stadium/Aquatics/Rec Center \$500k
- **\$8 million**
 - Wendi
 - Community Park \$2 million
 - Little River Park \$3 million
 - Wakelon Elementary School Park \$1 million
 - Downtown Park \$1 million
 - New neighborhood parks \$1 million
 - Brandon
 - Community Park \$1 million
 - Little River Park \$500K
 - Wakelon Elementary School Park \$300K
 - Greenway \$100K
 - Downtown Park \$2 million
 - New neighborhood parks \$100K
 - Five County Stadium/Aquatics/Rec Center \$4 million
 - Genia
 - Community Park \$2 million
 - Little River Park \$1.5 million
 - Wakelon Elementary School Park \$2 million
 - Greenway \$250K
 - Downtown Park \$2 million
 - New neighborhood parks \$250K
 - Quinton
 - Community Park \$1 million
 - Little River Park \$1 million
 - Wakelon Elementary School Park \$1 million
 - Greenway \$1 million

- Downtown Park \$1 million
 - New neighborhood parks \$1 million
 - Five County Stadium/Aquatics/Rec Center \$2 million
- Erica
 - Community Park \$1.5 million
 - Little River Park \$500K
 - Wakelon Elementary School Park \$500K
 - Greenway \$1 million
 - Downtown Park \$500K
 - New neighborhood parks \$250K
 - Five County Stadium/Aquatics/Rec Center \$3 million
- Garrett
 - Community Park \$2.4 million
 - Little River Park \$2 million
 - Wakelon Elementary School Park \$400K
 - Greenway \$1.2 million
 - Downtown Park \$400K
 - New neighborhood parks \$1.2 million
 - Five County Stadium/Aquatics/Rec Center \$400K
- **\$5 million**
 - Wendi
 - Community Park \$1.5 million
 - Little River Park \$2 million
 - Downtown Park \$1.5 million
 - Brandon
 - Community Park \$400K
 - Little River Park \$1 million
 - Wakelon Elementary School Park \$1 million
 - Greenway \$1 million
 - Downtown Park \$1 million
 - New neighborhood parks \$100K
 - Five County Stadium/Aquatics/Rec Center \$500K
 - Quinton
 - Community Park \$1 million
 - Little River Park \$1 million
 - Wakelon Elementary School Park \$500k
 - Greenway \$500k
 - Downtown Park \$1 million
 - New neighborhood parks \$1 million
 - Genia
 - Community Park \$2 million

- Little River Park \$1 million
- Wakelon Elementary School Park \$750K
- Greenway \$250K
- Downtown Park \$750K
- New neighborhood parks \$250K

- Erica
 - Community Park \$750K
 - Little River Park \$500K
 - Wakelon Elementary School Park \$250K
 - Greenway \$500K
 - Downtown Park \$250K
 - New neighborhood parks \$250K
 - Five County Stadium/Aquatics/Rec Center \$1.5 million
- Garrett
 - Community Park \$1.5 million
 - Little River Park \$1.25 million
 - Wakelon Elementary School Park \$250K
 - Greenway \$750K
 - Downtown Park \$250K
 - New neighborhood parks \$750K
 - Five County Stadium/Aquatics/Rec Center \$250K
- **\$3 million**
 - Wendi
 - Little River Park \$1 million
 - Wakelon Elementary School Park \$1 million
 - New neighborhood parks \$1 million
 - Brandon
 - Grounds Upkeep \$3 million
 - Community Park \$428k
 - Little River Park \$428k
 - Wakelon Elementary School Park \$428k
 - Greenway \$428k
 - Downtown Park \$428k
 - New neighborhood parks \$428k
 - Five County Stadium/Aquatics/Rec Center \$428k
 - Genia
 - Community Park \$1 million
 - Little River Park \$500K
 - Wakelon Elementary School Park \$500K

- Greenway \$250K
 - Downtown Park \$500K
 - New neighborhood parks \$250K
 - Quinton
 - Community Park \$250K
 - Little River Park \$500K
 - Wakelon Elementary School Park \$250K
 - Downtown Park \$1 million
 - New neighborhood parks \$1 million
 - Erica
 - Community Park \$750K
 - Little River Park \$250K
 - Wakelon Elementary School Park \$250K
 - Greenway \$500K
 - Downtown Park \$500K
 - New neighborhood parks \$250K
 - Five County Stadium/Aquatics/Rec Center \$500K
 - Garrett
 - Community Park \$900K
 - Little River Park \$750K
 - Wakelon Elementary School Park \$150K
 - Greenway \$450K
 - Downtown Park \$150K
 - New neighborhood parks \$450K
 - Five County Stadium/Aquatics/Rec Center \$150K
7. Open Discussion
- Brandon brought up Mudcats potentially moving to Wilson.
 - Sheila stated that we are in negotiations and there has not been any decisions made. Based on the press release from Wilson, the Mudcats are under a nonbinding agreement to be free to explore their options.
 - Sheila shared that there are Major League Baseball improvements needed at Mudcats stadium and the County and Town have been working through that.
 - Advisory board has opportunity to show support in keeping Mudcats in Zebulon by making a motion of support or contacting their local and county elected officials to express their support.
 - Garrett shared that Wilson already had the Tobs and thought it would be difficult to support both teams.
 - Erica shared that there was a great turnout at the recent Bingo and she liked the new time.
 - Erica asked why we are charging for the Teen Mural Project.

- o Sheila explained the program is designed to teach the process of creating a mural from concept to prepping a service to public engagement and implementation.
- o We are paying an instructor to teach the program and will provide participants with a smaller scale butterfly and a sketch pad.
- o The cost is only \$25 for the 4 week program.

8. Staff Updates

A. Quarterly Report

- Sheila introduced Chloe as new Recreation Assistant and discussed her duties in her job position and projects, departments, and tasks she will be assisting with.
 - o Nick presented on Parks & Athletics.
 - Number of children registered is continuing to increase.
 - Largest increase is soccer.
 - We are seeing a decline in youth t-ball.
 - We are looking for the driver behind the decline and opportunities to adapt. We think the largest impact on T-ball is also offering soccer for that age group in the Spring.
 - Sheila shared that baseball also tends to have ups and downs. We appear to be in a slight slump. While at large baseball continues to grow, it isn't growing at a rate equal to our population growth. Kids are recreating different. Recreation league alternatives are growing in our industry, and we will have to consider how to offer some programs differently.
 - Treatment for kudzu at Little River Park has continued and you can tell a big difference from last year this time.
 - It will assist in redevelopment of Little River Park.
 - Temporary wildflower meadows are planted for spring.
 - Improvements to Whitely Park tennis court are complete.
 - Staff replaced fence at Zebulon Community Park.
 - Vacancy in parks maintenance.
 - o Brandon asked if we will continue or expand use of Zebulon Middle for basketball.
 - Sheila stated that use of Zebulon Middle School's gym is going to continue to be important in order for us to grow the Basketball program. The Community Center can't support a growing league.
- Amy presented on Recreation.
 - o Highlights for October, November, and December included:
 - Early Education Sensory Room opened two days a week and has since expanded to 5 days a week.
 - Sheila shared that since opening, more than 100 kids have registered and used the space. The community is showing there is a need for services for preschool aged children.

- Looking at how to make yoga room more user friendly.
- Use of space and underutilized spaces continues to be an area of focus. Staff is looking at the Yoga room to consider ways to improve the space to support a range of programs.
- Seeking program partnerships.
- Rec on the Go is being requested in the community.
- There was discussion on new programs for youth and families.

9. Adjournment

Motion: Erica made motion to adjourn.

2nd: Brandon seconded motion.

All voted in favor.

Topic: Unified Development Ordinance
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Michael Clark, Planning Director
Presented by: Sheila Long, Parks & Recreation Director

Background

Zebulon adopted an updated Unified Development Ordinance (UDO) on June 1st, 2020. This document guides the town as it works with developers in our growing community. It contains the rules that control:

- how land can be used in the Town,
- what kinds of uses may be located in particular locations,
- and how new development must be configured.

The Planning Director presented information to the Advisory Board in September and February regarding how the UDO applies to open space and recreation spaces. The Advisory Board was also presented with information about how it can become more involved in future development consideration.

The following options are available for consideration by the Parks & Recreation Advisory Board:

- No change at this time.
- Planning staff recommendation
 - Three public hearings opportunities with separate board meetings.
- Planning Board recommendation
 - Maintain current joint public hearing process and add the Parks and Recreation Advisory Board to it with the Parks & Recreation Advisory Board having a second meeting to consider their recommendation at a later date.
- P&R staff recommendation
 - Planning Board and Board of Commissioners continue their joint public hearing. Offer a second public hearing at the Parks & Recreation Advisory Board Meeting with a focus on relevant open space items.
 - Explore the desire to collaborate with the Planning Board more by considering:
 - Annual or every other year joint training
 - Annual fall development update and brainstorming session
- Other opportunities identified by the Advisory Board

Discussion

The board will discuss the opportunity for the Parks and Recreation Advisory Board to participate in conditional zoning and planned development considerations. The Advisory Board will be asked to make a recommendation after receiving information.

Topic: NRPA Scholarship: Green Stormwater Infrastructure Training

From: Parks & Recreation Staff

Prepared by: Sheila Long, Parks & Recreation Director

Presented by: Nick Rummage, Parks & Athletics Manager

Background

There will be a virtual National Green Infrastructure Certification Program this summer, and Nick Rummage has expressed interest in participating. It is a professional certification program aimed at creating a pool of credentialed field workers that possess the foundational knowledge to properly build, inspect and maintain green stormwater infrastructure practices across the United States. This training is designed to meet international green infrastructure best practice standards along with a strategic focus on issues, challenges and opportunities of green infrastructure in municipal parks. Currently, there are only 51 parks and recreation agencies across the country with a Certified Green Infrastructure Professional.

Participating in this training would be beneficial as we renovate Little River Park and work to meet the goals of our Master Plan: utilize effective & innovative practices, access to natural resource and environmental education.

Discussion

The Advisory Board will consider authorizing the Chair to sign the letter of support for Nick Rummage to be considered for the NRPA Scholarship to attend the Green Stormwater Infrastructure Training & Certification program.

Attachment

Sample Letter of Support

Sample Letter of Support:

The Town of Zebulon Parks and Recreation Advisory Board would like to submit a letter of support for Nick Rummage, Parks and Athletics Manager, to receive a scholarship to participate in the National Green Infrastructure Certification Program (NGICP) that is being offered through the National Recreation and Park Association (NRPA).

As the Parks and Athletics Manager, Nick leads the Parks Division which is responsible for the daily and long-term maintenance of all Town owned parks and greenways. He is also intimately involved in the planning and development of all future parks as well as the renovation of current facilities.

As an Advisory Board, we want the Parks and Recreation Department to be environmentally conscious in their planning and maintenance of Town resources while also providing quality recreational opportunities to our diverse and expanding population. Having an individual certified in green infrastructure will allow them to adequately evaluate new construction plans as well as inspect and maintain green infrastructure at our current facilities.

Zebulon currently has a population of approximately 10,000, the smallest in our county, but has started to see expansive growth. The population was at roughly 5,000 in early 2018 and projections show that number reaching 15,000 by 2026.

Allowing Nick Rummage to go through this program would have an immediate impact on our citizens as we are currently in the process of renovating a 23-acre, nature-based park. Our Parks and Recreation Master Plan also calls for significant development of future park and greenway properties over the coming years as we strive to maintain our level of service to the growing population.

The Advisory Board voted to submit this support of Nick Rummage's scholarship submission to participate in NGICP. We appreciate your consideration to add this knowledge and resource to our community.

**This letter with any recommended revisions from the Advisory Board will be placed on letterhead for signature by the chair.*