

**Parks & Recreation Advisory Board Meeting**

The Zebulon Parks and Recreation Advisory Board will meet Monday, August 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. April
    2. July
  2. July
5. Old Business
  - A. Advisory Board Annual Action Plan
6. Open Discussion
7. Staff Updates
8. Adjournment

### **Parks & Recreation Advisory Board Meeting**

The Zebulon Parks and Recreation Advisory Board met Monday, April 17th 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

Erica Parsons called to order at 6:01 PM.

Garrett Underhill arrived at 6:05 PM.

2. Approval of Agenda

Motion: Brandon Wiggins

2<sup>nd</sup>: Quinton Taylor

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

2<sup>nd</sup>: Dexter Privette

All voted in favor.

5. Old Business

A. UDO: Open Space Text Amendment Recommended Changes

- Sheila Long presented on staff recommendation.
  - Recommended the current joint public hearing remain between the Planning Board and Board of Commissioners. They are considering a broader range of planning than the Parks and Recreation Advisory Board is tasked with.
  - If the intent is to collaborate with the Planning Board more, we should continue joint training and ensure they are also at the table in planning policy discussion as it relates to open space.
  - The Board discussed it being a large decision and would like to wait to discuss further with all Board members in attendance.
  - Staff was asked what alternative forms of engagement with the Planning Board could look like. Sheila answered that she has met with our Recreation Resource Services Consultant to understand opportunities that could be considered. A variety of options were shared including:
    - getting together to speak or train more often,
    - have a liaison between the two boards that can report back to each board.
  - We are a rapidly changing town; plans and policy will continue to evolve and will need to be updated.
  - Dexter stated he wants to see what this collaboration and impact would look like. Look at the big picture and see what our part is in it.
  - Sheila suggested coming back to board with more options. Potentially bring in recreation resources to meet with board, retreat, etc.
- Options for Advisory Board action:
  - Planning staff recommendation: three separate public meetings. One to board of commissioners, one to planning board, one to parks and rec advisory board.
  - Planning board recommendation: want to maintain current joint meeting process.
  - Parks and rec staff recommendation: planning and commissioners continue joint public hearing. Take time to explore desire to collaborate with planning board more with annual fall development update and brainstorming sessions with a focus on policy.
  - Table the item.
- Quinton asked if the planning board has a meeting that is open to the public, and are they are asking us to join that meeting.
- Sheila answered that the joint public meeting closes. The Planning Board then meets and makes a recommendation for the Board of commissioners to consider at their next regular meeting. The Parks and Recreation meeting would have to be separate.
- There was discussion amongst the Board about the timing and scheduling of meetings and if they could receive the information narrowed down to just open space items. Board members discussed wanting to further explore how they fit into the process.
- Sheila suggested that staff continue discussion with Recreation Resource Services and that we seek opportunities to overhaul open space related policies and engage the Advisory Board at that level.
- Dexter asked to do brainstorming until it's decided.

- Sheila recommends the board table it. While we wait, she will contact recreation resource services.

Motion to table it: Erica Parsons

2<sup>nd</sup>: Quinton

All in favor

## 6. New Business

### A. National Green Infrastructure Certification Program

- Nick Rummage presented.
  - Participating will be beneficial as we renovate Little River Park.
  - Asking the Advisory Board to offer a letter of support for a scholarship that would pay for him to take certification exam.
  - Sheila stated he needs letters of support within the community, felt the parks and rec board would be a great representation of support. This effort relates very well to the parks and rec master plan. Request is they recommend him and that Erica sign letter of support.
  - Erica stated she would support it, and all agreed as well.

Motion to approve: Erica Parsons

2<sup>nd</sup> Brandon Wiggins

All in favor

## 7. Open Discussion

- Erica stated she saw the Outdoor Movie Night at Mudcats stadium is happening, is excited, and will be going. All showed interest in attending and are happy about this event.
- Garrett stated he saw the Town did some cutting near the field. Asked if the Town bought that land.
  - Sheila shared that the town had purchased some of the property around Town Hall.
  - Nick shared that underbrush had been removed to improve sightlines in collaboration with Public Works.
- Quinton stated he has been appointed to downtown Zebulon advisory board for main street. Will be appointing other positions as well. They cover policies, bills, what types of businesses we want to see downtown, etc.
- Board members discussed various upcoming events including Spring Fest and Juneteenth. Quinton asked Sheila to speak on concerns he has seen online about the Juneteenth event. Sheila shared the following:

- Government should not dictate how a group of people celebrate their culture. Community should plan this.
- There were two separate events being planned seeking support from the Town, and we suggested they explore working together. It just didn't work out.
- Juneteenth is new to a lot of people, and it is not something a lot of people grew up understanding. It became more mainstream in last 10 years. Zebulon needs to find what it means to our community and citizens. Lots of emotion behind it. Not a clear understanding and definition of what is wanting to be reflected in Zebulon. It will be hard work, but it is worth doing with the community. It is important that the community at large develops the event and creates something that reflects the culture.

#### 8. Staff Updates

- Sheila stated she's been busy with the budget and will have more information at the next meeting from the manager.
- Spring concert series is Friday night. Spare Change will be playing.
- SpringFest is the following Saturday.
- We have two events every month coming up.
- Nick's team is back fully staffed just in time for grass cutting season.
- Our athletics exploded this year.
- Revenue to date is 56% over where we were last year at this time.
- When doing free things such as bingo, it's a great opportunity to advertise everything else we're doing and receive engagement.

#### 9. Adjournment

Motion: Erica

2<sup>nd</sup>: Brandon

All in favor

**Parks & Recreation Advisory Board Meeting**

The Zebulon Parks and Recreation Advisory Board met Monday, July 17<sup>th</sup> 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

2<sup>nd</sup>: 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 2<sup>nd</sup>**

**All in favor**

**Topic:** Advisory Board Annual Action Plan  
**From:** Parks & Recreation Staff  
**Prepared by:** Sheila Long, Parks & Recreation Director  
**Presented by:** Sheila Long, Parks & Recreation Director

### **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 24 Annual Action Plan
September	How We Play Gill St Playground Design
November	Department Update FY 25 Budget Goals Fee Schedule Review Facility Use Allocation
February	Department Update: Proposed Budget Cost Recovery Policy Review Refund Policy Review
May	Department Update

### **Discussion**

The Board will engage in discussion and consider adoption of an annual action plan.