

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, October 24th at 6pm.

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

There will also be a Youth Service Provider Meet Up program happening from 5:30-7 PM with a special presentation from Wake Med regarding mental health resources shortly after 6 PM. The Advisory Board will meet in the Planning Conference Room at 6 PM to kick off their meeting and will then transition to the Lobby to participate in Wake Med's presentation. At the close of the presentation, the Advisory Board will return to the Planning Conference Room to complete their meeting.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Presentation
 - A. Youth Service Provider Meet Up: Wake Med Mental Health Presentation
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.

5. Consent
 - A. Adoption of Minutes
 1. September 19th, 2022
 2. August 15th, 2022
6. New Business
 - A. Little River Park Plan: Final Draft
 - B. Suspension Policy
7. Open Discussion
8. Staff Updates
9. Adjournment



Zebulon Parks & Recreation Department
Advisory Board
October 24th, 2022

**Parks & Recreation Advisory Board Meeting
September 19th Minutes**

The Advisory Board did not have quorum on September 19th and business could not be conducted.

Parks & Recreation Advisory Board Meeting
August 15th Minutes

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

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

Board Members in attendance: Genia Newkirk, Brandon Wiggins, Dexter Privette, Quinton Taylor.

Staff Members in attendance: Sheila Long, Amy Hayden, Nick Rummage, Hannah Hayworth, Mike Clark

Meeting Agenda

1. Call to Order
Brandon Called the meeting to order at 6:00 PM
 2. Approval of Agenda
1st Quinton
2nd Dexter
Voted 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.
No public comment.
 4. Consent
 - a. Adoption of Minutes
 - i. February 21st, 2022
 - ii. May 16th, 2022
1st Dexter
2nd Genia
Voted all in favor
5. Presentation
 - a. UDO: Open Space
 - i. Planning Director: Michael Clark
Michael Clark proposed an option for the Parks and Recreation Advisory Board to be a part of the review and recommendation portion of the UDO process. This revised process will allow public comment at multiple occasions instead of one, as seen in the current process. The Parks and Recreation Advisory Board will have the opportunity to see Conditional Zoning Requests and Planned Development Requests. The Parks and Recreation Advisory Board will have the responsibility to enforce Section 5.7 – Open Space, Section 6.7.2 – Land Reservation, Recreation Improvements, and the Parks and Recreation Impact Fee Reduction. The Planning and Parks and Recreation Department will provide written standards and the Parks and Recreation Master Plan to assist the Parks and Recreation Advisory Board with decision making.

b. Quarterly Report

Sheila shared that the Parks and Recreation Department will begin to develop a Quarterly Report for the Advisory Board. The Quarterly Reports will offer a better format to tell the story of parks and recreation than a monthly report out to the Advisory Board. This Quarterly Report will also include information regarding the Financial Aid Scholarship Program.

6. New Business

a. Suspension Policy

Sheila presented: The Parks and Recreation Department has worked with the Towns Attorney to develop a Suspension Policy. We rarely expect to need this policy, but we would need to have a policy in place in the event a suspension was needed.

Brandon asked what would happen if someone served the Suspension term and then had a repeat situation, would there be more in-depth punishment? Could there be more substantial suspension for more significant infractions.

Sheila stated she could follow up with the Town's Attorney regarding this question.

1st Quinton made a motion to table the suspension policy and bring it back to the Advisory Board once a response to Brandon's question is available.

2nd Dexter

Voted all in favor

7. Open Discussion

Quinton asked if there was any feedback from the Youth Meet and Greet?

Sheila shared that The Youth Meet and Greet was hosted addressing the needs for teens and youth in the community. We created a networking opportunity for different community members, civic groups, organizations, and youth providers to provide feedback on what they feel would benefit the community youth the most. There are a lot of different organizations that are offering services, and this has allowed the groups to network and possibly collaborate.

Quinton also asked if there were any plans for different youth facilities such as roller-skating rinks, arcades, etc. in Zebulon.

Sheila said that the Town is not in a position to provide those facilities, but the Town is open to speak with any commercial businesses that may be interested in those business opportunities. In the meantime. In the meantime, consideration should be given to businesses that are downtown and if or how they can provide additional opportunities for youth.

Quinton will be providing at Olde Raleigh Distillery this weekend, East Wake Collective will be hosting a night market next weekend in partnership with Olde Raleigh Distillery.

8. Staff Updates

a. Department Update

Sheila recognized Nick and Amy to provide an update on their divisions.

Nick- The Spring athletic season had an Allstar team in state playoffs. Fall baseball and softball teams were supposed to kick off today, soccer will kick off this weekend. All sports leagues but softball have seen significant increases in participation. Our 10U – 15U girls softball teams did not have enough for a team. Gill Street Park has new shade structures that were installed last week, a paved pad and bench will be installed at a later date. New trash cans and benches will also be installed at this park later. The Town Hall Soccer field has been finished, the fence around the grass area was taken down and reused to frame the soccer field. That allows us to have an ADA viewing pad, a paved walkway, and we plan on installing new soccer goals.

Amy- Summer camp season is wrapping up; we have already offered about 20 camps this past summer. We are offering a free girls basketball clinic, that is full of 20 participants. Our open gym basketball is ongoing and growing, we have an average of about 15-20 participants each week. We have a movie night this Friday. Our program guide is in the process and should be ready in the next couple of weeks.

b. Next Meeting: September 19th

9. Adjournment

Brandon called for a motion to adjourn the meeting at 6:45 PM

1st Genia

2nd Dexter

Voted all in favor

Topic: Little River Park Plan: Final Draft
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

With implementation of the Play Zebulon: Parks and Recreation Master Plan, staff has been working towards next steps in identified priority projects. Development of Little River Park was identified in the goals for the Natural Areas & Sustainability Subsystem of the adopted vision.

AECOM completed a final draft of a park specific site plan for Little River Park. This plan relied on collected information from the Play Zebulon community engagement and adopted vision. The plan completed a series of public engagement that included:

- Public Workshop at Spring Fest
- Virtual Workshop
- Town Led Pop Up Workshops and Stations
- Advisory Board Workshop.

Results of the park specific community engagement refined and expanded the site plan for Little River Park.

Discussion

The discussion before the Advisory Board is to recommend approval to the Board of Commissioners the Little River Park Plan.

Topic: Suspension Policy
From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director

Background

With implementation of the Play Zebulon: Parks and Recreation Master Plan, staff has been working towards reviewing and developing policies and operating procedures that are consistent with industry standard and in the best interest of our community.

The department has various policies that address situations where a participant or facility use may be suspended from future participation for a period of time. Staff has worked with the Town Attorney and identified a need for a more formalized policy and town ordinance.

The Advisory Board requested additional information regarding the possibility of extended suspension in warranted situations such as repeat offenders. Staff consulted with the Town Attorney and their recommendation is to adopt the Suspension Policy as initially adopted to avoid risk of violating someone's due process rights and to refer to appropriate law enforcement as necessary.

Discussion

The discussion before the Advisory Board is to recommend approval to the Board of Commissioners to adopt the Suspension Policy and proposed ordinance.

Attachment:

- Draft Suspension Ordinance

Draft: Suspension Ordinance

Section 31.xx is added as follows:

"§ 31.xx. Definition.

"Parks" shall be defined as all parks, indoor facilities, recreational facilities, greenways, activated alleyways and unimproved open space areas owned, leased and/or operated, maintained and administrated by the Town of Zebulon Parks and Recreation Department."

"§ 31.xx. Suspension of use of parks.

A. In General. If, in the opinion of the Parks and Recreation Director or his or her designee (the "Director"), the continued use of any parks, or participation in any organized program of the Town of Zebulon department of Parks and Recreation (the "Department") by any person, or group of persons, will be detrimental to the health, welfare, or safety of the general public, the Director shall have the authority to suspend such person, or group of persons, from using any parks, or from participating in any organized program of the Department as a participant or as a spectator, for a period of up to one (1) year.

B. Notice. A notice of violation of this chapter shall be in writing and delivered to each person, and, in the case of a minor, to the parent or guardian of each person, as soon as reasonably practicable following the occurrence of any activity considered by the Director to be detrimental to the health, welfare, or safety of the general public. The form of notice shall include the following information:

1. A description of the violation(s) and dates(s).
2. The suspension start and end dates.
3. A description of the appeal process.
4. A statement that violation of the suspension will subject such person to criminal trespassing charges.

C. Exceptions. Even if a person, or group of persons, has been suspended, in accordance with this section, from using any parks, or from participating in any organized program of the Department as a participant or as a spectator, the following exceptions shall apply:

1. A child under eighteen (18) years of age shall not be instructed to leave any parks or recreation program until after a parent or guardian is contacted.

2. Any person may participate in a public meeting of the Town of Zebulon being conducted at any parks.

D. Refunds. If, due to suspension issued pursuant to this section, a person is unable to attend an organized program of the Department for which such person is registered, then the Town of Zebulon shall issue a pro-rated refund, if any, for the remainder of such program. Refunds will only be issued for individual based programs. Refunds will not be issued for team-based programs under this section.

E. Appeals. A written appeal of a suspension made pursuant to this section may be filed with the Town Manager within thirty (30) calendar days following the date of the suspension notice. Upon the Town Manager's receipt of a written appeal, the Town Manager or his or her designee will give such person an opportunity to be heard in person or by electronic means. Within ten (10) business days of said hearing, the Town Manager or his or her designee will render a final, non-appealable decision regarding the suspension. The Town Manager or his or her designee shall have the authority to affirm, reverse, or modify the decision of the Director.

F. Enforcement. In addition to any other remedies available at law, any person found to be in violation of suspension instituted pursuant to this section may be asked to leave any parks, or organized program of the Department, and may be subject to trespassing charges for failing to do so."