

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, November 15th at 6pm.
This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

The Advisory Board will make nominations and hold elections for the roles of Chairperson and Vice-Chairperson prior to the Call to Order.

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
 - i. October 18th, 2021
5. Old Business
 - a. Financial Aide
 - i. Policy Recommendation
 - ii. Subcommittee Update
6. New Business
 - a. Refund Policy
 - i. Policy Recommendation
 - b. Seasons Greeting PSA
 - c. Volunteer Appreciation Event
7. Open Discussion
8. Staff Updates
 - a. Department Update
 - b. Next Meeting: December 20th
 - c. Important Dates:
 - i. Candy Cane Lane: December 10th
9. Adjournment

**Zebulon Parks & Recreation Department
Advisory Board Meeting
October 18, 2021**

The Zebulon Parks and Recreation Advisory Board held a meeting on Monday, October 18th at 6pm. This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Board Member Attendance:

Dexter Privette, Erica Parsons, Brandon Wiggins, Genia Newkirk and Garrett Underhill

Staff Attendance:

Sheila Long, Hannah Blishe, Amy Hayden

Meeting Agenda

1. Call to Order

Start – 6:01 PM

Erica Parsons called the meeting to order.

2. Approval of Agenda

Erica called for a motion to approve the agenda.

1st – Brandon Wiggins

2nd – Dexter Privette

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 comments may be limited to 15 minutes.

No comments.

4. Consent

a. Adoption of Minutes

I. August 16th, 2021

Erica called for a motion to adopt the minutes.

1st - Brandon

2nd - Dexter

All voted in favor.

5. Old Business

a. Program Scholarship Fund

i. Action Needed: Subcommittee

Sheila Long discussed this item. At the retreat earlier this year the advisory board set goals. The past few months, the focus was on master plan. Now that the master plan was adopted, we are in a better position to address some of the goals discussed. We are starting to see requests from the community for financial assistance. Moving forward we need to establish something more significant and standard. The department is currently working on a policy for the board to consider. Tonight we want to discuss if the board is still interested in raising funds to be put towards a scholarship fund.. We want to discuss forming a subcommittee that would organize and plan fundraising efforts, work with staff to develop a plan, etc. Erica asked how much we need to raise. Sheila noted that no specific amount is necessarily needed. A great goal would be \$500, if the board were to raise any money, that would make a huge impact. Erica, Brandon, and Genia expressed interested in forming a subcommittee.

Erica moved to develop a subcommittee consisting of Erica, Brandon, and Genia to handle scholarship fundraising efforts.

2nd-

All voted in favor.

b. Department Reorganization

i. No Action Required

Sheila provided an update on Department Reorganization. We have discussed the reorganization of our department with the board through the master plan and budget process. Effective September 1, 2021 we restructured the recreation side of the department. Tim Hale, a staff member of more than 20 years with the department, retired in August. This left a vacancy in our department that needed to be filled. We are now staffing the front desk of the community center with part time staff. This will free up full time programming positions to spend more time designing programs. We restructured the department to create a Recreation Manager position which Amy Hayden has filled. Our Recreation Assistant Hannah Blische has filled Amy's position of Program Coordinator. And we recently hired Hannah Howell, our new Recreation Assistant. We also brought on a new full time staff member to the maintenance team. We are currently re-evaluating our policies and processes to reflect current times, covid, current program offerings, etc. Many of our policies and procedures have not been updated for years and do not reflect how we handle things in our department currently. We will be bringing standards and policy before the Advisory Board to seek feedback before implementation or going to the elected board.

c. Chair & Vice Chair Roles

i. No Action Required

Sheila provided the following comments: The board currently has a vacancy in the Vice Chair role. Erica has been Chair for a while now. At the next board meeting we will vote on Chair and Vice Chair positions. The Chair runs our board meetings, and the Vice Chair runs in the absence of the Chair.

6. Open Discussion

Erica – Excited about the movie night and teen pumpkin program. Her girls enjoyed fall softball.

Dexter – Likes the new name tags. These tags can be worn when working events as an advisory board member / at meetings / etc.

Discussion was had amongst the board and staff about shirts – Previously, there was a lot of discussion of what the board shirts should look like. Instead of trying to narrow down the options, the board decided that staff can order shirts for everyone to make it easy.

7. Staff Updates

a. Department Update

Sheila Provided the following updates: We are now expanding rentals at the community center. Rentals were limited throughout COVID. We are continuing to monitor COVID concerns.

Working on reevaluating using RecDesk and training part time staff to use recdesk. Using it more as program tracking software – not just for registrations. Expanding online reservations.

Master Plan was adopted by board of commissioners. Planning board recommended adoption of impact fee.

Slated to give a work session in December with commissioners to discuss the master plan, department operations and programs. We will discuss with the board of commissioners our concerns with certain programs and expanding new programs.

Working with ZDAC mural committee on a downtown mural project funded by The United Arts Council.

The second alley project is almost finished. The first alley project can be recognized in that the neighboring parcel, soon to be The Fall Line, is under renovation. The owner of this new business will have invested \$500,000 on renovations once the project is complete.

First herbicide treatment to address kudzu at Little River Park is complete. This project will take a year to complete.

We are finalizing the Rec-On-The-Go program to take pop-up / small events to our parks and neighborhoods. Currently working on a rental process so community members can rent the trailer and staff to host activities at private events.

b. Next Meeting: November 15th, 2021

c. Important Dates:

i. Movie Night: October 22nd

ii. Veteran's Day Celebration: November 10th

8. Adjournment

Erica called for a motion to adjourn the meeting.

1st - Garrett

2nd - Brandon

All voted in favor.

End – 6:29 PM

Topic: Financial Aide

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

Background

The Advisory Board adopted Community Engagement and Community Awareness as their board goals for 2021. One of the projects discussed by the advisory board was to raise funds for a scholarship program for youth. Town staff is drafting a financial assistance standard to bring before the advisory board in November. At this time there are no funds available for the program and fundraising will be required.

At the October meeting, Genia Newkirk, Brandon Wiggins, and Erica Parsons agreed to work collaboratively to fundraise.

Staff has developed a formal financial aid scholarship application and process. Once funds are secured, staff will be able to promote this opportunity.

Discussion

The board will discuss the proposed financial aid scholarship application and process and consider recommendation of adoption.

The board will also receive an update and discuss fundraising efforts.

Sample Motion:

"I make a motion to recommend adoption of the financial aid scholarship application and process as recommend by staff."

Attachment:

- a. Financial Aid Policy

Financial Aid Policy

Financial Assistance is available for families and individuals who live in the Town of Zebulon and wish to participate in Zebulon Parks and Recreation Programs, but are unable to pay part or all of the required registration fees. Financial Aid is not guaranteed and is approved based on need, program availability, and available funds.

Eligibility

Youth, up to ages 18 years of age and/or through high school are eligible for financial aid. The recipient must be a Town of Zebulon resident. Foster children are also eligible for this program. Households must be eligible for free school lunch and receiving government benefits. The recipient must also be in good standing with the organization.

Application

Completing an application does not register a child for the program or guarantee funds. Applications must be completed in its entirety. Each application is for one child and one program. A registration form must be completed for the requested program. The application must include proof of participation in the Free School Lunch program and at least one other government benefit.

Applicants will be reviewed prior to the end of the registration period for the requested program. The Parks and Recreation Department will notify the recipient of the decision in a timely manner. If a financial aid request is denied, staff may work with the participant to establish a payment plan. Applications should be submitted the Recreation Assistant. The Parks and Recreation Director will authorize final approval of financial aid.

Available Funds

The Parks and Recreation Advisory Board fundraises to provide funds available for the Financial Aid program. Funds raised for this program are deposited with the Town of Zebulon and then allocated to the Zebulon Parks and Recreation Department for management of the Financial Aid program. Aid can only be distributed as funds are available.

Topic: Refund Policy

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

Background

The department's existing refund policy requires updating. The current policy is not all inclusive and does not acknowledge RecDesk ability for credit card transactions.

Discussion

The board will discuss the proposed refund policy and consider recommendation of adoption.

Sample Motion:

"I make a motion to recommend adoption of the refund policy as recommend by staff."

Attachment:

- a. Draft Policy

Refund Policy

A full refund of registration and participation fees and charges will be made for all programs, activities, and events cancelled or adjusted by the Zebulon Parks and Recreation Department. For all other situations where refunds may be requested, the following guidelines shall apply. The Director of Parks and Recreation will make decisions on all requests not specifically covered herein. No refunds will be made for any activity that costs less than \$10.

Athletic, Camps, and Instructional Programs:

1. If a participant requests a refund, in writing, 10 calendar days or more in advance of the first day of athletic league practice or tryout, or 10 calendar days or more in advance of the first meeting of an instructional program, a full refund, minus a \$5 processing fee, will be issued.
2. If a participant requests a refund, in writing less than 10 calendar days prior to tryouts or first practice for an athletic league, or less than 10 calendar days prior to the first meeting of an instructional program, a 75% refund minus \$5 processing fee will be issued.
3. For athletic programs, no refunds will be issued on or after the first regular season game of the affected league. For instructional programs, no refunds will be issued on the day of or after the first program meeting.
4. Refunds of adult athletic programs that require "team" registration will be issued based on league policy and are not subject to #'s 1,2, and 3 above.
5. Refunds will not be granted to participants dismissed from a program due to misconduct.

Exceptions:

For Youth Athletics and Instructional Programs, a full refund of all fees paid, less a \$5 processing fee will be made if:

1. Prior to the athletic league first practice or tryout, or program meeting, a written excuse, from a licensed medical doctor, is provided indicating that the participant should not participate due to medical concerns or physical limitations.
2. Prior to the athletic league first practice or tryout, or program meeting, a written verification is provided that the participant has been included in either a Middle School, High School, or College program that prohibits participation in recreational programs.

Trips/Travel Groups:

1. A full refund is granted for trips cancelled or adjusted.
2. If a full refund is requested, in writing, prior to the registration deadline, a full refund minus a \$5 processing fee, will be made.
3. If a refund is requested, in writing, after the registration deadline, and 48 hours prior to trip departure, a 75% refund will be issued if the participant can be replaced from the waiting list.

4. If 48 hours prior to the trip departure, a written excuse from a licensed medical doctor is provided, indicating that the participant should not participate due to medical concerns or physical limitations, a partial refund will be issued after deducting expenses incurred by the Town of Zebulon such as prepaid admission fees, tickets, deposits, and a \$5 processing fee.
5. Refunds will not be granted for requests made less than 48 hours prior to the trip departure, nor after the trip begins or is completed.
6. For third-party contracted overnight trips, refund policies may vary based on the terms of the contracted agency.

Rental:

1. The Town of Zebulon reserves the right to make cancellations to any reservation at any time due to staffing availability, weather and other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits will be returned in full if the cancellation is initiated by the Town of Zebulon.
2. The Town of Zebulon will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Zebulon. When a rental is canceled by Zebulon Parks and Recreation, fees are 100% refundable.
3. Cancellations initiated by Licensee more than 30 days prior to the reservation date, in writing, shall be granted a refund of paid rental fees and any deposits minus a \$25 administration fee.
4. Cancellations initiated by Licensee within 30 days of the scheduled event, in writing, shall be granted a refund of any paid deposits and 50% of the total rental fee.
5. Cancellations initiated by Licensee less than 48 hours prior to a reservation, in writing, shall be granted a refund of only any security deposit paid.
6. **Athletic Fields and Picnic Shelter Rentals:** Outdoor facility usage canceled by Zebulon Parks and Recreation due to inclement weather may be rescheduled, pending space availability. If the participant does not wish to reschedule the rental, the participant can submit a written refund request within 3 business days after the initial rental date.
7. Cancellation refunds, that are approved, will be processed within two weeks after cancellation.

All refund requests must be made in writing to the Recreation Assistant and approved by the Parks and Recreation Director.

- If you originally paid with a credit or debit card, your refund will be applied to the same card. There may be circumstances where card payments will be refunded by check.
- If you originally paid with cash or a check, you'll receive a check issued from the Town and mailed to your mailing address on file.
- The customer may also request a household credit placed on their registration software account.
- Refunds will be processed within 2 weeks of the request.

Topic: Season's Greetings PSA

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

Background

Staff was seeking a volunteer for the Tree Lighting Virtual PSA. We had so much response, that we are going to do a Parks and Recreation Seasons Greeting PSA. This could also be an opportunity to highlight your fundraising efforts. Filming will take place on Wednesday, November 17th at 3:30 PM in downtown Zebulon.

Discussion

No Action Required. Discussion encouraged.

Topic: Volunteer Appreciation Event

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

Background

The Advisory Board adopted Community Engagement and Community Awareness as their board goals for 2021. One item of interest from the board was a volunteer appreciation event or program.

Discussion

No Action Required. Discussion encouraged.

Topic: Department Updates

From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director

Community Center & Shelters

- Staff initiating changes to RecDesk
- Elections held at the center on November 2nd.
- Family Gym Time is restarting.

Admin

- Impact Fee Study was adopted by the Board of Commissioners. Fees will be charged beginning January 1st, 2022.
- Preparing for a December work session with the Board of Commissioners to discuss Operations, Programs, and CIP projects.
- Planning a staff retreat to focus on team building and exploring equity in recreation.
- Working with ZDAC Mural Committee on a mural project funded by United Arts.
- Working on an ADA Transition Plan RFP process.

Parks

- Tree Limbing conducted at the parks.
- Mulch applications.
- Bathroom cleaning has been contracted out.

Programs & Events

- Finalizing the Rec-On-The-Go program to take pop-up, small-scale events to our parks and neighborhoods.
- Winter Basketball has started.
- Evaluating program offerings based on Play Zebulon findings and developing a plan to fill the gaps
- Working with the Poe Center to offer health living programs
- Working to develop teen programs.
- Teen Ginger Bread House program will be held in December
- Veteran's Day Celebration held in partnership with the Rotary Club.