



Zebulon Parks & Recreation Department
Advisory Board Minutes
October 21st, 2019

The Zebulon Parks and Recreation Advisory Board met Monday, October 21st at 6pm in the Zebulon Community Center located at 301 S. Arendell Avenue.

Board Member Attendance: Rayford Fulghum, Erica Parsons, Brandon Wiggins, Michelle Glidewell, Debbie Wheless

Prior to the meeting, the board nominated and elected a chairperson and vice chairperson.

Erica Parsons- Chairperson

Michelle Glidewell- Vice-Chairperson

Meeting Agenda

1. Call to Order

Erica Parsons called the meeting to order.

2. Approval of Agenda

Erica Parsons requested a motion to adopt the agenda.

Ray Fulghum made a motion to approve the agenda.

Brandon Wiggins second the motion.

All board members voted in favor.

3. Public Comment: *Community members wishing to speak must sign up by 5:50 PM. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. Speakers may not give their minutes to another speaker.*

Shannon Baxter provided comments to the board for consideration of tree selection. She requested trees selected be pollinator friendly and future opportunities to coordinate with Bee City USA.

4. Consent

a. Adoption of Minutes

i. August 19th, 2019

Erica Parsons requested a motion to adopt the minutes.

Brandon Wiggins made a motion to approve the agenda.

Rayford Fulghum second the motion.

All board members voted in favor.

5. New Business

a. Park Rules & Signage

Sheila Long, Parks and Recreation Director, shared the department participated in a meeting with police to discuss opportunities for improvement as they monitor parks. Posted park rules have been noted as a tool that could assist them. The goal was to work with the board to



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develop rules for the parks and work with the Police Department to determine if any adjustments to town ordinances would be required to enforce. Long provided a list of possible rules for the board to begin discussion. Areas receiving discussion from the board included:

- Ways the Police Department can see approved/permitted groups and rentals
- Opportunities to partner with preschool/daycare groups to address unscheduled group uses
- Wording for supervision of children.

The board requested to see examples of park rules from other departments to use as reference.

6. Open Discussion

No discussion.

7. Staff Updates

a. Park & Program Update

Comments provided by Sheila Long: Time and attention of the board is shifting to conducting the business of the board and participating in discussions such as developing park rules. Staff will provide a bulleted list of updates that will be issued in advance with the agenda each month. Areas highlighted for the board included:

- Gill St Park Safety Surfacing and T-Swing installation
- Gates removed at Little River Park close to the dam creating a more inviting appearance to park users to access the nature trail.
 - Ray Fulghum asked what recent action the board took on Little River dam and shared it is an eye sore. A plan for the park will be needed.
 - Sheila Long stated recent Little River action appropriated funds for an archeological and architectural study as required to continue in the FEMA appeal process. Conversations are ongoing with Wake County about the Little River Park district.
- Basketball registration completed and participant numbers are consistent with previous years. Girls Basketball has grown with 3 girls teams this year.
- Gill St Community Picnic & Coat drive was a success.
 - Erica Parsons asked about the origin of the event.
 - Sheila Long shared it was a variety of things to include:
 - A spin off of an event that took place a few years ago, community cookout at Community Park which was a part of a grant.
 - The Whitley Park Neighborhood Picnic went well.
 - Desire by staff to get out into the community through our parks more.
 - Collaboration with the Police Department. As we were planning this event, we also recognized the PD's desire to get back into neighborhood-based events to foster community relations.
 - We would like to do more events like this.
- Hay Day was a success.
 - Erica Parsons asked if this event would continue.
 - Sheila Long shared the department believed the event had good bones and we could grow it to be a great event for the community.



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- Trunk or Treat is coming up on October 25th.
- The Community Center celebrated 10 years on October 16th.
- The Community Center will host the board of elections on November 5th.

b. Farmer's Market

Comments provided by Sheila Long: Earlier in the year, discussions began about the market. Staff was seeking a better understanding and opportunities for a sustainable future. The process has demonstrated community support for a local market and that other markets in the greater area were not consider competition for customers. It did not gauge the supply of produce and farm product vendors, but is something we must look at. The town of Wendell has taken on the Wendell Farmers Market this year. Rolesville is in their second year of their market. All three of our markets in Eastern Wake are on Saturday mornings. Rolesville openly talked about the struggle of seeking produce vendors and the low supply in a Wake Weekly article. We are experiencing the same struggle. We also recognized that local available produce declines significantly after labor day. We recognize a community desire for events, and the market filled this void in past years. We are looking at opportunities for the market to be successful and to offer the event opportunities the community is seeking such as festivals. Board discussions included the following:

- Saturday mornings are tough for some people
- Farmers are prepping crops in their fields after labor day
- Could a weeknight market be successful?
- Working with the Mudcats stadium to offer events
- Discussions will continue about the market and events

c. Parks & Recreation Comprehensive Master Plan

Comments provided by Sheila Long: We are in the second phase of the RFQ/RFP process. 3 of the 4 firms had submitted proposals. The next step will be to interview the firms the first week in November. Would any of the board members like to participate in the interviews?

- Erica Parsons stated she was interested.
- Michelle Glidewell stated if the interviews were on November 8th, she could participate.

8. Adjournment

Erica Parsons requested a motion to adjourn.

Ray Fulghum made a motion to approve the agenda.

Brandon Wiggins second the motion.

All board members voted in favor.