

**Zebulon Parks & Recreation Department**

**Advisory Board Meeting**

**September 21, 2020**

The Zebulon Parks and Recreation Advisory Board met Monday, September 21st at 6 PM in the Zebulon Town Hall located at 1003 N. Arendell Avenue.

Prior to the meeting, the board discussed, consider nominating and electing a vice chairperson. The board also swore in new Advisory Board members.

The board was not prepared to move forward with a vice chairperson for the board. They will be nominating and electing a Vice Chairperson before the next board meeting. Andi Wrenn was nomincated to run the minute in the absence of the chairperson

Board Member Attendance: Garrett Underhill, Debbie Wheless, Dexter De'Andre Privette, Andi Wrenn

**Meeting Agenda**

1. Call to Order

Start – 6:08 PM

Andi called the meeting to order

2. Approval of Agenda

1<sup>st</sup> Debbie Wheless

2<sup>nd</sup> Garrett Underhill

All voted in favor

3. Public Comment

No Comments

4. Consent

a. Adoption of Minutes

i. February 17<sup>th</sup>, 2020

1<sup>st</sup> Debbie Wheless

2<sup>nd</sup> Garrett Underhill

All voted in favor

5. Presentations

#### a. Greenway Design Standards

Chris Ray introduced Brandon White of Kimley Horn regarding Greenway Design Standards. Brandon's company is overseeing the construction of the Greenway and will be discussing the Design Standards this evening. Anyone interested in having a tour of the greenway please reach out.

- Trail Construction Slide: Typical trail diagram. In the last 6 months trails have been more active than Greenways, so it is obvious that Greenways are a vital part of the community. This is a flexible pavement, easy to put out, more forgiving as the ground changes. 2-foot aggregate shoulder keeps the pavement in and provides an overflow for people/ two-way traffic using the trail. Also allows emergency vehicles to drive on the trails.
- Board Walks: Most common walk on greenways in flood plain areas. Built out of heavy timber, pile driven. Every timber decking the guardrail is 54 inches tall, this image shows the chain link epoxy coated rails. The wood is the biggest Maintenance long-term item. Image on left shows heavy timber boardwalk, the image on the right shows concrete tracks. Wood is a hazard, becomes slippery with debris and holds moisture. Can be solved with power washing, but power washing eats at the wood.
- Bridge Construction: Weathered Steel truss bridge. Looks rustic. Can be built in different shapes. Other options available including aluminum bridges. Shows concrete indents. Bridge is built to the length you need, commonly have board walk approaches leading to bridge that make up the whole structure.
- Steel Truss vs Laminate Beam: Trails built to DOT standards so when applying for DOT funding, you already meet their standards. The wider the bridge the heavier the loading.
- Greenway Construction Considerations: Image shows weather steel bridge being "flown in" and placing bridge. Although the greenway is only 12-foot-wide, must clear space for heavy equipment to come in to build the greenway. After the bridge is placed, timber will be replaced with concrete slabs, done so bridge is not as heavy when it is being placed. Greenway systems are a long-term vision, anything you can do to help make that vision clear for anyone else will help in the long run. The economic impact of greenways is very significant regarding tourism.

#### b. Board Operations Training

- Joe Moore spoke regarding the work of the Parks & Rec Advisory Board
  - Zebulon was a train town and was built surrounding the transport of tobacco in and out of the town. Town served reoccurring number of customers in the community. When tobacco and cotton industry fell, the Town changed. We now have different customers with varying needs and must be adaptive to meet those needs.
  - Parks & Rec brings people together, we are the business of connecting people. But also, the business of economic and community development.

- Thank you for engaging in this important work and for volunteering your time
- ZPRD follows open meetings law and open records law
- Ethics - members should not accept bribes or trade favors. Members may encounter conflict of interest and should vote in a manner that is not inappropriate for personal or family benefit, disclose conflict to others involved, or recuse from voting.
- Information regarding the town can be found on our website [www.townofzebulon.org](http://www.townofzebulon.org)
- Staff liaison is Sheila Long
- Regular meetings on the third Monday of each month as needed
- Duty to vote when attending a meeting
- Meeting minutes will be taken for every meeting
- Chairperson will run meetings
- Vice Chair will take the roll in the absence of the chair
- 7 total board members
- Board members must attend 70% of meetings in a 12-month period, should not miss more than 3 consecutive meetings
- To step down from the board, please do so in writing

#### c. Master Plan- Focus Group

Sheila Long, Parks and Recreation Director gave a brief overview of the project and led the focus group.

- Process of Parks & Rec Master Plan, started in June.
- Had great progress with public input prior to covid with some great events planned.
- COVID put a halt to things, but we are ready to get started with the process again.
- After this evening, September 23<sup>rd</sup> we will have a Plan To Play event in our downtown Pop-Up Park. Interactive event with the community to gather feedback. COVID precautions will be taken.
- Advisory board was asked to take part of the Master Plan process this evening with a brainstorming activity to share ideas for the future of ZPRD. Each advisory board member was given sticky notes and a marker. They were asked to write their ideas down on the sticky notes and Sheila would collect them and put them on the board and we could talk about them as we worked through the process.

What are some of the programs you would like to see as part of the Parks & Rec Department? What programs represent a successful department?

*The below items were submitted. Duplication would reflect items submitted by more than one advisory board members.*

- |                           |                          |   |
|---------------------------|--------------------------|---|
| • Basketball              | • 30 + (adult) athletics | • Play groups for toddlers, preschools, and younger |
| • Baseball                | • Football               | • Soccer  |
| • Tennis, Youth and adult | • Tennis                 |   |

- Athletics
- Bike Club
- Aquatic
- Dance
- Gymnastics
- Tai Chi
- Running and Walking Clubs (youth and adult)
- Shag lessons for singles
- Outdoor walking groups (seniors, strollers, young adults)
- Swing dance lessons
- Youth activities for themes around the seasons and holidays
- Over 50 group activities
- Gardening
- Wood working
- Pot luck
- Home craft brewing
- Music/band
- Safety classes
- Financial group learning
- Adult nights like museums have
- Arts
- Book Club
- Karaoke Nights
- Co-working space/gathering

What facilities will make us a successful department? Existing, new, changes that need to be made, adjustments, etc?

*The below items were submitted. Duplication would reflect items submitted by more than one advisory board members.*

- *Outdoor Fitness*
- *Dog Park*
- *Dog Park*
- *Swimming Pool*
- *Public Pool*
- *Swimming Pool*
- *Splash Pad*
- *Swimming Pool*
- *Ropes Course*
- *Entertainment Venue*
- *Basketball Courts/Gym*
- *Canoes, Kayaks for rent, guided trips*
- *Little River Nature trails and stations*
- *Indoor Waterslide and Activity Center*
- *Basketball Courts*
- *Skateboard Park*
- *Driving Range*
- *Playground Meeting Space for medium size groups*

What funding streams should the town consider to implement new programs and build and renovate parks and facilities?

- The board indicated that they hoped funds were earmarked by the town to help with Parks renovation and growth already.
- They shared they would like to see impact fees be charged to new developers
- They thought people would pay for programs and facility use through user fees
- They would like to seek grants
- A Parks and Recreation Bond should be considered
- A mixture of all options would be ideal

Visions for the future? What is the purpose behind who we are and what we do? What visions would make us a successful parks and recreation department?

- Brining community together
- Creating Community
- Fun and welcoming place to live
  - Give folks something to do
- Provide recreational experiences
- Create a safe vibrant community
- Support Economic Development
  - Give people a reason to stay in Zebulon

What Communities or facilities in another community would you think we should consider or compare to?

- a. Knightdale Station- Variety, new, large scale events (amphitheater)
- b. Rails to Trails
- c. WOD in Arlington, VA- Train car to symbolize our history and for kids to play with
- d. Rocky Mount and Wilson Sports Complexes with multiple fields, updated bathrooms and concessions.
- e. Holly Springs
- f. Pullen Park
- g. Middle Creek

## 6. Open Discussion

## 7. Staff Updates

### a. Department Update

- ZPRD has served as the emergency operations public information officers to keep the community informed, conduct PSA, keep in contact with Wake County, created pages on website to inform community. Slowly rolling out of EOC duties.
- Have started a ZPRD newsletter. Has been very successful so far. Regular flow of information from our department in a structured format. Page on website holds all of the newsletters.
- Working on a system called Public Input. Will have text messaging, emails, surveys, etc. Very cumbersome.
- Also working on Dude Solutions, a maintenance system for work orders.
- Awarded funds for a landscape contract for our parks. Parks will have increased service weekly.
- Worked with YMCA to create a scholastic learning center at the Community Center. Unfortunately, not enough participation to continue in Zebulon. All those who participated have moved to Knightdale.
- Outdoor fitness classes have been very successful. Enjoy the outdoor atmosphere.
- Working on a plan to open Community Center again and move fitness classes indoors.
- Rethinking events during COVID. Currently working on Hay Day celebration virtually. Will not be able to have the tree lighting events this year. Looking at alternatives that are COVID friendly.
- Drive-In theater was successful. Will continue to offer those through the fall.
- Will not be able to offer athletics leagues (Basketball) this fall due to NCDHHS recommendations not to play contact sports and specifically lists basketball. We are able to offer small skills and drills clinics, contests, etc.
  - Debbie Wheless asked what other communities were doing.
    - Sheila Long shared that as far as basketball is concerned, there is not a lot of information from others yet. Everyone is in sticking to a wait and see.

- Garrett Underhill shared he had seen where some communities were offering soccer and other sports.
  - Sheila Long shared that soccer also is listed on NCDHHS as not recommended at this time although we recognize that others are playing. We are sticking to skills and drills and no contact play to be consistent with NCDHHS recommendations.
- Dexter Privette shared he thought the basketball contests would go where.

b. Master Plan Update

- Master Plan, October 3 Plan To Play event at Whitley Park

c. Next Regular Meeting: October 19th

8. Adjournment

moved to adjourn the meeting

1<sup>st</sup> Dexter

2<sup>nd</sup> Debbie

All voted in favor.

End – 7:50 PM