

**Zebulon Parks & Recreation Department
Advisory Board Meeting
April 19th, 2021**

The Zebulon Parks and Recreation Advisory Board held a meeting on Monday, April 19 at 6pm. This meeting was held virtually. The public could access this meeting via website and phone. This meeting can be reviewed on the Public Input Meeting Page:

Board Member Attendance: Erica Parsons, Garrett Underhill, Brandon Wiggins, Andi Wrenn, Dexter Privette

Meeting Agenda

1. Call to Order

Start – 6:15 PM

Erica Parsons called the meeting to order.

2. Approval of Agenda

Erica Parsons called for a motion to approve the agenda.

1st – Brandon Wiggins

2nd – Andi Wrenn

All Voted In Favor.

3. Public Comment: Public comments are limited to 3 minutes by phone or 400 written words by email. Anyone wishing to speak must enter the speaker que or leave a voicemail by 5:50 PM. Emailed comments must be received by 3 PM in order to be read into the minutes of the meeting. Public comment may be limited to 15 minutes.

No Comments

4. Consent
 - a. Adoption of Minutes
 - i. February 15th, 2021
 - ii. March 4th, 2021

Erica Parsons called for a motion to adopt the minutes.

1st – Brandon Wiggins

2nd – Garrett Underhill

All voted in favor.

5. Old Business
 - a. Master Plan: Update

Sheila Long presented: Visioning workshop went great. We received lots of valuable feedback from the advisory board as well as staff during the staff session. We also had a survey available on Public Input and had about 60 public participants. We are looking forward to moving onto the implementation phase of the project. Our consultants have requested to hold a Implementation Workshop with the board. This meeting will be an overview of the process again and will discuss the cost estimates for various projects as well as potential revenue streams.

- i. Action: Add Meeting, April 29th at 6 PM
 1. Implementation Workshop

1st – Erica Parsons made a motion to add a meeting on April 29th at 6 PM.
2nd – Dexter Privette
All voted in favor.

6. Open Discussion

Andi Wrenn asked about summer camp registration and Sheila Long shared an updated on registration and response to Covid guidelines from the State.

Andi Wrenn asked about the Market and how vendor response has gone and discussion was had amongst the board and staff.

Garrett Underhill asked for clarification about alley renovation. Sheila Long indicated staff is working with downtown businesses and potential vendors through alley activation. We are working with the Creative Cup to renovate the Alley across the street.

Erica Parsons shared comments and discussion was had amongst the board and staff about shade in the alley and wants to see hopscotch and sidewalk chalk opportunities.

7. Staff Updates
 - a. Department Update

Sheila Long provided the following general department updates.

- Pop Up Market on Wednesday
- More than \$7500 in FM Sponsorships
- Shelter rentals have increased. We are having to consider stacking rentals, but there is a staffing concern related to that.
- Mask requirements are impacting fitness classes, and pop-up outdoor fitness will continue.
- Master Plan coordination continues with a focus on cost estimates and impact fee analysis.
- Budget prep
- Downtown support
- 6-7 promotion videos to be released in the next few weeks
- Beaverdam Greenway is nearing substantial completion and in the new budget year, our department will take over general maintenance.
- Movie Night coming up.
- Learning Garden under development

- b. Board Appointments

Sheila Long reminded Garrett, Allen, and Debbie that they will need to submit for reappointment to stay on the board.

- c. Requested Work Session: April 29th at 6 PM
 - d. Next Regular Meeting: Monday, May 17th at 6 PM

8. Adjournment

Erica Parsons called for a motion to adjourn the meeting.

1st – Garrett Underhill
2nd – Andi Wrenn
All voted in favor.