

The Zebulon Parks and Recreation Advisory Board will meet Monday, February 21st immediately following the Tree Board Meeting at 6pm.

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

Meeting Agenda

1. Call to Order

Erica Called the meeting to order

1st

2nd

Voted all in favor

2. Approval of Agenda

Erica called for a motion for the approval of the agenda

First Second 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.

None

4. Consent

a. Adoption of Minutes

i. November 15th, 2021

Erica called for a motion to adopt the minutes

First Brandon

Second Garrett

Voted all in favor

5. Old Business

a. Volunteer Appreciation Event

Sheila proposed the two options for an event. Option one would be an outdoor cookout with family activities at the Community Park. It would cost about \$1800 and be for about 300-350. Second option would be limited to one guest due to capacities. The banquet would be at the community center and would cost about \$3000. Erica questioned the amount that it would cost and how much was in the budget. Erica prefers the cookout would be more fitting for the occasion. Brandon likes the idea of involving more people, like the outdoor event. Everyone seemed to agree on the outdoor cookout. Staff will propose specific dates for the events.

6. New Business

No new business.

7. Open Discussion

Erica asked for a scholarship update. Sheila gave an update on the process. The board approved the program. The program has had a handful of participants so far. Were trying to get it out into the community and get the word out.

Erica asked about the Saint Patrick's Day event. Sheila talked about how the town is setting up private sectors to organize and plan the events. Parks and Recreation is not involved in planning the event, only the closing the street aspect.

Brandon asked about the tree lights, and how long they will be up. Sheila says that public works normally takes them down in March. Brandon likes the vide the lights give.

Genia asked about events committee. Sheila explained that they have a representative from every department and the process. Genia asked how to get private sectors involved in that process.

8. Staff Updates

a. Department Update

Staff have been initiating a lot of additional tasks on RecDesk. We have added tennis block, an organization for pickleball and tennis lessons and programs. We have updated a lot of polices. We have rethought all the rental policies, they will all be handled from one person. We hope to take the rental changes to the board in March. We have changed the policies to help us prepare for events or tournaments, to help us plan better.

The front classroom at the community center is being renovated. The space has been renovated for a lounge space. We are increasing programing for that space and creating a new environment for card games, sewing machines, tv, coffee station, and a living room atmosphere. Hopefully, in the future, we can staff the space and allow it to be a teen space. The walls have been painted, the floors will be in next week, and all the furniture is in. The recreation impact fee in the first month brought in \$97,000 for designated projects for the department to use. We are working with the ZDAC committee for a mural location. Two properties have submitted applications; the fall line and Haircraft have applied. Haircraft could be a pick to help focus on parking.

Joint staff retreat will be with the planning department; we will meet with Mitch Silvers. Mitch is the former planning director for the city of Raleigh and worked in New York City. Programs being evaluated to compliment the master plan. Research and planning are being done before the programs are being released. New programs include, tennis lessons, pickleball, teen programs, hand drums, and preschool clinics.

May 14th will be the spring festival in downtown Zebulon. We have great partners in place. Artisan Market is being moved to the town hall. Focus is now on artist and other vendors. The market has been rebranded. We will still have producers and other vendors. The season has been shortened. We have limited staff and capacity and we want to be able to spread out events and programs. We chose to implement more programs and events, including monthly downtown concerts.

Sheila introduced Nick and talked about his experiences.

Nick has 10 years of experience in parks and recreation. He comes from clayton; he was there for about 6 years.

Parks update: Community Park and ZES are being updated. The fields are being laser graded; this makes the field safer. We also plan on adding more base length to allow a larger variety of ages to play. Underbrush is being cleared out at some of the parks. Cleaning it makes it look more appealing and safer. We have also started the process of rebuilding the basketball court at the gill street park. We are looking at adding three mini seating options, this will include seating and picnic shelters. Trash cans have begun to be replaced around the parks. More modern and longer lasting trash cans are being purchased. We are also receiving quotes to have the basketball courts at the community park. Kudzu has a treatment scheduled for September. Baseball fields score boxes are being built and updated. Staff is also working on regular maintenance and supporting the department with events. Winter basketball is wrapping up, the season has gone quickly. Spring registration is open, many languages are filled. Registration is up about 15% and about 125 kids total. Brandon asked if benches at the community park would be replaced. Nick answered, yes, they would be replaced eventually. Dexter asked how soon the gill street park would be replaced. Nick answer, that they would complete the project as soon as possible. The department is having issues with construction companies providing quotes. Sheila gave an update on the master plan progress. At this point, we have completed the plan for year one of the master plan, minus the spectator seating at the community park. Due to covid, staff will continue to research the best way to update the best way to update the seating. Sheila passed out the events calendar for the large events for the year.

- b. March Retreat: March 21st at 6 PM
 - i. Speaker: Mitch Silver

9. Adjournment

Erica called for a motion to adjourn
First Brandon
Second Garret
Voted all in favor
End – 7:32 PM

