

**Zebulon Parks & Recreation Department
Advisory Board Meeting
January 21, 2020**

The Zebulon Parks and Recreation Advisory Board met Tuesday, January 21st at 6 PM in the
Zebulon Community Center 301 S Arendell Ave, Zebulon, NC 27597

Board Members Attendance: Rayford Fulghum, Debbie Wheless, Brandon Wiggins, Garrett Underhill,
Allen Boyett

Meeting Agenda

1. Call to Order

Start – 6:05 PM

Rayford called the meeting to order.

2. Approval of Agenda

1st – Brandon Wiggins made the motion to approve the agenda

2nd - Allen Boyette second the motion.

All board members voted in favor

3. Public Comment

No Comments

4. Consent

a. Adoption of Minutes

i. December 16th, 2019

1st - Brandon Wiggins recommended approval of minutes

2nd – Garrett Underhill second the motion

All board members voted in favor

5. Old Business

a. Cost Recovery Policy

Sheila Long presented the Cost Recovery procedure which was placed before the board last year prior to their reorganization. It is being returned to the board for an official vote on Cost Recovery. Sheila explained that the Cost Recovery Plan will help the Parks and Rec Department to set program fees for random programs outside of traditional programs that are not a part of the board approved budget. This will help develop standards for programs that are created. Things to consider; what service are we providing, sensitivity to the market, federal / state / or county use, offers reciprocal fee waiver for the city, applicable to town and departmental goals, community vs. Individual benefit. If a program is not in the

appropriate level, we will slowly work to meet the appropriate cost recovery. This Cost Recovery Plan also addresses scholarships.

Sheila explained that this is a policy, fee scheduled must be submitted with the operating budget by the end of January. She does not anticipate any changes to the fee schedule. Debbie questioned why senior programs could not be pushed to level 3, Sheila explained that they were originally in level 5, and were moved to level 4 after previously being brought to the board.

Allen Boyette made the motion to approve the cost recovery procedure.

2nd- Brandon Wiggins second the motion

All board members voted in favor

b. Master Plan

Sheila Long gave an update on the master plan process. Survey went live, within two days 110 people completed the survey. Any opportunities to share this with your networks, please continue to share.

The focus of the survey is on the In Town residents, but others are welcome to take the survey. There is a question in the survey as to whether or not they are a resident. Spanish version of the survey was completed, flyers and handouts will also be translated.

Survey is open until the end of March.

Meeting with Ballard*King in the next two days to begin operations assessment

6. New Business

a. Recreation Resources: Program Planning

Sheila Long briefly reviewed the advisory board's retreat focus areas:

- Complete Master Plan
- Engage in outreach efforts (e.g. host tables at events, attend community meetings)
- Engage in programs

Jen Beedle with Recreation Resources Services presented to the advisory board about program development. She then provided a handout with directions on activities. The board split into two groups and completed the activity which was to complete a program planning worksheet by planning a program. Each group then discussed their proposed programs.

Sheila Long also noted that the board mentioned interest in learning about grant opportunities. Sheila asked Jen Beedle to provide the board with some background on LWCF funds that are coming available. LWCF (land and water conservation fund) purpose of providing outdoor recreation opportunities and preserving land. This year LWCF applications are to be submitted independently from PARTF applications. This year, eligible projects include Land acquisition and enhancement of existing LWCF land. 4 to 4.5 million estimated to be available. There is a webinar Friday to learn more information. Application due July 1st.

Sheila Long shared the master plan includes a site specific plan to look at Community Park which is an LWCF park. Master Plan process also includes site specific plans for Little River. Wake County has extended offers to the property owners along Little River seeking conservation easements. What are the identified needs, what are the identified properties, and what will be best budget wise. The Master Plan will help us prioritize and plan facilities and what should be put into our parks. The Master Plan will give us factual data to back up our decisions.

Discussion was had amongst the board on possible projects for consideration.

7. Open Discussion

No Discussion

8. Staff Updates

a. Department Update

A lot of time spent on Budget prep and Master Plan Process

Whitley Park Restroom project has a few remaining items to address but hope to reopen tomorrow.

Spring Sport Registration ends January 31.

Programs have filled up utilizing online registration including new participants.

b. Parks and Recreation Comprehensive Master Plan

Duplication.

c. Next Regular Meeting: February 17th at 6 PM

9. Adjournment

Rayford called for a motion to adjourn.

Debbie Wheless Made a motion to adjourn.

Allen Boyette second the motion.

All voted in favor.

