

## Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, July 15<sup>th</sup> at 6 PM.

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

Brandon Wiggins was nominated and unanimously appointed to Chair and Quinton Taylor was nominated and appointed to Vice-Chair.

The following Advisory Board members were present: Wendi, Garrett, Dexter, Marcus, Brandon, David, and Quinton (arrived at 6:10).

### Meeting Agenda

#### 1. Call to Order

Brandon called to order at 6:04 pm.

#### 2. Approval of Agenda

Motion to approve the agenda: David

2<sup>nd</sup>: Wendi

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 Agenda

A. June 17<sup>th</sup>, 2023

Motion to approve consent agenda: Wendi

2<sup>nd</sup>: Garrett

All in favor.

#### 5. Presentations

A. National Parks & Recreation Month

The Mayor will present a proclamation in support of the National Parks and Recreation Month to the Advisory Board. Dinner will be provided to the Advisory Board at this time.

“July 2024 marks Park and Recreation Month, a tradition dating back nearly four decades through which NRPA celebrates the dedicated individuals who maintain and operate local, state and community parks. This year’s theme — “Where You Belong” — highlights the unique ability of parks to bring people of all backgrounds together to foster connections.” – National Recreation & Parks Association

Brandon recognized the Mayor to speak about Park & Rec Month. The Mayor gave a personal appreciation to everyone for being on the Board, stating it's such an important part of the community, involving so many facets such as living well and wellness. If you live somewhere that you cannot play, then you probably don't like where you live. Recognized Sheila for receiving her Certified Parks & Recreation Executive certification. The mayor read over the Park and Recreation Month Proclamation.

Sheila shared her sincere thanks to the board for their time and dedication. It's a volunteer board that takes a lot of time, energy, and collaboration. We will celebrate their support and show appreciation by enjoying dinner together.

Dinner 6:13pm.

#### B. Adopted Fiscal Year 2025 Budget

Staff will provide an update to the Advisory Board regarding the adopted FY 2025 budget.

Sheila reviewed the approved Fiscal Year Budget. There was discussion about items requested in the budget as noted below:

#### Not Funded:

- 2 park maintenance techs and 1 facility worker
- Community Park Bridge to Barbee St
- Level of Service and Design Standards/ UDO Open Space Review
- Whitely Park Totlot replacement
- Renovation of the Yoga Room
- Community Park Basketball court replacement
- Splash pad at Whitley Park

#### Funded:

- Begin some afterschool programs
- Program Coordinator
- Walking track repair at ZES
- Greenway Fence replacement
- Land acquisition
- Community Center Floor replacement
- Greenway designs
- Amenities- picnic tables
- Disc golf baskets and course improvements
- Projector at the Community Center
- \$500,000 for Gill St Bathrooms pending further soil investigation and remediation.
- Fabrication of our dugouts at community park
- The Christmas parade was funded and has not been assigned to Parks & Rec. We are aware that it will involve us to some extent. There are third party organizations, some in Raleigh, that manage events. Need someone that can focus and bring elements that are unique. Feedback from the board was that it's okay if the parade is not the same as it was, at the end of the day the public is still going to expect it. Need to figure out a way to make it unique and stand out, hopefully these third parties can help us do that. The Board engaged in discussion about time

frames and opportunities for the public or other organizations to be involved. Quinton thought there might be room for the Main Street Board to help with the parade. Marcus shared it could be a learning opportunity by bringing in the third party to help advise. Staff doesn't currently have the capacity to stand up the parade while also doing Candy Cane Lane.

Marcus asked about adult basketball programs and if they could fit in a 3 vs 3. Currently attends adult open basketball. Wanted to know if there could be an adult basketball league and wanted to know how the process works. Sheila stated it would be worth seeing if we could do a weekend trial tournament and see the interest level. Would they be happy playing at the community center or would they need a different facility. Don't have funding right now for a different facility. We can look and see if this is something we have the capacity to take, whether it be Justin or the new program coordinator, and will get back with him next time we meet.

#### New Business

A. FY 2025 Action Plan

The Advisory Board will discuss their FY 2025 action plan and consider topics. This item is for discussion to prepare for action at the August Advisory Board Meeting. A draft action plan is attached to generate discussion.

Sheila has drafted for the board's consideration an annual action plan to be able to adopt an actual action plan at their next meeting in August as a way to brief. The plan was reviewed with the board and general discussion amongst the Board was in favor of the action plan as presented.

Marcus asked if we could organize a marathon. Sheila stated the Boys and Girls Club is hosting one in September. Marcus stated he thought it would be good for youth engagement, something that's not Springfest or Candy Cane Lane. Brandon suggested Field Day. Sheila stated that those programs sound like great ideas, and offered clarity that this action plan is not for program ideas, but for board action items. We're trying to hire a new program coordinator that is going to have a focus on youth and teens. In September, we're looking to have discussion about a Youth Advisory Board. We've been wanting to get this together and haven't had the proper staff.

Marcus asked about the Youth Advisory Board. Sheila spoke about Commissioner Harrison who works with a national youth advisory council and will be sharing resources. Marcus asked if there will be a person that will be there to pull ideas out of the kids. Sheila stated we have the connection of a national organization that taps into youth boards all over the nation. Whenever we go to the schools, they have been very open with us in engagement and the things they want. When they are actually the ones able to plan and implement things with their friends, there is a lot more youth engagement as opposed to just a thing their parents signed them up for.

Sheila asked if the Board wants her to bring this same plan back to the meeting in August and they agreed.

B. Sustainability Board Appointment and Action Plan Draft

Staff will present a draft Sustainability appointment and action plan. Staff anticipates presenting this proposal to the Board of Commissioners at their August Regular meeting. This item is for discussion and to seek a

recommendation from the Advisory Board to share with the Board of Commissioners. The draft proposal is attached for review.

Sheila went over the draft proposal. She stated the BOC provided an ordinance that creates the Sustainability Board and does not directly assign the Parks & Rec Board to this, no one has been assigned to it yet. Sheila proposed in an interim basis the Parks & Rec Board serve as the Sustainability Board, but will immediately take applicants from September-November, and appoint members in December. That way we can start early action items that need to be done to create the formation of the board and will allow us to go ahead and apply for Bee City. The Sustainability Board will need to look at Tree Ordinance and other existing programs, events, stormwater, waste pickup, and things that are related to sustainability. The proposed action plan would affect the Advisory Board in the fall, will need to identify work plan, set a meeting schedule, be aware of fall tree planting opportunities, and update the tree ordinance.

In October we will be planting trees on a Saturday morning and can promote this to the community for them to participate. This could be a good place to find people that want to be on the Sustainability Board. The ultimate goal is to get the people together that will be energized and focused on the Sustainability Board.

The advisory board engage in discussion about the benefits of bees, possible collaborators,

David mentioned Baxter's Bees and how Commissioner Baxter would like to come in and speak about bees/Bee City. Brandon agreed, stating this could be beneficial knowledge. Sheila clarified that either this be put on the Parks & Rec board agenda or put on the Sustainability agenda. Brandon stated it can be put on the Sustainability Agenda whose first meeting will be in September.

Marcus asked who the staff liaison will be and there has not been one appointed yet and not sure who it will be. Sheila shared she is working with her staff for now, but as things progress there may be another in the organization that can take this effort on and dedicate more time to it. For now we are seeking to balance the desires of the Board of Commissioners with the desires of the Advisory Board while being realistic with what a new board would be able to accomplish early on.

Marcus stated that if you don't have the correct knowledge of the environment, you can accidentally do more harm than good. Brandon asked if there would be an issue being on both boards. Sheila stated it's been done in the past, but you would still need to put in an application.

Motion for Sheila to petition to the Board with the plan as is: David

2<sup>nd</sup>: Quinton

All in favor.

7. Open Discussion
8. Staff Updates
  6. Department Update
    - 6) Budget Update
    - 7) Next Meeting: July 19<sup>th</sup>

Amy spoke about the rise in fitness class participants, the high turnout for summer camp which many have wait lists, new art class teachers, Popsicle Pete, Bingo, movie night showing Migration, and Kesler who is doing a sensory program in August. Amy told the Board if they know anyone with special needs to spread the word and she can give them a flyer. The Health Fair is on July 27 with 32 vendors and doing 30 minute bingo sessions and fitness classes. We are partnering with Mt. Zion United Holy Church for Back to School Bash, giving away supplies, care packages, and haircuts.

Nick spoke about our nine adult softball teams; and fall youth athletic registration opened this month which is doing very well. Since the weather has been drier, we haven't had to cut as much grass which has allowed us to catch up. Been able to work on work orders that have been open for a while, about at the point where we're able to do more than what we're adding.

9. Adjournment

Motion to adjourn: Garrett

2<sup>nd</sup>: Marcus

All in favor.