**Parks & Recreation Advisory Board Meeting**

The Zebulon Parks and Recreation Advisory Board met Monday, November 20th at 6pm.

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

**Present Advisory Board Members:**

 Bradon Wiggins, Dexter Privette, Garrett Underhill, Quinton Taylor

**Meeting Agenda**

1. Call to Order

 Brandon Wiggins called to order at 6:06 pm.

1. Approval of Agenda

Brandon stated thatSheila is unable to be with us this evening and has requested we remove the FY25 Budget Goals and add the December meeting schedule to the agenda as item 5E. Brandon asked if there is a motion as revised.

 Motion: Garrett Underhill

 2nd: Dexter Privette

 All in favor

 All voted in favor.

1. 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.

1. Consent
2. Adoption of Minutes
3. September 18th, 2023

Motion: Quinton Taylor

2nd: Garrett Underhill

All voted in favor.

1. New Business

Brandon recognized Nick to begin new business items starting with the facility use allocation.

1. Facility Use Allocation

Nick reported on the new athletic facilities, statistics, and growths. This facility use allocation involves three different periods: spring, summer, and fall. He spoke about the procedure for how organizations using facilities are prioritized. This is for the Board’s review and to see if they have any recommendations. There were no questions or comments.

1. Sponsorship Standard

The Sponsorship Standard highlights the procedures the Department follows when entering into a sponsorship agreement. Nick highlighted traits that a sponsor should have, what is and isn’t appropriate, different forms of recognition for sponsors, and staff’s roll in seeking sponsorships. Staff is asking for the advisory board to review and make recommendations.

Brandon asked if the Department has had any trouble attaining sponsorships, Nick replied it has not when given the opportunity to seek them out. This Standard is to formally outline procedures to follow now that initiatives that would benefit from obtaining sponsorships are growing. Brandon stated it looks good and that it’s great to have in writing.

 C. Fee Schedule Review

  Nick presented the Fee Schedule. The advisory Board did not recommend any changes.

 D. December Staff Meeting

   Nick requested the Board move their meeting on December 18th to December 11th. Brandon asked if there is a motion to move the December staff meeting to December 11th.

  Motion: Quinton Taylor

 2nd: Garrett Underhill

 All voted in favor.

  6. Open Discussion

The board discussed the success of Candy Cane Lane. Quinton stated that he was there, and it was great. He appreciated the snow and selection of food trucks.

1. Staff Updates
	* 1. Department Update

Brandon recognized Nick to provide a staff update.   Nick stated that the crowd for Candy Cane Lane was estimated to be 6,000. Deck the Hall-Z will be December 8th at 5:30 at Town Hall. Nick invited the Board to make a display for the reverse parade.

The department is now fully staffed and introduced our new Recreation Assistant at the Community Center, Zoe Paregol.

Nick gave an update on the status of PARTF and Little River Park as the Department is getting the ball moving further for this project.

Youth basketball started practice with a total of 288 children, which was a 22% increase from last year. This almost maxes capacity, if this continues to increase there will need to be more gym space.

New benches have been installed in a few parks. Finished landscaping and fence project at Community Park.

Brandon asked if Nick thinks we’ll have to branch out youth basketball next year if it continues growing. Nick replied that this is probable. Has been in discussion with different schools and gyms to use their facility. Joe Moore highlighted the number of youth basketball teams and emphasized the importance of staffing and facilities. He noted the greater number of participants we have per population compared to another town, Clayton, who has a higher population but lower participation in youth sports than Zebulon.

Quinton asked what Nick thinks a top priority on the budget is. Nick stated it’s multifaceted and there is different priorities. The priority from the athletics perspective would be field and gym space, and funding when we have to rent from the middle school or other athletic field space. There would be a different priority from the parks perspective and highlighted all the park space we have. Amy would have a different priority as well for programming such as space and staff.

 Garrett asked if it would make more sense to go with artificial turf since it requires less maintenance and even though it’s more expensive it could be cheaper in the long run. Nick considered the suggestion and acknowledged this is higher level planning considering a facility we don’t have yet. Noted scenarios that artificial turf could be great and times that a real field would be preferred. Brandon noted there is an increased injury risk with artificial turf. Nick elaborated on different aspects of artificial turf and different ones to consider for different sports.

1. Adjournment

 Motion: Garrett Underhill

2nd: Dexter Privette

All voted in favor.