

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, June 17th at 6 PM.
This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
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.

4. Consent Agenda
 - A. April 15th, 2024
 - B. May 18th, 2024
 - C. May 20th, 2024

5. Presentations

- A. Wake County Parks, Recreation and Open Space

The Director of Wake County Parks, Recreation and Open Space will present information to the Advisory Board regarding Wake County initiatives to enhance conservation and access to parks.

- B. Triangle Trails

Triangle Trails is a collaborative organization bringing communities together to help plan, build, and promote greenways. Program Manager, Rashawn King, will share information about their efforts and how counties and towns are coming together to expand opportunities.

6. Open Discussion
7. Staff Updates
 - A. Department Update
 - 1) Budget Update
 - 2) Next Meeting: July 15th
8. Adjournment

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, April 15th at 6 PM.

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

The following Advisory Board members were present: Garrett Underhill, Brandon Wiggins, Marcus Bennett, David Field

Meeting Agenda

1. Call to Order

Brandon Wiggins called to order at 6:21 pm

2. Approval of Agenda

Motion to approve the agenda: Garrett

2nd: Marcus

All in favor

3. Presentation: Advisory Board Training

Sheila reviewed operations of the advisory board and engaged in discussion with the Board regarding the following items:

- Duties
- 3 year appointment
- Commissioners' right to remove
- Regular Meetings
- Staff Liaison
- Agenda
- Open Meeting Law
- Public Record
- Ethics
- Conflict of Interest
- Duty to Vote and Recusal
- Roles of Chair and Vice Chair
- Resignation

4. 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.

5. Consent Agenda

1. February 26, 2024, Minutes

Motion to approve amended consent agenda from the date being 2023 to 2024: Marcus

2nd: David

All in favor

6. Old Business

1. Code of Conduct

The Board will review the provided Code of Conduct for the Community Center and provided recommendations to staff.

Sheila went over the updates to the dress code section of the Code of Conduct per the Board's recommendation.

Marcus stated that there are shirts that have things on them that may not be offensive at first glance, but their meaning is inappropriate. The Board engaged in discussion and Brandon recommended revising the language to include offensive acronyms, phrases, or gestures. David asked about vandalism being addressed in the code of conduct and Sheila stated that would be addressed under respect for the facility.

The Board did not recommend any additional changes.

2. Retreat

Staff is proposing a retreat for the Advisory Board to be held this spring. Staff is seeking input and a decision on proceeding with Saturday, May 18th from 9 AM-Noon. Sample Motion: "I make the motion that we add a meeting on Saturday, May 18th from 9 AM to Noon."

Motion to hold a retreat on Saturday, May 18th from 9AM to Noon: Garrett

2nd: David

All in favor

Sheila stated that the retreats won't have public comment, but they will be open to the public. David asked if we would have an agenda like this in the retreat and Sheila answered yes.

6. Open Discussion

David asked if we could go around the table and introduce ourselves where he went first. Each staff member (Sheila, Chloe, Amy, and Nick) and board member in attendance provided brief introductions.

8. Staff Updates

1. Department Update

Brandon invited Nick to provide staff updates.

Nick stated that soccer is up roughly 75% from two years ago. Spring sports have begun. Adult softball league has open registration in May. We have seen an increase in requests for rentals of athletic fields, three different schools using Community Park. The fall rentals request period opens in May. With it only being mid-April we are already seeing a significant increase in park usage. The maintenance crew has been short staffed since mid-February, held interviews and have extended an offer to a candidate. Grass cutting season has begun and is what the crew is spending most of their time on right now.

Brandon stated he was on the soccer fields on Saturday. As far as scheduling, is it possible to put a 15-minute buffer between games for the sake of parking? Nick and Sheila agreed to look at it as they evaluate the season and look at the next season. Marcus also stated

there is no buffer time in basketball. Sheila stated we have played with time in the past: the more time we have between games, the more time people use.

Marcus stated the court at the Middle School was slippery at times from not being cleaned. He asked if it is at all possible to have someone clean the court the Saturdays before the game. Nick stated school staff is supposed to sweep before the first game but does not sweep between. Sheila said this is something we can communicate with WCPSS and include in our staff checklist for the day of to make sure it is addressed.

Amy stated we have the new program guide out, we are working with Kaleb, the communications director, to transition how we do the program guide, and that the program guide goes out quarterly. Amy spoke about spring concerts and Spring Fest. We have partnered with Amanda at Creative Cup to offer our second annual mural painting class with participants who will pitch to the community their designs to be painted on the butterfly in the alley.

Marcus asked how events are added and what is the process. Sheila stated that it is the same as programming and explained the process of implementing events. Marcus asked, if he wanted to hold an event privately what would be the process. Sheila answered that a privately planned and implemented event follows the special events standard. Different departments are involved such as Police, Fire and Public Works. It is recommended to have a meeting with staff about the event, submit an application which can be found on the Town website, and going to the Board of Commissioners who approves special event requests every quarter. Only the Board of Commissioner can authorize those events. She stated it's not a difficult process but does require preparation ahead of time. Nick stated you don't have to go through that process if you use your own property and resources, this is only if the event is going to be on Town property or use Town resources. Brandon stated it is a seamless process, you just want to make sure you have your ducks in a row before you start the process.

4. Adjournment

Motion to adjourn: David

2nd: Marcus

All in favor

Parks & Recreation Advisory Board

The Zebulon Parks and Recreation Advisory Board held a meeting on Saturday, May 18th at 9 AM for the purpose of conducting a retreat. The meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

The following Advisory Board members were present: Garrett Underhill, Brandon Wiggins, Marcus Bennett, David Field, Wendi Watson, Dexter Privette, Quinton Taylor. Quinton Taylor arrived at 9:10 AM.

Meeting Agenda

1. Call to Order

Brandon Wiggins called the meeting to order at 9:02 AM.

2. Approval of Agenda

Dexter Privette made a motion to approve the agenda.

2nd: Wendi Watson

All voted in favor

3. Presentations/ Work Session

- a. Recreation Resources Service: Advisory Board Training:

Recreation Resources Service (RRS) will share how they support communities across the state to enhance parks and recreation programs, projects, and initiatives. RRS will provide a presentation designed to provide useful information to the Advisory Board to support them in their efforts to enhance and improve parks and recreation opportunities in the Town of Zebulon. The Advisory Board will engage in discussion about how this provided information can be used to help shape their year ahead.

Recreation Resources Service provided a presentation that informed the Advisory Board how they serve recreation providers across the state. The advisory board also received information on how they can best support the community and recreation in Zebulon. The training included dialogue amongst the board and summarized below:

What is one word the describes the citizens:

- Family
- Friendly

How does ZPRD enhance the life of Zebulon residents:

- Opportunity to destress
- Get "you time"
- Enjoy Family
- Opportunity for a variety of experiences
- Build relationships with other organizations
- Life balance

What is your favorite Park (anywhere)

- Whitley Park
- Little River Park

- Community Park
- Any park in Hawaii

- NC Museum of Art
- We have a park for any mood

How do you define your role:

- Creative ideas
- Inform the community
- Assist the department
- Supportive
- Inclusion and diversity
- Creating connections and understanding
- Engaging the community
- Build relationships
- Seat at the table
- Getting knowledge and sharing

How can you advocate:

- Advocate for inclusion, youth, more programs in parks, and work force development
- More visibility to what we have already
- Be more visible as a member
- Engage in conversation

Dexter made a motion he be excused at 11 AM.

Wendi: 2nd

All voted in Favor

b. Park Tour

The Advisory Board will visit Little River Park to discuss the status of Phase 1, future phases and regional connections.

Brandon made a motion to move the park tour to Monday's meeting.

David: 2nd

All voted in favor

Brandon made a motion he be excused from the remainder of the meeting at 11:40 AM

Quinton: 2nd

All voted in favor

Sheila shared the tour could be at the end of their meeting on Monday.

4. Adjournment

Quinton made a motion to Adjourn

Wendi: 2nd

All voted in favor.

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, May 20th at 6 PM.

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

Present Advisory Board members included Dexter Privette, Brandon Wiggins, Garrett Underhill, David Field, and Quinton Crosson-Taylor. Wendi Watson arrived at 6:47pm.

Meeting Agenda

1. Call to Order

Brandon called to order at 6:03pm.

2. Approval of Agenda

Motion: David

2nd: Dexter

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. Old Business

1. Retreat Debrief

The Advisory Board will debrief from the retreat held on Saturday, May 18th.

Sheila thanked everyone for taking their time to come Saturday. She went over notes that she took based on advisory board member's comments.

- o ZPRD enhances life:
 - o destress, you time, family, variety, experience, relationships, balance
- o Your role:
 - o Creative ideas, inform the community, assist the department, supportive, inclusion and diversity, creating connections and understanding, engaging the community, build relationships, seat at the table, getting knowledge and sharing.
- o Advocating:
 - o Advocate for inclusion, youth, more programs in parks, work force development
 - o More visibility to what we have already
 - o Be more visible as a member
 - o Engage in conversation

Brandon added that he appreciated Saturday as a whole as a refresher and to know what the community expects of him.

- o Possible to dos based on their discussion at the retreat:
 - o Order Advisory Board shirts
 - o Order name tags
 - o Volunteer Sign Up sheet (events, Rec on the Go, and or programs)

The Board discussed the above and agreed the summary reflected the retreat.

David asked how we keep track of how many people participate in programs and Sheila gave examples such as rosters, registrations, and physical counting with a counter.

As further retreat follow up, Sheila asked to engage in a few additional questions to help guide the team.

What does success look like?

Board Discussion: Answers included registration numbers, new faces, name recognition of the actual Parks & Recreation Department, and being able to set a plan and meet that plan.

What do we want to be known for?

Board Discussion: Answers included nice and safe events that are well attended, being present, catering to the needs of present-day recreation, and family focused for our community.

What do the Town's values mean to them?

Board Discussion: They are priorities and pillars of the community.

2. Sustainability Discussion

The Advisory Board will engage in discussion about staff recommendations to continue pursuit of a sustainability committee. Staff will present information and seek feedback from the Advisory Board.

Sheila stated that the Board of Commissioners has directed the Parks & Recreation Department to join Bee City. Sheila spoke about our Sustainability Intern and the role she played such as conducting a survey and reviewing policies.

Sheila spoke about the Sustainability Committee proposal given to the Board of Commissioners on May 15. The Board of Commissioners indicated a desire to assign Bee City to the Advisory Board and there is an opportunity for them to provide input. Sheila went over the Tree City USA requirements, Zebulon Tree Board Ordinance, and Bee City USA.

The Board engaged in discussion which included:

- it's one thing to do the Tree Board, but to add on Bee City as well is a lot
- it seems like it is something that's being piled on
- It sounds like something that should be a separate Advisory Board.
- Loves bees, but that's not something they have a particular interest or specialty in which is actually stated as a requirement for Bee City USA.
- Having an actual expertise in bees would be good.
- Bees are an indicator of the health of the environment.
- The Advisory Board would not be able to do it justice in addition to their regular duties.

- It could be successful, but they would want to make sure they have all the tools and training at their disposal before the Advisory Board took this on, especially since it is so important for the environment.
- Would the Advisory Board have the power to institute a separate board for this cause?
- We should offer this opportunity to the community, knowing there is knowledge in the community that we haven't tapped into yet.

David asked what the Advisory Board's options are, whether or not they should just say no, that they don't want to add Bee City to their responsibilities or is it something they can look into more. Sheila stated that the Board of Commissioners are expecting her to return with an ordinance and resolution that will allow us to move towards joining Bee City at the June regular meeting. She was asked to get input from the Advisory Board regarding it being assigned to them. Sheila asked if she could summarize their discussion and if they felt that it reflected their discussion, they could make a motion and vote for that statement to be shared with the Board. The summary was:

The Parks & Recreation Advisory Board believes that bees and trees are critical to the environment. There is a concern that there might be a lack of knowledge and interest on the Advisory Board in order to see it through to make a lasting impact. While they feel that there may be some connection to the Parks & Recreation Advisory Board, they feel there may be some in the community with more interest and qualities that would be a better fit. If it is assigned to the Parks & Recreation Advisory Board, they want to make sure they have access to the resources and consultants needed to see it through.

Quinton stated he can understand why the Board of Commissioners would want to assign it to the Advisory Board and it be under their umbrella, but it's not something they have the expertise on.

Motion to include Sheila's summary in the staff report: Dexter

2nd: Wendi

All in favor

5. Open Discussion

None.

8. Staff Updates

1. Department Update

Sheila spoke about the partnership we have with the Police Department and how they've helped fund our teen open gym initiative. Kilette spoke about the history of this, stating we had a ramp up of juvenile offenders, and that they need to be connected with in a meaningful way that's long term. Part of that plan included open gym. It's been a great way to connect with the kids in a way that's not traditional with police officers.

Sheila stated the Police Department has done a phenomenal job raising money for the Special Olympics. There may be potential for the Advisory Board to partner with the Police Department on Special Olympic efforts. Kilette mentioned the run to support the Special Olympics and invited the Advisory Board to be a part of it.

Sheila stated we have a summer internship starting this month to focus on specialized recreation and accessible program opportunities.

Sheila went over the CIP feedback from the Board of Commissioners, including that they want to prioritize a splash pad at Whitley Park, funding to build bathrooms at Gill Street Park, and adapt dug outs at Community Park for the sun. Board discussion included the following:

- Some of those dugouts face west, that could be very hard to keep sun out of them.
- What time are games and practices usually held?
 - Sheila stated that it depends on the day of the week and the team and orientation of the fields. We don't have enough fields to be very flexible in scheduling based on the field's orientation and the sun.
- The splash pad is something that would be good for the community but could be a challenge at Whitley Park. It would be much more feasible at Community Park.
- Does the Master Plan state it needs to be at Whitley Park and if that's something that can be changed?
 - Sheila answered that the Master Plan recommends Community Park.
- With the need for additional parks, those could also be a place we put the splash pad since it would be more land and space in one of those future locations.
- A splash pad would change Whitley Park.
 - Sheila stated she has recommended that the neighbors be engaged and that a site-specific plan be developed for Whitley Park with community engagement.

David wanted to acknowledge the Parks Maintenance employees for always being out on the lawnmower and doing such a good job. The Advisory Board agreed.

Garrett stated he needs to leave for another commitment at 7:40 PM

Motion to be dismissed: Garrett

2nd: Dexter

All in favor

Sheila showed the site map for Little River Park that was submitted to PARTF. The next step is to go under contract and working with the designs as we enter Phase 1. This is the first large project under the Master Plan. Added that development from Wendell is approaching Little River Park. Implementing the Green Spine, creates opportunity for Little River Park to be a regional hub.

Motion to Dismiss Dexter: Dexter @ 7:45

2nd: David

All in favor

The Board and staff went to Little River Park for a site tour.

The site visit began at 8:00pm with the following Advisory Board members: Quinton, Brandon, David, and Wendi.

The Advisory Board toured the area of Little River Park that will be addressed during Phase I. Sheila explained the process of bidding out designs and considering companies for construction. Sheila noted the rock outcrops that can be seen which will be a challenge that we'll have to work around for construction.

Board discussion included:

- When will the amphitheater will be put in place and the length of time for each phase?
 - Sheila answered that the amphitheater is Phase II and the length of time for each phase depends on funding.
- The Department acquired \$250,000 in recreation impact fees from the development down the road from Little River Park. Development helps fund projects. This project also included \$500,000 from PARTF and additional funds from the general fund.
- There was a question about Parks Maintenance staff for the park and Sheila answered that this park will require additional staff.

4. Adjournment 8:26 pm

Motion: Wendi
2nd: Quinton
All in favor.