



Zebulon Parks & Recreation Department
Advisory Board
October 19th, 2020

The Zebulon Parks and Recreation Advisory Board will meet Monday, October 19th at 6pm at Zebulon Town Hall located at 1003 N. Arendell Avenue.

Prior to the meeting beginning, the board will discuss, nominate, and vote on a Co-Chairperson.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Public Comment: *Due to Covid-19, all wishing to speak must submit comments, 400 words or less, to Hannah Blische (hblische@townofzebulon.org) by 3 PM on October 19th. Comments will be read as written to the Parks and Recreation Board at the time of public comments.*
4. Consent
 - a. Adoption of Minutes
 - i. September 21st, 2020
5. Presentations
 - a. Park Specific Master Plan- Whitley Park
 - b. Park Specific Master Plan- Community Park
 - c. Park Specific Master Plan- Little River Park
6. New Business
 - a. Greenway Rules
7. Open Discussion
8. Staff Updates
 - a. Department Update
 - b. Master Plan Update
 - c. Next Regular Meeting: November 16th
 - i. Joint Meeting with Board of Commissioners to receive findings of the Parks and Recreation Master Plan
 - ii. Followed by the Advisory Board Regular Meeting
9. Adjournment

Zebulon Parks & Recreation Department

Advisory Board Meeting

September 21, 2020

The Zebulon Parks and Recreation Advisory Board met Monday, September 21st at 6 PM in the Zebulon Town Hall located at 1003 N. Arendell Avenue.

Prior to the meeting, the board discussed, consider nominating and electing a vice chairperson. The board also swore in new Advisory Board members.

The board was not prepared to move forward with a vice chairperson for the board. They will be nominating and electing a Vice Chairperson before the next board meeting. Andi Wrenn was nomicated to run the minute in the absence of the chairperson

Board Member Attendance: Garrett Underhill, Debbie Wheless, Dexter De'Andre Privette, Andi Wrenn

Meeting Agenda

1. Call to Order

Start – 6:08 PM

Andi called the meeting to order

2. Approval of Agenda

1st Debbie Wheless

2nd Garrett Underhill

All voted in favor

3. Public Comment

No Comments

4. Consent

- a. Adoption of Minutes

- i. February 17th, 2020

1st Debbie Wheless

2nd Garrett Underhill

All voted in favor

5. Presentations

a. Greenway Design Standards

Chris Ray introduced Brandon White of Kimley Horn regarding Greenway Design Standards. Brandon's company is overseeing the construction of the Greenway and will be discussing the Design Standards this evening. Anyone interested in having a tour of the greenway please reach out.

- Trail Construction Slide: Typical trail diagram. In the last 6 months trails have been more active than Greenways, so it is obvious that Greenways are a vital part of the community. This is a flexible pavement, easy to put out, more forgiving as the ground changes. 2-foot aggregate shoulder keeps the pavement in and provides an overflow for people/ two-way traffic using the trail. Also allows emergency vehicles to drive on the trails.
- Board Walks: Most common walk on greenways in flood plain areas. Built out of heavy timber, pile driven. Every timber decking the guardrail is 54 inches tall, this image shows the chain link poxy coated rails. The wood is the biggest Maintenance long-term item. Image on left shows heavy timber boardwalk, the image on the right shows concrete tracks. Wood is a hazard, becomes slippery with debris and holds moisture. Can be solved with power washing, but power washing eats at the wood.
- Bridge Construction: Weathered Steele truss bridge. Looks rustic. Can be built in different shapes. Other options available including aluminum bridges. Shows concrete indents. Bridge is built to the length you need, commonly have board walk approaches leading to bridge that make up the whole structure.
- Steel Truss vs Laminate Beam: Trails built to DOT standards so when applying for DOT funding, you already meet their standards. The wider the bridge the heavier the loading.
- Greenway Construction Considerations: Image shows weather steele bridge being "flown in" and placing bridge. Although the greenway is only 12-foot-wide, must clear space for heavy equipment to come in to build the greenway. After the bridge is placed, timber will be replaced with concrete slabs, done so bridge is not as heavy when it is being placed. Greenway systems are a long-term vision, anything you can do to help make that vision clear for anyone else will help in the long run. The economic impact of greenways is very significant regarding tourism.

b. Board Operations Training

- Joe Moore spoke regarding the work of the Parks & Rec Advisory Board
 - Zebulon was a train town and was built surrounding the transport of tobacco in and out of the town. Town served reoccurring number of customers in the community. When tobacco and cotton industry fell, the Town changed. We now have different customers with varying needs and must be adaptive to meet those needs.
 - Parks & Rec brings people together, we are the business of connecting people. But also, the business of economic and community development.

- Thank you for engaging in this important work and for volunteering your time
- ZPRD follows open meetings law and open records law
- Ethics - members should not accept bribes or trade favors. Members may encounter conflict of interest and should vote in a manner that is not inappropriate for personal or family benefit, disclose conflict to others involved, or recuse from voting.
- Information regarding the town can be found on our website www.townofzebulon.org
- Staff liaison is Sheila Long
- Regular meetings on the third Monday of each month as needed
- Duty to vote when attending a meeting
- Meeting minutes will be taken for every meeting
- Chairperson will run meetings
- Vice Chair will take the roll in the absence of the chair
- 7 total board members
- Board members must attend 70% of meetings in a 12-month period, should not miss more than 3 consecutive meetings
- To step down from the board, please do so in writing

c. Master Plan- Focus Group

Sheila Long, Parks and Recreation Director gave a brief overview of the project and led the focus group.

- Process of Parks & Rec Master Plan, started in June.
- Had great progress with public input prior to covid with some great events planned.
- COVID put a halt to things, but we are ready to get started with the process again.
- After this evening, September 23rd we will have a Plan To Play event in our downtown Pop-Up Park. Interactive event with the community to gather feedback. COVID precautions will be taken.
- Advisory board was asked to take part of the Master Plan process this evening with a brainstorming activity to share ideas for the future of ZPRD. Each advisory board member was given sticky notes and a marker. They were asked to write their ideas down on the sticky notes and Sheila would collect them and put them on the board and we could talk about them as we worked through the process.

What are some of the programs you would like to see as part of the Parks & Rec Department? What programs represent a successful department?

The below items were submitted. Duplication would reflect items submitted by more than one advisory board members.

- | | | |
|---------------------------|--------------------------|---|
| • Basketball | • 30 + (adult) athletics | • Play groups for toddlers, preschools, and younger |
| • Baseball | • Football | • Soccer |
| • Tennis, Youth and adult | • Tennis | |

- Athletics
- Bike Club
- Aquatic
- Dance
- Gymnastics
- Tai Chi
- Running and Walking Clubs (youth and adult)
- Shag lessons for singles
- Outdoor walking groups (seniors, strollers, young adults)
- Swing dance lessons
- Youth activities for themes around the seasons and holidays
- Over 50 group activities
- Gardening
- Wood working
- Pot luck
- Home craft brewing
- Music/band
- Safety classes
- Financial group learning
- Adult nights like museums have
- Arts
- Book Club
- Karaoke Nights
- Co-working space/gathering

What facilities will make us a successful department? Existing, new, changes that need to be made, adjustments, etc?

The below items were submitted. Duplication would reflect items submitted by more than one advisory board members.

- *Outdoor Fitness*
- *Dog Park*
- *Dog Park*
- *Swimming Pool*
- *Public Pool*
- *Swimming Pool*
- *Splash Pad*
- *Swimming Pool*
- *Ropes Course*
- *Entertainment Venue*
- *Basketball Courts/Gym*
- *Canoes, Kayaks for rent, guided trips*
- *Little River Nature trails and stations*
- *Indoor Waterslide and Activity Center*
- *Basketball Courts*
- *Skateboard Park*
- *Driving Range*
- *Playground Meeting Space for medium size groups*

What funding streams should the town consider to implement new programs and build and renovate parks and facilities?

- The board indicated that they hoped funds were earmarked by the town to help with Parks renovation and growth already.
- They shared they would like to see impact fees be charged to new developers
- They thought people would pay for programs and facility use through user fees
- They would like to seek grants
- A Parks and Recreation Bond should be considered
- A mixture of all options would be ideal

Visions for the future? What is the purpose behind who we are and what we do? What visions would make us a successful parks and recreation department?

- Brining community together
- Creating Community
- Fun and welcoming place to live
 - Give folks something to do
- Provide recreational experiences
- Create a safe vibrant community
- Support Economic Development
 - Give people a reason to stay in Zebulon

What Communities or facilities in another community would you think we should consider or compare to?

- a. Knightdale Station- Variety, new, large scale events (amphitheater)
- b. Rails to Trails
- c. WOD in Arlington, VA- Train car to symbolize our history and for kids to play with
- d. Rocky Mount and Wilson Sports Complexes with multiple fields, updated bathrooms and concessions.
- e. Holly Springs
- f. Pullen Park
- g. Middle Creek

6. Open Discussion

7. Staff Updates

a. Department Update

- ZPRD has served as the emergency operations public information officers to keep the community informed, conduct PSA, keep in contact with Wake County, created pages on website to inform community. Slowly rolling out of EOC duties.
- Have started a ZPRD newsletter. Has been very successful so far. Regular flow of information from our department in a structured format. Page on website holds all of the newsletters.
- Working on a system called Public Input. Will have text messaging, emails, surveys, etc. Very cumbersome.
- Also working on Dude Solutions, a maintenance system for work orders.
- Awarded funds for a landscape contract for our parks. Parks will have increased service weekly.
- Worked with YMCA to create a scholastic learning center at the Community Center. Unfortunately, not enough participation to continue in Zebulon. All those who participated have moved to Knightdale.
- Outdoor fitness classes have been very successful. Enjoy the outdoor atmosphere.
- Working on a plan to open Community Center again and move fitness classes indoors.
- Rethinking events during COVID. Currently working on Hay Day celebration virtually. Will not be able to have the tree lighting events this year. Looking at alternatives that are COVID friendly.
- Drive-In theater was successful. Will continue to offer those through the fall.
- Will not be able to offer athletics leagues (Basketball) this fall due to NCDHHS recommendations not to play contact sports and specifically lists basketball. We are able to offer small skills and drills clinics, contests, etc.
 - Debbie Wheless asked what other communities were doing.
 - Sheila Long shared that as far as basketball is concerned, there is not a lot of information from others yet. Everyone is in sticking to a wait and see.

- Garrett Underhill shared he had seen where some communities were offering soccer and other sports.
 - Sheila Long shared that soccer also is listed on NCDHHS as not recommended at this time although we recognize that others are playing. We are sticking to skills and drills and no contact play to be consistent with NCDHHS recommendations.
- Dexter Privette shared he thought the basketball contests would go where.

b. Master Plan Update

- Master Plan, October 3 Plan To Play event at Whitley Park

c. Next Regular Meeting: October 19th

8. Adjournment

moved to adjourn the meeting

1st Dexter

2nd Debbie

All voted in favor.

End – 7:50 PM



STAFF REPORT
Greenway Rules
October 19th, 2020

Topic: Greenway Rules

From: Sheila Long, Parks & Recreation Director
Presented by: Sheila Long, Parks & Recreation Director
Prepared by: Sheila Long, Parks & Recreation Director

Executive Summary:

The Board will receive information pertaining to rules specific to the greenway and will consider adopting rules.

Background:

The town adopted the Greenway, Bicycle, and Pedestrian Plan in 2015. Since adoption, the town has worked with developers to ensure greenways are planned and implemented as intended. In addition, the town is in the construction phase of the Beaverdam Greenway.

The Parks and Recreation Advisory Board adopted rules for our park system in Fall of 2019. After working closely with the Zebulon Police Department, staff recommended an ordinance change to allow all posted signage be followed within our park system.

Greenways are linear parks. Existing rules will apply; however, greenways typically have additional rules based on growing and various uses it receives.

Discussion:

The board will discuss the drafted Greenway Rules and consider adoption of the following in addition to existing park rules:

- The speed limit on trails is 10 mph
- Motorized vehicles are prohibited on greenways
- It is prohibited to kill, trap, or harm wildlife
- Horses are prohibited on trails
- All trail users under the age of 16 are required to wear a safety helmet when using a bike, skates, scooters or any other non-motorized vehicle
- Remain on the right side of the trail except when passing and be aware of others on the trail.
- Bicyclists and skaters must always yield the right of way to pedestrians
- Patrons are encouraged to walk or jog with a friend
- Stay on the paved and marked trail at all times.
 - Be respectful of private property.

Attachments:

1. Existing Park Rules
2. Greenway Rule Examples



STAFF REPORT
Greenway Rules
October 19th, 2020

Attachment 1 : Existing Park Rules

General Park Rules

1. Park opens at dawn and closes at dusk except for town approved programs and events.
2. Group and extended use must be pre-approved by the parks and recreation department.
3. Be kind and courteous to others.
4. Use park amenities for their intended purpose.
 1. Use caution, play equipment surfaces may be hot.
5. Adult supervision of children required.
6. Selling or bartering of goods/services must be pre-approved by the parks and recreation department.
7. Pets must be kept on a leash, pet waste disposed of properly, and pets kept off athletic fields.
 1. Pet waste stations are available on-site.
8. Keep vehicles on roadways and park in designated parking areas.
9. Use of tobacco and vaping products is limited to the designated parking areas.

The following are prohibited:

10. Littering, dumping, or defacing/damaging park property including turf and plants
11. Alcohol (unless permitted by the town)
12. Glass containers
13. Amplification of music (unless permitted by the town)
14. Open fires
15. Weapons
 1. Except as permitted by N.C.G.S. 14-415.11



STAFF REPORT
Greenway Rules
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Attachment 2: Greenway Rule Examples

Town of Wake Forest:

Park Rules

- Park hours are dawn to dusk
- Consumption of alcoholic beverages is prohibited
- Smoking is limited to parking areas only
- Use of personal grills (gas and/or charcoal) is prohibited
- Motorized vehicles are not permitted
- It is unlawful to remove, destroy or damage any plant life or property
- Pets must be kept on a leash and pet waste disposed of properly.
 - Pet waste stations are available on-site.
- It is unlawful to kill, trap or molest animals or birds
- Swimming in ponds is prohibited
- All trail users under the age of 16 must wear a safety helmet when biking, skating or using non-motorized scooters
- Bicyclists, skaters, and skateboarders should approach pedestrians cautiously and slow down when there is limited vision
- A 10-mph speed limit has been imposed on the trails. Please self-monitor your speed.

Trail Safety Tips

- Be aware of other users on the trail
- Remain on the right side of the trail except when passing
- Bicyclists and skaters must always yield the right of way to pedestrians
- The use of headphones is discouraged
- Patrons are encouraged to walk or jog with a friend
- Secure vehicle and all valuables

City of Raleigh Greenway Rules:

- Obey posted rules and regulations
- Trail hours are from dawn to dusk
- The speed limit on trails is 10 mph
- Consumption of alcoholic beverages is prohibited
- Motorized vehicles are prohibited on greenways
- Fires are prohibited on greenways
- It is prohibited to remove, destroy, or damage any plant life or property
- Pets must be on a leash no greater than 6 feet
- Owners must remove pet waste
- It is prohibited to kill, trap, or harm wildlife
- Swimming in City lakes is prohibited
- Horses are prohibited on trails



STAFF REPORT Greenway Rules October 19th, 2020

- All trail users under the age of 16 are required to wear a safety helmet when using a bike, skates, scooters or any other non-motorized vehicle
- Smoking is prohibited in City parks and greenways
- Weapons prohibited except those permitted in NCGS 14-415.23 (RCC Sec. 9-2021)
- Camping is prohibited in City parks and greenways

City of Greenville, SC Rules & Etiquette

- TRAIL HOURS: DAWN TO DUSK
 - Most trails are not lighted and are closed at nighttime. This does not apply to the Riverwalk and areas adjacent to the Liberty Bridge.
- SHARE THE TRAIL & KEEP RIGHT
 - Please help us make the trail a friendly environment for all trail users by not blocking the path. Walk and bike on the right side of the trail to facilitate 2-way traffic and using caution when passing other trail users.
- PEDESTRIANS HAVE THE RIGHT OF WAY
 - Faster moving trail users, such as bicyclists, rollerbladers and skate boarders, should yield to walkers and joggers.
- COMMUNICATE BEFORE PASSING
 - When passing from behind, please ding your bike bell or say "passing" loud enough to alert those in front of you.
- MAINTAIN A SAFE SPEED
 - Please slow down when rounding curves, passing other trail users, traveling downhill, where the trail narrows, approaching intersections or when conditions dictate.
- USE CAUTION AT STREET CROSSINGS
 - Please slow and stop at all street crossings and use caution when proceeding into the intersection, even when using a marked crosswalk.
- KEEP PETS ON SHORT LEASHES & REMOVE PET WASTE
 - Dogs are welcome on the trail, but please keep them on a short leash in order to keep the trail safe for all users. Additionally, please pick-up after your pet. Fecal matter from pet waste can negatively affect water quality of the Reedy River. Bags are provided along the trail for waste removal, please deposit full bags in trash receptacles.
- RESPECT PRIVATE PROPERTY, STAY ON TRAIL
 - Please stay on the paved and marked trail at all times.
- NO MOTORIZED VEHICLES
 - Motorized vehicles are not allowed on the path at any time. However, please note that in order to maintain the trail you may occasionally encounter maintenance trucks and lawn mowers on and alongside the trail.
- In an Emergency, Call 911. On the Swamp Rabbit Trail, use the trail marker numbers as references.
- Report non-emergency concerns to City of Greenville Parks and Recreation Department at 864-467-4350 or call Greenville Cares at 864-232-2273 (CARE).

Topic: Department Updates

From: Parks & Recreation Staff
Prepared by: Sheila Long, Parks & Recreation Director

Programs and Events

- Art Classes
 - Adult: Cotton Vase Painting Class: 6
 - Adult: Fall Wreath Class: 6
 - Youth: Pigtastic Painting Class: 5
 - Youth Sewing Classes:
 - Pillowcase: 6
 - 9 Patch Pillow: 9 and 3 (2 classes)
 - Preschool Dance: 7
 - Art Education with Amanda Cruz: 2nd session of art education starts on October 22nd.
- Nature Program:
 - Nature Rocks with Sylvan Heights: 17 registered kids (plus adults)
- Special Events:
 - Hay Days
 - Month long celebration highlighting each Department. Who we are and what we do for the Town through videos, live demonstrations, facility tours and book readings.
 - Fire Department: Week of Oct 5-10
 - Police Department: Week of Oct: 12-16
 - Parks & Recreation Department: Week of Oct 19-23rd
 - Public Works Department: Week of Oct 26-30
 - Fall Yard Decor Contest: Winners announced on November 4th.
- Hay Bale Decorating display at the Mudcats Stadium.
- Upcoming Programs:
 - Drive In Movie Friday, October 23rd Featuring Toy Story 4
 - Art with Amanda Painting Classes: Youth Whimsy Pumpkins, Adult Fall Pumpkins and Turkey.
 - Youth and Adult Sewing with Karen Barnhardt
 - Nature Programs with Sylvan Heights November 7th Birds of Prey

Community Center

- Moved all fitness classes back inside the community center.
- Reopened the Community Center with modified hours:
 - Monday-Thursday: 7 AM-5 PM
 - Friday: 7 AM-2 PM
- Fitness Room is open.
- COVID-19 restrictions and enhanced cleaning and disinfecting measures in place.

Parks & Athletics

- The landscape service contract for all parks but our joint use parks began the first week of October and is going well so far.

- Construction oversight and coordination of the Alley Activation project:
 - Removing asphalt and installing concrete and minimal electrical work to support bistro lights and a small PA system. This Alley project is located beside the former Everything Store on Arendell Avenue downtown. It is also an a great example of a public-private partnership with ZDAC and Pearce Realty contributing significantly to this vision and project.
 - Coordinating with other departments and vendors to enhance electrical infrastructure in the alley across the Street and on Horton St to support future events.
- Researching and Developing a Maintenance Management Plan.
- Restructuring work group and operations
- Completed the Gill Street Girl Scout Gold Award Project
- Tree and Bush trimming completed at Community Park in the main parking lot and around the basketball court.
- Athletics has held multiple sport clinics for basketball and soccer. These 1 day clinics are filling up consistently.

Administrative

- Beginning use of Public Input to distribute communication such as newsletters and updates.
- Building out the work order system software. Beginning trail runs.
- Staff reorganization based on Master Plan Staff Assessment initial recommendations. We are ahead of schedule.
 - We have restructured our existing staff to expand and realign the duties of the Athletics Coordinator, Josh Hardin. Josh is now the Park Manager overseeing park operations, contracts and staff. The crew leader will report directly to the park manager instead of the director. Josh will continue to oversee athletic leagues with support of the rest of the department. In the coming years as we grow and as we begin implementing the master plan with major projects, a new programming position will be needed.
 - This paves the way for additional restructuring on the Recreation side in the coming year as the master plan is completed.
 - Consultants are thrilled to see how committed our organization is to taking recommendations coming out of the process and putting them forward.
- Continued support of COVID-19 communication response efforts.