



Zebulon Parks & Recreation Department
Advisory Board
November 16th, 2020

The Zebulon Parks and Recreation Advisory Board will meet Monday, November 16th at 6pm at Zebulon Town Hall located at 1003 N. Arendell Avenue.

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. October 19, 2020
5. Presentations
 - a. Park and Recreation Master Plan- Community Engagement Findings and Visioning
6. Open Discussion
7. Staff Updates
 - a. Department Update
 - b. Next Regular Meeting: December 21st
 - i. Goal- Deliver Master Plan Draft for review and possible recommendation to elected board
 - ii. It is possible a special meeting may be needed the week of December 28th.
8. Adjournment



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**Zebulon Parks & Recreation Department
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October 19, 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.

Nominations: Andi Wrenn offered to take the role.

All voted in favor, Andi Wrenn was elected as Co-Chairperson

Board Member Attendance: Andi Wrenn, Debbie Wheelless, Garrett Underhill, Dexter Privette, Brandon Wiggins,

Late Arrival: Erica Parsons at approximately 6:15 PM.

Meeting Agenda

9. Call to Order

Start – 6:05 PM

Andi Wrenn called the meeting to order.

10. Approval of Agenda

1st - Brandon Wiggins

2nd - Dexter Privette

All voted in favor.

11. 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.*

No Comments

12. Consent

Andi called for a motion to adopt the minutes.

a. Adoption of Minutes

i. September 21st, 2020

1st - Garrett Underhill

2nd - Dexter



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All voted in favor

13. Presentations

Activity was conducted with the advisory board members to brainstorm what they would like to see at each of the parks below. Equipment, programs, structures, etc.

a. Park Specific Master Plan- Whitley Park

- *Outdoor Stage*
- *Pave Driveway*
- *Paint Shelter*
- *Dog Park*
- *Art Pieces*
- *Plants / Landscaping*
- *Splashpad*
- *Update Signs / Benches*
- *More tennis courts*
- *Saturday readings for kids*
- *Paved Parking*
- *Fitness Classes*
- *Open Pool*
- *Music on Sundays in the Fall*
- *Pickle Ball Courts*

b. Park Specific Master Plan- Community Park

- *Skateboard Park*
- *Adventure Program (Ropes / Ziplines)*
- *Characters Hidden For Kids To Find*
- *Ampitheater*
- *Meeting Space*
- *Volleyball Courts*
- *Ball Parks*
- *Concert Series*
- *Adult Sports Activities*
- *Longer Walking Trail*
- *Work-out Stations*
- *Bigger Community Events*
- *Concert Area*
- *Tiered Seating*
- *Dog Park*
- *Football Stadium / Field*
- *Benches on Both Sides of Basketball Courts*
- *Pickleball*
- *Basketball Courts*
- *Shade Covers*
- *Aquatic Center*
- *Art Shows*
- *Upgrade Concession Area / Bathrooms*
- *Bike Rack*
- *Hopscotch On Sidewalks*
- *Bike Rack*
- *Man Made Pond*

c. Park Specific Master Plan- Little River Park

- *Picnic Tables*
- *Canoe Rentals*
- *Marked Nature Trails*
- *Outdoor Yoga*
- *Paddle Boats*
- *Dog Park*
- *Natural Areas*
- *Updated Playground*
- *Organized Parking*
- *Shelters*
- *Floats*
- *Kayak Trips*
- *Campsites*
- *Greenway*
- *Walkways*
- *Benches*
- *Swings*
- *Fishing Classes*

14. New Business

a. Greenway Rules

Sheila Long provide comments: In the construction phase of the town's first self-constructed greenway. We would like to establish rules that are specific to the greenway, in addition to general park rules. The board discussed the below and considered adopting the proposed drafted Greenway Rules in addition to the existing park rules.



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Andi called to adopt the proposed greenway rules

1st - Brandon

2nd - Erica

All voted in favor

15. Open Discussion

Erica – Idea for COVID alternative to Tree Lighting. Saw where another town had each business sponsored a Christmas tree downtown. ~ Two weeks where people could walk through and view the trees. There was a raffle at the end for people to win the trees. Discussed having trees line downtown or placed outside of Town Hall. There was discussion among the board. Sheila will present to staff and see if this is something, they would be able to organize in a few weeks.

Sheila explained some of the things staff are already planning to do for the holidays this year.

- Photo Opportunities' downtown
- Lights On Zebulon
- Yard Décor Contest
- Holiday Markets
- Toy Drive
- Santa Cruise
- Letters to santa.

Sheila encouraged the board consider intent behind the fundraising effort and then develop an opportunity that will maximize impact. Discussion was had and the board expressed interest in the board working on a fund raising effort to build a program scholarship fund.

16. Staff Updates

a. Department Update

- Unable to do Hay Days this year, reached ~20,000 people so far with PSA. This week is ZPRD's week of Hay Days. Stay tuned for some fun videos from our department. Be sure to share the videos when you see them. Still have public works the last week of October.
- Drive-In Movie is sold out for 10/23
- Nature Programs continue at Little River
- Community Center reopened last week. Went very well. Fitness rooms open, walkers allowed during certain times
- Landscaping service contract is underway and going extremely well. Frees up staff to do more fine detail projects that make a difference.
- In construction phase of alley activation project. This will create one big area with grass, sculpture, stamped concrete, etc. Will create space for citizens to use our alley network.
- Through the master plan process we observed / discussed ways to utilize staff. Have followed through with suggestions. Brought on fulltime Recreation



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Assistant, started landscaping contract. Recommendation for park manager, requested in the budget but was not approved. So we took a hard look at our operation to determine if there were opportunities to reorganize. We identified an existing staff member capable of this work load. Last month we offered Josh Hardin the opportunity to become Park Manager. He currently has the capacity to also oversee athletics programs. As the master plan is implemented, we enter post covid program opportunity, and the community grows, there will be need in the future to separate these works areas. Crew leader can now focus on things that need to get done that impact user experience and will report to the park manager.

b. Master Plan Update

- Currently rounding off public input phase. We have collected a lot of great feedback. Are continuing to gather feedback through the end of October.
- At November Advisory Board meeting. Consultants will give overview of what they have found during this process.
- Final draft given in December to review.
- The goal is to hopefully be able to give a recommendation to the Board of Commissioners in January. This will give us enough time to include plan recommendations in the next budget.

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

17. Adjournment

Moved to adjourn the meeting

1st - Dexter

2nd - Garret

All voted in favor

End – 7:20 PM