



Zebulon Parks & Recreation Department
Advisory Board
December 13th, 2021

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, December 13th at 6pm.
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
 - a. Adoption of Minutes
 - i. November 15th, 2021
5. Old Business
 - a. Play Zebulon: Operations & Programs
 - b. Volunteer Appreciation Event
 - c. Financial Aide
6. New Business
 - a. January Meeting Date
7. Open Discussion
8. Staff Updates
 - a. Department Update
 - b. Next Meeting: January 18th (proposed)
9. Adjournment

Parks & Recreation Advisory Board Minutes

The Zebulon Parks and Recreation Advisory Board met Monday, November 15th at 6pm.
This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

The Advisory Board made nominations and held elections for the roles of Chairperson and Vice-Chairperson prior to the Call to Order.

The board voted all in favor for the following assignments:

Chairperson: Erica Parsons

Vice-Chairperson: Brandon Wiggins

Board members in attendance: Erica Parsons, Brandon Wiggins, and Genia Newkirk

Staff: Sheila Long and Hannah Hayworth

1. Call to Order

Erica called the meeting to order at 6:08 PM.

2. Approval of Agenda

Motion to Adopt: Brandon Wiggins

2nd: Genia Newkirk

Vote: 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

a. Adoption of Minutes

i. October 18th, 2021

Motion to Adopt: Brandon Wiggins

2nd: Genia Newkirk

Vote: All in favor

5. Old Business

a. Financial Aide

i. Policy Recommendation

Sheila Long discussed the proposed policy and requested feedback. There was discussion amongst the board related to eligibility guidance. The board had interest if funds allowed to extend eligibility to individuals with extenuating circumstances, but not currently receiving government benefits.

Erica Parsons made a motion to revisit the policy in December.

2nd: Brandon Wiggins

Vote: All in favor

ii. Subcommittee Update

Board members had discussion about fundraising efforts being made to support the youth financial aid program.

6. New Business

a. Refund Policy

i. Policy Recommendation

Sheila Long discussed the proposed policy and requested feedback. The board discussed the rental policy and noted that additional language should be added to address refund fees related to Picnic Shelter Rentals and the administrative processing fee of \$25 when the rental is only \$30 for residents. Staff recognized the oversight and stated a change should be made to charge only a \$5 processing fee.

Motion to recommend adoption of the refund policy with a change to picnic shelters rentals as noted in discussion: Brandon

2nd: Genia Newkirk

Vote: All in favor

b. Seasons Greeting PSA

Sheila Long provided information about the PSA filming time scheduled for Wednesday, November 17th at 3:30 PM. Christmas shirts, sweaters, or colors are encouraged.

c. Volunteer Appreciation Event

The Board discussed their intent to recognize volunteers. Several ideas were shared by the board such as a banquet or a family event at the park. Genia Newkirk asked about a budget for the event. Long stated we have a \$500-1000 to work with. Erica Parsons asked how many volunteers we had. Long said about 50. The board wanted to wait for further discussion when more members were in attendance.

7. Open Discussion

Brandon Wiggins– asked what was going in front of Bojangles. Sheila stated she thought it might be Popeyes, but you could look at the Town’s Website under the planning department to verify.

Genia Newkirk – asked what signs referring to public hearing means. Sheila answered and stated that it is an event that must be held for lawful purposes such as changes to zoning.

Erica Parsons- asked about the Christmas parade. Sheila shared that the parade is a Chamber event. Due to required logistics and support needed for safety purposes, town resources are required; however, the Parade is a function of the Chamber.

8. Staff Updates

a. Department Update

Sheila Long reviewed the department update with the board. Discussed changes in Recdesk. We held elections at the Community Center and had a larger turnout than usual. Family open gym will begin Tuesday starting tomorrow from 2:30-4:30. The Recreation Impact Fee was adopted by the board, and it will generate up to 12 million dollars in funds for the recreation development. Fees - \$3000 for single family units and \$2500 for multifamily units. P&R is working with planning to enforce that in January. Parks and Recreation will do a work session with the Elected board focusing on operations and programs as it pertains to the master program. Staff will meet and discuss programs and events that will help prepare and find gaps from the master plan. For example, we should expand offerings to include children with special needs. To expand programs will we have to acquire additional resources or identify some areas we are willing to shift our focus to free up resources. Staff has a department mini-retreat scheduled for Wednesday this week. In the spring, planning and parks and recreation staff will go to NC State for team building and meet with Mitch Silver to hear what he learned from his time in New York. We will also hope to bring Mitch Silver in to speak with the Advisory Board at their retreat. Working with ZDAC 's mural committee on a mural project. We are working on an ADA plan for the town, this will look at all aspects of the town. We have been planting trees, taking up bushes, trimming, etc... We are finalizing Rec on the Go. We're trying to finish creating the operating procedures and how that will work. We have kicked off with basketball practices. Amy and Hannah are working with the Poe center. We will have a free Gingerbread house program for teens if they are a resident. Veterans Day was very successful at town hall. Continuing to work on regional connection from 5 County Stadium to Little River Park. Nash County's Board adopted a resolution to join the Triangle Trails Initiative. They were the 15th and last group to join. We understand there is interest from Nash County to connect to 5 County Stadium at some point with greenways.

b. Next Meeting: December 20th

Brandon Wiggins stated he would not be available on the 20th. Discussion amongst the board indicated in interest in moving the date. Staff needed to check schedules and will reach out to the board members and work to distribute notices of the meeting change once a date is finalized.

c. Important Dates:

i. Candy Cane Lane: December 10th

9. Adjournment

Motion to Adjourn: Brandon

2nd: Genia

Vote: All in favor

Topic: Play Zebulon: Operations and Programs

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

Background

Staff will provide a review of operation and program-based recommendations from the Master Plan and will seek discussion with the board on programs in preparation for the upcoming budget year.

Discussion

No Action Required. Discussion encouraged.

Topic: Volunteer Appreciation Event

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

Background

The Advisory Board adopted Community Engagement and Community Awareness as their board goals for 2021. One item of interest from the board was a volunteer appreciation event or program. The board discussed this topic at the November meeting briefly and desired additional input from absent board members.

Discussion

No Action Required. Discussion encouraged.

Topic: Financial Aide

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

Background

The Advisory Board adopted Community Engagement and Community Awareness as their board goals for 2021. One of the projects discussed by the advisory board was to raise funds for a scholarship program for youth.

At the October meeting, Genia Newkirk, Brandon Wiggins, and Erica Parsons agreed to work collaboratively to fundraise.

At the November meeting, staff presented a policy for consideration. The board wanted to discuss this topic further at the next meeting and consider language and process for expand eligibility. Staff will take this policy to the Board of Commissioners for consideration of adoption for implementation.

The town received a check from Parrish Realty in the amount of \$1000 in support of the Youth Financial Aide Scholarship fund on 12.9.2021.

Discussion

The board will discuss the proposed financial aid scholarship application and process and consider recommendation of adoption.

The board will also receive an update and discuss fundraising efforts.

Sample Motion:

“I make a motion to recommend adoption of the financial aid scholarship application and process as recommend by staff.”

Attachment:

- a. Financial Aid Policy

Financial Aid Policy

Financial Assistance is available for families and individuals who live in the Town of Zebulon and wish to participate in Zebulon Parks and Recreation Programs, but are unable to pay part or all of the required registration fees. Financial Aid is not guaranteed and is approved based on need, program availability, and available funds.

Eligibility

Youth, up to ages 18 years of age and/or through high school are eligible for financial aid. The recipient must be a Town of Zebulon resident. Foster children are also eligible for this program. Households must be eligible for free school lunch and receiving government benefits. The recipient must also be in good standing with the organization.

Special consideration may be granted for extenuating circumstances. Such requests must be made via a letter to the Parks and Recreation Advisory Board. The Advisory Board will consider approval at their regularly scheduled meeting unless a special meeting is called. Staff will advise the Advisory Board of the balance to the financial aid program; however, the decision to award funds for extenuating circumstances will be the responsibility of the Advisory Board.

Application

Completing an application does not register a child for the program or guarantee funds. Applications must be completed in its entirety. Each application is for one child and one program. A registration form must be completed for the requested program. The application must include proof of participation in the Free School Lunch program and at least one other government benefit.

Applicants will be reviewed prior to the end of the registration period for the requested program. The Parks and Recreation Department will notify the recipient of the decision in a timely manner. If a financial aid request is denied, staff may work with the participant to establish a payment plan. Applications should be submitted the Recreation Assistant. The Parks and Recreation Director will authorize final approval of financial aid.

Available Funds

The Parks and Recreation Advisory Board fundraises to provide funds available for the Financial Aid program. Funds raised for this program are deposited with the Town of Zebulon and then allocated to the Zebulon Parks and Recreation Department for management of the Financial Aid program. Aid can only be distributed as funds are available.

Topic: January Meeting Date

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

Background

The Advisory Board meets on the third Monday of the month as needed. The January meeting would fall on Dr. Martin Luther King, Jr. Day (January 17th, 2022). Staff recommends moving the meeting to Tuesday, January 18th, 2022.

Discussion

The discussion before the board is to consider changing the January meeting date.

Sample Motion

"I motion that we change the January meeting to Tuesday the 18th."

Topic: Department Updates

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

Community Center & Shelters

- Staff initiating changes to the RecDesk home page
- Supporting Basketball programs.

Admin

- Impact Fee Study was adopted by the Board of Commissioners. Fees will be charged beginning January 1st, 2022.
- Preparing for a December work session with the Board of Commissioners to discuss Operations, Programs, and CIP projects.
- Planning a staff retreat to focus on team building and exploring equity in recreation.
- Working with ZDAC Mural Committee on a mural project funded by United Arts.
- Working on an ADA Transition Plan RFP process.
- Working on hiring process to fill Parks & Athletics Manager Vacancy.
- Working with consultants to review park specific plan opportunities.
- Working on Safe Route to Schools grant collaboration opportunity.
- Updating safety manuals for the Community Center and Maintenance Building

Parks

- Supporting Events
- Cleaning out underbrush at various parks to improve sight lines for appearance and safety purposes.
- Building planters for the Alley.
- Quotes received for field repairs required at ZES Upper Field and ZCP Griswold Field

Programs & Events

- Winter Basketball has started. An interim supervisor has been assigned to the Basketball program.
- Evaluating program offerings based on Play Zebulon findings and developing a plan to fill the gaps
- Teen Ginger Bread House program will be held in December 16th.
- Arbor Day Celebration & Tree Planting
- Candy Cane Lane and Winter Market were held