



Zebulon Parks & Recreation Department  
Advisory Board Minutes  
April 15<sup>th</sup>, 2019

The Zebulon Parks and Recreation Advisory Board met Monday, March 18<sup>th</sup> at 6pm in the Zebulon Community Center located at 301 S. Arendell Avenue.

Board Attendees: Debbie Wheless, Jimmy Harris, Michelle Glidewell, Anthony Brown,

Staff Attendees: Sheila Long, Joe Beck, Tim Hale, Amy Hayden

### Meeting Agenda

1. Welcome
2. Public Comment: *Community members wishing to speak must sign up by 5:50 PM. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. Speakers may not give their minutes to another speaker.*

No Comments

3. Consent
  - a. Minutes
    - i. March 18<sup>th</sup>, 2019

Board reviewed minutes. AB made a motion and Jimmy 2<sup>nd</sup>. Minutes approved by advisory board.

4. Old Business
  - a. Standard Operating Procedure: Cost Recovery & Fee Schedule
    - i. Receive feedback from the board

Sheila-Asked for comments on cost recovery.

Debbie: Wanted some clarification on %

Sheila-Explained that we would gradually move toward those percentages.

Debbie-Can we move % for seniors down as some are on limited incomes.

Sheila-We can review the cost recovery and revisit. We can look at alternatives as well.

Michelle-We could partner with Wendell Senior Center.

Sheila-We will work with the board to determine the appropriate recovery for senior programs.

Anything else that stood out?

Michelle-How do we do scholarships?

Sheila-Money is donated

Debbie/Michelle-Scholarships do not need to go before the board for approval.

Sheila-we will go back as a staff and come back with a recommendation based on advisory board feedback.

5. Open Discussion

Debbie-Talked about Whitley Park being so wet due to the rain, but that the park looks good.

Sheila-Joe had a detailer come in and did the bathrooms.

6. Staff Updates
  - a. Athletics



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Sheila-Open Day 27<sup>th</sup>-soccer, Tball, Farmers Market. May Day-use GSK lot. Identify additional handicap parking. Close front entrance. Games will start at 9:30am.

b. Parks

Joe-Bathrooms detailed at all parks. Boy scouts did mulch project. Little River-removed equipment and installed nature play equipment. Relay for Life is May 17<sup>th</sup> and they will use the gator.

c. Community Center & Programs

Tim-1st Quarter we have rentals every Saturday. 3 large family reunions. Over 200 fitness class participants. New yoga schedule due to patron request for additional day. Program Brochure will be different this time, using graphic artist. Sheila-Sale experience and have a size that is smaller so we can mail it.

Tim-Upgrade information boards once we get logo/branding as a town determined.

d. Cultural & Recreational Programs & Events

Amy-Easter Egg Hunt was rescheduled due to rain. It will be Friday, April 26th at 5:45pm. Combined with the Celebrate the Arts Event. Celebrate the Arts is Friday, April 26th at Town Hall and is being co-hosted by ZDAC and Zebulon Elementary School PTA. May Days Kickoff: Friday, May 3rd at Town Hall with Spare Change performing at 6pm and movie at 8pm. Summer Camp registration is in progress.

e. Farm Fresh Market

Sheila-Marketing as Fresh Family Fun, Live Music. Adding portable picnic tables. Receiving positive feedback. 17 vendors-8 farm and 9 craft for opening weekend to date. 4,850 collected in sponsorship. 600 in kind offerings. Continue EBT Matching. Hired 2 Market Aids. Working to hire a market site supervisor.

f. Administration

i. Budget & CIP update

Sheila-Joe has reviewed draft of the budget. CIP includes Mower & Field Drag, field work at Whitley Park. Operating Budget for Parks so far is going well and we are looking to add registration software. Budget Work Sessions will be in May.

At Gill St we will remove a standalone slide & dome play structure, but we are working to add swing surfacing and potentially another swing. Anthony asked about Gill St bathrooms and shared he has seen where the Porta Potty was turned over. Sheila stated it is currently in 2021 CIP. Debbie asked how many little children are in the Gill St area now? Is the community senior adults? There is the new senior living complex. Sheila stated we will work through the Parks & Recreation Master Plan to identify system priorities. There are many new homes



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being developed and new citizens to serve. We also have fields at our elementary school parks that will require significant work. Tim also shared we have a long list of needs and we need to evaluate and prioritize them. Sheila stated it is something we will work on together through the Master Plan process.

ii. Grants

Sheila-Submitted Nash Arts-not heard back yet.

iii. Walkability Committee

Sheila-Walkability is a form of recreation. We are considering the options for next year's budget. \$40,000 is dedicated annually. 40K-Identify missing links on Arendell Avenue between Town Hall and Gannon.

Debbie-Requested clarification on putting in sidewalks. Do they have to be on both sides?

Sheila-We do want to put on both sides of Arendell. As it is a very busy street and difficult to cross. We are also looking to secure an intern to look at sidewalks.

iv. Staff Wellness Program

Sheila-Staff are able to get nutritional counseling with WakeMed.

v. Ordinance Update

To address consistency across town appointed boards, the Parks and Recreation Advisory Board ordinance has been updated. A copy is in your binder. The ordinance provides a more detailed description of board roles. We will work to identify chairperson and vice chair person in the coming months.

vi. Future Meetings

1. May 20<sup>th</sup>, 2019- Procedure (Bi-Law) Workshop with Recreation Resource Services
2. June 17<sup>th</sup>, 2019
3. July 15<sup>th</sup>, 2019

Adopted May 20<sup>th</sup>, 2019.

  
Sheila Long, Parks & Recreation Director