



Zebulon Parks & Recreation Department  
Advisory Board Minutes  
November 18<sup>th</sup>, 2019

The Zebulon Parks and Recreation Advisory Board met Monday, November 18<sup>th</sup> at 6pm in the Zebulon Town Hall located at 1003 N. Arendell Avenue.

Board Member Attendance: Rayford Fulghum, Erica Parsons, Brandon Wiggins, Michelle Glidewell

Prior to the meeting, present board members were sworn in.

### Meeting Agenda

1. Call to Order

Erica Parsons called the meeting to order.

2. Approval of Agenda

Erica Parsons requested a motion to adopt the agenda.

Ray Fulghum made a motion to approve the agenda.

Michelle Glidewell second the motion.

All board members voted in favor.

3. 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 made.

4. Consent

a. Adoption of Minutes

i. October 21st, 2019

ii. Department Update

Erica Parsons requested a motion to adopt the minutes.

Rayford Fulghum made a motion to approve the agenda.

Brandon Wiggins second the motion.

All board members voted in favor.

5. Old Business

a. Park Rules & Signage

Sheila Long, Parks and Recreation Director, directed discussion to revisiting the proposed park rules and sample rules that were provided from other recreation departments.

Areas receiving discussion from the board included:

- Liked in the samples where it was noted that play equipment may be hot.
- Damage to plants and turf prohibited



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- Use of tobacco and vaping products limited to Parking areas
- Addressing defacing property
- Dogs on athletic fields

The following rules were drafted:

#### 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.
  - a. 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.
  - a. 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
  - a. Except as permitted by N.C.G.S. 14-415.11

#### 6. Open Discussion

Erica Parsons questioned why volunteer basketball coaches were not receiving t-shirts. Brandon Wiggins stated t-ball and soccer coaches received shirts, but not basketball. Sheila Long shared she would investigate it to understand the reasoning behind basketball coaches not receiving shirts and would follow up via email.

Erica Parsons stated she was excited to be on the board.

Ray Fulghum stated new blood is always good.



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## 7. Staff Updates

### a. Park & Program Update

Comments provided by Sheila Long: Staff provide a bulleted list of updates that was issued with the agenda. Areas highlighted for the board included:

- Gill St Tree trimming was a projected coordinated with the Police Department to assist in sight lines. It really opened up the park. These small maintenance tasks make a difference and we are trying to position ourselves to be able to focus on these details in our parks.
- We are working to secure the Middle School gym for the 9-10 basketball league. The community center is tight and struggles to support the program currently.
- The Downtown Tree Lighting Festival is Friday and has garnered a lot of great traction. Downtown businesses and local civic groups are really investing in this event.
- The Holiday Market will be held Saturday at the community center.

### b. Farmer's Market

Comments provided by Sheila Long: The Holiday Market will close out the season for this year. We are revisiting our guidelines and considering options for next year. Options may include April pop up markets to try out some weeknight opportunities. We present more information in upcoming meetings.

### c. Parks & Recreation Comprehensive Master Plan

Comments provided by Sheila Long: We interviewed 3 firms and selected WithersRavenel. We have entered negotiations. As this process moves forward the advisory board will have a significant role throughout. We will need their help to engage any social, civic, neighborhood, and church groups to maximize our reach for public input.

## 8. Adjournment

Erica Parsons requested a motion to adjourn.

Brandon Wiggins made a motion to approve the agenda.

Michelle Glidewell second the motion.

All board members voted in favor.