

Zebulon Parks & Recreation Department

Advisory Board Meeting Minutes

December 16, 2019

The Zebulon Parks and Recreation Advisory Board met Monday, December 16th at 6 PM in the
Zebulon Community Center 301 S Arendell Ave, Zebulon, NC 27597

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

Applied Board Member Attendance: Damon

Meeting Agenda

1. Call to Order

Erica Parsons called the meeting to order

2. Approval of Agenda

Erica Parsons called for a motion to approve the agenda.

1st Rayford Fulghum made the motion to approve the agenda

2nd Brandon Wiggins second the motion.

All board members voted in favor

3. Public Comment

No Comments

4. Consent

a. Adoption of Minutes

i. November 18th, 2019

Erica Parsons called for a motion to adopt the minutes.

Brandon Wiggins made the motion to approve the minutes.

2nd Michelle Glidewell second the motion.

All board members voted in favor.

5. New Business

a. Farmers Market Guidelines

Sheila Long gave a brief overview of the discussion. Review of 2019 season. Speaking with produce vendors to learn more of their needs. Last year there was a lack of produce and this year we are looking to address that issue.

Hannah Blische reviewed the major changes to the 2020 Guidelines. Please refer to the "Proposed changes for the Zebulon farm fresh market guidelines." Areas receiving discussion from the board included.

- Erica Parsons asked about funding: taking away one month? Where will that money go?
 - Sheila Long shared that funds will continue to be spent on the regular market, specialty markets/events, other outlets to support previous functions of the market. It is not our intent take funds away from supporting these efforts.
- Erica Parsons asked about the schedule and expressed concern of not kicking of the market with May Day.
 - Sheila Long explained that last year May Day was not the kickoff of the market.
- Erica Parsons thought a Kid's Booth would be a neat opportunity to pursue. Coch child entrepreneurs and teach them how to run their own business, "Business of the week" to sponsor the kid's tent (or once a month). Debbie Wheless commented that it would be difficult for staff to oversee this function, but it may be opportunity for others in the community to assist with those efforts.

Erica Parsons called to approve the new guidelines; with exception to May Day / Opening Day. May Day and Opening Day of the Market will be separate events.

Brandon Wiggins made the motion to approve the guidelines with the noted change.

Michelle Glidewell second the motion.

All voted in favor.

6. Open Discussion

Erica Parsons: Kids dance at the Zebulon Community Center. Sheila suggested to bring this up during the masterplan process.

Brandon Wiggins: Tree Lighting - Awesome event. Turnout was great!

Debbie Wheless: Tree Lighting – Great event for all ages, true community event, lots of Zebulon town folk, Great event! Officer offered to walk them to the car which was very nice, but felt safe enough to walk alone

Michelle Glidewell– Noticed challenges with Wendell's holiday event with their parking. Our event did not have any issues with parking.

Rayford Fulghum: Tree lighting - Police was needed at the barricades on each end of Arendell. Sheila Long noted officers and vehicles with lights were at both intersections of Arendell where barricades were noted. We will continue to work with Police to identify opportunity to improve.

7. Staff Updates

a. Department Update

Comments provided by Sheila Long: Refer to supporting document for a brief summary of department updates. Areas highlighted included:

- Whitely Park renovations have begun.
- Staff supported the Christmas Parade
- Athletics - Secured Zebulon Middle School to play 9 and 10. Changed contract verbage and played. More of a Basketball feel. Department will request to move a majority of older age groups to this gym – Will take pressure off of ZCC, offer teams time to practice, take pressure off of Saturdays.
- Tree Lighting – 4,000 people in attendance per our hand count and perception of event production vendor and fire inspector. Parks and Rec supports that community and economic development. Lots of downtown businesses involved, easy to work with during, and satisfied with this event. Barhams, Debnams, Sycamore Crossing (All positive feedback).
- Holiday Market – 879 people in attendance. Great success. Very space limited this year, will need to adjust in order to meet those growing demands next year.
- Letters to Santa – Zebulon Youth Council doing tonight
- Upcoming program guide – January to April, finalizing programs and we hope to partner with John Burce for additional pottery programs following success of the ornament class.
- Community Center – 10 years old, Company inspecting our systems with basketball goals in January
- RecDesk – Pilot was the ornament making class, had some people pay online through this program.

b. Parks and Recreation Comprehensive Master Plan

Sheila Long Provided Comment: Refer to attached documents. This will assess how we can grow. Work with community to identify the facilities we need to support. Met with firm today, “for a town of our size we offer a great amount of opportunities”, We will be bringing in stakeholders, businesses, civic groups, etc. Will use this to do a program assessment, look at community survey and identify those gaps. Staff and operational assessment look for areas to improve and adapt for current and growing demands. Steering committee will consist of this board with a few additional community members.

c. Advisory Board Retreat: January 11th @Town Hall

d. Next Regular Meeting: January 21st Tuesday Due to MLK Holiday

8. Adjournment

Erica moved to adjourn the meeting

Brandon Wiggins made a motion to adjourn.

2nd Rayford Fulguhm second the motion.

All board members voted in favor.