

**Zebulon Parks & Recreation Department
Advisory Board Meeting
October 18, 2021**

The Zebulon Parks and Recreation Advisory Board held a meeting on Monday, October 18th at 6pm. This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Board Member Attendance:

Dexter Privette, Erica Parsons, Brandon Wiggins, Genia Newkirk and Garrett Underhill

Staff Attendance:

Sheila Long, Hannah Blishe, Amy Hayden

Meeting Agenda

1. Call to Order

Start – 6:01 PM

Erica Parsons called the meeting to order.

2. Approval of Agenda

Erica called for a motion to approve the agenda.

1st – Brandon Wiggins

2nd – Dexter Privette

All voted in favor.

3. Public Comment: Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comments may be limited to 15 minutes.

No comments.

4. Consent

a. Adoption of Minutes

I. August 16th, 2021

Erica called for a motion to adopt the minutes.

1st - Brandon

2nd - Dexter

All voted in favor.

5. Old Business

a. Program Scholarship Fund

i. Action Needed: Subcommittee

Sheila Long discussed this item. At the retreat earlier this year the advisory board set goals. The past few months, the focus was on master plan. Now that the master plan was adopted, we are in a better position to address some of the goals discussed. We are starting to see requests from the community for financial assistance. Moving forward we need to establish something more significant and standard. The department is currently working on a policy for the board to consider. Tonight we want to discuss if the board is still interested in raising funds to be put towards a scholarship fund.. We want to discuss forming a subcommittee that would organize and plan fundraising efforts, work with staff to develop a plan, etc. Erica asked how much we need to raise. Sheila noted that no specific amount is necessarily needed. A great goal would be \$500, if the board were to raise any money, that would make a huge impact. Erica, Brandon, and Genia expressed interested in forming a subcommittee.

Erica moved to develop a subcommittee consisting of Erica, Brandon, and Genia to handle scholarship fundraising efforts.

2nd.

All voted in favor.

b. Department Reorganization

i. No Action Required

Sheila provided an update on Department Reorganization: We have discussed the reorganization of our department with the board through the master plan and budget process. Effective September 1, 2021 we restructured the recreation side of the department. Tim Hale, a staff member of more than 20 years with the department, retired in August. This left a vacancy in our department that needed to be filled. We are now staffing the front desk of the community center with part time staff. This will free up full time programming positions to spend more time designing programs. We restructured the department to create a Recreation Manager position which Amy Hayden has filled. Our Recreation Assistant Hannah Blische has filled Amy's position of Program Coordinator. And we recently hired Hannah Howell, our new Recreation Assistant. We also brought on a new full time staff member to the maintenance team. We are currently re-evaluating our policies and processes to reflect current times, covid, current program offerings, etc. Many of our policies and procedures have not been updated for years and do not reflect how we handle things in our department currently. We will be bringing standards and policy before the Advisory Board to seek feedback before implementation or going to the elected board.

c. Chair & Vice Chair Roles

i. No Action Required

Sheila provided the following comments: The board currently has a vacancy in the Vice Chair role. Erica has been Chair for a while now. At the next board meeting we will vote on Chair and Vice Chair positions. The Chair runs our board meetings, and the Vice Chair runs in the absence of the Chair.

6. Open Discussion

Erica – Excited about the movie night and teen pumpkin program. Her girls enjoyed fall softball.

Dexter – Likes the new name tags. These tags can be worn when working events as an advisory board member / at meetings / etc.

Discussion was had amongst the board and staff about shirts – Previously, there was a lot of discussion of what the board shirts should look like. Instead of trying to narrow down the options, the board decided that staff can order shirts for everyone to make it easy.

7. Staff Updates

a. Department Update

Sheila Provided the following updates: We are now expanding rentals at the community center. Rentals were limited throughout COVID. We are continuing to monitor COVID concerns.

Working on reevaluating using RecDesk and training part time staff to use recdesk. Using it more as program tracking software – not just for registrations. Expanding online reservations.

Master Plan was adopted by board of commissioners. Planning board recommended adoption of impact fee.

Slated to give a work session in December with commissioners to discuss the master plan, department operations and programs. We will discuss with the board of commissioners our concerns with certain programs and expanding new programs.

Working with ZDAC mural committee on a downtown mural project funded by The United Arts Council.

The second alley project is almost finished. The first alley project can be recognized in that the neighboring parcel, soon to be The Fall Line, is under renovation. The owner of this new business will have invested \$500,000 on renovations once the project is complete.

First herbicide treatment to address kudzu at Little River Park is complete. This project will take a year to complete.

We are finalizing the Rec-On-The-Go program to take pop-up / small events to our parks and neighborhoods. Currently working on a rental process so community members can rent the trailer and staff to host activities at private events.

b. Next Meeting: November 15th, 2021

c. Important Dates:

i. Movie Night: October 22nd

ii. Veteran's Day Celebration: November 10th

8. Adjournment

Erica called for a motion to adjourn the meeting.

1st - Garrett

2nd - Brandon

All voted in favor.

End – 6:29 PM