

## **Parks & Recreation Advisory Board Meeting**

The Zebulon Parks and Recreation Advisory Board will meet Monday, March 17<sup>th</sup> at 6 PM.

This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

The following Advisory Board members were present: Brandon Wiggins, Dexter Privette, Marcus Bennett, Quinton Taylor

### **Meeting Agenda**

#### **1. Call to Order**

Brandon Wiggins called to order at 6:12 PM

#### **2. Approval of Agenda**

Motion to approve: Marcus Bennett

2<sup>nd</sup>: Quinton Taylor

All in favor.

#### **3. Public Comment**

Quinton read a public comment that was sent to him from Tiana Perry Reed the day after they spoke at the BOC meeting. She stated, "I'm a resident of the town that was at the last meeting. You and your colleague did an amazing job. You guys really did your research, and I think have your priorities straight! I wanted to make sure you knew we thought you guys were on target! Feel free to share this feedback with the rest of your board if you see fit. Thank you for your service on the board and have a good week!"

#### **4. Consent Agenda**

A. January 27<sup>th</sup> (pg. 2-8)

Motion to approve consent agenda: Quinton

2<sup>nd</sup>: Dexter Privette

All in favor.

#### **5. New Business**

A. Financial Aid Program (pg. 9)

Sheila Long stated the youth financial aid program started as an initiative from PARAB. Sheila reviewed the amount distributed to date and collected donations to date. Sheila reviewed updates the department would like to make to the policy.

- Offer more description regarding extenuating circumstances such as sudden unforeseen change or time frame may not be able to apply for government assistance.
- Make sure it's clear that extenuating circumstances are for Zebulon residents
- Extenuating circumstances are once per year.
- As currently written, special circumstances will go to the Parks and Rec Advisory Board. If they put in requests and don't have a meeting before the program starts, it creates a bit of

an issue where they would have to make a meeting for each request. Updates allow the chair and vice chair to review those applicants who have an extenuating circumstance with a turnaround of two weeks.

Brandon asked about unforeseen financial changes, and are they required to give proof of burden or are we taking their word for it. Sheila stated the policy simply asks for a letter where the applicant can plead their case. Brandon asked if they're only eligible for it once per year or once in general. Sheila stated the policy recommends it once per year, but the advisory board can recommend otherwise.

Dexter asked if only the chair and vice chair would be approving. Sheila stated yes for extenuating circumstances. Sheila said they can make a different approach if they would like. Nick Rummage clarified it's only so that they don't have to call a special meeting.

Quinton and Brandon agree that Sheila should add in the policy that there may be follow-up questions.

Sheila highlighted additional updates:

- Clarification was added to support offering a payment plan should requests be denied. Plans need to be fulfilled before the program ends.

Brandon asked how many we consider each specific time frame? Sheila said as many as we have funding for. Marcus asked if there is a limit to how much money that can be issued. Sheila said there is no limit. Marcus stated he has more encompassing comments that he will circle back on this during the open discussion. Sheila asked if there's any questions about payment plans? There were no questions.

Quinton: motion to recommend adoption of the youth program financial aid policy as presented and including a statement that additional questions may be asked regarding extenuating circumstance requests.

2<sup>nd</sup>: Marcus

All in favor.

## **B. Volunteer Appreciation**

Sheila shared it was so their action plan to discuss volunteer appreciation. In total just under 300 volunteers support our programming. Sheila stated she would love to open the floor about what the PARAB would like to see how to support or recognize volunteers. Staff would like to work together collaboratively. Impactful recognition.

The Advisory Board engaged in a discussion regarding recognition opportunities. A summary of discussion points included:

- A banquet may be challenging with space and budget.
- A floating event could serve more people
- Find ways to highlight volunteers at existing events and on a "bigger stage"

- Offer plaques, certificates, and/or T-shirts
- A volunteer appreciation family field day could include their family members.
- Effort should be personal
- Don't create something that will require more dedication of time from volunteers.
- Consider hearing from volunteers about how they want to be recognized.

The advisory board wants to revisit the discussion after the retreat.

### C. Advisory Board Retreat

Staff is asking the Advisory Board to provide dates they are available in May for a Saturday field trip.

The Board discussed available dates in May. May 17 looks like it may work for everyone.

We will visit Knightdale Station and Harper Park.

### 6. Open Discussion

Marcus wanted to go back to the financial aid topic. Opportunity and pleasure to meet former NBA head coach now assistant coach Nate McMillan. They spoke about the Nate McMillan Foundation involved in parks and rec. There may be some interest in engaging McMillan's Foundation in Zebulon, and he may be interested in coming to a P&R Advisory Board meeting. There could be more team sponsorship or financial aid support opportunities. Sheila stated our biggest athletic needs would be investment in facilities, staff, resources to build up the community. We are currently limited by facility and staff. Marcus stated he will relay our needs to Nate. Sheila stated if his availability doesn't fit just to coming to an advisory board meeting, we can find a way to facilitate good discussion, even if it is Zoom. Marcus stated Nate lives in Raleigh, so his home is here.

The Board spoke about how awesome this opportunity is and thanked Marcus. Marcus asked if there's anything we can bring back to Nick? Sheila would love to discuss the state of athletics and see if there is room for collaboration there.

Dexter asked about Brandon and Quinton's proposal at the BOC meeting about land acquisition. Brandon stated there was no vote. He stated he wanted to let BOC and town know that we are here and working. They are working together to contribute to parks and recreation, and they are serious about it. The presentation highlighted the importance of acquiring land to accommodate the exponential growth that we're experiencing.

The advisory board engaged in discussion about the next steps, continuing to build a bridge with the Commissioners, and how to see the effort progress. Discussion included consideration of individual meetings with commissioners, recommendation of a resolution, and participation in meetings. Dexter stated that he would like to see action taken and movement on land acquisition.

Motion to schedule a meeting with the Mayor and Mayor Pro Tem to discuss the next steps and consider a resolution for the work session on April 17 or a future meeting: Quinton

2<sup>nd</sup>: Marcus

In favor: Brandon, Quinton, Marcus

Opposed: Dexter

## 7. Staff Updates

Sheila announced Chloe Chappel has resigned and introduced new staff:

- Carrie Corbett as Program coordinator,
- J'Kyra Brown as new Athletics Coordinator,
- Miranda Saunders as a Maintenance Technician.

### A. General Department Update

- a) Programs & Events
- b) Athletics & Parks

Sheila shared a summary of staff needs for the department based on statistics for program participation in different fiscal years, difference in population vs. programs offered. When we talk about the program plan, we will discuss how we work to fill service gaps. We haven't been able to grow anywhere near where we've grown in the past and that's because our capacity has not grown at the same rate as the population. We have focused on maximizing the resources we have, but we are reaching the point we can't grow capacity in some areas much more without additional resources. The summary reviewed park maintenance level of service changes and the growth in work orders. The summary also reviewed facilities and the organizational chart. It also highlighted what the general purpose of staff positions. This summary was originally prepared for new management.

LRP continues to move along. Getting close to 100% designs where we can get bids and do groundbreaking during the summer. Went back and forth a bit on bathrooms, original design only one male and female bathroom. 2 bathrooms will not be enough, going to go over budget.

### B. Action Plan:

- a) April: Spring Fest Engagement Opportunity

Sheila spoke about shirts and offered an opportunity for PARAB members to join our activities at the event. Sheila stated If you want to have an individual meeting with me during the month of April to let her know.

- b) May Meeting: May 20<sup>th</sup>

May, do department update. Amy bringing program planning policy.

- i) Department Update
- ii) Program Plan

## 8. Adjournment

Motion to adjourn: Marcus

2<sup>nd</sup>: Quinton

All in favor.