

## Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, April 15<sup>th</sup> at 6 PM.

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

The following Advisory Board members were present: Garrett Underhill, Brandon Wiggins, Marcus Bennett, David Field

### Meeting Agenda

1. Call to Order

Brandon Wiggins called to order at 6:21 pm

2. Approval of Agenda

Motion to approve the agenda: Garrett

2<sup>nd</sup>: Marcus

All in favor

3. Presentation: Advisory Board Training

Sheila reviewed operations of the advisory board and engaged in discussion with the Board regarding the following items:

- Duties
- 3 year appointment
- Commissioners' right to remove
- Regular Meetings
- Staff Liaison
- Agenda
- Open Meeting Law
- Public Record
- Ethics
- Conflict of Interest
- Duty to Vote and Recusal
- Roles of Chair and Vice Chair
- Resignation

4. Public Comment

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

Public comment may be limited to 15 minutes.

None.

5. Consent Agenda

1. February 26, 2024, Minutes

Motion to approve amended consent agenda from the date being 2023 to 2024: Marcus

2<sup>nd</sup>: David

All in favor

6. Old Business

1. Code of Conduct

The Board will review the provided Code of Conduct for the Community Center and provided recommendations to staff.

Sheila went over the updates to the dress code section of the Code of Conduct per the Boards recommendation.

Marcus stated that there are shirts that have things on them that may not be offensive at first glance, but their meaning is inappropriate. The Board engaged in discussion and Brandon recommended revising the language to include offensive acronyms, phrases, or gestures. David asked about vandalism being addressed in the code of conduct and Sheila stated that would be addressed under respect for the facility.

The Board did not recommend any additional changes.

## 2. Retreat

Staff is proposing a retreat for the Advisory Board to be held this spring. Staff is seeking input and a decision on proceeding with Saturday, May 18<sup>th</sup> from 9 AM-Noon. Sample Motion: "I make the motion that we add a meeting on Saturday, May 18<sup>th</sup> from 9 AM to Noon."

Motion to hold a retreat on Saturday, May 18<sup>th</sup> from 9AM to Noon: Garrett

2<sup>nd</sup>: David

All in favor

Sheila stated that the retreats won't have public comment, but they will be open to the public. David asked if we would have an agenda like this in the retreat and Sheila answered yes.

## 6. Open Discussion

David asked if we could go around the table and introduce ourselves where he went first. Each staff member (Sheila, Chloe, Amy, and Nick) and board member in attendance provided brief introductions.

## 8. Staff Updates

### 1. Department Update

Brandon invited Nick to provide staff updates.

Nick stated that soccer is up roughly 75% from two years ago. Spring sports have begun. Adult softball league has open registration in May. We have seen an increase in requests for rentals of athletic fields, three different schools using Community Park. The fall rentals request period opens in May. With it only being mid-April we are already seeing a significant increase in park usage. The maintenance crew has been short staffed since mid-February, held interviews and have extended an offer to a candidate. Grass cutting season has begun and is what the crew is spending most of their time on right now. Brandon stated he was on the soccer fields on Saturday. As far as scheduling, is it possible to put a 15-minute buffer between games for the sake of parking? Nick and Sheila agreed to look at it as they evaluate the season and look at the next season. Marcus also stated there is no buffer time in basketball. Sheila stated we have played with time in the past: the more time we have between games, the more time people use.

Marcus stated the court at the Middle School was slippery at times from not being cleaned. He asked if it is at all possible to have someone clean the court the Saturdays before the game. Nick stated school staff is supposed to sweep before the first game but does not sweep between. Sheila said this is something we can communicate with WCPSS and include in our staff checklist for the day of to make sure it is addressed.

Amy stated we have the new program guide out, we are working with Kaleb, the communications director, to transition how we do the program guide, and that the program guide goes out quarterly. Amy spoke about spring concerts and Spring Fest. We have partnered with Amanda at Creative Cup to offer our second annual mural painting class with participants who will pitch to the community their designs to be painted on the butterfly in the alley.

Marcus asked how events are added and what is the process. Sheila stated that it is the same as programming and explained the process of implementing events. Marcus asked, if he wanted to hold an event privately what would be the process. Sheila answered that a privately planned and implemented event follows the special events standard. Different departments are involved such as Police, Fire and Public Works. It is recommended to have a meeting with staff about the event, submit an application which can be found on the Town website, and going to the Board of Commissioners who approves special event requests every quarter. Only the Board of Commissioner can authorize those events. She stated it's not a difficult process but does require preparation ahead of time. Nick stated you don't have to go through that process if you use your own property and resources, this is only if the event is going to be on Town property or use Town resources. Brandon stated it is a seamless process, you just want to make sure you have your ducks in a row before you start the process.

#### 4. Adjournment

Motion to adjourn: David

2<sup>nd</sup>: Marcus

All in favor