

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet:

Monday, October 20th at 6:30 PM.

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

Meeting Agenda

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Comment**

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 6:20 PM.
Public comment may be limited to 15 minutes.
- 4. Consent Agenda**

A. Minutes: September 15, 2025 (pages 2-3)
- 5. Old Business**

A. Gill Street Park Master Plan Update
Staff will provide an update on the Gill Street Park Master Plan and a draft Master Plan for feedback and consideration.

B. Zebulon Community Park Master Plan Update
Staff will provide an update on the Zebulon Community Park Master Plan and ask the Advisory Board to consider scheduling another meeting before the end of October for feedback and consideration of the plan.
- 6. New Business**

A. Grant Development
Staff will provide an overview of current grant efforts. Staff is preparing to submit a proposal to Wake County/Raleigh Hospitality Tax Fund. Staff will ask the Advisory Board to consider authorizing the chair to issue a letter of support.

B. Fiscal Year 2025 Review and Department Update
Staff will provide a brief overview of the participation and initiatives in FY 25 in preparation for discussions about the FY 26 budget.
- 7. Open Discussion**
- 8. Department Update**

A. Parks Update

B. Recreation Update

C. Next Meeting: November 17th, 2025

 - Program Plan: Implementation
 - FY 2026 Budget Goals
 - Fee Schedule Review
 - Candy Cane Lane Engagement Opportunity
- 9. Adjournment**

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met **Monday, September 15th at 6:30 PM** at Zebulon Town Hall, 1003 N. Arendell Avenue.

Advisory Board Attendance: Wendi Watson, Orlando Reyes, Quinton Taylor, Dexter Privette, Garrett Underhill (at 6:32 PM), Marcus Bennett (at 6:34 PM)

Meeting Agenda

1. Call to Order

Brandon Wiggins called the meeting to order at 6:30 PM

2. Approval of Agenda

Motion to approve the agenda by Wendi Watson. 2nd by Quinton Taylor. All voted in favor.

3. Public Comment

None.

4. Consent Agenda

Motion to approve the consent agenda (August 18th, 2025 minutes) by Wendi Watson. 2nd by Quinton Taylor. All voted in favor.

5. Old Business

A. Land Acquisition Update (Garrett Underhill and Marcus Underhill arrived)

Sheila Long gave a summary of comments from the last meeting/minutes on the land acquisition criteria. She highlighted revised criteria based on the feedback. We have combined items 14 and 15 from the previous criteria that addresses low income communities and historically under represented in park development to provide flexibility in consideration that will be justified with support documentation. This is because representation may change over time. The worksheet has added a section at the bottom to address special features, note tax value, and value per acre. No additional changes or considerations were requested by the Board. Discussion amongst the Board included:

- It was thorough
- Needed to give the Board of Commissioners information
- It addressed questions for underrepresented communities.

B. Program Plan (pages 5)

Staff will present a draft program inventory for a Program Plan and will engage with the Advisory Board. Staff will return to the Advisory Board with the implementation plan in October.

Amy Hayden explained the program matrix and staff uses it and how to read it. Said they have noted what they have currently offered in FY25 and that we are meeting some categories more than others. We want to focus on how to serve others.

Sheila pointed out that not every category can hit every age group (i.e. tough to offer sport leagues for infant and toddler. There was discussion about offering basketball programs for ages 13+ and accommodating school players.

Sheila passed out a blank program matrix and asked for input from the board in regards to recreation programs occurring by other entities. The group engaged in discussion about different programs they were aware of.

6. New Business

A. Zebulon Community Park Master Plan

Sheila updated the board on developing a master plan for Community Park. We are looking at maximizing resources to expand our service levels. The Board engaged in a visual preference exercise to provide their input on Zebulon Community Park.

7. Open Discussion

Marcus provided an update from Basketball contacts he made in regards to possible partnership opportunities and interest in the 3v3 basketball league.

Dexter Privette motioned for Wendi to be excused. Quinton seconded the motion. All voted in favor.

Quinton asked if there was meditation program offered. Amy shared that we have yoga but not meditation.

Brandon asked Orlando Reyes to introduce himself

Orlando provided a brief introduction and stated he was looking forward to learning and doing more.

8. Department Update

A. Parks Update

Little River Park permitting is underway; some small setbacks but currently still tracking basically on schedule. Game schedule is hitting our parks hard, takes up the last 1.5-2 hours most days prepping fields for games. Completed install of net batting cage netting & surfacing at ZCP Field A.

B. Recreation Update

The coat drive needs more coats. The last Rock the Block is Friday, October 10th and will be moving to Vance St to combine with Faith in Blue.

C. Next Meeting: October 20th, 2025

- Program Plan: Implementation
- Grant Development
- FY 25 Review and Department Update
- Look for one on one meetings in October

9. Adjournment

Motion to adjourn by Marcus. Second by Dexter. All voted in favor.