

## Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will met Monday, September 16<sup>th</sup>, 2024  
at 6 PM.

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

Attendance: Dexter Privette, Brandon Wiggins, Wendi Watson, David Field, Quinton Taylor,  
Garrett Underhill

### Meeting Agenda

1. Call to Order

Brandon Wiggins called the meeting to order at 6 PM.

2. Approval of Agenda

Dexter Privette motioned to approve the agenda. Wendi Watson seconded the motion.

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 comment may be limited to 15 minutes.

None

4. Consent Agenda

A. August 19<sup>th</sup>, 2024 (pg 3)

Wendi Watson motioned for approval of the consent agenda. Garrett Underhill seconded the motion.

All voted in favor.

5. New Business

A. Master Plan Check In

Staff will provide the Advisory Board with a brief update on the status of Master Plan goals and initiatives. This information will aide in upcoming budget discussions. The Board will engage in discussion.

Sheila Long provided an overview of Master Plan accomplishments and highlighted items to be working towards. Sheila shared the Advisory Board will meet in November to discuss FY 25 goals. There will be opportunity for individual meetings in October as well. The Board engaged in discussion around the below discussion points:

- Reference & Background
  - Population Growth (pg 25)
    - We are already approaching the 2030 medium estimate
    - We have exceeded the 2035 low estimate
  - Community Needs Assessment Summary (pg 108)
  - Mission, Vision, Goals (pg 118-119)
  - Subsystem Goals (pg 122-164)

- Implementation Plan (pg 180-222)
- Implementation Plan Accomplishments to Date:
  - Annual program matrix review (strive to serve all)
  - Grow programming outside of ZCC (ongoing)
  - Rec On the GO
  - Increase community events & encourage private organizations to offer events
  - Continue and expand existing programs
  - Develop new programs (ongoing)
    - Environmental education
    - Adult sports
    - Special needs
    - Teens
  - Reorganization of staff & establish divisions
  - Work with partners to expand programs
  - Enhance marketing
  - Establish a financial aide program
  - Sponsorship standard
  - Emphasis on safety and action plans (will need to expand)
  - Department CIP
  - Updating department policies and standards
  - Recreation Impact Fee & external funding sources
  - General beautification & maintenance improvements
  - Amenity Standards and replacements
  - Little River Park Plan, Phase 1 Designs in process
- Implementation Plan Need to Start or Finalize:
  - Additional facilities
  - Events venue
  - Athletics fields
  - Aquatics
  - Program Plan (Enhanced plan will be finalize with AB in the Spring)
  - Park Bond
  - Site Master Plan for Community Park
  - Land Acquisition
  - Park Branding, wayfinding, integrating historic landmarks, and public art

Quinton asked if street corner renovations on Arendell was the Town. Sheila shared it was a DOT project.

Sheila referenced the phased implementation plan that is revisited annually through the Capital Improvement Plan.

Wendi asked if the prices noted on the implementation plan reflects the cost today. Sheila stated it was in 2021 dollars and inflation should be taken into consideration annually.

Quinton asked to clarify that the one-on-one meetings would prioritize projects and which ones to advocate for. Sheila confirmed that the Master Plan gives us a good base, but we need to

review projects every year and consider priority, which projects need to be paused, pushed back or moved forward. The responses to the one-on-one meetings will be compiled and shared at the November meeting for discussion.

B. Land Acquisition (pg. 9)

Staff will review the identified zones for future neighborhood parks to respond to growth and meet intended Levels of Service. Staff will also update the Board on collected impact fees that are intended to meet the needs of new development. The Board will engage in discussion.

Sheila Long provided an overview of Level of Service maps and vision maps in the Master Plan. Sheila provided an overview of collected Recreation Impact Fees in relation to the identified vision zones for future parks. Sheila reviewed fees collected annually and noted a pattern of decline. Sheila also stated that Impact Fees are only part of your funding plan.

Wendy pointed that population is continuing to grow and the level of service will decrease without new park land.

David asked if the impact fees come from the community. Sheila shared that they are paid when a home is platted by a developer. David asked once they are built, do we get annual fees and Sheila shared that property taxes are annual and is the revenue source for town services like Parks and Recreation.

Dexter asked what the status of 5 County Stadium is. Sheila shared that Wake County and the Town are working on options, but nothing is confirmed. There was discussion amongst the group about Mudcats moving and opportunities for development.

Sheila referenced the Wake County Parks, Recreation and Open Space presentation where they discussed considerations they make when acquiring land for open space. Sheila shared land considerations the department has identified to begin a land acquisition search.

Quinton asked whose job is it to call property owners. Sheila shared it will most likely be department staff working with a broker.

Wendi asked where we are in this process now. Sheila shared that the Board funded land acquisition; however, they placed the effort on hold.

6:58 PM. David made a motion to be excused from the meeting. Quinton seconded the motion. All voted in favor.

C. Teen Council (pg. 13)

Staff will present a plan to initiate a Teen Council. The Board will engage in discussion.

Sheila introduced Paola as a fellow currently working with the Town. She is assisting with the teen council. Sheila reviewed the proposal to begin a teen council with the board. The Board's discussion was supportive of the proposal.

D. Park Rules Update (pg. 16)

Staff will review existing park rules and discuss updates to consider. The Board will engage in discussion and consideration a recommendation to update the Park Rules.

Sheila introduced the updates to the Park Rules are focused on adding specific rules for athletic fields. Nick shared it will be needed to help enforcement of issues that may arise on the fields.

Brandon suggested adding “practice golf balls” to number 4 as well.

Quinton made a motion to recommend park rules as amended. Garrett seconded the motion. All voted in favor.

7. Open Discussion

Quinton asked how Rock the Block was. Sheila shared it went well. We have a small staff and therefor we don’t have the luxury to wait to make weather related decisions. We are looking forward to being able to being outside in October.

Wendy shared she attended an event at the Mayor’s request for A Note in the Pocket. She shared the experience was very rewarding. Quinton shared that he has volunteered with them, and it is fulfilling knowing donations actually go to the kids.

Quinton asked how the parade meeting went. Sheila shared that about 25-30 people participated. It was intended to be floating but ended up being a presentation and group discussion. It was nice to get feedback and comments.

8. Staff Updates

A. Programs & Events

a) Candy Cane Lane

Sheila reminded the board that Candy Cane Lane is in November.

B. Athletics & Parks

Nick shared basketball registration is ongoing, and we are on tract to maintain growth patterns. Little River Park designs are in progress. We are planning to go through an annexation and zoning process for Little River Park. Sheila shared that we had an NC State hydrologist looks at the erosion on the riverbank and they provided some considerations that we are working with the design team on to see if we can make some minor erosion enhancements while we wait for the full stream restoration effort.

C. Next Advisory Board Meeting: November 18<sup>th</sup>

a) Department Update

b) FY26 Budget Goals

c) Fee Schedule Review

9. Adjournment

7:28 PM, Garrett made a motion to adjourn. Quinton second the motion. All voted in favor.

