

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet:

Monday, December 15th 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: October 20, 2025 (pages 2-3)
5. **Old Business**
A. Program Plan Implementation (page 4)
Staff will review the discussion from the September meeting regarding program analysis.
Staff proposes program implementation goals upon review of identified program category priorities and service gaps.

B. Budget Review
Staff will present a summary of individual budget priority discussions, and the Advisory Board will engage in discussion to identify budget priorities.
6. **New Business**
A. Fee Schedule (page 5-11)
Staff will present a recommendation regarding fee schedule updates for Fiscal Year 2027.
The Advisory Board will be asked to vote on a recommendation after their discussion.
7. **Open Discussion**
8. **Department Update**
A. Parks Update
B. Recreation Update
C. Next Meeting: January 26th
 - FY 27 Operating Budget
 - FY 27 Capital Improvement Plan
 - Retreat Feedback
9. **Adjournment**

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met **Monday, October 20th at 6:30 PM** at Zebulon Town Hall, 1003 N. Arendell Avenue.

Advisory Board Attendance: Brandon Wiggins, Wendi Watson, Orlando Reyes, Dexter Privette, Garrett Underhill

Meeting Agenda

3. Call to Order

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

4. Approval of Agenda

Motion to approve the agenda by Dexter Privette. 2nd by Orlando Reyes. 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 Garrett Underhill. All voted in favor.

5. Old Business

A. Gill Street Park Master Plan Update

Sheila Long provided a summary of park plan engagement and results for the Gill Street Park expansion plan. Discussion included phasing, cost and grant opportunities. Wendi Watson motioned to recommend the Gill Street Park Plan for adoption. Second by Garrett and all voted in favor.

B. Zebulon Community Park Plan Update

Sheila provided a summary of park plan engagement and results for the Community Park plan. Discussion included phasing, accommodation of adult soccer, cost and grant opportunities. The plan recognizes a need to relocate baseball and softball fields and that there is an opportunity to work with East Wake Academy. Wendi Watson motioned to recommend the Zebulon Community Park Plan for adoption. Second by Dexter Privette and all voted in favor.

6. New Business

A. Grant Development

Sheila provided an overview the Wake County Hospitality Grant and highlighted the opportunity to apply for phase 1 of the Community Park plan. The Town's match would utilize Recreation Impact Fees. Staff will request the Board to allocate available impact fee funds to the project in a capital fund for the required match. Garrett Underhill made a motion to recommend the Town apply for the Wake County Grant. Second by Wendi and all voted in favor.

B. B. Fiscal Year 2025 Review and Department Update

Sheila provided a brief overview of department statistics and highlights. Discussion by the Board included:

- Use of the front lawn at Town Hall for soccer as needed.
- Enhanced data surrounding maintenance work orders.
- Master Plan accomplishments are consistent with last year. New items this year included the land acquisition policy and park plans.
- Overview of current population and expected growth
- Review of the impact fee collections to date.
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7. Open Discussion

Orlando shared an experience with Wendell Police and the local church and suggested Zebulon may want to look into something similar. Discussion included upcoming events with resources to the Latino community and the recent addition of a full time social worker at the Police department.

Wendi spoke about HASZ which is a community coalition working together to address substance abuse in youth.

8. Department Update

A. Parks Update

Nick reported that athletics has moved to the Recreation division and Tra Johnson has started as the Athletic Supervisor. Littler River Park permitting is still in progress. Turf maintenance is slowing and transitioning to other park repair projects.

B. Recreation Update

Sheila reported that Candy Cane Lane is coming up. The Greater Raleigh Merchants Association will plan and implement the parade. The WanderApp has released, but there will need to be additional updates for Zebulon. Sheila also noted the hard work and dedication of the Parks and Recreation Team. One on One meetings with each advisory board member is needed before the next board meeting.

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 Wendi. Second by Garrett. All voted in favor.

Program Plan Implementation

BACKGROUND

At the July Meeting, the Advisory Board received information regarding:

- Parks and Recreation Master Plan Recommendations
- Programming Philosophy Objectives
- Program Classification System
- Framework for the Program Plan

At the August meeting, the Advisory Board engaged in discussion about the framework, staff inventory and partnerships. At the September meeting, the Advisory Board engaged in discussion about Town and private led program inventory. The final step is the Implementation Plan.

Implementation Plan

Based on the identified program category priorities, an assessment of existing Town and Private initiated programs, the following short-term goals have been identified:

- Offer consistent youth programs and athletic leagues that grow in capacity as the Town grows.
- Work with teen stakeholders and partners to determine opportunities to better serve teens.
- Expand adult sport opportunities through partnership and alternative league play.
- Offer more variety in senior programs beyond fitness and senior socials.
- Seek partnerships to engage new families (infant/parent).
- Seek partnerships to expand inclusion programs.
- Offer variety in sport opportunities.
- Expand environmental education through partnerships and collaboration with the Sustainability Board.
- Identify partners to initiate Spanish language-based programs.

Implementation Needs

- Increased staff cost
- Increased contract expenses
- Identify partners and service providers
- Increased material costs
- Identify alternative program spaces

Proposed Fee Schedule

<u>Outdoor Facility Rental</u>	FY 2025	FY 2026	FY 2027 Recommended
Picnic Shelters Half Day residents (10 AM-1 PM or 2 PM-5 PM)	\$30.00 per 3 half day	\$30.00 per 3 half day	\$30.00 per 3 half day
Picnic Shelters Half Day -non-residents	\$60.00 per 3 half day	\$60.00 per 3 half day	\$60.00 per 3 half day
Picnic Shelter Full Day Resident (10 AM-5 PM)	\$60 per full day	\$60 per full day	\$60 per full day
Picnic Shelters Full Day -non-residents	\$120 per full day	\$120 per full day	\$120 per full day
Municipal Practice Field & Zebulon Elementary School Soccer/Softball/Baseball Field Hourly Rate	\$30 per hour (\$45 per hour non-resident)	\$30 per hour (\$45 per hour non-resident)	\$30 per hour (\$45 per hour non-resident)
Municipal Practice Field & Zebulon Elementary School Soccer/Softball/Baseball Field Half Day (4 hours)	\$90 half day (\$125 half day non-resident)	\$90 half day (\$125 half day non-resident)	\$90 half day (\$125 half day non-resident)
Municipal Practice Field & Zebulon Elementary School Soccer/Softball/baseball Field Whole Day (5-10 hours)	\$150 whole day (\$200 whole day non-resident)	\$150 whole day (\$200 whole day non-resident)	\$150 whole day (\$200 whole day non-resident)
Zebulon Community Park - Griswold Field Hourly Rate	\$30 per hour (\$45 per hour non-resident)	\$30 per hour (\$45 per hour non-resident)	\$30 per hour (\$45 per hour non-resident)
Zebulon Community Park - Griswold Field Half Day (4 hours)	\$90 half day (\$125 half day non-resident)	\$90 half day (\$125 half day non-resident)	\$90 half day (\$125 half day non-resident)
Zebulon Community Park - Griswold Field Whole Day (5-10 hours)	\$150 whole day (\$200 whole day non-resident)	\$150 whole day (\$200 whole day non-resident)	\$150 whole day (\$200 whole day non-resident)
Zebulon Community Park - Multi Purpose Field Hourly Rate	\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)
Zebulon Community Park - Multi Purpose Field Half Day (4 hours)	\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)
Zebulon Community Park - Multi Purpose Field Whole Day (5-10 hours)	\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)
Wakelon Elementary School Upper/Lower Field Hourly Rate	\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)	\$50 per hour (\$65 non-resident)
Wakelon Elementary School Upper/Lower Field Half Day (4 hours)	\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)

Wakelon Elementary School Upper/Lower Field Whole Day (5-10 hours)	\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)
Municipal Field Hourly Rate	\$50 per hour (\$65 non- resident)	\$50 per hour (\$65 non- resident)	\$50 per hour (\$65 non-resident)
Municipal Field Half Day (4 hours)	\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)
Municipal Field Whole Day (5-10 hours)	\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)
Disc Golf Course Hourly Rate	\$50 per hour (\$65 non- resident)	\$50 per hour (\$65 non- resident)	\$50 per hour (\$65 non-resident)
Disc Golf Course Half Day (4 hours)	\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)	\$150 half day (\$195 half day non-resident)
Disc Golf Course Whole Day (5-10 hours)	\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)	\$350 whole day (\$455 whole day non-resident)
* Exclusive use of the Disc Golf Course is not guaranteed with rentals.			
Lights (Community Park & Zebulon Elementary School Ball Fields)	\$35.00 per hour (\$50.00 per hour non-resident)	\$35.00 per hour (\$50.00 per hour non-resident)	\$35.00 per hour (\$50.00 per hour non-resident)
Field Preparation	see below by sport	see below by sport	see below by sport
Baseball/Softball	\$60.00 per field per day	\$60.00 per field per day	\$60.00 per field per day
Soccer	\$100.00 per field per day	\$100.00 per field per day	\$100.00 per field per day
Football	\$200.00 per field per day	\$200.00 per field per day	\$200.00 per field per day
Field Preparation includes one line/dragging per day.			
Tennis Courts (Whitley Park)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Basketball Courts (Community Park)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Non-Profit Groups	Fees determined on a case-by-case basis per the Cost Recovery Policy	Fees determined on a case-by-case basis per the Cost Recovery Policy	Fees determined on a case-by-case basis per the Cost Recovery Policy
<u>Community Center Rental</u>			

Classroom A or B	\$15.00 per hour (\$25.00 per hour non-resident)	\$15.00 per hour (\$25.00 per hour non-resident)	\$15.00 per hour (\$25.00 per hour non-resident)
Classroom C	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Activity Room A or B	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Youth Birthday, ages 12 and under (Activity Room + Gym for 2 hours)	\$120.00 (\$150.00 non - residents)	\$120.00 (\$150.00 non -residents)	\$120.00 (\$150.00 non -residents)
Warming Kitchen	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)	\$25.00 per hour (\$40.00 per hour non-resident)
Gym-Basketball Setup	\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)
Gym-Volleyball Setup	\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)	\$60.00 per hour (\$90.00 per hour non-resident)
Gym-Assembly Setup	\$75.00 per hour (\$125.00 per hour non- resident)	\$75.00 per hour (\$125.00 per hour non- resident)	\$75.00 per hour (\$125.00 per hour non-resident)
Gym-Banquet Setup (includes Warming Kitchen use)	\$100.00 per hour (\$150.00 per hour non- resident)	\$100.00 per hour (\$150.00 per hour non- resident)	\$100.00 per hour (\$150.00 per hour non-resident)
Gym-Including Alcohol Use (includes Warming Kitchen use)	\$150.00 per hour (\$225.00 per hour non- resident)	\$150.00 per hour (\$225.00 per hour non- resident)	\$150.00 per hour (\$225.00 per hour non-resident)
A/V Equipment Use	\$25.00 per event (\$40.00 per event non- resident)	\$25.00 per event (\$40.00 per event non- resident)	\$25.00 per event (\$40.00 per event non-resident)
After Hours Rates	See below Additional Department Rental Fees	See below Additional Department Rental Fees	See below Additional Department Rental Fees
Non-Profit Groups	Fees determined on a case-by-case basis	Fees determined on a case-by-case basis	Fees determined on a case-by-case basis per the Cost Recovery Policy
<i>Please note that all rentals are for a maximum time of 4 hours.</i>			
Assembly or Banquet Setup Charge	\$60.00 per event	\$60.00 per event	\$60.00 per event

Facility Cleaning			
1-150 persons	\$125.00 per event	\$125.00 per event	\$125.00 per event
151 or more persons	\$175.00 per event	\$175.00 per event	\$175.00 per event
<u>Additional Rental Fees</u>			
Standard staffing rate	\$35.00 per hour per staff	\$35.00 per hour per staff	\$35.00 per hour per staff
Supervisor staffing rate	\$55.00 per hour per staff	\$55.00 per hour per staff	\$55.00 per hour per staff
After hour (night & weekend)	Staff Rate times 150%	Staff Rate times 150%	Staff Rate times 150%
Application fee for recurring/banquet/assembly/tournament rentals	\$25.00 per application	\$25.00 per application	\$25.00 per application
Admission/gate fee	\$25.00 per day	\$25.00 per day	\$25.00 per day
<u>Event Fees</u>			
Booth/concession registration will be determined on a per event basis by the Parks and Recreation Director or their designee.			
<u>Sponsorship Fees</u>			
Baseball/Softball/Soccer Team Sponsor	\$300.00	\$300.00	\$300.00
League Sponsor (per age group, per season)	\$1,000.00	\$1,000.00	\$2,500
Basketball per team, per season	\$150.00	\$150.00	\$150.00
Athletic Field Sponsor (per season)	\$500.00	\$500.00	\$500.00
Athletic Field Sponsor (per year)	\$1,500.00	\$1,500.00	\$1,500.00
Basketball Court (Community Center) Court Sponsor (per season)	\$500.00	\$500.00	\$500.00
Disc Golf Hole Sponsor (per year)	\$500.00	\$500.00	\$500.00
Disc Golf Course Sponsor (3 years)	\$10,000.00	\$10,000.00	\$10,000.00
Annual Event Sponsorship Package			
Platinum	\$10,000.00	\$10,000.00	\$10,000.00
Gold	\$5,000.00	\$5,000.00	\$5,000.00
Silver	\$2,500.00	\$2,500.00	\$2,500.00
Bronze	\$500.00	\$500.00	\$500.00
Other Event & Program Sponsor Packages will be determined on a per program/event basis by the Parks and Recreation Director or their designee.			
<u>Youth Athletic Program Fees</u>			
Basketball (ages 4 and up)	\$45.00	\$45.00	\$50.00
Baseball			
Ages 4-6	\$35.00	\$35.00	\$35.00
Ages 7 and older	\$45.00	\$45.00	\$50.00

Girls Softball (ages 7 & up)	\$45.00	\$45.00	\$50.00
Soccer			
Ages 3-4	\$35.00	\$35.00	\$35.00
Ages 5 and older	\$45.00	\$45.00	\$50.00
Volleyball	n/a	n/a	\$50.00
Youth Athletic Program Non-Resident Fees	\$20.00 in addition to the regular program fees	\$20.00 in addition to the regular program fees	\$30.00 in addition to the regular program fees
<u>Youth/Adult Combined Athletic Program Fees</u>			
Karate			
Two days per week	\$40.00 per monthly session / \$50.00 per month non-residents	\$40.00 per monthly session / \$50.00 per month non-residents	\$40.00 per monthly session / \$50.00 per month non-residents
One day per week	\$20 per month/ \$25 per month non-residents	\$20 per month/ \$25 per month non-residents	\$20 per month/ \$25 per month non-residents
Adult Softball Leagues (per team)	\$500.00	\$500.00	\$550.00
Adult Basketball Leagues (per team)	\$500.00	\$500.00	\$550.00
<i>Please note that all other youth and adult athletic and recreational program fees will be based on instructor salary, supply costs, facility rental, and the cost recovery policy as determined by the Parks and Recreation Director or designee.</i>			
<u>Community Center User Fees</u>			
Weight Room	\$10.00 per month (\$15.00 per month non-resident)	\$10.00 per month (\$15.00 per month non-resident)	\$10.00 per month (\$15.00 per month non-resident)
<u>Youth Programs</u>			
Summer Camps (based on cost of instruction & supplies)	\$60-200.00	\$60-200.00	\$60-200
<u>Camp & Program Nonresident Rates</u>			
Program with 7 or more days or sessions	\$20 in addition to the regular program fees	\$20 in addition to the regular program fees	\$30 in addition to the regular program fees
Program with 2-6 days or sessions	\$10 in addition to the regular program fees	\$10 in addition to the regular program fees	\$15 in addition to the regular program fees
Program with 1 day or session	\$5 in addition to the regular program fees if more than \$15	\$5 in addition to the regular program fees if more than \$15	\$5 in addition to the regular program fees if more than \$15
Senior Trips	Program fees will vary, but	Program fees will vary, but must	Program fees will vary, but must

	must recover 100% of costs.	recover 100% of costs.	recover 100% of costs.
<u>Non-Athletic & Camp Programs</u>	Recreation program fees vary by program and goal. Fees will adhere to the Town's Recreation Cost Recovery Policy as attached behind this fee schedule.	Recreation program fees vary by program and goal. Fees will adhere to the Town's Recreation Cost Recovery Policy as attached behind this fee schedule.	Recreation program fees vary by program and goal. Fees will adhere to the Town's Recreation Cost Recovery Policy as attached behind this fee schedule.
<u>Get Fit Pass</u>			
Daytime Fitness Classes (7 sessions or \$5 per class)	\$25.00 for resident/ \$30.00 for non-resident	\$25.00 for resident/ \$30.00 for non-resident	\$30 for resident/ \$35.00 for non-resident
<u>Gold All Access Pass</u>			
Includes monthly membership to exercise rooms & unlimited daytime exercise programs for the month	\$35.00 for resident/ \$45.00 for non-resident	\$35.00 for resident/ \$45.00 for non-resident	\$40.00 for resident/ \$50.00 for non-resident
*some exercise programs may be excluded from fitness passes due to demand and format			
<u>Living Tree Memorial</u>			
Living Tree Memorial Tree and Brass Leaf	\$150.00	\$150.00	\$150.00
Optional Outdoor Plastic Tree Tag	\$15.00	\$15.00	\$30.00
<u>Private Special Events</u>			
Applicant Fee:			
Parade, Walk/Race, General Event Tier I & II	\$100.00	\$100.00	\$100.00
Municipal Complex	\$25.00	\$25.00	\$25.00
Permit Fee			
Parade, Walk/Race, General Event Tier II	\$100.00	\$100.00	\$100.00
General Event Tier 1	\$250.00	\$250.00	\$250.00
Municipal Complex	Rental Fee Paid	Rental Fee Paid	Rental Fee Paid
Back/Side Lawn and Parking			
Full Day (6AM-11 PM)	\$500.00	\$500.00	\$500.00
Half Day (7 hrs)	\$300.00	\$300.00	\$300.00
<i>Does not include closing the front gates or circular drive.</i>			
Entire Complex			
Full Day (6AM-11 PM)	\$1,000.00	\$1,000.00	\$1,000.00
Half Day (7 hrs)	\$600.00	\$600.00	\$600.00
* Fridays are billed at the half day rate.			
After Hours Fee	\$200 per hour	\$200 per hour	\$200 per hour

This fee will be charged if applicant and all items brought onto the property are not removed from the municipal complex by the end time listed on the rental agreement.

Security Deposit	Equal to the Rental Fee, not less than \$500	Equal to the Rental Fee, not less than \$500	Equal to the Rental Fee, not less than \$500
Late Fee	\$250.00	\$250.00	\$250.00
Insurance Reimbursement	100% cost incurred by town	100% cost incurred by town	100% cost incurred by town
Processing Fee	\$250.00	\$250.00	\$250.00
* The applicant is expected to purchase their own insurance.			
Mailer	100% cost incurred by Town	100% cost incurred by Town	100% cost incurred by Town
Processing Fee	\$50.00	\$50.00	\$50.00
Emergency Action Plan Late Fee	\$25 per day	\$25 per day	\$25 per day