

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, November 18th at 6 PM.

This meeting will be held 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 5:50 PM. Public comment may be limited to 15 minutes.

4. Consent Agenda
 - A. September 16th, 2024 (pg 2-5)

5. New Business

- A. Fee Schedule Review (pg 6-10)

The Board of Commissioners adopts the Fee Schedule annually during the fiscal year budget adoption. Fees for park rentals, programs, and other department services are assigned in the Fee Schedule. The Parks and Recreation Department must submit recommended changes by January 31st, 2025 for the Fiscal Year 2026 budget. Staff is not recommending any changes at this time. The Advisory Board will engage in discussion regarding the fee schedule.

- B. FY26 Budget Goals

Each year the department submits a budget to the Town Manager for consideration. The Manager will consider the departments requests and make a recommendation to the Board of Commissioners. The Board of Commissioners must adopt a budget each year by the end of June. The adopted budget will include operating, capital and fee schedules. The Advisory Board will engage in discussion and provide recommendations on the FY 25 Budget Goals.

6. Open Discussion
7. Staff Updates
 - A. Department Update
 - B. Programs & Events
 - a) Candy Cane Lane
 - C. Athletics & Parks
 - D. Next Advisory Board Meeting: January 27th
 - a) FY26 Capital Improvement Plan
 - b) FY26 Operating Budget
8. Adjournment

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, September 16th 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 19th, 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 aid 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

E. Programs & Events

a) Candy Cane Lane

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

F. 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.

G. Next Advisory Board Meeting: November 18th

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.

Parks and Recreation Fee Schedule	
Outdoor Facility Rental	FY 2025 Adopted
Picnic Shelters Half Day residents (10 AM-1 PM or 2 PM-5 PM)	\$30.00 per 3 half day
Picnic Shelters Half Day -non-residents	\$60.00 per 3 half day
Picnic Shelter Full Day Resident (10 AM-5 PM)	\$60 per full day
Picnic Shelters Full Day -non-residents	\$120 per full day
Municipal Practice Field & Zebulon Elementary School Soccer/Softball/Baseball Field Hourly Rate	\$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)
Municipal Practice Field & Zebulon Elementary School Soccer/Softball/baseball Field Whole Day (5-10 hours)	\$150 whole day (\$200 whole day non-resident)
Zebulon Community Park - Griswold Field Hourly Rate	\$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)
Zebulon Community Park - Griswold Field Whole Day (5-10 hours)	\$150 whole day (\$200 whole day non-resident)
Zebulon Community Park - Multi Purpose Field Hourly Rate	\$50 per hour (\$65 non-resident)
Zebulon Community Park - Multi Purpose Field Half Day (4 hours)	\$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)
Wakelon Elementary School Upper/Lower Field Hourly Rate	\$50 per hour (\$65 non-resident)
Wakelon Elementary School Upper/Lower Field Half Day (4 hours)	\$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)
Municipal Field Hourly Rate	\$50 per hour (\$65 non-resident)
Municipal Field Half Day (4 hours)	\$150 half day (\$195 half day non-resident)
Municipal Field Whole Day (5-10 hours)	\$350 whole day (\$455 whole day non-resident)
Disc Golf Course Hourly Rate	\$50 per hour (\$65 non-resident)
Disc Golf Course Half Day (4 hours)	\$150 half day (\$195 half day non-resident)
Disc Golf Course Whole Day (5-10 hours)	\$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)
Field Preparation	see below by sport
Baseball/Softball	\$60.00 per field per day
Soccer	\$100.00 per field per day
Football	\$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)
Basketball Courts (Community Park)	\$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
<u>Community Center Rental</u>	
Classroom A or B	\$15.00 per hour (\$25.00 per hour non-resident)
Classroom C	\$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)
Youth Birthday, ages 12 and under (Activity Room + Gym for 2 hours)	\$120.00 (\$150.00 non-residents)
Warming Kitchen	\$25.00 per hour (\$40.00 per hour non-resident)
Gym-Basketball Setup	\$60.00 per hour (\$90.00 per hour non-resident)
Gym-Volleyball Setup	\$60.00 per hour (\$90.00 per hour non-resident)
Gym-Assembly Setup	\$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)
Gym-Including Alcohol Use (includes Warming Kitchen use)	\$150.00 per hour (\$225.00 per hour non-resident)
A/V Equipment Use	\$25.00 per event (\$40.00 per event non-resident)
After Hours Rates	See below Additional Department Rental Fees
Non-Profit Groups	Fees determined on a case-by-case basis
<i>Please note that all rentals are for a maximum time of 4 hours.</i>	
Assembly or Banquet Setup Charge	\$60.00 per event
Facility Cleaning	
1-150 persons	\$125.00 per event
151 or more persons	\$175.00 per event
<u>Additional Rental Fees</u>	
Standard staffing rate	\$35.00 per hour per staff
Supervisor staffing rate	\$55.00 per hour per staff
After hour (night & weekend)	Staff Rate times 150%
Application fee for reoccurring/banquet/assembly/tournament rentals	\$25.00 per application
Admission/gate fee	\$25.00 per day

<u>Event Fees</u>	
Booth/concession registration will be determined on a per event basis.	
<u>Sponsorship Fees</u>	
Baseball/Softball/Soccer Team Sponsor	\$300.00
League Sponsor (per age group, per season)	\$1,000.00
Basketball per team, per season	\$150.00
Athletic Field Sponsor (per season)	\$500.00
Athletic Field Sponsor (per year)	\$1,500.00
Basketball Court (Community Center) Court Sponsor (per season)	\$500.00
Disc Golf Hole Sponsor (per year)	\$500.00
Disc Golf Course Sponsor (3 years)	\$10,000.00
<u>Annual Event Sponsorship Package</u>	
Platinum	\$10,000.00
Gold	\$5,000.00
Silver	\$2,500.00
Bronze	\$500.00
Other Event & Program Sponsor Packages will be determined on a per program/event basis.	
<u>Youth Athletic Program Fees</u>	
Basketball (ages 4 and up)	\$45.00
Baseball	
Ages 4-6	\$35.00
Ages 7 and older	\$45.00
Girls Softball (ages 7 & up)	\$45.00
Soccer	\$45.00
Youth Athletic Program Non-Resident Fees	\$20.00 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
One day per week	\$20 per month/ \$25 per month non-residents
Spring Adult Softball Leagues (per team)	\$500.00
Adult Basketball Leagues (per team)	\$500.00
<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.</i>	
<u>Community Center User Fees</u>	
Weight Room	\$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
Camp & Program Nonresident Rates	
Program with 7 or more days or sessions	\$20 in addition to the regular program fees
Program with 2-6 days or sessions	\$10 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
Senior Trips	Program fees will vary, but must 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.
<u>Get Fit Pass</u>	
Trekking, Zumba, Pilates, Kettlebell and Yoga Classes (7 sessions or \$5 per class)	\$25.00 for resident/ \$30.00 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
*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
Optional Outdoor Plastic Tree Tag	\$15.00
<u>Special Events</u>	
Applicant Fee:	
Parade, Walk/Race, General Event Tier I & II	\$100.00
Municipal Complex	\$25.00
Permit Fee	
Parade, Walk/Race, General Event Tier II	\$100.00
General Event Tier 1	\$250.00
Municipal Complex	Rental Fee Paid
Back/Side Lawn and Parking	
Full Day (6AM-11 PM)	\$500.00
Half Day (7 hrs)	\$300.00
<i>Does not include closing the front gates or circular drive.</i>	
Entire Complex	
Full Day (6AM-11 PM)	\$1,000.00
Half Day (7 hrs)	\$600.00
* Fridays are billed at the half day rate.	
After Hours Fee	\$200 per hour

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