

## **Parks and Recreation Advisory Board**

### **Meeting Minutes**

Monday, July 21, 2025

6:00 PM

Location: Zebulon Town Hall, 1003 N. Arendell Avenue, Zebulon, NC

#### **Advisory Board Members Present:**

Brandon Wiggins – Board Member, Quinton Crosson-Taylor – Board Member, Marcus Bennett – Board Member, Garrett Underhill – Board Member I, Dexter De’Andre Privette –

#### **Staff Present:**

Sheila Long - Parks & Recreation Director, Taiwo Jaiyeoba – Interim Town Manager, Amy Hayden - Recreation Manager, Nick Rummage - Parks & Athletics Manager, Teresa Piner - Main Street Coordinator, Shannon Johnson - Community & Economic Development Director, Ana Gomez Rindahl - Town Clerk.

#### **Guest Present:**

Rashawn King – Triangle Trails Initiative.

Glenn L. York – Mayor

Prior to the meeting the Advisory Board appointed a chair and vice chair.

- **Chair:** Brandon Wiggins self-nominated. Dexter De’Andre Privette made a motion to appoint Brandon Wiggin as chair of the Parks and Recreation Advisory Board, seconded by Marcus Barnett. Motion approved unanimously.

- **Vice Chair:** Dexter De’Andre Privette nominated Quinton Crosson-Taylor as vice chair of the Parks and Recreation Advisory Board. Dexter De’Andre Privette made a motion to appoint Brandon Wiggin as chair of the Parks and Recreation Advisory Board, seconded by Marcus Barnett. Motion approved unanimously.

#### **1. Call to Order:**

Brandon Wiggins called the meeting to order at 6:05 PM.

#### **2. Approval of Agenda**

Motion to approve by Marcus Bennett, seconded by Garrett Underhill; approved unanimously.

#### **3. Public Comment**

No members of the public registered to speak.

#### **4. Consent Agenda**

Minutes Approved:

- March 17, 2025

- June 16, 2025

Motion by Marcus Bennett, seconded by Garrett Underhill; approved unanimously.

## **5. Presentation & Dinner**

### **A. Parks and Recreation Month Recognition**

Mayor Glenn York celebrated Parks and Recreation Month with the Advisory Board by reading the Parks and Recreation Month Proclamation.

Sheila Long, and Taiwo Jaiyeoba recognized the importance of the Board's work and appreciated the Board for their input, service, volunteer, advice, and impact.

### **B. Triangle Trails Update**

Rashawn King discussed the Wander App and its benefits, including Point of Interest (POIs), gamification, and community engagement. The Town of Zebulon, along with other Wake County towns, is a partner and will have full access to edit the app. The app will host Zebulon's branding when used in town. The app incorporates a safety component that will support in emergency response through the use of what2words. The app launches August 7, 2025.

## **6. Old Business**

### **A. Land Acquisition Update**

Sheila Long presented updates on recent property acquisitions and emphasized the development of a land acquisition policy. At 7:12, Dexter requested a motion to be excused from the remainder of the meeting. Motioned by Marcus Bennett, second by Quinton Taylor and passed unanimously.

### **B. Fiscal Year 2026 Budget Update**

Sheila Long presented updates on the adopted budget and the board discussed budget allocations, staff restructuring, and upcoming project timelines.

## **7. New Business**

### **A. Program Plan**

Sheila Long presented background for the development of a Program Plan and the framework for program categorization (Core, Secondary, Support) and engaged the Advisory Board in categorizing programs to guide continued development. The intent was to establish clear goals and operational policies to evaluate program success in light of the community's rapid growth and evolving needs. Long emphasized the importance of regular evaluations and acknowledged that the Town of Zebulon (TOZ) was not the sole recreation provider. Therefore, partnerships with outside vendors and community organizations were critical. Long noted that the program offerings come from both public feedback and external partnership proposals. Long presented using a program classification system—Core, Secondary, and Support programming—to assess and prioritize offerings. Long led a review of program categories with input from the Advisory Board, with members assigning classifications to 14 program areas. Discussions followed about how to address programming gaps, particularly in areas like aquatics, and how to support or direct support-level programs when Town resources were limited. The conversation also explored whether support programs with high demand could be reclassified, with Long clarifying that classification depends more on who provides the service than on demand. Staff and the Advisory Board will return in August for further discussion.

In an exercise to review program classifications with the Advisory Board, the Board's feedback resulted in the following:

<b>Program Category</b>	<b>Core Programs</b>	<b>Secondary Programs</b>	<b>Support Programs</b>
Youth Sports	IIII		
Youth Programs	IIII		
Special Events	II	II	
Fitness/Wellness	II	I	I
Seniors	III	I	
Self-Directed		II	II
Cultural Arts		II	II
Adult Sports	III	I	
Environmental Educ.		IIII	
Teens	III	I	
Aquatics		II	II
Special Needs	II	II	
General Interest		II	II
Social Services		II	II
Education	I		III

#### B. Holiday Event Planning

Sheila Long presented the initiative to merge the Candy Cane Lane and the Holiday Parade into one hybrid event. The Board engaged in discussion and shared ideas regarding how to create a memorial experience. Discussion included options to encourage movement of entertainment. The board supports the proposal to create a single hybrid event.

### 8. Open Discussion

Motion to skip open discussion by Quinton Crosson-Taylor; seconded by Garrett Underhill; approved unanimously.

### 9. Department Updates

#### A. Parks Updates

Nick Rummage reported on:

Completed repairs to ZES walking track. Includes remove and repaving portion of track, installation of a new drain, and removal of trees between parking lot and track. The trees are scheduled to be replaced with street-style trees this fall.

Completed replacement of approx. 800' of fencing along Beaverdam Creek Greenway. These were all located along isolated portions of the greenway between Ginger Lake Ct and Spiderlily Ct. The fence that was there was frequently vandalized and replaced with a cheaper, more easily repairable wooden version.

The Town Hall front lawn is being prepared to accommodate fall soccer. We began the week after July 4th with incrementally mowing at lower heights to reach a level that is suitable for athletics. The color will return to the grass after a couple of weeks of being cut at the correct height.

Little River Park is in the permitting stage. Some minor delays in permitting and approvals have us currently on schedule to begin the bidding project in September and potential groundbreaking in November.

Staff is working on a site plan for Gill St Park. Consultants are working on conceptual designs that would relocate amenities and could include a small community building to a nearby site. The new site is on approximately 5 acres on the north side of the cemetery and is already owned by the Town. Public input opportunities are scheduled to begin in the coming weeks.

#### B. Recreation Update

Amy Hayden provided updates on summer camps, upcoming events, and sports registration.

#### C. Next Meeting

Date: August 18, 2025

Topics:

1. Continued Program Plan Development
2. FY 26 Action Plan

### **10. Adjournment**

Motion to adjourn by Quinton Crosson-Taylor; seconded by Garrett Underhill; approved unanimously.