

Zebulon Board of Commissioners
Mini Retreat
Minutes
October 27, 2022

Present: Glenn L. York-Mayor, Beverly Clark, Shannon Baxter, Larry Loucks, Quentin Miles, Jessica Harrison, Joe Moore-Town Manager, Lisa Markland - Town Clerk, Mike Clark - Planning, Sheila Long – Parks & Recreation, Chris Ray – Public Works, Chris Perry – Fire, Jacqui Boykin – Police, Eric Vernon-Attorney

Drake Maynard – Personnel Policy Facilitator

Mayor York called the meeting to order at 9:05am.

Town Manager Joe Moore gave some general information and a recap of what to expect for the day.

Personnel Policy

Joe Moore introduced Drake Maynard and his background with the UNC School of Government as an adjunct professor, Director of Employee Relations with the NC State Office of Personnel, work in local government and as the owner of a consulting firm for human resources.

Drake Maynard gave an overview of the process of rewriting a personnel policy, reorganizing the policy, the minimum timeframe for completion. There was discussion about getting input from employees and Mr. Maynard explained that could be done but it was not normally productive.

It was a consensus of the Board that they would like to give the employees the opportunity to have some input. Directors were asked what they thought and Chief Boykin and Mike Clark stated that they could get more information by having a conversation than by doing a survey or in writing.

There was discussion about the vote of no confidence and how it worked in the academic arena, but neither Drake nor Commissioner Loucks was sure how it would work in the government arena with employees.

There was discussion about fraternization and a policy. Drake stated that he had never worked anywhere that had such a policy and that it was not something seen in the public sector but was in the private sector. Commissioner Clark asked if Mr. Maynard was in favor of such a policy and he stated he was not. There was discussion about the definition portion being key to implementation, consequences being spelled out and it had to be something that would protect the Town.

Commissioner Clark asked if anyone else he knew of that had one in place. Mr. Maynard stated that the only governmental agency he knew of was the school system but that was teachers with students or subordinates. Drake continued by saying that the greatest danger for fraternization was with a superior and a subordinate.

Commissioner Loucks asked for input from the attorney.

Eric Vernon stated that he had surveyed his clients and they had various versions and most were with superior/subordinate and some dealt with the issue by relying on other behavior policies like harassment. Eric stated it was enforceable, but he never dealt with it in the public sector but did with the private sector. Drake stated he agreed with Eric about not having a policy but using other behavior policies to address the problem.

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Mayor York asked if the Board should be subject to the policies. Commissioners Baxter and Miles stated they should not be since they were elected.

Mayor York asked if he understood correctly that it would take four months to complete the process. Drake stated it would not take less than four months.

Mayor York asked the Board if they wanted to wait, the majority of the Board stated it was ok with doing it and giving feedback but adopt all at one time.

Mayor York called for a 10 minute recess.

Mayor York called the meeting back into session.

CAPITAL PROJECTS

Joe Moore reviewed the capital projects and how they could be funded, which included ARPA Funds, GFFB, and Bonds. Joe stated that staff needed direction on how the Board wanted to proceed.

Chris Ray, Chris Perry and Shelia Long came forward and spoke about the projects that had already been approved by the Board and the only question was on how they would be funded. Some of those projects were the Public Works shed, Shepard School and Old Bunn signal, Fire/EMS station, Little River Park Project, Alley Activation, Green Pace and Arendell signal, and the fire station renovations.

Joe Moore gave a recap and stated that there was a \$12 million gap between what had been approved and what there was money for. Joe asked Bobby Fitts to come forward and he walked the Board through where to get the funding for the projects.

There was considerable conversation about where the ARPA funds should be spent which included it going to community projects to help youth, and improvement to infrastructure that helped the entire community. Commissioner Miles wanting all the funds to go toward the youth in the community and pursue grant funding for stormwater and infrastructure.

It was explained that capital projects are one time needs and are matched with one time funding and programming for youth is an operational need that is funded yearly.

Commissioner Harrison asked if the Board would excuse her to attend to the funeral preparations with her family. Commissioner Miles made a motion, second by Commissioner Baxter to excuse Commissioner Harrison for the rest of the meeting. There was no discussion and the motion passed unanimously.

Recess for lunch was declared at noon.

Mayor York called the meeting back into session at 12:40.

Joe Moore explained that it was necessary to know about bond and ARPA funding so that a notice of intent could be prepared in advance of a November 2023 ballot.

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The desire of the Board was as follows:

Commissioner Clark: 30% Fund Balance, Bond \$10 million, ARPA all for stormwater

Commissioner Loucks: 40% Fund Balance, Bond \$15 million, ARPA all to stormwater

Commissioner Miles: 40% Fund Balance, Bond \$10 - \$15 million, ARPA \$1 million to stormwater and the remainder to other projects

Commissioner Baxter: 40% Fund Balance, Bond \$12 million, ARPA all to stormwater

Commissioner Harrison: 40% Fund Balance, Bond \$10 million, ARPA all to stormwater

Mayor York: 40% Fund Balance, Bond \$10 million, ARPA all to stormwater

Joe reviewed all of the future projects and then the Board had to vote for their top 10 with colored dots.

BRANDING

Aaron Arnett gave a presentation on the redesign of the logo and shared the governmental and the marketing logos various uses and why there was a need for two different logos.

The feedback from the Board was as follows:

Variations of the seal

Commissioner Clark: liked the just the copula with the rope, wants "Z" in the governmental

Mayor York: liked the rope, liked rough circle

Commissioner Baxter: did not like the beige color and the size of the rope was too big

Commissioner Loucks: wants the "Z", want town of friendly people, copula looked like a Lighthouse, liked the sharper circle not the rough one

Commissioner Miles: did not like "you belong", liked the sharper circle

There was discussion on why you belong was chosen.

There was discussion about the wayfinding and directional signs and what could be changed and what was dictated by DOT.

Joe asked Mr. Arnett to develop several variations that would be brought to the January mini retreat so the Board could make a choice.

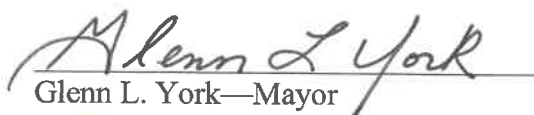
The Board thought that it was an improvement from what was presented previously.

Commissioner Miles made a motion, second by Commissioner Loucks to adjourn. There was no discussion and the motion passed unanimously.

The meeting was adjourned at 4:05pm.

Adopted this the 5th day of December 2022.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk