

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**November 17, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Chris Perry-Fire, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Jacqui Boykin-Police, Michael Clark-Planning, Eric Vernon-Attorney

Mayor York called the meeting to order at 6:00pm.

**APPROVAL OF AGENDA**

Commissioner Clark made a motion, second by Commissioner Harrison to approve the agenda. There was no discussion and the motion passed unanimously.

**HEALTH INSURANCE RENEWAL**

Bobby Fitts introduced Paul Sydor with Independent Benefit Advisors. Mr. Sydor spoke about the rising costs of health insurance. It was stated the Town paid for the employee's health, vision and dental insurance. The cost for family coverage and the percentage of their yearly gross income was reviewed. The proposal included two plans from Blue Cross and Blue Shield. To help with the costs of dependent coverage, the Town was proposing a lower cost plan option for employees. The differences of the plans were reviewed.

Lisa Markland stated Staff was proposing to move forward with the dual BCBS insurance plans. The schedule was detailed.

Commissioner Harrison made a motion, second by Commissioner Miles to approve the 2023 Insurance Renewal. There was no discussion and the motion passed unanimously.

**RETENTION INCENTIVE FUNDING AGREEMENT**

Joe Moore reviewed the presentation given by Ashley Jacobs with Wake County at the Board's April work session. Staff recommended adopting the agreement with Wake County for the funds they would use to support recruitment and retention incentives.

Commissioner Miles made a motion, second by Commissioner Clark to adopt Wake County's Retention Incentive Funding Agreement. There was no discussion and the motion passed unanimously.

**SPECIAL EVENT STANDARDS**

Joe Moore stated Staff received additional information about the special event standards which was included in the agenda packet. At the October Work Session Commissioner Baxter requested language to not allow balloon releases due to the environmental impacts. The Board was in agreement on the amendment to the balloon release verbiage.

Commissioner Miles provided a document with feedback on the special events standards and asked if the Board was able to review his notes. Staff was thanked for their work on the draft but wanted to make sure his concerns were addressed by tabling the item to allow time for Staff to make the requested changes.

Commissioner Baxter asked for Staff's thoughts on the Board approving the special events standards now with the balloon amendment and to re-review in the future. Sheila Long spoke about the upcoming events already scheduled and delaying the document left gray area for future events. Staff recommended adopting the document and then to revisit for revisions.

Commissioner Clark stated the document needed to be adopted as presented with the addition of Commissioner Baxter's amendment.

Commissioners Harrison and Loucks were both in agreement to adopt the document at the meeting and continue the review, but it was important to have set standards in place.

Commissioner Miles expressed his concerns about adopting the document at the meeting and wanted to make the changes before it was adopted.

There was discussion about the importance of the community having a framework for private events.

Commissioner Loucks made a motion, second by Commissioner Baxter to adopt the Special Events Standards with the amendment to restrict balloon and lantern releases, and for the policy to be brought back before the Board at their January meeting and to include a checklist for event organizers. There was no discussion and the motion passed unanimously.

#### **MAIN STREET PROGRAM ORGANIZATIONAL STRUCTURE**

Joe Moore stated the Board would receive a follow-up presentation to the NC Department of Commerce's presentation on September 15, 2022 and introduced Michael Clark.

Mayor York stated the Board would take a five-minute recess.

At 7:03pm the meeting reconvened.

The Main Street Program's organization models were detailed by Michael Clark. The options were: Quasi-Public/Private, City and Non-Profit and spoke about the funding sources and strengths and challenges of each option.

The Town was asked a series of questions to determine the organizational structure. Staff would review the responses and present a recommendation based upon the Board's answers.

Commissioner Loucks asked for Staff to share a proposed budget for the Main Street Program Quasi-Public/Private and what the tax rate would be proposed for the program.

### **TOWN OF ZEBULON GOVERNING BOARD RULES OF PROCEDURE**

Joe Moore reviewed the draft rules of procedure for the agenda setting process. The various options to add items to the agenda were detailed. Items could be added 10 calendar days before the meeting with support of a second Commissioner, during the Board comments for future meeting or during the meeting with a unanimous vote.

A calendar showed Wake County's agenda setting schedule and the Town's proposed agenda was shown.

Commissioner Baxter stated she wanted to see the final agenda packet delivered to the Board the Tuesday before the meeting and stated a Board member should be able to add items at the meeting with a simple majority vote.

There was discussion among the Board members about when the packet should be reviewed and the ability to add agenda items at a meeting with a majority vote. Joe Moore stated he would have to investigate the capacity of Staff to provide packets earlier.

### **FY '23 FIRST QUARTER REPORTS: FIRE, PLANNING, PUBLIC WORKS**

Joe Moore stated the quarterly reports were being moved to Work Sessions to allow the Board to have discussion with Department Directors. The reports would include workload, addressing workload issues, trend projections and program updates.

#### **FIRE**

Chris Perry provided updates from the Fire Department. Last year was a record year in call volume with a 20.7% increase and steadily increased in 2022. The types of calls, response times and trends were all discussed.

The Fire Department was working with Wake County to determine the type and number of different needed spaces for both EMS and Fire for the new fire station. The next step would be the preliminary floorplan, then public engagement sessions.

The total budget for the Fire station renovation was \$221,000 and the lowest bid the Town received was \$332,000.

The inflatable safety house was set up at Zebulon Elementary School where 600 children were educated about fire safety.

The Fire Department recently hired five new employees and Chief Perry spoke about the promotions and certifications recently completed in the department.

Chief Perry spoke about the Ready Wake System which currently had 2,500 contacts within the corporate limits.

Mayor York stated the Board would take a five-minute recess.

At 8:33pm the meeting reconvened.

#### PLANNING

Michael Clark gave building permitting updates, new development information and FY 2024 position requests. The process for hiring the Economic Development specialist and their duties were explained.

There was discussion about concerns over the traffic issues and new homes coming into town causing more traffic issues.

Mayor York stated the Town and the League of Municipalities would be asking for legislative help for CAMPO to change their tier grading system and for stormwater infrastructure assistance.

Commissioner Baxter stated she planned to meet with Wake County Public Schools in December about a possible high school. Michael Clark met with Wake County Planning Department staff and would like a high school fast tracked but it was still several years out.

There was discussion about a development moratorium to slow the growth in Town and compact traffic issues. Joe Moore stated he would not recommend a moratorium. The new development would bring in revenue to build roads and the moratorium would not have an impact on the traffic in Zebulon.

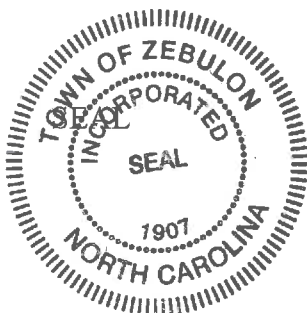
#### PUBLIC WORKS

Chris Ray introduced Mary Duffy and gave her background information. Mary Duffy presented the Public Works quarterly report. A chart showing the infrastructure growth was shown. Over the last two years 1.46 miles of roads were repaved and 1.65 miles of roads needed repaving annually. Ms. Duffy gave updates of the current projects including the weather camera, Green Pace and North Arendell signals, sweeper rehab and the West Horton drainage improvements.

There was discussion about the contract process and how local contractors could be used. It was explained the Town was not allowed to have a local preference and there were strict guidelines to be followed when using federal money.

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

Adopted this the 5<sup>th</sup> day of December 2022.



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk