

Zebulon Board of Commissioners
Work Session
Minutes
May 9, 2023

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

Mayor York called the meeting to order at 5:00pm.

APPROVAL OF AGENDA

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

Joe Moore spoke about the topics to be presented at the meeting.

FY '24 RECOMMENDED BUDGET

Joe Moore explained the statutory requirements for adopting of the FY '24 budget no later than July 1.

The FY '24 recommended budget was handed out to the Board.

The budget schedule and process was reviewed. The next budget work sessions were scheduled for May 17 and May 25 with the public hearing on June 5. Zebulon's Vision 2023 Strategic Plan was reviewed. The focus areas of the plan were Vibrant Downtown, Growing Smart and Small-Town Life. The goals of vibrant downtown were to revitalize and attract people with some projects within the budget including alleyway activation, Main Street Program and special events.

The goals of the Growing Smart focus area were coordinating land use and transportation, staffing and economic development. Some of the budget features to support the focus area were to add personnel in police, fire, information technology, stormwater, and human resources and construction of the Old Bunn signal.

Small Town life goals included increasing walkability and connectedness. The budget included community engagement, community center utilization, athletics and Little River Park.

The changes in revenue from the previous year were shown. Property tax increased due to the Town's growth and sales tax increased due to the sales increasing in Wake County. The changes in expenditures were detailed. The Town's total expenditures for the FY '24 proposed budget would be \$22.3 million.

The personnel positions requested in the FY '24 budget included a Special Operations Sergeant, Police Officer, three Firefighters, Crew Leader, Equipment Operator, Athletic Coordinator,

Board of Commissioners
Minutes
May 9, 2023

Community Center Recreation Assistant, Town Clerk, Planner I, Code Enforcement Officer, IT Director and Assistant Town Manager.

Joe Moore spoke about specifics in the requested budget for Public Works, Police, Parks and Recreation, Planning, Administration and the Governing Board. Details of what was included in the budget and what was not recommended were detailed and the pros and cons of each item were discussed.

The next budget work session was scheduled for May 17. Staff would not make a presentation but was asking for Board feedback on goals at the meeting.

Commissioner Baxter asked for an updated contract on legal services.

Copies of the budget were on the Town's website and hard copies at the library, Chamber of Commerce, Community Center, Town Hall, East Wake Academy and East Wake High School.

Commissioner Baxter requested a copy to be provided to Barnanne Creech at Zebulon Middle School.

BOND REFERENDUM: NOTICE OF INTENT

Joe Moore reviewed spreadsheet E-1 in the budget binder to review possible bond referendum projects. Staff recommended the Board withhold on a notice of intent for a bond referendum in November 2023 and explained why. The current projects were detailed, and Mr. Moore spoke about where they were in the process. The projects included Old Bunn at Shepherd School signal, Jones Street connector and Pearce/Proctor roundabout, Arendell/Gannon roundabout, Judd at N. Arendell signal, N. Arendell widening and Old Bunn (Shepherd School to Park Village)

Commissioner Baxter expressed comments on CAMPO's project point structure and how projects were awarded. Michael Clark spoke about LAPP funds through CAMPO and the competitive nature of larger communities. The Town's extended scope and larger price tag made the Town more favorable to receive funds.

It was shown what the tax increases for the next four years would be with a transportation bond.

There was consensus among the Board to wait until November 2024 to do a bond referendum.

SPECIAL EVENTS

A. Norse Brewing Market Events – Resolution 2023-27

Joe Moore stated the discussion with the special events was if the Board would close the right-of-way and waive fees.

Sheila Long stated Norse Brewing submitted a special event application to hold events on September 30 and December 16. The event time would be 11:00am to 4:00pm and would include a local vendor market. A map of the event was shown.

The Board was asked to consider the following for the event approval:

1. Nonprofit status or public purpose of the applicant and/or event.
2. The applicant's substantial presence in the community, including but not necessarily a permanent physical presence.
3. The applicant's history of positive contributions to the Town of Zebulon, its institutions and citizens.
4. Whether the event stimulates or encourages community participation in nonprofit/civic activities.
5. The event's consistency with the plans, goals and policies of the Town.
6. Potential for damage to property or harm to people arising from the nature and size of the proposed activity.
7. Ability of the Town to support the proposed activity.
8. Ability of the Organization to implement the event.

Commissioner Miles made a motion, second by Commissioner Loucks to approve Resolution 2023-27. There was no discussion and the motion passed unanimously.

B. Juneteenth Parade – Resolution 2023-26 and Ordinance 2023-44

Joe Moore stated Todd Productions, LLC submitted an application for a Juneteenth Parade to be held on June 17, 2023. The parade route was shown.

The Board was asked to consider the following for the event approval:

1. Nonprofit status or public purpose of the applicant and/or event.
2. The applicant's substantial presence in the community, including but not necessarily a permanent physical presence.
3. The applicant's history of positive contributions to the Town of Zebulon, its institutions and citizens.
4. Whether the event stimulates or encourages community participation in nonprofit/civic activities.
5. The event's consistency with the plans, goals and policies of the Town.
6. Potential for damage to property or harm to people arising from the nature and size of the proposed activity.
7. Ability of the Town to support the proposed activity.
8. Ability of the Organization to implement the event.

The request also included a fee waiver. The following criteria was used when determining consideration of reduced or waived fees for special event implementation:

1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
2. Priority will be given to Zebulon based groups / chapters / organizations.
3. The proposed event is community focused and / or recreational in nature.
4. The proposed event is open to the general public.
5. The proposed event has been planned to facilitate a positive impact to the community.
6. The proposed event meets the town's strategic plan.

Board of Commissioners
Minutes
May 9, 2023

The event was open to the general public but did intend to charge fees to parade entries and may raise sponsorships.

The request of the Town was to close the street, notify impacted residents, advertise on the Town's website, provide insurance coverage and to waive or reduce fees. The Town's expected expense was approximately \$5,000. Joe Moore stated staff did not recommend the Town provide insurance coverage.

Chief Boykin spoke about civilian assistance for traffic control and had requested a quote for support during the event. It was stated this was a holiday weekend and mutual aid assistance was difficult being short notice from the applicant.

Commissioner Baxter asked how the participants would line up and if they were allowed to ride horses to the event. Chief Boykin stated there was a trail ride planned for that day and those riders would arrive on horseback. It was stated in the contract that if the entries were not lined up at a certain time they would not be allowed to participate in the parade. There were details given about the coordination of a parade.

Commissioner Baxter expressed concerns about the horses being spooked during the parade.

Crushonda Todd, representing Todd's, LLC gave some background about the event. Ms. Todd stated they were committed to being in compliance and thought it would be a great service to the community. There would be fewer horses than last year and a training session for the horses before the parade.

Commissioner Baxter agreed with staff that the Town should not provide insurance for the event.

Ms. Todd stated she was prepared to provide the Certificate of Insurance for the event.

Commissioner Miles inquired about the cost of insurance. Sheila Long spoke about insurance through the North Carolina League of Municipalities, but it was more cost effective to purchase local insurance coverage.

Commissioner Baxter wanted to reduce the fees.

Commissioner Miles wanted to waive all fees.

Commissioner Loucks was in favor of the event, using outside agencies and seed funding to get the event started.

Commissioner Harrison stated she was in favor of the parade and waiving the fees outside of the insurance coverage.

Commissioner Clark was in favor of reduced fees and to provide their own insurance.

Board of Commissioners
Minutes
May 9, 2023

There was discussion on putting a cap on the amount the Town waives. Commissioner Miles made a motion, second by Commissioner Harrison to approve Resolution 2023-36 and Ordinance 2023-44 to waive all fees except the insurance.

Commissioner Baxter stated it was irresponsible to waive all fees. There was discussion about putting a cap on the expenses.

Commissioner Loucks asked about the registration fees. Ms. Todd stated the funds would go to Todd LLC's non-profit. There would be a cap on the number of parade entries.

It was asked if the proposed amount would cover police support for the parade. Chief Boykin stated it was a good possibility it could cover all expenses, but the hourly rate may need to be increased to the holiday pay rate.

More concerns were expressed about the possibility of expenses costing more than \$5,000.

Commissioner Miles amended his motion to approve Resolution 2023-36 and Ordinance 2023-44 to waive all fees up to \$5,000 and for the applicant to provide insurance.

Chief Boykin stated she would know the total cost within the next two weeks but was not committing to a specific amount.

Commissioner Harrison agreed to the amendment of the motion.

Commissioner Loucks wanted to see the event pay for itself in 2024.

Mayor York reminded the applicant to start the process earlier next year.

Chief Boykin was concerned about the limited resources with two events taking place that day. There needed to be a more concerted effort to work together.

Commissioner Baxter stated it was taxing on staff to make the event happen and there needed to be more time to plan a parade.

There was no further discussion and the motion passed unanimously.

Mayor York stated there would be 10 minute recess.

The meeting was called back into session at 7:07pm.

UTILITY ALLOCATION POLICY AMENDMENT

Michael Clark presented the Utility Allocation Policy and the proposed changes. Developers had concerns about point restrictions and the amendment restructured the base points, added subcategories and new bonus point options and included category maximums. The goal of the

amendment would incentivize the uses that were desirable for the Town. The Planning Board unanimously recommended approval at their April 10, 2023 meeting.

Adam Culpepper spoke about how he had worked with developers, and it was difficult to achieve the points under the current point structure. The changes were detailed with examples.

Commissioner Baxter wanted developers and businesses to make a significant investment and stated changing 20 to 40 points was aggressive. An example of adding an off-site improvement was given.

Michael Clark stated the Town could not allow an off-site improvement and would be considered double dipping in the development industry.

Mr. Culpepper spoke about the base point classification.

Michael Clark spoke about the site selection process for businesses.

Adam Culpepper gave examples of how it would be difficult to achieve points with the current policy.

There was an explanation given about what triggered a change of use, electric vehicle charging stations, mixed use transit-oriented developments, horizontal mixed use, pocket neighborhoods, stormwater control measures, and redevelopment.

Commissioner Loucks stated he was happy with the policy amendments.

It was stated Cookout could not meet the 60-point requirement. Adam Culpepper walked the Board through the base points and bonus points for Cookout to show how they were unable to meet the minimum.

Michael Clark explained the Board could not prohibit uses but could put in standards to limit potential locations through the UDO.

Commissioner Loucks made a motion, second by Commissioner Clark to approve the Utility Allocation Policy Amendment as amended at the meeting.

Commissioner Miles asked about guidelines for changes to the policy. Joe Moore stated staff would check in with the Board in six months to see if there are any suggestions to the Utility Allocation Policy.

Commissioner Baxter asked when staff prepared reports to show how many points were achieved. Staff would add the Utility Allocation points to the interactive development map on the Town's website.

There was no further discussion and the motion passed unanimously.

Board of Commissioners
Minutes
May 9, 2023

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

Adopted this the 7th day of August 2023.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk