

Zebulon Board of Commissioners
Work Session
Minutes
June 15, 2023

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

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

APPROVAL OF AGENDA

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

CONSENT

Commissioner Clark made a motion, second by Commissioner Baxter to approve Ordinance 2023-52 - Wake County Fire Reimbursement for Turnout Gear. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Ordinance 2023-53 - FY '23 Governor's Highway Safety Program Grant Appropriation. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Resolution 2023-32 - FY '24 Governor's Highway Safety Program Grant Application. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Ordinance 2023-51 - Community Center HVAC Replacement Budget Amendment. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Ordinances 2023-49 and 2023-50 - Beaverdam Greenway Project Closeout. There was no discussion and the motion passed unanimously.

WEST HORTON STREET DRAINAGE PROJECT PROFESSIONAL SERVICES AGREEMENT

Joe Moore gave information about the statute for awarding professional service contracts.

Chris Ray stated a request for qualifications was performed for the project. The Town received five proposals and gave details of the selection process. The Consultant Selection Committee decided Kimley-Horn and Associates, Inc. was the most qualified. Staff recommended the Board

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approve the agreement for Professional Services contract with Kimley-Horn and Associates, Inc. in the amount of \$384,500 plus an allowance of \$500.00 for eligible reimbursable expenses.

Commissioner Baxter asked for an explanation of the public and stakeholder engagement. Chris Ray stated there would be three meetings with multiple engineers in the downtown area for people to view the diagrams and ask questions.

There was a question about scoring the engineering firms. Chris Ray explained the scores were based upon the qualifications, experience and previous projects.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the West Horton Street Drainage Project Professional Services Agreement. There was no discussion and the motion passed unanimously.

FISCAL YEAR 2024 BUDGET - ORDINANCE 2023-48

Joe Moore stated at the regular meeting on June 5, 2023 the Board tabled a decision on the FY 2024 Budget Ordinance until June 15, 2023.

The Board may adopt the Budget Ordinance as submitted, modify the Budget Ordinance or table the discussion until a meeting on or before June 30.

Commissioner Baxter thanked staff for all of their hard work on the budget and requested the reorganization of Town Hall be removed from the budget. Commissioner Loucks stated renovations would need to be done eventually but suggested the EMS building be temporarily used to house the Economic Development Department. Commissioner Clark had concerns about moving the Economic Development employees away from the Planning and Finance Departments.

Joe Moore explained the difference between the requested capital budget and recommended capital budget for the facility.

There was discussion about using an intern to do the building design work versus a professional. Joe Moore works with the College of Design at NC State and offered feedback about their concerns using college students to do design work undercutting the professional market.

Commissioner Baxter suggested keeping the IT Director and removing the IT Specialist from the budget. Commissioner Clark expressed concerns about removing the IT Specialist position. There was discussion about hiring an IT Specialist in the middle of the year.

Commissioner Miles stated he wanted to add the Equipment Operator I position to the budget and Commissioner Baxter had concerns about not having a plan reviewer position.

Commissioner Harrison wanted to see the positions that were open filled first then see if the Equipment Operator I and Planner were needed.

Joe Moore explained the Engineer would be doing plan review.

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Lisa Markland provided an update about the vacant Public Works' positions.

Commissioner Baxter stated the open positions needed to be filled.

Joe Moore stated the engineer was not funded for the full year and gave a status update on the position.

Commissioner Miles asked about seeing a book of job descriptions before they were advertised. Joe Moore explained staff wanted to ensure the position was funded before a job description was written and spoke about how quickly the Town's needs were changing. It was also unusual for a Board to participate in the development of a job description. At the Board's first budget work session, the Board received general descriptions with the request for new positions.

Lisa Markland stated all the Town's job descriptions were posted on NeoGov. All directors review the job description before a position is advertised.

Commissioner Loucks asked about the salary differences between the Equipment Operator I, II and Crew Leader compared to similar Parks and Recreation positions. Lisa Markland stated she could sit down with Commissioner Loucks to discuss the job descriptions. Commissioner Baxter stated she would like to do that as well.

There was discussion about having a contract agreement with an LLC instead of a person. Eric Vernon stated the agreement allowed a service provider on the job and was a reasonable business objective. Mr. Vernon did not have a concern for the position.

Commissioner Loucks wanted the Board retreat budget reduced to \$50,000 and to see what past retreats cost.

There was discussion about the cell phone reimbursements being too high for employees. Commissioner Loucks stated some cell phone plans were \$25 and was concerned employees were being reimbursed more than they paid for their plan. Commissioner Harrison suggested considering the usage of a personal phone and the wear and tear from using the device.

Commissioner Loucks stated he wanted to keep the Assistant Town Manager in the budget.

There was a question about assessment centers. Joe Moore explained an assessment center would be used to hire the IT Director and would recommend using one to hire the Town Clerk if the position was funded.

Commissioner Baxter stated she spoke to DiAnne Enoch, the President of NCAMC, and the budgeted salary for the Clerk and Board compensation were too low. There was a suggestion to increase the Governing Board's line item by \$23,000 to give \$10,000 to each Commissioner, \$15,000 to the Mayor and \$45,000 to the Clerk with a December 1, 2023 start date. The total would be \$110,000. Commissioner Baxter stated the Clerk's salary should be approximately \$76,000.

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Commissioner Harrison had concerns about the Clerk salary being insulting to current employees.

Commissioner Loucks suggested the Clerk be an employee under contract since they reported to the Board.

Joe Moore explained if the Board increased an item, then another item needed to be cut in the same department to find the balance. If it was not balanced, then revenue would need to be moved from another area to create a balanced budget.

Commissioner Baxter stated since IT and Town Clerk duties would be taken off the current HR Director, the HR Technician was not as needed.

Joe Moore spoke about the impact the suggested changes would have on the organization and to understand the workload and unintended consequences of making cuts to positions.

Commissioner Baxter asked to add the National League of Cities (“NLC”) membership along with travel and training for the Board to attend the NLC City Summit in Atlanta. The estimated cost was approximately \$12,500, increasing the budget from \$20,000 to \$32,500.

Joe Moore had concerns about the changes being made on the fly with numerous increases and did not know what was being prioritized. The suggestion was for the Board to capture the savings at the August meeting instead of trying to capture debits and credits at the meeting.

Commissioner Loucks stated the Board could draft a budget resolution showing which items were increased and decreased.

Joe Moore explained the Board may have met individually but this was the first-time staff and citizens were hearing about the changes. When a budget ordinance was adopted, the Board had to note the debits and the credits to be reconciled to make sure the Board was adopting a balanced budget.

Commissioner Baxter asked to add Bee City to the budget for \$1,000 and to increase the Board’s uniform budget.

Commissioner Harrison stated she did not think the uniform budget should be increased from the recommended \$600. Concerns were expressed about the numerous amount of increases for the Governing Body and decreasing the budget for everything else.

Commissioner Clark had concerns about the numerous amount of adjustments made to the recommended budget.

Commissioner Baxter wanted to see how career ladders and compression were addressed for each department and discussed tax increases to make meaningful adjustments to employees’ salaries.

Mayor York stated there would be a 10-minute recess.

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The meeting was reconvened at 6:40pm.

Commissioner Loucks said he would summarize all the changes made at the meeting to the budget on a budget spreadsheet. Joe Moore asked to be kept in the loop.

Commissioner Baxter stated she wanted to add the Drug Investigator halfway through the year.

There was discussion about the costs to be added as a member of the Zebulon Chamber of Commerce. Commissioner Loucks stated he would put \$1,000 in the modified budget.

Joe Moore stated if the Board did not adopt the budget, another meeting would need to be scheduled. Lisa Markland explained the soonest a meeting could be scheduled for notification purposes was June 20, 2023.

Commissioner Baxter made a motion, second by Commissioner Miles to call a special called meeting for June 20, 2023 at 5:00pm. There was no discussion and the motion passed unanimously.

Joe Moore asked Commissioner Loucks to share the modifications so he has time to prepare an analysis that can be used for the Board's decision making.

CLOSED SESSION

Mayor York stated the Board needed to go into closed session to "instruct Staff concerning the position to be taken in negotiating the acquisition of real property per GS 143-381.11(a)(5).

Commissioner Baxter made a motion, second by Commissioner Clark to go into closed session. There was no discussion and the motion passed unanimously.

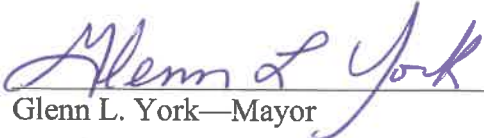
NOTE: In closed session, Commissioner Loucks made a motion, second by Commissioner Miles to come out of closed session. There was no discussion and the motion passed unanimously.

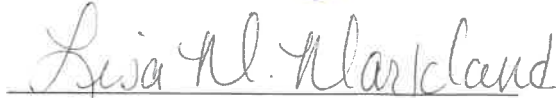
Commissioner Clark made a motion, second by Commissioner Miles to give the Town Manager authority to sign the McNabb property contract. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second my Commissioner Miles 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