

Zebulon Board of Commissioners
Budget Work Session
Minutes
August 18, 2022

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Larry Loucks, Jessica Harrison, 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 Baxter made a motion, second by Commissioner Loucks to amend the agenda to add non-fraternization policy, dissemination of information and rules of procedure.

Joe Moore stated staff would bring a rough draft of the personnel policy to the Board at their October work session. Staff was also bringing sample procedures from Wake County and the Town of Faison at the September work session. The Board could consider waiting until they had the full documents prepared by staff.

Joe Moore stated he held monthly meetings with each Board member to prepare them for Board meetings and was a time to ask questions. If a Board member felt they were not getting information they wanted, they were encouraged to go directly to the Town Manager or any department director.

Commissioner Baxter stated the dissemination of information was an emergent issue.

There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Loucks, Harrison, Miles and Baxter voting in favor and Commissioner Clark voting in opposition.

NEW BUSINESS

A. Five County Stadium Upgrades

Joe Moore stated in 2021 Major League Baseball announced changes to its Minor League system, including a new set of standards for minor league stadiums and facilities referred to as "Player Development League" or "PDL" standards. Each Major League Team's affiliate stadiums have been evaluated and were expected to meet new standards by 2025. Five County Stadium, leased to the Carolina Mudcats and jointly owned through an Interlocal Agreement by Wake County and the Town of Zebulon, required significant renovations to meet the PDL standards. The purpose of the presentation was to: 1) provide the Board with greater detail of the PDL Standards and recommended improvements, and 2) solicit Board comments and feedback for consideration in an amended Lease Agreement with the Mudcats and Interlocal Agreement with Wake County. Staff will return these amendments for Board consideration at a future meeting.

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Emily Lucas, from Wake County, gave a PowerPoint presentation on the stadium explaining the stadium was jointly owned through the ILA with Wake County owning 85% and the Town owning 15%. The stadium lease was up for renewal in 2023.

Tyler Barnes, from the Milwaukee Brewers, stated Major League baseball took over the facility standards for Minor League baseball and gave stadiums until 2025 to come into compliance. Detailed information about the PDL standards was explained. It was stated fan attendance was up 30% from the prior year and there was discussion about potential growth opportunities.

A Master Plan was developed to include capital improvements for the fan experience. The proposed improvements were in levels with various focus areas:

- Level 1 - Base improvements
- Level 2 - Enhanced improvements
- Level 3 - Fan experience improvements
- Level 4 - Public playground/concessions
- Level 5 - Upgrades to the sky lounge and suite renovations

Ms. Lucas gave examples of the fan experience improvements. Based on the work that was done with the Town, Milwaukee Brewers and Wake County, Emily Lucas recommended the PDL enhanced improvements level 1 and 2. The next steps and timeline were reviewed.

Joe Moore stated the Board had a couple of months until the proposed lease would be brought before them.

Commissioner Loucks wanted to see the stadium used for other events. Tyler Barnes agreed that the stadium should be used as much as possible and spoke about the costs associated with hosting events. With the fan upgrades the seat capacity would decrease to 4,500, but the stadium could still hold 6,000.

Tyler Barnes was doing research on ways to have events that would impact the stadium economically but would not damage the field and would share that information with the Board.

Commissioner Clark stated it was important to stop adding amendments to the original lease and there needed to be a new lease prepared.

Emily Lucas spoke about the funding streams.

Commissioner Baxter asked what percentage Major League Baseball was willing to contribute for the upgrade costs. Mr. Barnes clarified that Major League Baseball was not funding anything for the stadium it would be the Brewers.

Commissioner Baxter asked who was responsible for staffing and securing the proposed playground during non-game days. Ms. Lucas explained the playground was a long-term vision but would not know the specific details until the PDL details were made.

There was a suggestion to increase the lease term.

Discussions were had about the fan improvements and what would help increase fans and revenues. The details would be looked at and agreed upon in the lease.

Commissioner Miles wanted to see an increase in the game tickets the Town received and inquired about the possibility of recreational vehicle connections.

It was explained the Mudcats' annual loss this year would be around \$400,000. Mr. Barnes stated the updated stadium, fan experiences and marketing tools would raise the ceiling on ticket sales.

There was discussion about the possibility of the Town hosting a movie night at the stadium.

Mayor York asked about the security at the stadium and how the Town Police Department would be involved. The security updated was more about the infrastructure and would not involve Town staff.

There was an explanation of the differences of class A, AA and AAA.

Mayor York thanked Wake County and the Brewers for all their work on the project and stated the stadium was nice but was excited to see the upgrades.

Commissioner Loucks suggested the Board have another tour of the stadium to see inside the facilities and to discuss the proposed upgrades.

B. Mental Health Update

Jacqui Boykin introduced Rick Shrum the Chief Strategy Officer and Andi Curtis the Manager of Government Affairs both from Wake Med.

Rick Shrum spoke about WakeMed's strategic plan and mental health. There was discussion about how WakeMed's Emergency Department handled mental health services and how the needs have significantly increased over the past two years. Last year over 300 people from the Zebulon Community came to WakeMed seeking mental health care.

The Police Department experienced a 54% increase in the number of mental health responses since 2010. The increase impacted the Zebulon Police Department. Mental commitments removed an officer from Town for roughly three hours at a time.

In response to these inclines, WakeMed created the Behavioral Health Network. Mr. Shrum spoke about how WakeMed was working to make sure patients received the right treatment more quickly. WakeMed's next big contribution to our community was a Behavioral Health Hospital and spoke about the highlights of that plan.

Andi Curtis spoke about the results of the community survey showing mental health being the number one impact to the community. There was discussion about how Zebulon and WakeMed could partner together to serve those in need. The Board was asked to consider a financial

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contribution, to advocate with residents and elected officials and to write a letter of support for WakeMed's plan to build a mental health facility. Ms. Curtis encouraged the Board to reach out to her with any questions or information to share about the community.

Commissioner Harrison asked out of the 307 people who were served in Zebulon how many were youth. Mr. Shurm estimated the number to be about 20%.

Commissioner Miles asked about the Town's crisis and intervention training. Chief Boykin stated the State had a program that the Town had worked into the career development ladder. The goal was for every patrol officer to have crisis and intervention training.

There was discussion about how Zebulon residents would benefit and be able to take advantage of a new mental health care facility. The goal was to keep mental health patients out of the emergency rooms and to get early identification and intervention.

There was a five-minute recess.

Mayor York called the meeting back into session at 8:00pm.

C. Special Event Public / Private Partnership Policy

Sheila Long spoke about the special events policy review and how it fit with the 2030 Strategic Plan. The process for a private planned street event and a private planned Town Hall event was detailed. When someone requested an event, the event review group would meet to discuss logistics, code requirements and details for each event.

The draft policy was given to the Board for their review and feedback. The policy was a guide for staff, event planners and the Board, gave clear expectations, was a managing tool and explained the deadlines and fees.

There was discussion about conditions for fee waivers. Some suggestions mentioned included: a group had a presence in the community, benefited the community and could only have their fees waived once per year.

Commissioner Baxter stated there needed to be some set standards for a group's fees to be waived. Commissioner Harrison agreed and asked for staff to create those standards for the Board's review.

There were discussions about the application period, non-street event spaces, street closure frequency and social districts.

Sheila Long created a tiered system for events with three tiers based on their impact and size.

There was discussion about street closures impacting businesses. Commissioner Baxter asked to see the same type of tiered system to have as a go-by for future events.

Commissioner Loucks asked to have the topic of the Town taking over the responsibility of the Downtown streets added to a retreat agenda.

The Board was asked if they wanted staff to draft a social district policy for special events. Some expressed concerns about enforcement and the parameters of the district being confusing during an event. Staff was asked to add the topic to a retreat agenda for further discussion.

Sheila Long asked the Board to reach out to her with any thoughts or comments they may have to help develop the policy and would email the draft to the Board.

OLD BUSINESS

A. Board Compensation

Joe Moore stated at the June 13, 2022, work session, the Board made a motion to table the discussion of Board salaries until their August work session. Staff was available to initiate further research on the topic per Board direction. A spreadsheet of 12 other municipalities' population, Board's salary and benefits was passed out to the Board.

Zebulon's Mayor's annual compensation was \$12,663 and the Commissioners' annual compensation was \$5,371. The Mayor was provided a cell phone and the Board did have a travel and training budget of \$3,833 for the Mayor and \$2,833 for Commissioners. In the FY 23 budget there was \$15,000 allocated for computers/ipads. The Town paid the Board's health, dental and vision insurance which was estimated to be \$6,417.36 per person per year.

Commissioner Miles stated if he worked 80 hour per month it equated to \$5.60 per hour but did not include the health insurance compensation. If the insurance benefits were included, it was approximately \$12.28 per hour.

Commissioner Loucks and Commissioner Clark asked for Board compensation to be added as a future retreat item.

Commissioner Miles stated the Town was growing and the salary should adjust as we grow.

Mayor York asked staff to research what other similar sized towns estimated their average hours to be. Joe Moore stated the Board would receive more accurate answers by talking to their fellow elected officials. Commissioner Loucks suggested Mayor York email other local mayors for the information.

Commissioner Baxter stated she discussed this topic at City Vision. Representatives of the Town should not have to pay out of their own pocket to serve the community and would like to see this item added to a future retreat agenda.

B. Whitley Furniture Building Encroachment Agreements and Stormwater Easement Agreement

Michael Clark stated this topic was tabled by the Board of Commissioners at their August 9, 2022 meeting for further discussion. Resolution 2023-03 entailed two components, the approval of the Encroachment Agreements and the Stormwater Easement Agreement.

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Mark Schweibinz, Broker for the Estes family, handed out a packet to the Board and spoke about the encroachment measurement and stormwater easement.

Commissioner Baxter stated she was comfortable with the encroachment measurement of 8.3 ft. Commissioners Loucks, Harrison and Clark were in agreement.

Commissioner Miles inquired about the buildings selling price per sq. ft. Mr. Schweibinz stated it was approximately \$90 per sq. ft.

Michael Clark stated this agreement allowed them to retain existing structures in capacity and did not allow businesses to extend into the area. The Town would gain the stormwater easement and spoke about what could be done on the property. Staff recommended approval of Resolution 2023-03.

Commissioner Baxter asked that the concrete pad be removed from the Resolution since it extended further than 8.3 ft.

Jay Estes gave details of the concrete pad and stated the family was in agreement to remove the concrete pad.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Resolution 2023-03. There was no further discussion and the motion passed unanimously.

There was a five-minute recess.

Mayor York called the meeting back into session at 9:32pm.

C. Non-fraternization Policy

Commissioner Baxter had written a draft non-fraternization policy and passed it around to the Board. It was stated that staff was in the process of updating the personnel policy and Commissioner Baxter wanted to make sure what was being written was in accordance with what the Board wanted.

Commissioners Clark, Harrison and Miles expressed interest in waiting to see what staff presented and then discuss at that time.

Commissioner Loucks explained the current policy was updated two years ago and asked the Board to get a copy of the personnel policy if they did not already have one.

Staff planned to present the updated personnel policy at the October work session.

Commissioner Baxter was fine with waiting until the October work session but wanted to see something similar to the non-fraternization policy she had written.

There was a question if other municipalities in Wake County had non-fraternization policies. Staff would research and present to the Board at their October work session.

Mayor York asked that the document be vetted by the Town's legal staff.

It was confirmed that the draft non-fraternization policy had not been vetted by the Town attorney.

There was discussion about how the personnel policy was being re-written.

Commissioner Harrison stated policing a non-fraternization policy could be challenging but stated a policy especially as it related to sexual harassment was important.

There was consensus among the Board to revisit the policy at the October 20 work session.

Lisa Markland suggested bringing the policy back to the Board when it was fully written and not held to the October 20 date if it was not finished by that time.

Commissioner Loucks suggested staff just write the non-fraternization policy by the October 20 work session and not the entire personnel policy.

Commissioner Clark stated there was already an existing non-fraternization and this was not an urgent matter.

Commissioner Baxter asked staff to prepare the non-fraternization policy by the October 20 work session for discussion. The Board was in agreement.

D. Dissemination of Information

Commissioner Baxter passed around a Resolution for dissemination of information and stated it had been vetted in the past by the Town Attorney.

Commissioner Baxter stated there needed to be a policy and procedure for the Board to receive information that was requested in a timely matter.

The Board was reminded by Commissioner Clark that everyone on the Board was asking the Town Manager questions it would be impossible to address them all and suggested putting the questions together or an additional meeting for Board members.

Commissioner Loucks stated the monthly meetings were very informative and at times shared helpful information with other Board members.

There was discussion about expectations of answers from questions asked by the Board and the Board's monthly meetings with the Town Manager.

Commissioner Clark wanted the document to be changed to a policy and not a resolution.

Commissioner Loucks wanted to see the weather camera at Town Hall completed within the next six weeks.

It was stated the Board would revisit the procedures policy at a later date.

Joe Moore stated staff would bring the policy back for review at the September 15 work session. Commissioner Loucks asked if the work session could be moved since he would be out of town that day. There were speakers scheduled for that meeting and staff would need to see if they could be rescheduled. It was explained the general statutes were written to give transparency of the Board with a regular meeting schedule. Changing meeting dates made it difficult for citizens to know when the meetings were scheduled.

E. Rules of Procedure

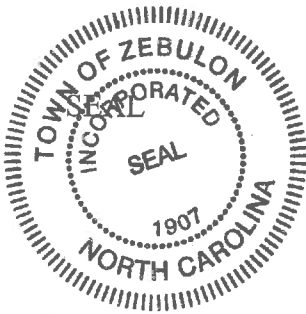
Commissioner Baxter passed around a draft Rules of Procedure and stated it was in alignment with Wake County and how they prepared their agenda with their Board.

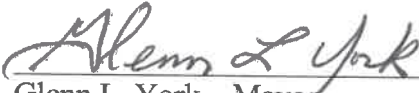
Staff was working on a Rules of Procedure policy and would be brought before the Board at their September 15 work session.

Mayor York congratulated Commissioner Loucks on his retirement.

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

Adopted this the 12th day of September 2022.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk