

Zebulon Board of Commissioners
Work Session
Minutes
December 16, 2021

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

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

APPROVAL OF AGENDA

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

Joe Moore gave an overview of the topics to be discussed at the meeting.

BOND REFERENDUM

Bobby Fitts spoke about the bond referendum process, schedule, costs, sample projects, sample ballots and property tax implications. The process would take approximately six months to allow time for the authorization of the bond purpose and amount, to file the notice of intent and application with the Local Government Commission, and to hold a public hearing prior to the November 2022 election.

The projected costs would be approximately \$67,500 to \$102,500 to cover the bond counsel, financial advisor and the election.

Some of the sample projects included the Fire/EMS building, N. Arendell Avenue improvements and a Parks Project.

There was discussion about the possibility of offsetting the expenses of the Fire and EMS building with AARP funds. Joe Moore explained the work session was to educate the Board on the bond referendum process and the costs involved.

There were questions about the need for a financial advisor. Bobby Fitts spoke about the duties of the financial advisor.

Examples of sample ballots from Apex, Fuquay-Varina, Garner and Morrisville were shown. There was discussion about property tax implications and how to inform and educate citizens about the bond referendum. Bobby Fitts explained that the Town and staff could not advocate for the bond, only educate.

PARKS AND RECREATION PROGRAMMING

The Board recently approved the Play Zebulon Parks and Recreation Master Plan. Sheila Long presented ways to implement the programming aspects of the plan and potential projects. Some of the program recommendations from the master plan included programs for youth sports, special events, health/wellness, and teens. The new program priorities included adult and seniors, aquatics, special needs, nature and adventure programs.

The Board was asked to look at existing programs and new programs and to rank their top choices. Each Board member spoke about their top choices. The expanded services would require more resources. A \$.01 tax increase would be equivalent to approximately \$150,000 in funds for the Town. There was discussion about 2022 planning and budgeting.

Sheila Long gave a presentation on the Farm Fresh Market’s cost to operate over the last five years. The Board was asked for their feedback about the future of the farmers’ market and their thoughts on May Days in 2022. There was discussion about moving the market location, having an artisan market and rebranding the market. The Board stated they wanted an artisan market each weekend at the Town Hall campus.

Sheila Long suggested moving forward with a site-specific plan for Little River Park, Community Park and the EMS building as a downtown park. This recommendation was given due to the possibility of grant funding resources.

BOARD VACANCY APPOINTMENT PROCESS

Joe Moore spoke about the steps and schedule for the Board appointment process. The Board was asked for feedback on the proposed application for the vacancy that staff drafted for their consideration.

It was suggested the applicants address the three elements of the Town’s strategic plan, have budget knowledge, and attend the Government 101 presentation to better understand what being a commissioner entailed.

There was discussion about a special election process, having applicants submit a video and making a presentation to the Board. It was suggested to have the Parks and Recreation Master Plan, Transportation Plan, Unified Development Ordinance, the Town Budget book and Comprehensive Annual Financial Report at Town Hall and the library for review.

Advertising for the meeting would be on the Town’s website and social media. Other suggestions included posting a notice at the library, an ad in the Wake Weekly or a printed flyer mailed to citizens.

Commissioner Baxter asked to add the question to the application “can you legally vote in the Town of Zebulon.”

2022 MEETING SCHEDULE

The proposed 2022 meeting schedule was discussed.

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There was discussion about the Board's availability for the proposed meetings and mini retreats. There was a conflict with the January 20, 2022 date. Staff would ask for more dates from the facilitator and would send a poll to the Board for their availability.

The Zebulon National Register Historic District Public Hearing was scheduled for January 10 at 6:30pm. A special called meeting was proposed for January 18 to discuss the application to the Zebulon National Register Historic District.

Commissioner Baxter made a motion, second by Commissioner Clark to approve the special called meeting on January 18, 2022 at 7:00pm. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to adopt the May 26, 2022 budget work session meeting date. There was no discussion and the motion passed unanimously.

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

Adopted this the 3rd day of January 2022.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk