

Zebulon Board of Commissioners
Work Session
Minutes
March 28, 2024

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

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

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.

FIRE/EMS STATION

Chris Perry spoke about the steps needed for the Fire and EMS Station.

Tobias Fulwood presented information about the \$7.5 million USDA Grant and the conditions of the grant. The total amount of the project was \$14.6 million and included USDA, Wake County and Town funds to complete the project.

Commissioner Baxter asked if the site would be split out. Chris Perry stated there had been conversations about the advantages and disadvantages of splitting the parcel and needed to look at what was in the best interest of the Town. Eric Vernon explained the federal government's interest was in the use and not the property or boundaries specifically.

An environmental report was completed on the site and details were given and it was explained any contractor working on the site must certify with Build America by America.

Chris Perry added that Eric Vernon also reviewed the letter of conditions and asked him to share his perspective. Mr. Vernon stated the USDA was very thorough in their process and the Town needed to ensure any hired consultants had experience with USDA grants.

Chris Perry spoke about how wonderful the Wake County design team had been to work with and they had a great deal of experience in all the elements. The site behind Town Hall was chosen because it was the geographic center and allowed a better response time. ADW Architects performed the design work and held the public sessions.

Mike Newton from ADW showed the proposed layout of the fire station site and spoke about why it was chosen. The drive faced the existing street to keep lights from shining into residential windows. The building would be approximately 24,000 sq ft with five bays and included sustainable design strategies.

Mark Forestry with Wake County spoke about the advantages and disadvantages of the various methods of contracting for a project. Traditional competitive bid methods were reviewed and spoke about the roles of the Construction Manager at Risk ("CMAR"). Mr. Forestry spoke about the single

prime process and the advantages and disadvantages were detailed. The projects Wake County had done recently with single prime and CMAR were presented.

Commissioner Baxter asked if they would be able to see how the project was progressing with CMAR. Mr. Forestry stated that could be worked into the project. Details were given about how the project and filings would be handled.

Sarah Kahr Richter, a Project Manager with Wake County who would be working with the design team, reviewed the Memorandum of Understanding (MOU) process. The MOU Amendment increased design scope to full design of construction documents, based on schematic design added other professional services, included Construction Manager at Risk (CMAR) pre-construction services, extended the term of the MOU - design and pre-construction services extend through bid and Guaranteed Maximum Price (GMP), and set forth the Mutual Funding Agreement between the parties for the construction of the project. The anticipated cost share would be 51% for the Town of Zebulon and 49% for Wake County. The major approvals and timeline were given. The estimated construction begin date would be August 25 and the construction would take approximately 18 months.

Commissioner Baxter asked if they would know the total cost share portion before the GMP. Sarah Kahr Richter confirmed the Board would not know the final number until May 2025. The CMAR would assist with preparing estimates and would give insight along the way of costs and estimates. There was a question about a contingency being built into the GMP. Mark Forestry stated the contingency is outside the GMP but still part of the project with 5% to 7%.

Chris Perry explained Exhibit B of the MOU would go before the Board at their April 1 meeting.

FY '25 REQUESTED BUDGETS

Joe Moore gave an overview of the capital projects to be presented at the meeting.

STREET CAPITAL BUDGET

Chris Ray presented potential projects including:

- Arendell Ave access and operational improvements
- Pearces Road Roundabout
- Pearces, Jones and Proctor with Roundabout
- Downtown Gateway Roundabout
- Downtown Gateway and Poplar Street Roundabout with improvements
- West Sycamore and Arendell drainage improvements
- Proctor Street improvements – Pearces to Shepard School
- Old Bunn Road – Shepard School Road to Karial Court
- Old Bunn Road – Karial Court through 64 Hwy bridge
- Old Bunn Road – 64 Hwy bridge to Hwy 97
- East Gannon Avenue – Shepard School Road to Walmart

Commissioner Baxter asked if the Downtown Gateway Roundabout would allow large trucks to pass through. Chris Ray explained it would be designed to handle large trucks and to create safer movements to move them out of downtown. There was also discussion about signage and lighting.

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Staff spoke about the federal standards and ensured there would be signage in all directions as well as lighting in the area using LED lighting.

Staff explained the projects are long range planning projects. Commissioner Baxter asked which projects staff felt needed to be addressed first. Joe Moore stated there would be information at the April work session about the practical approach with debt capacity for future capital projects.

Commissioner Baxter stated she would review what was presented but was disappointed that CAMPO had not been more receptive to the Town's requests.

Commissioner Harrison stated she liked the East Gannon/Shepard School Road project and the greenway connection.

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

The meeting reconvened at 6:35pm.

“WALK ZEBULON” CAPITAL BUDGET

Michael Clark explained the purpose of sidewalks and walkability was to create an enhanced quality of life, promote small town character, create vibrancy, improve safety, and was an alternative transportation. The proposed projects included Gill Street sidewalk, Proctor Street sidewalk, 700 N. Arendell sidewalk, Poplar Street sidewalk, Pony Road sidewalk, and Beaverdam Creen Greenway Phase II. Staff spoke in detail about each project.

Joe Moore explained if the projects were included in the bond referendum it would be funded for 10 years and the projects could be broken into phases.

Commissioner Baxter stated when the south portion of town develops a crosswalk across Arendell would be needed.

STRATEGIC PLAN GRANT POLICY AND BUDGET

Kaleb Harmon reviewed the Town's adopted Strategic Plan Grant Policy. The policy budgeted \$5,000 with up to \$1,000 per organization. A non-profit must meet a Strategic Plan focus area, must be a 501(c)(3) organization and serve Zebulon for the last two years. The funded amount would cover operating expenses not capital purchases.

Staff promoted the grant through social media, Public Input, email marketing, non-profit list building and a non-profit luncheon/information session. The non-profit luncheon was attended by 25 participants and staff gathered feedback on the grant policy and current standing of non-profits in Zebulon. The suggestions from the meeting included increasing the grant total amount, increasing the maximum amount per group, and non-monetary assistance from the Town.

Commissioner Baxter stated she did not believe it was the Town's responsibility to fund startup 501(c)(3) and found it difficult to decrease the amount of time a non-profit has been operating to under two years.

There was discussion about timeframes for funding. Commissioner Miles explained non-profits needed to be given assistance at the beginning of their startup and gave an example of Angel Wings. Mayor York had concerns about non-profits groups being held accountable and internal audits to account for the funds they are given.

The Board was in consensus about increasing the \$5,000 grant funding total and Commissioner Harrison spoke about other ways the groups could be assisted during their startup phase. Staff was asked to look to see what other surrounding municipalities were doing for non-profit funding.

CLOSED SESSION MEETING MINUTES

Commissioner Baxter pulled March 6, 2023 closed session minutes from the approval. Lisa Markland recommended removing those minutes from approval so staff can review the minutes and bring back before the Board.

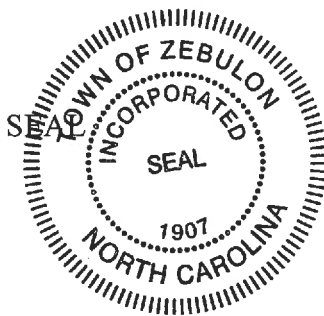
Commissioner Baxter made a motion, second by Commissioner Miles to approve the minutes for February 13, 2024, January 29, 2024, June 15, 2023, May 1, 2023, April 3, 2023, March 16, 2023, February 23, 2023 as amended. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to unseal closed session minutes for February 7, 2022, May 2, 2022, October 20, 2022, December 5, 2022, March 16, 2023, April 3, 2023, May 1, 2023 and June 15, 2023. There was no discussion and the motion passed unanimously.

Commissioner Baxter asked that staff let the public know how they can gain access to the unsealed minutes. Lisa Markland explained anyone can contact her to receive a copy of the minutes.

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

Adopted this the 5th day of August 2024.



Glenn L. York
Glenn L. York—Mayor

Lisa M. Markland
Lisa M. Markland, CMC—Town Clerk