

Zebulon Board of Commissioners
Work Session
Minutes
May 15, 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, Shannon Johnson-Economic Development, Sam Slater-Attorney

Mayor York called the meeting to order at 5:02pm.

APPROVAL OF AGENDA

Commissioner Harrison made a motion, second by Commissioner Clark to approve the agenda.

Commissioner Davis asked to add discussion about the time change for the work session to the agenda.

Commissioners Harrison amended her motion to approve the addition of the time change to the agenda. The motion was seconded by Commissioner Clark. There was no discussion and the motion passed unanimously.

MINUTES

Commissioner Baxter asked to change the date on the minutes to March 6.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the March 6 minutes as amended. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Davis to unseal the March 6, 2024 minutes. There was no discussion and the motion passed unanimously.

FY '25 BUDGET

A. Community and Economic Development

Shannon Johnson introduced Julie Brenman from Fountain Works. Ms. Brenman reviewed the process for the economic development strategic plan.

Stakeholder engagement opportunities were held, and it was found that residents wanted more and better amenities including full-service restaurants, grocery stores, entertainment options and recreation options. Residents also wanted better access to healthcare, less traffic, public transportation, connectivity, a variety of jobs with better pay, career advancement opportunities and increased access to education and training opportunities. The information was gathered from community conversations, stakeholder meetings, staff meetings, surveys and the information was used to create the vision.

The vision components were big town economy, small town feel, regional player, honoring town history, sustainable, inclusive, vibrant and diverse. The five key focus areas for the economic development strategy were leverage regional assets, inclusive economy, key economic growth areas, support for businesses and economic readiness. Examples were given for reach of the area.

Shannon Johnson stated comments could be submitted to Fountain Works and spoke about the next steps of the plan. The FY'25 budget included an MSD feasibility study and was a digital marketing package and video to leverage regional assets and key economic growth districts.

B. Parks and Recreation

Sheila Long reviewed the recreation impact fees that were collected over the last two years. The vision map from the Parks and Recreation Master Plan was shown and identified areas for future neighborhood parks Ms. Long showed the proposed projects from the master plan. There was discussion about conservation and partnerships with Wake County Parks and Open Space and a map of Wake County open space was shown.

The Play Zebulon Master Plan reflected a low general fund investment and a large bond needed to implement. The impact fees were not intended to solely fund additional parks, new facilities and park expansions. Staff asked the Town attorney to provide information on how recreation impact fees could be used. Mr. Slater explained the constitutional framework on using impact fees. The fees also had to be used to acquire a park or improve an existing park.

Commissioner Baxter asked if the fees could be used toward a splash pad. Sam Slater stated in that example the fees could be used toward a new splash pad that would draw in the community.

Staff shared the proposed CIP projects including sports floor and HVAC replacement at the Community Center, amenity replacement, Beaverdam Creek fence repair/replacement, Zebulon Elementary School trail and stair repair, Wakelon fence extension, Zebulon Community Park site plan, Gill Street Park community engagement and development and open space policy.

Commissioner Baxter asked about the square footage for the Wakelon Elementary School fence extension and staff would provide that information to the Board.

The requested CIP projects included a neighborhood park acquisition, greenway designs, a site plan and tot lot for Whitley Park, and municipal park pickle ball courts. There was discussion about pickleball courts not being located close to neighborhoods because of sound issues. The pending CIP project considerations were Little River Park Phase 1 and Gill Street Park soil remediation. Staff was waiting on the final environmental report for Gill Street Park and a remediation plan would be put in place.

The Board's requested items included bathrooms at Gill Street Park and improved dug out shade structures. Staff requested \$30,000 for community planning in FY25 and \$500,000 for development in FY26 for Gill Street Park. An accurate estimate for the park could not be provided at this time because staff was waiting to evaluate the final environmental report. Staff would work through remediation results and identify options for the Board.

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Ms. Long explained staff did site visits to other balls fields and spoke about what they found to accommodate for sun shelter. One option was to raise the fence around the dugout and add a screening to the top and to add sunscreen dispensers. Commissioner Baxter had concerns about sunscreen breaking down in heat with dispensers and asked for examples from other communities. Staff could provide examples and spoke about the two feet screening that could be added to provide additional sun protection.

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

The meeting reconvened at 6:47pm.

Sheila Long asked the Board about their priorities, what items needed to be added to the Capital Improvement Plan and what items had elevated priorities. Commissioners Baxter and Harrison wanted to see the splash pad moved up as a priority. Commissioner Miles suggested adding the splash pad to Whitley Park where the previous pool was located. Staff suggested working with the community on the future location and site plan for a splash pad.

Commissioner Miles stated he agreed with the splash pad and wanted the bathroom at Gill Street Park to be a priority in FY25. Commissioner Harison asked if staff reached out to a local church or business to partner with them for a bathroom. Ms. Long stated she had a meeting with the church about partnership opportunities and would discuss potential access to bathrooms.

Commissioner Baxter asked if the sunshades and splash pad were placed in the budget. Joe Moore stated staff could add funds to the budget for sunshades and do research on costs. There was consensus to add a \$5,000 placeholder for the sunshades.

There was discussion about adding funds for the Gill Street bathroom. Staff showed the funds were under Park Development, but Commissioner Miles wanted the bathrooms listed under a separate line item. Joe Moore stated the soil remediation report was not final and could be incredibly expensive. The funds would be a placeholder and the actual costs would be based upon the report and remediation. There was consensus among the Board to have a separate line item for Gill Street bathroom.

Commissioner Baxter asked about the HVAC replacement at the Community Center. Chris Ray stated there were 13 individual HVAC units and the costs covered replacing the remaining 11 units that were 15 years old.

Commissioner Miles asked if the Barbee trailhead bridge replacement could be pushed to a developer. Michael Clark explained the location of the bridge was not on the development site and the developer could not be required to replace the bridge. It was asked if the Scouts of America could replace the bridge. Sheila Long stated that was something staff could investigate, but there were challenges with the stream and permits.

Commissioner Baxter asked if any of the recreation impact fees were available for Little River Park. Staff stated 100% of the funding could not come from impact fees and some fees from Jasper

Place could be used. Funding for Phase I was already allocated in the budget and progress should be seen in the upcoming fiscal year. There was discussion about the bond process and bond options to fund future projects.

Sheila Long gave details of the Sustainability Committee proposal. It was explained that a sustainability committee was needed to address the Bee City and Tree City initiative. Therefore, staff recommended forming a committee to look at environmental sustainability issues. The proposed makeup of the committee was detailed. The next steps would be adopting a sustainability committee, adopting the Bee City Resolution, submitting the Bee City application, and identify focus and commitment to sustainability. Commissioner Baxter wanted an idea of funding needed to create the committees. Joe Moore explained funding was included in the FY25 budget to further the Tree City and Bee City programs with a Sustainability Committee. The Parks and Recreation Advisory Board was currently acting as the Tree Board, but some members did not want the responsibility of serving on a Tree Board.

Commissioner Harrison wanted to move forward with the committee and wanted a committee specific to sustainability. Commissioner Davis agreed with having a sustainability committee. Staff was asked to get a consensus from advisory board members of who would have interest on serving on a sustainability committee.

There was consensus to create a Sustainability Board that would be over Tree City and Bee City. The Parks and Recreation Advisory Board would serve the role as the Sustainability Board until members were appointed.

C. Strategic Plan Grants

Joe Moore reviewed the Strategic Plan Grant policy.

Mayor York stated there would be a 5-minute recess.

The meeting reconvened at 8:00pm.

Mr. Moore explained it was suggested that the current grant amount was not enough at the Strategic Plan public meeting. There was discussion about start-up support of non-profits. The Board could help with fund-raising events with a fee reduction or waiver. The total budgeted amount for a fee reduction or waiver was \$5,000. Some non-monetary assistance options were identified. The FY25 budget included \$25,000 for Strategic Plan grants.

There was discussion about the amount of non-profits to give funds to, having non-profits report how their funds were spent and the Board's ability to reduce a facility use fee. Commissioner Baxter spoke about giving fee waivers to non-profits. There was detailed explanation about fee waivers, facility use fees and personnel costs for events.

Commissioner Harrison had concerns about being equitable when giving fee waivers. Commissioner Davis also expressed concerns about showing favoritism by granting fee waivers.

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Joe Moore stated there would be \$25,000 budgeted for FY25 and the Board would have further policy discussions about how the funds would be allocated.

ZEBULON BEARCATS FEE WAIVER REQUEST

Joe Moore gave an overview of the fee waiver consideration. Sheila Long gave a copy of the Bearcats application and reviewed the Cost Recovery Policy. The Bearcats' anticipated fees were \$4,680. If the existing policy was applied for a certified non-profit organization the reduction would be \$3,276. The anticipated cost to the Town would be \$2,845 plus one-week field closure for overseeding.

The Parks and Recreation Advisory Board recommended changing the language to the Cost Recovery Policy for a 501(c)(3) or school organization to receive the resident rate less 50%. Sheila reviewed the fees from the fee schedule.

Sheila Long stated the Vikings also requested to use the field but were not requesting a fee waiver.

Commissioner Harrison explained the Town's policy reduced fees for non-profits but the Bearcats were not an official non-profit.

Commissioner Clark asked how the rental would affect Town programs. Sheila Long spoke about the limited space but have been working with both organizations to find solutions to support both.

Commissioner Baxter asked if someone from the Bearcats was available to speak. George Roa stated their 501(c)(3) status was still pending and the Bearcats were waiting to get approval. Information about the football program was detailed.

Commissioner Harrison wanted to wait to approve the waiver until the non-profit status was approved. There were concerns about not following policy by approving the waiver. Sam Slater explained it could be structured that if the non-profit designation did not come through the Bearcats would have to pay the money back.

Commissioner Baxter suggested reducing the FY policy change fee to \$2808 and using the fee waiver policy to offer an additional \$1,000 fee waiver bringing fees to \$1,808. Joe Moore stated that would be a policy the Board could adopt and the fee waiver would be an additional policy.

Commissioner Baxter suggested moving the discussion of the fee waiver to the May 21, 2024 meeting.

WORK SESSION MEETING TIME CHANGE

Commissioner Davis asked to move the start of the work sessions from 5:00pm to 6:00pm. Lisa Markland suggested making a motion to move the time of the May 21, 2024 meeting to 6:00pm and a change to the meeting schedule would be added to the next meeting for Board consideration.

Commissioner Baxter made a motion, second by Commissioner Harrison to change the meeting time to 6:00pm for the May 21, 2024 meeting.

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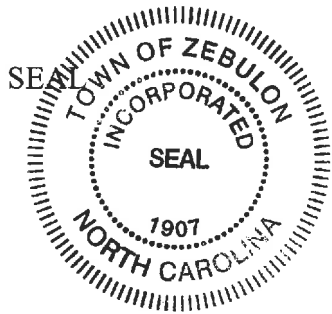
CLOSED SESSION

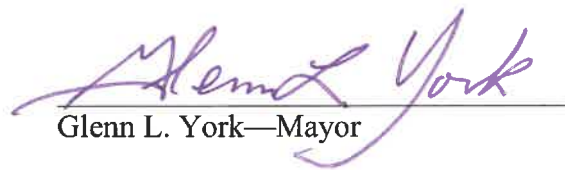
Commissioner Miles made a motion to go into closed session. Motion died for lack of a second.

Commissioner Baxter made a motion, second by Commissioner Harrison to move the closed session to the May 21, 2024 meeting. There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Baxter, Harrison, Davis and Clark in favor and Commissioner Miles in opposition.

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

Adopted this the 9th day of September 2024.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk