

Zebulon Board of Commissioners
Work Session
Minutes
January 18, 2024

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

Absent: Shannon Baxter

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

Mayor York stated Commissioner Baxter would not be in attendance.

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.

FY '25 REQUESTED BUDGETS

Joe Moore gave an overview of the items to be presented at the meeting and gave dates for budget items.

PLANNING

Michael Clark spoke about the staff requests including a second Planning Technician and a Transportation Planner. The duties of the two requested positions were detailed. The development timeline was shown and how the two new staffing requests would help the department become more efficient. Graphs were shown reflecting the population change and the staff needed to accommodate the growth.

The capital requests for the budget included an affordable housing plan, affordable housing plumbing program, smart-ride participation and water infrastructure review and upgrades. Mr. Clark gave details about each request.

Commissioner Harrison asked how the affordable housing data would be gathered. Staff explained the Town would look at surrounding counties for an affordable housing plan and that it would not be isolated to just to Wake County.

Commissioner Harrison asked how the positions would fit in the career ladder for the Planning Department. The details of the positions and the Department's career ladder were given.

FIRE

Chris Perry showed a graph with the service drivers and future predictions. Some requested budget items included the implementation of a second supervisor on each shift, six firefighters, and an administrative assistant. Some line-item increases included uniforms, training, EMS building maintenance, vehicle maintenance, medical exams and Wake County dispatch. Capital items included

the Fire/EMS Station construction, two fire engines, replacement of the 2005 pickup truck, access key box system upgrades, turnout gear replacement and thermal imaging camera replacement. Chris Perry spoke about the Wake County Fire tax district cost share and explained the Wake County fire tax was collected in the unincorporated areas to fund fire protection in those areas. The current rate for FY '24 was 36.95% and the projected rate for FY '25 was 35.76%,

PUBLIC WORKS

Chris Ray introduced Mary Duffy who gave a background about the department and spoke about their growth-related pressures including residential development, stormwater expansion and department management. Staff explained the growth was having impacts on staff and an Equipment Operator III, Construction Plan Coordinator, Property Maintenance Technician, Stormwater Manager, a second part-time summer landscaper, and a Public Works Assistant Director would be in the budget request. Adding people also added additional resources for support and those needed items were detailed.

The Public Works shop rehab and improvements were detailed. Staff explained the department also needed more office, training and meeting space. There was a request for \$1,505,000 for construction of the Public Works building. The Public Works yard was shown and staff spoke about the lack of storage issues they were having. The CIP items included annual street paving, Shepard School signals, N. Arendell improvements, W. Horton St. drainage, fleet replacements, and facilities and Mary Duffy gave details about each.

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

The meeting was called back into session at 7:27pm.

MAIN STREET PROGRAM: NON-PROFIT CREATION

Teresa Piner spoke about the Main Street Program's bylaws and Memorandum of Understanding ("MOU"). The Board gave feedback at their regular January meeting and Mrs. Piner spoke about the amendments that were made.

The Board selections with MSD would be a minimum of nine members with three property owners, three business owners and three members with a combination of downtown or abutting residents, Town representatives, County representative, school representative, non-profit, civic group or faith-based group. The next steps were shown.

Commissioner Davis asked about the Main Street Board terms. Staff explained there would be staggered terms by office.

Commissioner Miles stated he wanted more citizen involvement than business and property owners. Teresa Piner stated once staff reviewed the MSD the boundary may expand past what it currently was.

Commissioner Clark stated the board members needed to be living within the Town limits. There was discussion about the current makeup of the Main Street Board.

There was consensus to change the board makeup to residents within the corporate limits and ETJ.

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Commissioner Clark made a motion, second by Commissioner Harrison to approve Main Street Program: Non-Profit Creation as amended.

Commissioner Miles stated he had concerns about the restriction of only downtown business owners being on the board. Teesa Piner stated as they grow there may need to be changes to the bylaws and the business owners will want to be involved especially with a MSD since it would affect them the most.

There was no further discussion and the motion passed unanimously.

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

Adopted this the 13th day of February 2024.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk