

**ZEBULON  
BOARD OF COMMISSIONERS  
MINI-RETREAT  
AGENDA  
September 8, 2022  
9:00 am**

Mini-Retreats offer more dedicated time for the Board of Commissioners to discuss complex policy issues and capital projects in greater detail than available during a Work Session.

This Mini-Retreat will be held at 113 N. Arendell Avenue (the 2<sup>nd</sup> floor above the Creative Cup). As with all meetings of the Board, the public is welcome to attend but seating is limited and those interested in attending should notify [markland@townofzebulon.org](mailto:markland@townofzebulon.org) no later than 5PM on September 6, 2022. The meeting will be recorded and posted to YouTube.

**1. ZEBULON 2030 STRATEGIC PLAN**

As a follow-up to their Mini-Retreat in April, the Board will check-in on the Good Governance practices and expectations they discussed, and continue their conversation on which programs and projects will best meet the goals within the Zebulon 2030 Strategic Plan's Focus Areas of *Growing Smart*, *Vibrant Downtown*, and *Small-Town Life*.

This work is part of a series of Mini-Retreats this fall and will ultimately culminate in the Board deciding both which programs and projects to fund, and how to fund them.

**2. BOARD BUILDER SERIES**

The *Local Government Board Builders* is a series of booklets prepared by the UNC School of Government. The series offers local elected leaders practical advice on how to effectively lead and govern by focusing on specific topics and activities common to all local governing boards.

As timing requires and opportunity affords, Staff will bring forward subject matter experts to provide the Board of Commissioners an opportunity to discuss certain topics in greater detail. The topics for discussion at this Mini-Retreat include:

**A. Quasi-Judicial Hearings**

Quasi-Judicial Hearings (sometimes known as Evidentiary Hearings) are more formal and demanding than the legislative public hearings typically convened by the Board of Commissioners. The decisions in these cases must be based on the criteria in the ordinance, witnesses must be sworn and offer testimony according to certain rules of evidence, and board members may not discuss the case with any parties outside the hearing. This presentation will provide an overview of the conduct of Quasi-Judicial Hearings.

**B. Public Records and Open Meetings Law**

N.C. Statutes on Meetings of Public Bodies are written to ensure public business is conducted in view of the public to keep them better informed. This presentation will provide an overview of the state statutes regarding public records and open meetings law, and a series of participatory hypotheticals to reinforce and clarify the expectations of the statutes.

**3. ADJOURN**