

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**April 20, 2023**

Present: Mayor Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Perry-Fire, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Bobby Fitts-Finance, Jacqui Boykin-Police, Michael Clark-Planning, Shannon Johnson-Community and Economic Development, Teresa Piner-Community and Economic Development, Sam Slater-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 spoke about the topics to be presented at the meeting.

**FY '23 QUARTERLY REPORT: POLICE**

Jacqui Boykin spoke about the department's overarching goals and priorities. There was a 75% increase in call volumes in the first quarter. Details about the Town's crime rate, response times and community policing were given. The Department would request three new patrol officers, a residency incentive, and an increase to the overtime budget in the FY '24 budget.

Chief Boykin spoke about the changes made to the field training program and the leadership development training that was completed within the department. There was discussion about the upcoming FY '24 budget requests which included a Special Operations Sergeant, a Drug/Gang Investigator and a Field Training Officer incentive. Chief Boykin spoke about building an inclusive and diverse work culture within the department. Items requested in the FY '24 budget included a second language incentive, recruiting incentive and hiring bonuses.

There was discussion about hiring bonus amounts, efforts to combat gang issues, residency stipend and starting salaries.

Chief Boykin spoke about the National Organization of Black Law Enforcement Executive ("NOBLE") and how the department has engaged minority professional organizations. There were details given about the NCDOJ apprenticeship program.

**FY '23 QUARTERLY REPORT: ECONOMIC DEVELOPMENT**

Shannon Johnson spoke about economic development and actions that happened within economic development. Some important activities included recruitment, business retention and expansion and entrepreneurial ecosystem development and examples of each were given.

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Information about a community and economic development strategic plan was provided. It was stated that a strategic plan was one of the most important documents a community needed to guide its long-term success. A plan would:

- Define the vision and goals of the community.
- Give reason behind the vision and goals of the community.
- Outline the method by which the community intended to achieve the vision and goals

Ms. Johnson spoke about the steps to create a strategic plan. The FY '24 budget would include the façade grant and site selection due diligence. Five façade grants were awarded in FY '23 and were proven to be successful in creating vision improvements in the downtown area.

Staff stated the cost of the NC Main Street Program was approximately \$12,000 for the first year. There was information about the Greater Raleigh Convention and Visitors Bureau (“GRCVB”) and it was stated networking, marketing and partnerships would continue in FY '24.

Details on how the Town performed a request for qualifications, the strategic plan completion date and the Main Street Program training were given.

#### **FY '23 QUARTERLY REPORT: HUMAN RESOURCES**

Lisa Markland spoke about the services provided by Information Technology, Administration and Human Resources Departments. The Town was growing significantly, and the services provided by the departments were also changing to accommodate the growth in employees. The Human Resource Department’s focus was wellness and training. Details of tying the wellness programs and health insurance together through a biometric screening program were given.

The Human Resources Department will also focus on providing more training for employees in FY '24. The new Administration position requests for the FY '24 budget were an Assistant Town Manager, IT Director, Project Manager, Executive Assistant and Town Clerk. Examples of duties for each position were given to the Board.

Commissioner Miles asked about the process of connecting employees to a mental health expert through the Town’s Employee Assistance Program (“EAP”). Lisa Markland gave details of the program. Chief Boykin gave details about NC-LEAP and other resources available to the Police Department.

There was a question if other municipalities did similar biometric screenings for health insurance and Ms. Markland stated some in Wake County had similar programs. The goal was for the employees to benefit from the Wellness Program. The Human Resources Department would ensure employees thoroughly understood the program and benefits.

Commissioner Loucks asked if elected officials could participate in the wellness program. Ms. Markland confirmed they could participate.

Mayor York stated there would be 10 minute recess.

The meeting was called back into session at 6:36pm.

### **DIVERSITY, EQUITY, INCLUSION**

Lisa Markland introduced Dr. Linda Jordon from LRJ Coaching & Business Solutions, LLC.

Dr. Linda Jordon spoke about the purpose and importance of diversity, equity, inclusion and belonging training. The details of employee training were given. Most training sessions lasted four hours and would be in person. Dr. Jordon was working with Lisa Markland on scheduling the training. After the training, Dr. Jordon would follow up via a post survey and would coordinate with Professor Maynard to ensure the Town's policies and procedures were inclusive.

Commissioner Loucks asked for the Board to be included in the training.

Commissioner Miles inquired about the B in DEIB. Dr. Jordon explained it stood for belonging.

### **PERSONNEL POLICY**

Drake Maynard spoke about the draft personnel policy. Some of the changes included an expanded EEO statement, receipt of the policy signature page, sexual harassment complaint resolution procedure and prohibition of retaliation language.

Other changes included adding a statement on how policy changes were disseminated, amendments to the nepotism policy, short term disability requirements to accommodate shift personnel and leave donation. There were details given about a relationship policy.

There were suggestions to add more detail to the relationship policy, someone working in a different department with a different supervisor, self-disclosure, and code of conduct.

Professor Maynard stated he would share his contact information with the Board.

### **BOARD BUILDER SERIES**

#### **A. Remote Meetings**

Sam Slater gave the history of remote meetings stating there was no clear statutory directive before the pandemic. The State of Emergency law only applied in qualifying declarations of emergency and the rules of quorum were detailed. After the State of Emergency ended, the special remote rules were no longer valid. Mr. Slater spoke about the concerns of holding remote meetings. The Board had the following options: limited remote participation with voting, limited remote participation without voting and no remote participation. The features, risks and considerations of each were explained.

Commissioners Baxter, Harrison, Miles, Clark and Loucks liked the ability to participate in a remote meeting without voting.

### **B. Annexations**

Sam Slater spoke about annexations and their importance. There were four types of annexations: voluntary, satellite, involuntary and legislative and Mr. Slater spoke about each type. The UDO review standards were detailed.

Some risks of not annexing areas within the Town limits:

- Creation of “donut holes”/unincorporated enclaves
- Inefficiency in city versus county services
- Potential for discord within Town
- “Free rider” problem for municipal services

There was discussion about the cost of allowing donut holes to exist and a hypothetical example of how they happen.

### **LITTLE RIVER PARK: PARTF GRANT APPLICATION**

Sheila Long gave the history of the comprehensive plan and Little River project. The Parks and Recreation Trust Fund (“PARTF”) funding request would help develop the first phase of Little River Park. The Phase I project scope was detailed and Ms. Long spoke about the basic facts and assurances. The PARTF request would be \$500,000 and the Town match would be \$598,000.

Commissioner Baxter made a motion, second by Commissioner Miles to authorize the Mayor to sign the Basic Facts and Assurances.

Commissioner Miles asked about the bidding process and trying to reach local businesses. Sheila Long spoke about the bidding requirements.

There was no further discussion and the motion passed unanimously.

### **UTILITY ALLOCATION POLICY**

Joe Moore stated the Board would receive an amendment to the Utility Allocation Policy and Michael Clark would detail those changes.

Michael Clark spoke about the purpose of the Utility Allocation Policy and the amendments. The policy restructured the base points and uses, gave bonus point classifications and created new bonus point options. The Town’s goal was to provide affordable housing options for everyone.

There were details given about the amendment to the base point structure. New base point classifications were added for bungalow court development and major subdivisions (less than 25 lots). The proposed draft also removed the maximums for each of the individual categories but allowed for the maximums in the subcategories to create a distribution of points. Some of the additional subcategories included historic preservation, infill development and affordable housing. Murals, enhanced landscape buffers, outdoor kitchens and street hockey were examples of additional point items.

Commissioner Baxter stated she wanted additional time to thoroughly review the proposed policy amendments.

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There was discussion about accessory dwelling unit (“ADU”) parameters to address affordable housing. Mr. Clark recommended creating options for triplex and quadplex housing as a way to offer affordable housing.

Mayor York stated there was a presentation about affordable housing at the Wake County Mayor’s Association and spoke about the possibility of adopting an affordable housing policy.

Michael Clark stated there would be engagement sessions and UDO text amendments to make sure the Town did not have regulations that inhibited the construction of affordable housing.

Michael Clark spoke about the content of Senate Bill 317 and what it meant for the Town of Zebulon. Staff had concerns about the use, process and design regulations and gave examples. The Board was given options on how to address the passage of the bill.

Commissioner Baxter stated the Town should respond and discourage passage of the bill.

There was discussion about the ramifications of the bill and what the Board could do to show their opposition of the bill. Mayor York stated he was agreeable to write a letter to Representative Roberson.

**BOARD COMPENSATION**

Joe Moore presented the base compensation for the Town and other surrounding municipalities.

Commissioner Baxter asked to see the percentage for the insurance opt out taken away and wanted to see the compensation for the Mayor and Commissioners increased.

Commissioner Miles stated the Town’s population was projected to double in the next five years and wanted to look at the salary long term for future board members.

Commissioner Loucks stated the Board should receive 100% of the insurance opt out and recommended the Commissioners’ pay increase to \$8,000 and the Mayor’s pay increase to \$14,000. There was consensus among the Board for the increase to be included in the FY ’24 budget.

**CLOSED SESSION**

Per N.C. General Statute § 143-318.11(a)(3): for the purpose to consult with an attorney.

Per N.C. General Statute § 143-318.11(a)(5): for the purpose to instruct staff concerning the position to be taken in negotiating the acquisition of real property.

Commissioner Baxter made a motion, second by Commissioner Miles to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Baxter made a motion, second by Commissioner Clark to come out of closed session. There was no discussion and the motion passed unanimously.

Michael Clark spoke about the potential use of the Kalas property.

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Joe Moore stated he planned to present the budget at the Board's first work session.

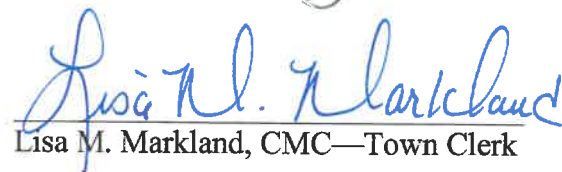
Commissioner Loucks stated he had a conflict attending the Triangle J meetings with the work sessions on Thursdays.

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

Adopted this the 5<sup>th</sup> day of June 2023.



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk