

Zebulon Board of Commissioners
Work Session
Minutes
May 25, 2023

Present: Mayor Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Jessica Harrison, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Wayne Dupree-Fire, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Bobby Fitts-Finance, Jacqui Boykin-Police, Michael Clark-Planning, Adam Culpepper-Planning, Eric Vernon-Attorney

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

APPROVAL OF AGENDA

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

FY '24 RECOMMENDED BUDGET

Joe Moore stated staff did not have a presentation and the meeting was a time for Board discussion with staff.

Mr. Moore gave a follow-up to some questions asked at the May 17 work session. The Board's travel and training budget was updated, and Joe Moore walked the Board through the changes that were made. It was explained equipment maintenance was taken away and moved to materials and supplies to cover purchasing swag or brand handouts. Lisa Markland stated she was researching the costs for the Board to attend the National League of Cities.

Commissioner Baxter asked for clarification on the change in the retirement line item. Bobby Fitts explained it changed when the start date for the Town Clerk changed from July 1 to December 1 and reduced the retirement.

Chris Ray showed the Public Works yard expansion mock-up and gave details of the project.

Joe Moore gave updates on questions that were asked at the May 17 work session. It was explained travel and training for the Main Street Advisory Board was included in the Planning Budget.

Staff was asked to put together additional information on special event support costs.

There was a discussion about the Strategic Plan Grants. It was explained \$5,000 was budgeted and staff suggested the Board assess the amount and re-write the policy at the August work session.

A handout was given about the Parks and Recreation impact fees and CIP. Sheila Long stated the impact fees had to specifically tie into the improvement of a development and was in response to growth from a particular development. Commissioner Miles asked for a copy of the Town's Charter to see the specific language on the impact fees for certain areas.

Board of Commissioners
Minutes
May 25, 2023

There was more discussion about how impact fee revenues were to be used and various scenarios were given.

Sheila Long spoke about the Whitley Park site plan project and stated staff would work with the community for their suggestions on ways to expand the park.

Staff stated when the master plan was completed the Town would revisit the impact fees at the same time.

Joe Moore gave a copy of the legal services contract and a copy of the cell phone reimbursement policy to the Board. Commissioner Loucks asked how the reimbursement amounts were determined. Staff could look at market trends if the amount needed to change.

Lisa Markland was asked to research how the Town's salaries compared to the market in our labor shed and how municipalities pursued market studies. That information would be provided at a later date.

The budget public hearing was scheduled for June 5 and the budget could be adopted at that meeting or before July 1.

Commissioner Baxter asked for costs to add a water fountain downtown. Ms. Long stated the cost was included in the alley activation project.

There was discussion about downtown power access for food trucks.

Commissioner Loucks asked about the increase in the mowing contract. Sheila gave background about the costs of mowing and equipment needed if staff took over all the mowing. It was explained the cemetery would take three days every two weeks to be mowed and weeded. The Town would eventually need to hire more staff to take care of the mowing, but staff wanted to do it in an intentional way to provide the best service to the citizens.

Commissioner Baxter asked about the athletics increase. Ms. Long spoke about the increased demand causing a need for more officials, teams, gym rentals and sanction fees for tournaments.

Commissioner Loucks wanted an employee wellness survey and four LED information boards added to the budget. There was discussion about using PEG Media to create videos.

There was discussion about employees being reimbursed for Town travel, COVID funding and new positions included in the budget.

Commissioner Baxter suggested hiring an IT Director and IT Tech who were certified in the level that was needed so they did not have to attend additional training.

Joe Moore spoke about why an IT Director was needed. Lisa Markland gave some details about the costs for Network South's contract work.

Board of Commissioners
Minutes
May 25, 2023

Commissioner Baxter asked for details about the safety committee line item. Wayne Dupree provided details about the safety officer's role and the training and safety conferences they attend.

There was discussion about Town employee auto accident insurance and the tuition assistance program.

Commissioner Loucks asked how the Judd Street improvements could be pushed to the developers or County. Joe Moore spoke about requiring developers to make improvements through conditional zoning.

There was a question about sidewalk cleaning. Chris Ray stated the budgeted cost was for a contractor to come in and clean the three blocks of sidewalk at night then to add the sand base back and level it to meet ADA requirements. There was discussion about creating a sidewalk cleaning schedule.

Chris Ray spoke about his open positions and the process for hiring a new employee.

Commissioner Baxter asked about the expenses and salary for the Main Street Coordinator. Michael Clark stated it was a contract position and had to be an average of 40 hours. The additional travel and training was to attend the Main Street Board conference. The Main Street Executive Board would create their own budget in the future.

Commissioner Miles asked to see the contract for the Main Street Coordinator.

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

The meeting was called back into session at 6:52pm.

There was discussion about the Powell Bill, cell tower lease and Town cemetery.

Commissioner Loucks asked for information about donation sources the Town received. Joe Moore would resend that information to the Board.

There was discussion about having a donation policy. The Town attorney was asked if there were consequences for accepting money from one group and not another group. Eric Vernon stated the general rule was non-discrimination but was more of a public relations issue than a legal issue.

Bobby Fitts spoke about the process the Town used when accepting sponsorship grants.

Commissioner Baxter asked to add the discussion to an August work session.

There was a question about old fire hoses and Wayne Dupree spoke about what the Town did with surplus fire hoses.

Board of Commissioners
Minutes
May 25, 2023

Michael Clark gave details about the downtown plan explaining it was a sub-area plan for the land use plan.

Commissioner Loucks expressed interest in budgeting money to purchase additional drones. Chief Boykin spoke about the drones the Town owned, what they were used for, and the need for a drone fleet. Commissioner Baxter asked that it be made a higher priority in the next budget.

Commissioner Miles asked about the possibility of the Town purchasing a McGruff costume. Chief Boykin stated the Town borrowed a costume from Knightdale.

Commissioner Loucks stated he liked the look of banners across the road.

There was discussion about the Christmas decorations and pole lights.

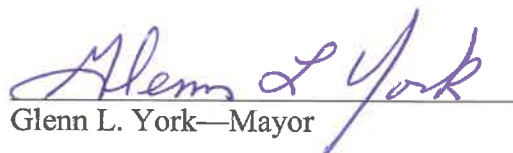
There was a question about the light tower. Chris Ray stated the Town owned two and wanted to increase so they did not have to rent or borrow them.

Mayor York thanked staff for their hard work on the budget.

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

Adopted this the 7th day of August 2023.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk