

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**March 16, 2023**

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

Mayor York called the meeting to order at 6:00pm.

**APPROVAL OF AGENDA**

Commissioner Baxter asked to add an additional closed session for property acquisition per N.C. General Statute § 143-318.11(a)(5).

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the agenda as amended. 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: PARKS AND RECREATION**

Sheila Long spoke about the vision goals for the department. The focus was to maximize resources and impacts by implementing the Master Plan and expanding those who are served.

A detailed evaluation of the RecDesk software was given. Staff spoke about the changes that were made to provide better customer services. It was also stated a site translator was added to provide 132 languages as well as the facility use forms and registration forms were translated to Spanish.

There were updates given about the financial aid scholarship fund, recreation impact fees, completed capital projects, capital projects that were still in progress and athletics. Ms. Long spoke about the trends in sports since 2019. There was a rapid growth in soccer and basketball and baseball and softball remained consistent. The need for volunteers was growing.

Ms. Long spoke about the maintenance trends. Staff was seeing an increase in event support and expanding greenway network. With more people using the parks vandalism and litter had increased in the parks and was requiring more time from maintenance staff. There was also a need to increase the frequency of the application of playground safety surfacing and turf applications.

Some of the Parks and Recreation FY'24 requests included a full-time Parks and Facility Worker, general supply increases and repair increases.

Some outreach opportunities from the past year were the mobile market, Christmas blessing boxes, a toy drive, Santa letters, a blood drive and the Youth Service Provided Network. Some of the recent outreach opportunities were detailed.

The department added more fitness programs and had seen a 25% increase over the last year. Ms. Long spoke about how recreation had changed over the years and how the department was expanding their offerings to reach more people. Some new programs included special population programs and nature programs.

Sheila Long spoke about the various partnerships and community support. There were a series of events hosted by the Town this past year including movie nights, concert series, Veteran's Day celebration, Candy Cane Lane, winter celebration and Spring Fest. Ms. Long explained there would be expanded offerings and enhanced safety measures included in the FY '24 budget request.

Staff worked on adapting space at the Community Center by creating an early education sensory room. There had been 123 registered users utilize the space. Some future considerations would be to turn the exercise room into a multipurpose room and the warming kitchen into a learning kitchen.

Sheila Long stated there was a need to expand the operating hours of the Community Center to be open on Saturdays and there was discussion about transitioning the Community Center into a Recreation Center. The differences of each and how they operated were detailed.

There was a review of the operating budget for FY '24. In order to serve a growing town, the Department would need to:

- Meet growing need of athletics programs
- Respond to park and facility use increases
- Adapt use of the Community Center
- Respond to expanding efforts, inflation and cost increases

Mayor York asked about the age group for pickleball. Ms. Long explained it was primarily for adults, but more youth were participating in the sport.

Commissioner Harrison asked Sheila Long to send the Board the Parks and Recreation career ladder.

Sheila Long passed out a Parks and Recreation quarterly report handout for October 2022 to December 2022.

Joe Moore stated there was a big need for volunteers and encouraged the Board to share with anyone who wanted to be engaged in the community.

### **FY '23 QUARTERLY REPORT: PLANNING**

Michael Clark spoke about the Planning Department's current services. The department's objectives were to give exceptional customer service, improve efficiencies, have a clean and safe environment and competent and timely reviews.

The growth trends from 2017 to 2022 and the population projections for Wake, Franklin and Johnston County for 2020, 2030, 2040 and 2050 were shown.

The current capabilities and staff structure were shown, and Mr. Clark spoke about ways the department was investing in staff.

Some of the capital action items included a downtown sub-area plan, design downtown bulb-outs and a plotter/scanner. A summary of the FY '24 budget requests were detailed as well as the long-range needs.

Commissioner Miles asked about the Planning Department's administrative assistant. Mr. Clark stated there was a Planning Technician and spoke about their duties. There was discussion about Michael Clark being the Economic Development Specialist's supervisor and how that could change in the future.

There was a question about why it was difficult to hire planning staff and the AICP exam requirements. Mr. Clark gave background on the hiring challenges and offered details about the AICP exam.

Mayor York stated there would be 10-minute recess.

The meeting was called back into session.

### **FY '23 QUARTERLY REPORT: LEGAL**

Eric Vernon spoke about the duties and responsibilities of the Town attorney. There was a year to year cost comparison done comparing costs for meetings, growth driven, intergovernmental, departmental services and other non-recurring matters. It was stated growth and growth-related legal services were the most significant driver of legal services.

Wyrick's legal department members were shown and the year's key projects were detailed. The FY '24 budget for legal services was \$275,000.

### **BOND REFERENDUM: BOND AMOUNT, TYPE AND TIMING**

Joe Moore stated the Board would receive information to help them decide if they wanted to place a bond referendum on the November 2023 ballot.

Bobby Fitts gave a timeline of next steps for the bond referendum. Staff performed an affordability analysis and stated the amounts for the projects were as follows:

- Transportation: \$15M
- Fire: \$18M
- Parks: \$15M
- Facility (PW, FCS, TH): \$15M

Ted Cole from Davenport performed two affordability analyses for the Board to consider and those two options were detailed to the Board.

Commissioner Baxter asked what tier staff used for Five County Stadium. Joe Moore stated it included the first phase.

The Board did a project prioritization exercise to help them determine which projects were most important to them.

The project in order of priority were:

- N. Arendell Access Management
- Proctor/Pearces Roundabout
- Fire Station #1
- Little River Park Phase I
- Greenway

- Five County Stadium – Basic Player Development League Requirements
- Little River Park Phase 2
- Public Works Expansion
- New Park
- Community Park
- Fire Station #2
- Little River Park Phase 3
- Five County Stadium – PDL Requirements and Fan Expansion
- Town Hall Campus Expansion
- Town Hall Renovation
- Five County Stadium 0 Expanded Player Development League Requirements

**SPECIAL EVENTS: ALCOHOL CONSUMPTION STANDARDS AND PARADE GUIDANCE**  
Sheila Long spoke about the timeline for Special Events Standards. Staff made the Board’s requested changes on parades and alcohol consumption.

Staff recommended adoption of the amendments to the Special Event Standards subject to any final edits and corrections included by Board motion.

Commissioner Loucks asked if the standards included the Chamber of Commerce and Ms. Long stated it applied to any event on Town property.

Commissioner Miles asked if the 15-member limit could be removed from the parade section. There was clarification that it was for 15 members together in the parade not a limit of 15 for the parade.

Commissioner Loucks made a motion, second by Commissioner Harrison to approve the special events standards.

Commissioner Miles stated the document had both standards and policies which made it unclear. Commissioner Baxter showed an example on page one where it referred to a special events policy versus a standard. Sheila Long stated she could make the grammatical change.

There was no further discussion and the motion with a vote 4 to 1 with Commissioner Loucks, Harris, Clark and Baxter voting in favor and Commissioner Miles voting in opposition.

**SPECIAL CALLED MEETING: MARCH 29, 2023 AT 6:00PM AT FIVE COUNTY STADIUM**  
Joe Moore stated the Town was hosting the next East Wake Local Government Association meeting and recommend the Board call a special meeting.

Commissioner Baxter made a motion, second by Commissioner Miles to hold a special called meeting on March 29, 2023 at 6:00pm at Five County Stadium for the East Wake Local Government Association meeting. There was no further discussion and the motion passed unanimously.

**CLOSED SESSION**

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

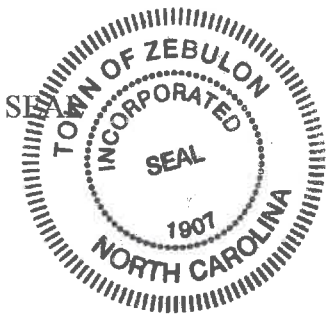
Per N.C. General Statute § 143-318.11(a)(5): for the purpose to instruct staff concerning the position to be taken in negotiating the acquisition of real property.

Commissioner Clark 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 Loucks to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 3<sup>rd</sup> day of April 2023.



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk