

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**March 17, 2022**

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

Mayor York called the meeting to order at 4:00pm.

**APPROVAL OF AGENDA**

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

Mayor York introduced student Vianka Guillen who was volunteering with the Town of Zebulon.

Joe Moore gave an overview of the topics to be discussed at the meeting.

**FIRE/EMS STATION: MEMORANDUM OF UNDERSTANDING**

Chris Perry gave a follow-up presentation on the Fire/EMS project. The 2019 map showing the potential Fire Station sites was shown and the site evaluation was explained. The criteria included 2.5-3 acres, was it acceptable for EMS co-location, location in relation to the target, and roadway with operational capability. It was explained how the identified properties were now unacceptable based on the criteria. The two potential sites were the GSK property and the Tart property and the comparison of each were explained. The total estimate for the GSK property was \$720,000 and the Tart property was \$3,910,000 due to the uncertainty of the soil and environmental survey.

Chris Perry answered questions from the last work session:

- EMS would pay a share of operational costs based upon their usage of the building
- An estimation of how many responses the new facility could handle
- Memorandum of Understand follow-up

It was stated it took about 15 seconds for a fire truck to navigate an intersection.

The funding for the fire station from Wake County was discussed, and it was explained it came from two funding sources: Wake County General Fund and Fire Service Tax Fund.

The Town had not asked Wake County to help with the purchase of the land. Commissioner Baxter asked staff to inquire about the flexibility of the price on the Tart property.

Joe Moore spoke about how the budget requests met with the Town's Strategic Plan.

**COMMUNITY NEEDS ASSESSMENT: LEGAL, PLANNING, PUBLIC WORKS**

*LEGAL*

Eric Vernon spoke about the duties and responsibilities of the Town Attorney, analysis and evolution of legal services, legal resources and projects and the legal department budget.

A cost comparison from 2016 to 2021 and a more detailed year to year analysis were shown. There was discussion about specific projects that caused higher than normal expenses.

The legal budget request for FY 2023 was \$275,000. The total represented an increase from the actual fees billed in FY 2022 and was based on case experiences in the first six months of FY 2022.

There were questions on what percent Wake County paid of the Town of Zebulon legal fees. It was explained in the negotiations with Five County Stadium Wake County paid 100% of their attorney's fees and the Town paid 100% of their attorney's fees.

*PLANNING*

Michael Clark spoke about the current services offered by the Planning Department. The community growth assessment was shown. Zebulon was expected to have a population of 18,000 by 2028. There was discussion about the current capabilities and staff structure of the Planning Department.

To continue and maintain the level of service of the Planning Department, the Town needed to invest in current staff, hire an economic development specialist and join the NC Main Street Program. The Planning Department requested \$166,000 in the FY 23 budget for the economic development specialist and to advance into the NC Main Street Program.

The Board of Commissioner recessed for 45 minutes.

*PUBLIC WORKS*

Chris Ray spoke about the services Public Works offered and gave the capacity assessment. The geographic and volume growth were explained and the impacts of each were given.

Over the last 10 years, the Town roads, sidewalks, pipes and residences had increased without increasing staff. Public Works was serving more people with fewer resources. The department was facing recruitment challenges, turnover with staff and a lack of succession planning and solutions for each were discussed. Staff requested \$420,000 in the FY 23 to cover new positions, market adjustments and career ladder.

There was discussion about the budget requests to cover the needs for the Public Works facilities and maintenance yard.

There were questions about how the positions were advertised and Chris Ray and Lisa Markland explained the process.

Commissioner Baxter asked about no longer picking up bulky waste to save some money. Chris Ray stated that bulk waste was a revenue stream for the Town through the fee that was charged to the homeowner. If the service was taken away the Town would lose money and could potentially become an issue for code enforcement.

Joe Moore spoke about the budget purpose, schedule and process. The budget message would be May 2 with budget work sessions on May 10, 18 and 26. The budget ordinance Public Hearing was scheduled for June 6.

### **UTILITY ALLOCATION POLICY**

Joe Moore stated the presentation was a follow-up from the February work session. The Board was given detailed information on the point system to incentivize land development proposals.

Michael Clark presented the policy and explained the base point and bonus points. A total of 50 points would be needed. It was explained how a developer could receive base points as well as bonus points. Some of the examples for bonus points were green development standards, outdoor enhancements, transit improvements, and certain amenities.

Staff gave options to the Board to 1) obtain public input at a Joint Public Hearing, 2) revisit the point structure, or 3) explore options other than a Utility Allocation Policy.

There were four other communities in Wake County who had a similar system.

It was stated another option was to amend the UDO to raise the bar with each category, but that limited the flexibility for developers. The system allowed for the Town to achieve quality developments that fit the character of Zebulon.

### **BOARD OF ADJUSTMENT**

Joe Moore stated the Town's Board of Adjustment heard appeals from decisions of the Zoning and Enforcement Official and granted variances to the zoning ordinance.

Michael Clark explained the requirements for the Board of Adjustment under § 160D-302. The statute allowed the Board of Adjustment duties to be delegated to the Board of Commissioners or the Town Planning Board.

There was low participation and quorum due to the infrequency of the meetings. There had only been seven appeals in the last 20 years. Some options if the Board remained as a stand-alone board was to hold monthly meetings, but there were costs and resources associated with holding more meetings. Funding was needed for training to ensure the Board was up to date on current regulations.

The options included retaining a separate Board of Adjustment, transfer powers to the Planning Board or transfer powers to the Board of Commissioners.

It was explained how the Board of Adjustment members could be involved in the community in a different capacity.

There was discussion about ETJ representation on the Board of Commissioners.

There was a consensus among the Board for additional information about training from NCLM and the School of Government

**BOND REFERENDUM: BOND COUNSEL, FINANCIAL ADVISOR, ENGAGEMENT**

Bobby Fitts handed out a sample of a Preliminary Findings Resolution which needed to be approved by the May 2, 2022 meeting to be added to the November 2022 ballot and an Ordinance to appropriate funds to begin the bond process.

The breakdown of the total bond was based on the Board's priority and the fees for the bond were explained.

Commissioner Clark suggested adding the bond referendum to the November 2023 election cycle to allow more time.

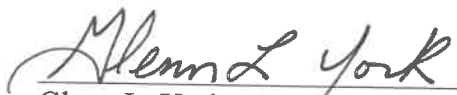
The consensus of the Board was to wait and have more time to discuss the bond referendum before making a decision to hold it in 2022 or wait for 2023.

Staff would have a calendar adjustment at the April meeting for the Board to consider adding a meeting to discuss the bond referendum.

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

Adopted this the 4<sup>th</sup> day of April 2022.



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk