

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**May 17, 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, Adam Culpepper-Planning, Eric Vernon-Attorney

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

**APPROVAL OF AGENDA**

Mayor York asked to amend the agenda to add contract approval.

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

**FY '24 RECOMMENDED BUDGET**

Joe Moore stated staff would not make a presentation and the meeting was a time for Board discussion with staff. A summary of projects in the capital improvement budget was given.

Commissioner Loucks asked for more information on the Town Hall reorganization. There was discussion about the Wakelon display at Town Hall and the space needed for staff.

Chris Ray was asked to give an update on the Sycamore and Gannon sidewalk project. The anticipated preconstruction meeting would take place the first week of June and a notice to proceed the second week of June.

Staff was asked to look into the straps on the downtown trees. There were concerns about them being a trip hazard.

More details about the reorganization of Town Hall were given. Staff would begin the design but would also utilize the space with the equipment they currently had.

Commissioner Harrison asked staff to look into the issue with the noise from the pipes in the bathrooms when figuring costs to renovate Town Hall.

Joe Moore spoke about the remaining projects from the recommended capital improvement plan.

The project for Fire Station 2 included identifying the location and securing the property.

The Façade grant was being increased from \$10,000 to \$15,000.

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Commissioner Miles asked about adding water fountains at Gill Street Park. Sheila Long stated staff could look into adding water fountains. There was discussion about adding restroom facilities at the park. Commissioner Harrison suggested staff perform a study on the use of the park to get the actual numbers before installing restroom facilities.

There was a question about using parks and recreation impact fees to build restroom facilities. Sheila Long explained how parks and recreation impact fees were required to be used by state statute.

Commissioner Baxter asked about the Public Works yard expansion and Chris Ray provided details on the project.

There was discussion about the Mudcats Stadium and how the Board should plan for future budgeting.

The personnel recommendations were reviewed, and Joe Moore spoke about why some positions were included and why some were not included in the budget. Commissioner Baxter stated she was not comfortable with authorizing an assistant to the Town Manager and felt an Assistant Town Manager was needed.

Commissioner Loucks suggested setting hiring dates for the new positions instead of funding them for a full 12 months.

There was discussion about the Main Street Coordinator position and the budget for the Main Street program.

Joe Moore showed in the budget for each department's start dates for the positions and what was being funded for that position.

Commissioner Miles stated citizens were asking him for staff salaries. Joe Moore stated anyone could email him if they wanted salary information, but the community needed to compare the salaries in context with the market rate.

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

The meeting was called back into session at 6:07pm.

There was a question about how a position could be added. Joe Moore explained the process of adding a position.

Joe Moore spoke further about why some positions were included and why some were not included in the budget.

Mayor York expressed concerns about the maintenance of the Town cemetery. Sheila Long spoke about the operational changes to be made so a high level of service was seen.

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Commissioner Harrison inquired about the open positions in Public Works. Joe Moore spoke about the vacancies for the Operations Manager and the Equipment Operator I positions. There were details given about the hiring process.

Chris Ray spoke about the Engineer job description and the role of the Operations Manager.

There was a question about whether the position would be an Assistant Town Manager or an Assistant to the Town Manager. Joe Moore stated he would evaluate the need if the Board approved both the Communications Manager and IT Director positions. Commissioner Baxter wanted the position to be an Assistant Town Manager. Joe Moore confirmed the budget included funding for an Assistant Town Manager.

Details about Bee City USA and Tree City were given by Sheila Long. The Board was encouraged to think about programs holistically that would fit a greater goal for the Town and to understand the long-term costs. There was discussion about the Town focusing on sustainability and the possibility of having an intern develop a sustainability plan.

Commissioners Harrison, Baxter and Miles directed staff to move forward with Bee City USA and a sustainability plan.

Joe Moore stated the travel and training budget was increased by \$6,000 for training for the Town Clerk. Lisa Markland spoke about the costs for classes, conferences and certifications for the Clerk.

The Board's travel and training expenses had increased significantly over the last year by the Board attending the Main Street Program and North Carolina League of Municipalities Conference. Staff recommended substantially increasing the budget if the Board wanted to attend the National League of Cities ("NLC"). Commissioner Baxter expressed a desire to join the NLC.

Commissioner Clark suggested the Board choose a representative to attend the NLC. Commissioners Miles and Harrison expressed their reasons for wanting the entire Board to attend.

Mayor York suggested the Board report to the citizens what was learned at conferences they attend.

Joe Moore stated staff would provide information on the travel costs for the Board to attend the NLC conference.

There was discussion about the Strategic Plan Grants and how the legislative change affected the program. Examples of partnerships with organizations like the East Wake Education Foundation and the Chamber of Commerce were detailed.

Commissioner Harrison suggested using the non-profit budget to waive fees for events. Staff was asked to provide data on how much money had been waived in fees over the last two years.

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Commissioner Baxter recommended the Town join the Chamber of Commerce membership. Commissioners Harrison and Loucks agreed. There was discussion about how the Town supported the Chamber in the past.

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

The meeting was called back into session at 7:26pm.

Joe Moore spoke about the Town's branding and wayfinding projects and the budgeted funds. Staff would provide updates on the Town's seal, logo and tagline.

Commissioner Miles asked about an app for the Town. Joe Moore stated the communications manager could look into the possibility of a Town app.

Commissioner Loucks asked for a copy of the current cell phone reimbursement policy.

The next budget work session was scheduled for May 25 at 5:00pm.

Commissioner Miles inquired about research on the usage of the parks and asked how information would be gathered and how it would be used. Sheila Long spoke about ways to collect data on how the parks were being used, the number of people using the parks and how often the parks were in use. Sheila continued to explain that information could be gathered with high school students, college student from NCSU as a service-learning project or with cameras.

Sheila explained that once the information was gathered it could help with determining what was needed in each of the parks such as bathrooms. There was discussion about wanting to make sure that there was a true assessment and that the information provided was accurate.

Commissioner Loucks asked for staff's thoughts on concessions at the ballparks being run by non-profits. Sheila Long spoke about the Town's history with concessions and the challenges with the way the programs were dispersed.

There was a question about the increase in materials and supplies and Lisa Markland stated that would cover items for the Town Clerk and Board.

Commissioner Baxter inquired about the increase in investment earnings. Bobby Fitts stated that was due to the increased interest rates.

There was discussion about recreation impact fees. Mr. Moore explained the Board would be working on adopting a Parks Capital Improvement Plan at their mini retreats later in the year.

The Board discussed their partnership with PEG Media and the possibility of the Communications Manager handling the service.

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Commissioner Baxter asked about the increase in professional services. Lisa Markland stated some of the increase was for the Board's mini retreats.

Commissioner Miles asked about adding swag items to be given out to the budget. The items would come from the Governing Body line item.

**CONTRACT APPROVAL**

Joe Moore stated the contract to purchase the property located at 200 E. Horton Street, Zebulon, NC met the terms the Board agreed upon and was signed for by the seller. The terms and conditions in the Agreement authorized the Town Manager to execute the Agreement on behalf of the Town and to complete the transaction and acquire the property.

Commissioner Miles made a motion, second by Commissioner Baxter to approve the contract to purchase 200 E. Horton St., Zebulon NC 27597. There was no discussion and the motion passed unanimously.

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

Adopted this the 7<sup>th</sup> day of August 2023.



*Glenn L. York*  
Glenn L. York—Mayor

*Lisa M. Markland*  
Lisa M. Markland, CMC—Town Clerk