

Zebulon Board of Commissioners
Work Session
Minutes
November 18, 2020

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Bobby Fitts-Finance, Chris Ray-Public Works, Chris Perry-Fire, Eric Vernon-Attorney

Mayor Matheny called the meeting to order at 7:00pm.

APPROVAL OF AGENDA

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

NEW BUSINESS

A. Administration

1. Insurance Renewal

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

Lisa Markland explained Human Resources' role for Town employees and the increased focus on the needs of employees, their wellness, and benefits.

Bobby Fitts spoke about how Human Resources and the Finance Department worked together on the insurance broker RFP process. The Town received proposals from eight groups and staff selected Independent Benefits Advisors (IBA) to be the Town's partner and representative in negotiations with insurance companies.

John Gasiorowski, from IBA, spoke about his firm and gave information about the 2021 health, dental, vision, and life and AD&D insurance proposals. IBA's fee was explained.

There was discussion about the quality of the benefits being offered and hoped that the staff realized how good the Town insurance was.

Commissioners Baxter, Loucks, and Moore expressed concerns about voting and wanted more time to review the information and vote at the December meeting.

Staff explained employees may not receive their insurance cards and Flexible Spending Account (FSA) cards by January 1, 2021 if the Board decided to wait until the December 7 regular meeting to approve the insurance renewal. Human Resources explained that they were creating a newsletter to let employees know about the benefits available to them.

The Board wanted more time to review the information it would come back to the December 7, 2020 meeting.

OLD BUSINESS

A. Parks and Recreation

1. Master Plan Update

Sheila Long spoke about the Master Plan process and gave an update about the data received for the Parks and Recreation Master Plan.

Brian Starkey, from Withers Ravenel, presented the data and comments received from the online survey and pop-up events.

Mayor Matheny asked specifically about the satisfaction of the Parks. Mr. Starkey explained the survey showed people were unsatisfied mainly with the appearance, maintenance, and condition of the parks. People surveyed were mostly unaware of the two elementary school parks and Gill Street park.

Sheila Long followed up with additional information and hoped to have a Master Plan draft to the Board by the end of December and ready to be voted on at the January 4, 2021 meeting.

2. Farm Fresh Market

Sheila Long gave background about the Town's Farm Fresh Market and how the Farm Fresh Market adapted this year due to COVID-19. It was explained how the Farm Fresh Market fit in with the Town's Strategic Plan of small-town life, growing smart, and vibrant downtown. The Board was asked to think about if the Town should continue to offer a community asset-based farmers' market.

There was discussion about the market's new downtown location.

CLOSED SESSION

Mayor Matheny stated they needed a motion to go into closed session as permitted by NCGS 143-318.11(a) (5) for the purpose of property acquisition.

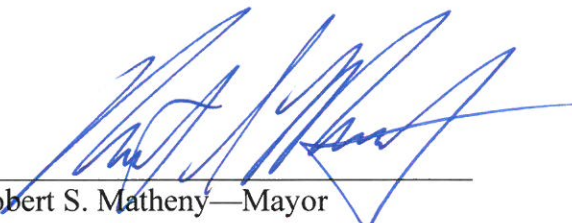
Commissioner Baxter made a motion, second by Commissioner Loucks to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session Commissioner York 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 Clark to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 7th day of December 2020.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk