

Zebulon Board of Commissioners
Work Session
Minutes
October 21, 2021

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Perry-Fire, Michael Clark-Planning, Chris Ray-Public Works, Jacqui Boykin-Police, Eric Vernon-Attorney

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

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.

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

WATER ALLOCATION: A POINT-BASED SYSTEM TO REWARD DEVELOPMENT WITH HIGHER DESIGN STANDARDS

Michael Clark spoke about the Water Allocation Policy. It was a process municipalities used to enhance the quality of development coming into the municipality by encouraging the desired activities and uses for a proposed development. Now that the Water Merger Agreement was completed, the Town owned a set amount of water. The Water Allocation Policy would ensure water was allocated toward uses, activities and development that would benefit the Town long term.

Michael Clark spoke about the point structure in the policy and how a use, activity or development could receive additional points. Staff would draft a policy for discussion at December's work session if the Board was interested in moving forward. The Board was in favor of seeing a policy.

COMPREHENSIVE PAY AND CLASSIFICATION: POLICE

Lisa Markland spoke about the comprehensive pay and classification study that was done for all departments and gave the results specifically for the Police Department. The map of the municipalities used for the study was shown as well as the starting salaries for police officers.

It was stated 39% of the applicants in the applicant pool met the minimum qualifications and the Town was having a difficult time attracting applicants. Jacqui Boykin stated law enforcement applicants were down in other communities, but the Town's applicant pool was unusually low. Most of the applicants were right out of BLET with little to no experience. The costs of training and turnover were explained.

Jacqui Boykin spoke about the problems to be addressed in the Police Department including succession planning, recruitment deficiencies, turnover/retention as well as the importance of leadership development in the department.

It was explained how the Town's benefits package compared well with other communities. There was discussion about the police officer per citizen ratio. Jacqui Boykin spoke about the needs and challenges in the community that warranted additional police personnel.

It was explained a personnel forecast for anticipated growth was done which included a plan to add officers each year to keep up with growth in the Town and workload increases related to that growth. The future salary schedule and the tuition assistance program were discussed.

N. ARENDELL PROJECT: UPDATES

Joe Moore gave the Board four options for the project:

- proceed with the project as currently scoped
- reduce the scope of the project
- resubmit project as currently scoped
- resubmit project with a bigger scope of work.

It was stated the problems went beyond Pearces Road and Arendell Avenue because of the heavy traffic issues. NCDOT was concerned with the intersection at Pearces and Proctor and the incident diagram for that intersection was shown. NCDOT designed a roundabout and wanted to self-initiate a LAPP Grant Program on their own. The project would be designed and funded by NCDOT. The Board was asked if they were willing to be a co-applicant on the LAPP application.

Commissioner Loucks made a motion, second by Commissioner York to approve the Board of Commissioners signing as a co-applicant on the LAPP application for the intersection of Pearces and Proctor. There was no discussion and the motion passed unanimously.

CLOSED SESSION

As allowed per N.C. General Statute § 143-318.11(a)(5): "... to instruct the [Town] staff or negotiating agents concerning the position to be taken by or on behalf of the [Town] in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; ..."


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

NOTE: In closed session, Commissioner Loucks made a motion, second by Commissioner Clark to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 1st day of November 2021.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk