

Zebulon Board of Commissioners
Work Session
Minutes
October 20, 2022

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

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

APPROVAL OF AGENDA

Mayor York amended the agenda to add a special called meeting for October 25, 2022.

Commissioner Clark made a motion to approve the agenda as amended.

Commissioner Baxter stated she wanted to amend the agenda to add a closed session GS § 143.318.11 (a)(6) for the purpose of personnel discussions.

It was explained there was a motion already on the floor.

Commissioner Harrison made a second to approve the agenda as amended. There was no further discussion and the motion failed with a vote 2 to 3 with Commissioners Clark and Harrison voting in favor and Commissioners Loucks, Miles and Baxter voting in opposition.

Commissioner Baxter made a motion, second by Commissioner Loucks to amend the agenda to add a closed session GS § 143.318.11 (a)(6) for the purpose of personnel discussions. There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Baxter, Miles, Harrison and Loucks voting in favor and Commissioner Clark voting in opposition.

LITTLE RIVER PARK MASTER PLAN AND FEMA FUNDING

Sheila Long introduced Drew Crumpton with AECOM who spoke about the Town's Parks and Recreation Master Plan. The vision goals were given, and the vision map was shown. The goals of the vision subsystem included natural areas and sustainability by 1) providing access to natural areas and environmental education through Zebulon parks, 2) utilizing sustainable design practices in existing parks and 3) activating the Little River Corridor through partnerships-regional connectivity.

Mr. Crumpton gave details about a site-specific master plan for Little River Park. The existing conditions of Little River Park were discussed. Previous studies performed on the park included an architecture study, archaeological study, urban forestry plan, 2017 visioning study and various community engagement for the Play Zebulon Plan.

The preliminary concept of Little River Park was shown. The goals were to activate the park, provide more amenities, provide nature-based activities and to have walking trails. It was stated

Board of Commissioners

Minutes

October 20, 2022

the concept plan was shown to the public at Spring Fest, virtual workshops, staff led workshops, advisory board workshops and various displays with comment station to gather public feedback on the plan. The top themes mentioned during public participation included:

- Additional park amenities
- Greenways, trails and connectivity
- Restrooms and drinking fountains
- Amphitheater and outdoor classroom
- Natural area preservation
- Water access
- Picnic/gathering areas

Mr. Crumpton showed the final concept that was created from public engagement. It was stated the final concept was similar to the preliminary concept plan, but fishing platforms and restrooms had been added. The implementation phases were detailed.

Commissioner Baxter inquired about the stakeholders. Sheila Long explained stakeholders were involved in the Parks and Recreation Master Plan not the Little River Park plan.

There was discussion about the partial dam removal. The decision was made as part of the 2017 community input process where the Board decided to move forward on alternative projects versus repairing the dam. Staff spoke about the structure analysis that was performed on the dam finding that the dam was not structurally sound.

Sheila Long stated during the design process there would be seating and wayfinding options. It was explained that Wake County's Little River Trail would be able to tie into Little River Park.

Commissioner Baxter expressed concerns about the paved parking area. Sheila Long explained the parking spaces were the only paved areas and allowed ADA accessibility to the park. The paved and non-paved trails were shown on the map. Staff estimated there to be 40 to 50 parking spaces.

There was discussion about the costs for Phase I. Page 31 of the Site-Specific Plan included a breakdown of the costs.

Mayor York inquired about the blue way possibility. Sheila Long spoke about the challenges of having a blue way at Little River Park. The Town would need to work with regional partners since it would require continual cleanup of the river.

Commissioner Clark stated she liked the plan and was excited for the work to get started at Little River Park.

Commissioner Loucks applauded the plan for including an amphitheater. There was discussion about the design and size of the amphitheater.

Commissioner Loucks asked to have an 11x17 printout of the maps. Sheila Long would provide copies and explained the plan was also available on the Town's website.

Board of Commissioners

Minutes

October 20, 2022

Sheila Long spoke about the different funding opportunities to fund Little River Park's construction. Those options included:

- General fund
- Recreation impact fee
- Bond referendum
- Grants
- FEMA funds

Details of various grants available were shown. The Board would receive more information at their mini retreat on October 27.

Commissioners Loucks inquired about future staffing requirements for Little River Park. Sheila Long stated the park would take at least one full time employee. Staffing needs were addressed in the Parks and Recreation plan and would increase as the programs and parks grew.

Commissioner Baxter asked if the grants needed the Town to be shovel ready. Staff spoke about the various grant opportunities and what they would require.

Chris Ray spoke about the damage Little River incurred in October 2016 following Hurricane Matthew and how staff cleaned up and stabilized the site. There was coordination done with FEMA North Carolina Emergency Management, City of Raleigh and NCSHPO to assess damage and prepare a preliminary engineering report. An alternate plan was developed from the community outreach and public input that was received. Architectural and archaeological studies were performed finding there was no basis to be considered on the National Register of Historic Places and a Phase 2 study was recommended. The 2017 estimate of damage and the 2022 FEMA estimate were explained. The Board could accept FEMA's estimate of \$401,376 or appeal FEMA's cost estimate. Staff recommended the Board accept FEMA's estimate.

Commissioner Harrison asked for staff's thoughts on appealing FEMA's cost estimate. Chris Ray stated it was possible the Town could receive the additional funding if there was an appeal.

There was discussion about the possibility of FEMA funds being used to match grant funds.

Commissioners Baxter, Loucks and Clark expressed desires to get the FEMA funds to move forward on the Parks and Recreation Master plan.

Commissioner Baxter made a motion, second by Commissioner Loucks to accept FEMA funding. There was no discussion and the motion passed unanimously.

TOWN OF ZEBULON GOVERNING BOARD RULES OF PROCEDURE

Joe Moore spoke about the draft of Rules of Procedure that was created by staff. The purpose of the Rules of Procedure was to operate transparently and efficiently. The proposed agenda preparation was reviewed. The Town Manager prepared the agenda and would be made available to the Board at least four days before the meeting. It was explained that a commissioner may request to add an item by two ways: 1) request was made 10 calendar days before a meeting and

Board of Commissioners

Minutes

October 20, 2022

has the support of a second Commissioner or 2) unanimous vote of the Board members present at a meeting if requested less than 10 days prior to the meeting.

Joe Moore detailed the agenda setting process. The process was consistent with Wake County's agenda setting process. The Board was asked for their feedback about reviewing the draft agenda. Each Board member currently reviewed the agenda at their monthly meetings, but the meetings could be compressed to include two members at a time to reviewing the agenda or the requests could be relayed to the Mayor.

The proposed agenda setting process allowed for Commissioners to:

- See a draft agenda prior to final being released
- Have a meeting on the draft agenda to ask questions
- Have a process in place for adding items to an agenda

Commissioner Baxter stated she would not accept a process that prevented the Board from being able to add an item to the agenda on the day of the meeting without a majority vote.

Commissioner Miles stated a majority should be sufficient to add agenda items.

Commissioner Clark stated she liked the proposed policy.

Commissioner Loucks wanted the option to add an agenda item the night of the meeting, but also stated it should be infrequent so staff had time to prepare.

TOWN OF ZBEULON PERSONNEL POLICY

Joe Moore introduced Professor Drake Maynard working with the Town to craft and revise the personnel policy. Mr. Maynard gave his background including over 40 years of experience in Human Resources. Some of his former clients included City of Greenville, Town of Rolesville and Ash County. Mr. Drake spoke about his principles for writing a human resources policy.

Commissioner Baxter asked if Mr. Maynard was hired by the Town to write the policy. Mr. Maynard confirmed he was hired by the Town.

Mr. Maynard gave more details about his writing policy.

Commissioner Loucks stated with current events it was important that employees understood where the line was.

Commissioner Baxter spoke about the non-fraternization policy she wrote and asked Mr. Maynard to review the policy.

Commissioners Loucks asked Mr. Maynard's thoughts on employee surveys to assist in writing a manual or policy.

Board of Commissioners
Minutes
October 20, 2022

SPECIAL CALLED MEETING

Commissioner Baxter made a motion, second by Commissioner Miles to hold a special called Meeting on October 25, 2022 at 6:30pm at the Town of Rolesville, 502 Southtown Circle, Rolesville, NC 27571.

Commissioner Harrison stated she would not present at the meeting.

There was no further discussion and the motion passed unanimously.

CLOSED SESSIONS

As permitted by NCGS §143-318.11(a)(3, 5 and 6) - for the purpose of consulting with our attorney, acquisition of real property and personnel discussion.

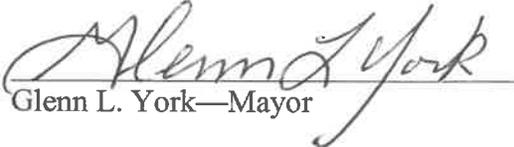
Commissioner Baxter made a motion, second by Commissioner Clark to go into closed session. There was no discussion and the motion passed unanimously.

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

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

Adopted this the 7th day of November 2022.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk