

Zebulon Board of Commissioners
Work Session
Minutes
February 23, 2023

Present: 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, Eric Vernon-Attorney

Absent: Mayor Glenn York

Mayor Pro Tem Miles called the meeting to order at 3:00pm.

APPROVAL OF AGENDA

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

Joe Moore spoke about the topics to be presented at the meeting.

FY '23 QUARTERLY REPORT: FIRE

Chris Perry spoke about the response calls for the quarter which increased 5% over the last quarter. The call volume comparison of other local stations was shown. The Fire Department's call processing, turn out time, travel time and total response time goals were detailed. The response to trends included adding two new crews and Chief Perry spoke about how the increase in staff helped to meet the increased demand. Wake County's funding would end for the three firefighter positions in the FY 2023 budget and Zebulon would begin the cost share on the positions. Some of the FY 2024 budget requests were detailed.

Chief Perry provided project updates on the Fire/EMS Station.

Commissioner Loucks asked if there were considerations to make the station two stories. Chief Perry stated there were discussions about making the station two stories, however the architect stated that would increase costs.

Commissioner Baxter asked if there were any discussions with the architect about cutting down single use asphalt or possibly putting the bays facing Judd Street. Chief Perry stated that was discussed and the architect put the bays facing Town Hall to give the station more of a residential appeal. A video showing the 3D model of the proposed station was shown.

Details of the sleeping quarter renovations and the Emergency Operations Plan were given. Some staff updates included Firefighter Chamblee being promoted to Senior Firefighter, Lieutenant Lee completed the NC Fire Instructor I certification and Firefighter Richardson completed NC Driver/Operator-Aerial and Fire/Life Safety Educator I certifications.

FY '23 QUARTERLY REPORT: PUBLIC WORKS

Mary Duffy gave updates on the West Horton drainage project, the 2022 stormwater audit, the Green Pace and Arendell signal and the Shepard School/Old Bunn/Proctor intersection.

Commissioner Baxter inquired about the utility relocation at the Shepard School/Old Bunn/Proctor intersection. Ms. Duffy stated the utility poles would be moved and remain above ground.

Board of Commissioners
Minutes
February 23, 2023

The North Arendell corridor project was detailed. Ms. Duffy thanked the Board for funding the Public Works equipment shed project and provided an update.

The infrastructure growth over the past 10 years was given. Some of the FY 2024 budget requests included new positions, lay-down yard expansion and shop rehabilitation.

Commissioner Baxter asked about the environmental technician position. Staff offered details about the position and why there was a need for an environmental technician.

Commissioner Baxter asked that staff include the costs to onboard the new positions in the budget.

There was a question about the Public Works master plan. Chris Ray explained the plan would include a maintenance shop, salt and brine facility, rehab stormwater pond and would ensure the property could handle Public Works' functions.

Commissioner Baxter asked for an update on the Sycamore sidewalk FY 2023 project. Chris Ray stated the Town was in the process of obtaining an NCDOT encroachment permit and the surveying was going on now. The goal was to bid the project in April 2023.

Mayor Pro Tem Miles inquired about the bids for the West Horton drainage project. Ms. Duffy stated the bids would go to a design team and a construction team since it was unlikely one firm could handle all of the construction. There was discussion about the bid process.

Mayor Pro Tem Miles called a 10-minute recess.

The meeting was called back into session.

NC MAIN STREET PROGRAM: EXECUTIVE BOARD MODEL

Teresa Piner, the Downtown Associate Coordinator, gave an overview of the Main Street Program and spoke about next steps. At the March 6, 2023 regular meeting the Board could appoint the North Carolina Main Street ("NCMS") Board of Directors. The Board of Directors would be tasked to prepare documentation for quasi organizational structure, memorandum of understanding, bylaws and articles of incorporation. The purpose of the memorandum of understanding was outlined.

The Board was asked a series of questions to help staff prepare the NCMS documents. The discussion items included: timeframe of updates to each Board and the responsibilities of Town/non-profit. It was stated the terms of the appointed Board were three-year staggered terms.

There was detailed discussion about possible collaborations on design projects downtown and use of the Main Street Program to promote a cleanup day.

Joe Moore stated the memorandum of understanding established the expectations of each party.

Ms. Piner spoke about the purpose of establishing bylaws. Some of the bylaws highlights included establishing a number of Board members, committees and the committees' tasks. The possible committees included an economic vitality committee, design committee and promotion committee. The bylaws allowed the Board of Commissioners to set the requirements for each committee.

It was explained the Articles of Incorporation were a set of formal documents filed with a government body containing pertinent information such as:

- organization's name
- street address
- agent for service of process
- purpose

Staff spoke about the actions to put in place for a May 1 completion date and effective designation date in July. The Board would review, adopt and authorize the Memorandum of Understanding, bylaws for public-private organization, authorize submittal for Articles of Incorporation 501(c)3 and adopt the NC Main Street Agreement.

Commissioner Baxter asked if the Main Street boundary would adjust as the Town grew. Ms. Piner stated the success of the established boundary would bring success to the businesses in the area and spoke about how the boundary line was created. The program would grow and could be modified in the future.

Mayor Pro Tem Miles inquired about Compare Foods being outside the Main Street boundary. Ms. Piner explained the store was empty at the time the boundary was created and the Main Street America's principle was preservation of historic areas. The boundary could be extended or changed at a later date.

BOND REFERENDUM: SCHEDULE AND AFFORDABILITY ASSESSMENT

Bobby Fits spoke about the next steps for the bond referendum including:

- Determination to proceed (purpose and amount)
- Board authorization of bonds
- Publish Notice of Intent with LGC
- Affordability analysis
- Recommendations on debt instruments

There were details given about the affordability analysis to be performed. There was discussion about the tax costs for the bonds. Other payment options for the projects were debt payoff, transportation impact fees, parks and recreation impact fees and property and sales tax revenues.

LITTLE RIVER PARK: GRANT APPLICATIONS

Sheila Long stated the Parks and Recreation Advisory Board made a recommendation to develop Phase I of the Little River Park site plan and to seek PARTF grants. The next steps were to establish a capital fund, seek grant funding and allocate match funding.

Staff provided details about the Parks and Recreation Trust Fund ("PARTF") and Land and Water Conservation Fund ("LWCF"). The scope, schedule, and requirements were given.

Ms. Long stated the Town had a strong application and recommended requesting the full \$500,000 in PARTF funds. The final application was due May 1 with a summer/fall announcement.

Board of Commissioners
Minutes
February 23, 2023

Commissioner Baxter asked about the costs to put forth an application. Staff explained there was no fee to submit an application and there was no appeals process. The Town was working closely with the consultant to review the submission.

The PARTF grant requirements included having advisory board support, comprehensive master plan, site specific plan statistically valid support, elected Board support, community engagement and to adopt a capital improvement plan. The community engagement meeting was scheduled for March 7 at 6pm at the Creative Cup. Civic group presentations would be scheduled for March at the Boys and Girls Club, Rotary Club and Zebulon Downtown Arts Council.

Staff stated an adoption of a capital improvement plan was required as part of the PARTF grant requirements. The Board was given a spreadsheet showing the Parks and Recreation capital improvements and financing plan.

Items would be forthcoming for the Board to adopt a Little River Park capital fund, allocate match funding, adopt a park capital improvement plan and approve going forward with the application.

Mayor Pro Tem Miles stated there would be a 10-minute recess.

Mayor Pro Tem Miles called the meeting back into session at 5:23pm and read the statute that allowed the Board to go into closed session.

CLOSED SESSION

Per N.C. General Statute § 143-318.11(a)(5): for the purpose to instruct staff concerning the position to be taken in negotiating the acquisition of real property.

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 Harrison to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Harrison to approve Ordinance 2023-26. There was no discussion and the motion passed unanimously.

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

Adopted this the 6th day of March 2023.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk