

**Zebulon Board of Commissioners**  
**Minutes**  
**January 9, 2023**

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

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

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Harrison.

**APPROVAL OF AGENDA**

Commissioner Miles asked to pull Ordinance 2023-21, Resolution 2023-17 and the November 17, 2022 work session minutes from consent. Lisa Markland stated the minutes for November 17, 2022 were not included in the agenda.

Mayor York moved the items under New Business item B.

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

**PUBLIC COMMENT**

No one signed up to speak.

**CONSENT**

*A. Minutes*

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the November 7, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the December 5, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the December 12, 2022 Joint Public Hearing. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the December 15, 2022 work session. There was no discussion and the motion passed unanimously.

*B. Finance*

Commissioner Clark made a motion, second by Commissioner Miles to approve the monthly financial report. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the Wake County tax report – October 2022. There was no discussion and the motion passed unanimously.

*C. Administration*

Commissioner Clark made a motion, second by Commissioner Miles to approve the Fiscal Year 2023 Meeting Schedule. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*A. Parks and Recreation*

i. Public Hearing

a. Fee Schedule Amendment

Mayor York opened the public hearing.

Sheila Long spoke about the recommended amendment to the fee schedule. Amendments to the fee schedule provided a means to collect application fees, permits fees, and cover costs incurred to support private events. Fees collected would go to the general fund.

Sheila Long addressed some questions Commissioner Miles sent to her prior to the meeting. The half day use of the Municipal Complex on Fridays would be five hours and there was an added fee associated with mailers.

Commissioner Baxter inquired about staff's rate in the past and Ms. Long explained the staff after hours rate was time and a half which was consistent with Public Works' fee schedule.

There was discussion about how the fees were determined.

Mayor York asked if there were any more questions. There were none.

Mayor York asked if anyone wished to speak to in favor. There were none.

Mayor York asked if anyone wished to speak to in opposition. There were none.

Mayor York closed the Public Hearing.

ii. Ordinance 2023-22 – Fee Schedule Amendment

Commissioner Harrison made a motion, second by Commissioner Clark to approve Ordinance 2023-22. There was no further discussion and the motion passed unanimously.

iii. Resolution 2023-18 – St. Patrick's Day Event

Sheila Long presented the request from Norse Brewing Company Long House to close alleyways on the eastern 100 block of Arendell Avenue to support a St. Patrick's Day event on March 17 from 6:00pm to 11:00pm and March 18 from 11:00am to 11:00pm.

An interdepartmental team reviewed the event request and identified the expectations of the applicant. The applicant would sign a Road Closure for Events Agreement and work closely with Zebulon Public Works and Police to close the public right of way and oversee the event. There would also be coordination with the Planning Department to ensure coordination with Downtown businesses.

Commissioner Baxter asked if the road closure request was to include Arendell to Church. Sheila Long stated the request was just to close the alleyways and would update the Resolution.

Sheila Long spoke about the events that were planned for the two days. The breakdown would occur when the event was over.

There was discussion about alcohol being allowed within the event grounds during the event. An area map was shown of where alcohol would be allowed.

Commissioner Miles inquired about bathrooms. Staff explained if Norse Brewing's bathrooms were unavailable, then they were required to provide port-a-johns.

There was a question about the costs the Town was responsible for. Norse Brewing had not requested any fees to be waived and would cover all the costs associated with the event. The applicant was also responsible for having insurance for the event.

Commissioner Baxter made a motion, second by Commissioner Miles to adopt Resolution 2023-18 as amended. There was no further discussion and the motion passed unanimously.

*B. Police*

i. Ordinance 2023-21 – Shop with a Cop Appropriation of Donations Received

Commissioner Miles asked about the process for private donations and how citizens could donate to Shop with a Cop. Chief Boykin stated there was not a set process for donations. Check or cash donations were receipted and sent to the Finance Department for deposit and recording.

Commissioner Loucks made a motion, second by Commissioner Miles to adopt Ordinance 2023-21. There was no further discussion and the motion passed unanimously.

*C. Public Works*

ii. Resolution 2023-17 – Sidney Creek Phase 1B Infrastructure Acceptance

Commissioner Miles asked Chris Ray to explain pollution prevention and housekeeping. Mr. Ray explained the requirements for their stormwater program and what had to be done.

Commissioner Baxter made a motion, second by Commissioner Miles to adopt Resolution 2023-17. There was no further discussion and the motion passed unanimously.

**BOARD COMMENTS**

Commissioner Loucks stated he was looking forward to 2023 and upcoming events.

Commissioner Clark wished everyone a Happy New Year and a productive year for the Town Board.

Commissioner Miles wished everyone a Happy New Year, stated it was Law Enforcement Appreciation Day, reminded those interested to register for the Police Academy on January 31 and encouraged everyone to follow the Parks and Recreation Department on Facebook.

Commissioner Baxter thanked the Police and Fire Departments for making sure the New Year's Eve was safe and encourage everyone to make sure they looked at the new meeting schedule.

Lisa Markland told Commissioner Miles the November 17, 2022 work session minutes were adopted at the December 5, 2022 meeting and posted on the website.

### **SCHOOL RECOGNITION**

Mayor York recognized student Zitlaly Torres Hernandez and teacher Brittany Coco, both from Wakelon Elementary School.

### **MANAGER'S REPORT**

Chris Perry gave an update on the relocation of the Fire Station. A Public Input session was scheduled for January 26, 2023 from 5:30pm to 7:30pm. This would be an open house at Town Hall to obtain information on the project and input from citizens. The presentation will be recorded, and public could also share feedback online.

Chris Perry stated he would email the fire station plan to the Board.

Michael Clark gave a monthly development update.

Joe Moore gave an overview of topics for the upcoming work session on January 19.

### **CLOSED SESSION**

Per N.C. General Statute § 143-318.11(a)(6): for the purpose of personnel discussions.

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

Commissioner Baxter made a motion, second by Commissioner Miles to approve a salary increase of 2.5% for the Town Manager, to take effect retroactively to August 1, 2022. There was no discussion and the motion passed unanimously.

Mayor York recognized Gary Hailey who received an excellence award from Wake County.

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

Adopted this the 16<sup>th</sup> day of February 2023.



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk