

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**October 19, 2023**

Present: Mayor Glenn York, Quentin Miles, Jessica Harrison, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Bobby Fitts-Finance, Jacqui Boykin-Police, Michael Clark-Planning, Shannon Johnson-Community and Economic Development, Teresa Piner-Main Street Coordinator, Kaleb Harmon-Communications, Eric Vernon-Attorney

Absent: Beverly Clark

Mayor York called the meeting to order at 5:00pm.

**APPROVAL OF AGENDA**

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

**MAIN STREET PROGRAM: MEMORANDUM OF UNDERSTANDING AND BYLAWS**

Joe Moore gave an overview of the Main Street Program presentation dealing with the Memorandum of Understanding (“MOU”) and bylaws.

Teresa Piner explained the MOU and bylaws and spoke about the goals of the MOU. The responsibilities of the Town and non-profits were detailed. Mrs. Piner presented the Memorandum of Understanding and Bylaws as recommended by the Main Street Advisory Board.

The recommended bylaws were detailed. The focus areas were:

- Purpose and Objectives
- Officers, Elections and Boards
- Meetings
- Finances
- Indemnification

Staff gave information on each focus area.

The next steps were to adopt the bylaws, elect officers, file non-profit status, begin municipal service district study, develop internal documents, and a 2024 downtown masterplan.

The Board was presented with sample questions on the bylaws and MOUs and there was discussion about the Board preferences. There was consensus to have the Main Street Designation with a maximum of 11 members on the advisory board. The Board discussed the meeting attendance requirements, conflict of interest policy and financial support.

Commissioner Miles suggested having an elected official as a representative on the Main Street Board.

The Board was given drafts of the Bylaws and MOU to review and mark up before their next work session.

**N. ARENDELL IMPROVEMENTS: LOCALLY ASSISTED PROJECT PROGRAM (LAPP) GRANT – RESOLUTION 2024-09**

Michael Clark presented the resolution authorizing the submittal for a grant to the Capital Area Metropolitan Planning Organization (CAMPO) for road construction. In 2015, the Town of Zebulon successfully applied for a Locally Administered Projects Program (LAPP) grant from CAMPO for construction of safety related road improvements on North Arendell Avenue. These improvements included the construction of curb, gutters, and sidewalk, maintaining two lanes of traffic in each direction, and the construction of a median on N. Arendell to limit left turns from driveways located between Pearces Road and Dogwood Drive.

The total cost of the project was estimated to be \$1,195,000, with CAMPO covering 80% (\$956,000) and the Town spending 20% (\$239,000). Due to scope expansions to tie-into new development widenings, exceptional inflationary increases in labor and material costs, and delays from unexpected and complex right-of-way acquisitions, the estimated cost of this original project was \$10,150,000. The project was shown on a map.

There was a question if the LAPP grant could be re-written with the increased total. Michael Clark stated once it was approved it was locked in for the grant funding.

There was discussion about a bond referendum to finance the project. Joe Moore gave information about financial options and resources.

Commissioners Baxter made a motion, second by Commissioner Loucks to adopt Resolution 2024-09 to authorize staff to submit a LAPP grant request to CAMPO of an 80/20 split to fund the expanded N. Arendell roadway project. There was no discussion and the motion passed unanimously.

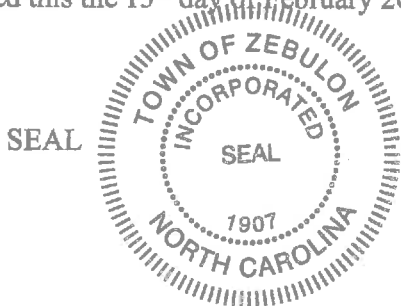
**ANGEL PRINTS' AWARENESS WALK – RESOLUTION 2024-08**


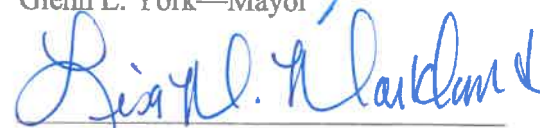
Joe Moore explained the Board adopted Resolution 2023-25 on May 1, 2023 authorizing Angel Prints Corporation to host an awareness walk at Town Hall and waived associated fees. The Resolution was written for the event to be hosted on October 14, 2023, but the event had to be postponed due to weather conditions. After reviewing availability of the supporting vendors and partners, the organization seeks to hold their event on October 28, 2023.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Resolution 2024-08. There was no discussion and the motion passed unanimously.

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

Adopted this the 13<sup>th</sup> day of February 2024.



  
Glenn L. York—Mayor  
  
Lisa M. Markland, CMC—Town Clerk