

Zebulon Board of Commissioners
Minutes
March 4, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Jessica Harrison, Shannon Baxter, Beverly Clark, Joe Moore-Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Bob Grossman-Police, Wayne Dupree-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Mayor York called the meeting to order at 6:10pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Clark.

APPROVAL OF AGENDA

Mayor York moved Ordinance 2024-35, Resolution 2024-18 and Ordinance 2024-36 from consent to New Business.

Commissioner Baxter asked to pull the closed session minutes and move them to the March 28, 2024 work session.

Commissioner Baxter asked to move the Board Comments after the Managers Report.

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

SCHOOL RECOGNITION

Mayor York recognized student Mary Weathers Gentel and teacher Zachary Parchmenko both from Zebulon Middle School.

PROCLAMATIONS

Commissioner Baxter read the Proclamation for Women's History Month

PRESENTATION

Bobby Fitts spoke about the Strategic Plan Grant process.

Each group spoke about who they were and how they would use the funds if awarded:

- Preservation Zebulon
- Brown Bag Ministry of Wendell
- Positive Attitude for Life
- East Wake Education Foundation
- Zebulon Shrine Club
- James E. Shepard School Alumni Association
- The North Carolina Community of Coalitions

PUBLIC COMMENT

No one signed up to speak.

CONSENT

A. Finance

Commissioner Harrison made a motion, second by Commissioner Baxter to approve the Wake County tax report for December 2023. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Baxter to approve Ordinance 2024-34 – vehicle repairs – Appropriation of insurance proceeds. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

i. 321 Hospital Road – Ordinance 2024-37

Adam Culpepper presented the zoning map amendment request for 321 Hospital Road to rezone the .34 acres from Office Institutional (OI) to General Commercial (GC).

The standards under section 2.2.25.J for a rezoning were:

1. Health, Safety and Welfare
2. Appropriate for location
3. Reasonable in the public interest
4. Other relevant factors

The public hearing notification process was detailed. The zoning map and future land use plan was shown. The Planning Board recommended approval at their February 12, 2024 meeting.

Commissioner Baxter asked about details on the use type of the business.

Michael Germano explained the owners wished to use the business to import and export goods that would be sold elsewhere.

Commissioner Clark made a motion to approve 321 Hospital Road – Ordinance 2024-37. Motion died for lack of a second.

Commissioner Baxter made a motion, second by Commissioner Miles to table 321 Hospital Road – Ordinance 2024-37 to the April 1, 2024 meeting.

Commissioner Harrison explained she needed more clarification and time to understand the future land use plan and the plans for the property.

There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Miles, Baxter, Davis and Harrison voting in favor and Commissioner Clark voting in opposition.

Board of Commissioners

Minutes

March 4, 2024

B. General

i. Board Appointments

Each applicant was given three minutes to speak about their reasons for wanting to serve on an appointed board. Those who spoke were David Field, Rufus Wilson, Jr., Kyle Adams, Niya Moton, Marcus Bennett and Scott Carpenter.

Lisa Markland read comments submitted by Latoya Carter, Sylvia Wheeler, Dieva Hill, and Wendell Holden. Kyla Virden asked to have her application withdrawn.

Africa Privette was not present and did not submit comments.

The votes were done my ballot vote. Lisa Markland collected the ballots and there were write-in votes. Staff explained the Board would need to decide if they were willing to accept write-in votes.

Commissioner Miles made a motion, second by Commissioner Baxter to allow write-in votes. There was no discussion and the motion passed with a vote 3 to 2 with Commissioners Miles, Baxter and Davis voting in favor and Commissioners Harrison and Clark voting in opposition.

Lisa Markland read the voting results:

Planning Board

Kyle Adams, Niya Moton and George Roa who was a write in candidate.

Parks and Recreation Advisory Board.

David Field and Marcus Bennett

Lisa Markland stated there was a write-in ballot for Rufus Wilson, Jr. Commissioner Miles made a motion, second by Commissioner Baxter. Commissioner Harrison asked if Rufus Wilson, Jr. was interested in serving on the Board of Adjustment. Lisa Markland explained his application only indicated interest in serving on the Planning Board and Parks and Recreation Advisory Board. There was no further discussion and the motion passed with a vote 3 to 2 with Commissioners Baxter, Miles and Davis voting in favor and Commissioners Clark and Harrison voting in opposition.

Lisa Markland read the ballot results.

Board of Adjustment

Sylvia Wheeler was appointed as an in-Town regular member

Scott Carpenter was appointed as an in-Town alternate member.

There were not enough votes for the third opening.

Commissioner Miles made a motion, second by Commissioner Davis to vote again for the Board of Adjustment appointment for the in-Town opening. There was no discussion and the motion passed with a vote 3 to 2 with Commissioners Miles, Davis and Baxter voting in favor and Commissioners Harrison and Clark voting in opposition.

Rufus Wilson, Jr. was asked if he was interested in serving on the Board of Adjustment and he stated he was not interested.

Mayor York stated there would be a 10-minute break.

The meeting reconvened at 7:38pm.

NEW BUSINESS

A. Finance

i. Auditor Recommendation

Bobby Fitts presented the process for Request for Proposal (“RFP”) for the audit and stated the Town received three responses to the RFP from Mauldin & Jenkins, LLC, Martin Starnes & Associates, CPA’s and Thompson, Price, Scott, Adams & Co. Staff recommended Martin Starnes and spoke about the scoring criteria and results.

There was discussion about single audits and how federal funds required a single audit due to the rigorous process. Examples of grants that could require additional programs were detailed.

Commissioner Baxter asked about the duration of the auditor contract. Bobby Fitts explained the standard contract was for three years.

Commissioner Baxter asked if language could be added to the contract where it would be breached if the audit was late. Eric Vernon stated there would be a performance deadline in the contract. The contract had a deadline of October 31.

Commissioner Clark made a motion, second by Commissioner Harrison to approve a three-year contract with Martin Starnes & Associates, CPA’s beginning the fiscal year ending June 30, 2024. There was no discussion and the motion passed unanimously.

ii. Strategic Plan Grant Funding Policy

Kaleb Harmon reviewed the current Strategic Plan Grant Funding Policy and how the non-profits were made aware of the grant.

Commissioner Baxter asked if the 501(c)(3) organizations were based in Zebulon. Kaleb Harmon explained they needed to be serving the Zebulon community for the past two years.

Commissioners Miles stated most non-profits were struggling in their first two years and to look at the policy to help them sooner.

The Board would discuss feedback from the non-profits at the March work session.

B. Parks and Recreation

i. Facility Use Request – 8Kickoff Race

a. Resolution 2024-19

Sheila Long presented the request to use Town Hall for the Boys and Girls Club 8K Kickoff race. The event was scheduled for September 7, 2024 and there was a request for a fee waiver.

The routes for both the 3k and 8k were shown. The route kept participants off Arendell Avenue, but required temporary closures of several streets within, and adjacent to the Wakelon Heights neighborhood.

The cost to the Town was estimated to be \$1,146.70.

John Hanlon, a Boys and Girls Club representative, spoke about what was planned for the event. Commissioner Baxter expressed safety concerns about there not being sidewalks on the entire race route. Mr. Hanlon stated there would be volunteers and the Police Department would be along the route. There were more details about safety precautions being taken during the race.

Bob Grossman spoke about the safety and traffic measures that were taken at the race last year. There would be message boards along the race to caution drivers about the race.

Commissioner Baxter made a motion, second by Commissioner Miles to table the topic to the April meeting until the applicant had the opportunity to discuss everything the Town was asking for with their attorney. There was no discussion and the motion passed with a vote 4 to 1 with Commissioners Davis, Harrison, Miles and Baxter in favor and Commissioner Clark voting opposed.

ii. Budget Amendment – Athletics – Ordinance 2024-35

Commissioner Baxter asked about the \$20,000 increase for youth leagues.

Sheila Long explained there was a 40% increase in athletics. Staff asked the Board to recognize the increased revenues and then allocate to part-time staff and uniforms.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Ordinance 2024-35. There was no discussion and the motion passed unanimously.

C. Public Works

i. Authorize Public Auction of Knuckle boom truck – Resolution 2024-18

Commissioner Baxter asked if there was a reserve set for the knuckle boom truck. Chris Ray explained staff's estimate for the knuckle boom was greater than \$30,000 and must be approved by the Board to sell it.

Commissioner Harrison made a motion, second by Commissioner Clark to approve Resolution 2024-18. There was no discussion and the motion passed unanimously.

ii. Commissioner Public Works Emergency Generator Replacement – Ordinance 2024-36

Commissioner Miles asked what would happen to the old generator. Chris Ray stated it would be added to portable fleet and would be used for special events.

Commissioner Baxter had questions about value engineering and the difference in costs. Chris Ray explained the bids received exceeded the project's budget. The contractor recommended suggestions to modify to lower costs and staff spoke about those changes. There was detailed information given about the installation costs.

Commissioner Clark made a motion, second by Commissioner Miles to approve Ordinance 2024-36. There was no discussion and the motion passed unanimously.

MANAGER'S REPORT

Michael Clark gave a monthly development update.

Bobby Fitts reported the following budget transfers:

Police:

Moved \$10,000 from Part-time Salaries to Salaries (Overtime), Moved \$2,000 from Materials & Supplies to Community Policing

Property & Project Management:

Moved \$10,000 from Downtown Sidewalk Cleaning - \$2,000 to Water & Sewer (Stadium), \$4,000 to ZMC Maintenance and \$2,500 to Equipment Maintenance, \$890 to Vehicle Maintenance and \$610 to Insurance & Bonds (Stadium)

Operations:

Moved \$8,000 from Material & Supplies (Snow/Ice Removal) - \$4,000 to Vehicle Maintenance and \$4,000 to Materials & Supplies (Sanitation)

Engineering:

Moved 1,305 from Insurance & Bonds to Contract Services – Permitting Renewal

Bobby Fitts handed out the invoice for the financial advisors for the bond referendum project since there was a question at the last meeting. Commissioner Baxter asked about the financial advisors' travel expenses. Staff explained some meetings were done virtually but they did attend Board Work Sessions and mini retreats.

Joe Moore stated the IT Director, Assistant Town Manager and Personnel Policy addendums were included in the packet.

Lisa Markland explained Dr. Jordon was reviewing the personnel policy and providing comments. The directors will receive a copy to provide feedback.

There was discussion about the IT Director and Assistant Town Manager positions. Commissioner Baxter spoke about how staff was wearing multiple hats and stretched thin and hiring an Assistant Town Manager would help alleviate some of the additional work for staff.

Commissioner Harrison stated the Board needed to recognize potential roadblocks to fill roles and it can be difficult to put dates on positions being filled.

Board of Commissioners
Minutes
March 4, 2024

Lisa Markland gave information about assessment centers and a proposed timeline to fill the positions.

BOARD COMMENTS

Commissioner Davis thanked the Board for the Women’s History Month proclamation.

Commissioner Harrison also thanked the Board for the Women’s History Month proclamation and spoke about the National League of Cities conference. Commissioner Harrison would be serving as Chair on the National League of Cities Youth Education and Families committee.

Commissioner Miles thanked those who applied to serve on an appointed board.

Commissioner Baxter spoke about the Belarus fundraiser and expressed concerns about the townhomes on Arendell Ave being too close to the road. Staff was asked to revisit sections of the UDO that allowed the development to happen.

Mayor York spoke about the upcoming NCLM elections, congratulated Zebulon Police Department for wrapping up the bank robbery case so quickly.

CLOSED SESSION

The Board needed a motion to go into closed session under NC GS 143-381.11(a)(6) for the purpose of personnel discussions.

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

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

Adopted this the 5th day of August 2024.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk