

Zebulon Board of Commissioners
Work Session
Minutes
August 15, 2024

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Quentin Miles, Shannon Baxter, Amber Davis, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Bobby Fitts-Finance, Chris Perry-Fire, Jacqui Boykin-Police, Michael Clark-Planning, Sheila Long-Parks and Recreation, Kaleb Harmon-Communications, Shannon Johnson-Economic Development, Sam Slater-Attorney

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

APPROVAL OF AGENDA

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

Taiwo Jaiyeoba introduced Tonya Easterwood as the new IT Director.

COASTAL CAROLINA RAILWAY, LLC NORTH ALLEY AGREEMENT – ORDINANCE 2025-08

Chris Ray presented the Memorandum of Understanding with Coastal Carolina Railway, LLC for public access and utility installation in an adjacent alley. Staff had worked with the owners and potential investors in Whitley Galleries, and Coastal Carolina Railway to resolve an ownership issue with the north alley over the past year. The Board adopted a version of the MOU at its February 2024 meeting, since then staff worked with CLNA Railroad Association on finalizing the agreement. CLNA required one significant change in the previous version, which included them completing the demolition of the rail and the Town paying for their service. The Town Attorney and staff have reviewed and think the agreement meets the Town's needs

The Memorandum of Understanding outlined the use and maintenance of the alley by the Town of Zebulon, City of Raleigh, and property owners adjacent to the alley. Town responsibilities included:

1. Construct a fence delineating the boundary between the alley and railroad right of way.
2. Install signage describing limited access approval from alley onto right of way.
3. Pay \$10,100 to CLNA to remove old rail lines from alley
4. Town will perform general grading and regular site maintenance

If approved, the MOU would be forwarded to CLNA for execution along with payment for demolition services.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2025-08. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to approve the Memorandum of Understanding between the Town of Zebulon and Coastal Carolina Railway, LLC. There was no discussion and the motion passed unanimously.

MICROTRANSIT INTERLOCAL AGREEMENT

Cate Farrell explained in January of 2024 Zebulon, along with Wendell and Knightdale, applied for the Community Funding Area Program (CFAP) grant for the continuation of the NE SmartRide service. On June 12, 2024 the CAMPO Executive Board held a Public Hearing for the FY 2025 Wake Transit Work Plan which included the awarded CFAP grant for the Smart Ride program. As this is a program that will be run and funded by multiple agencies, an interlocal agreement signed by all agencies was required. The program would remain a fare free service.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Microtransit Interlocal Agreement. There was no discussion and the motion passed unanimously.

REVIEW OFFICER APPOINTMENTS – RESOLUTION 2025-01

Lisa Markland explained there needed to be an update on procedures for recording maps and plats. The Town of Zebulon may appoint Review Officers for consideration by the Wake County Board of Commissioners to ensure an expeditious review of all maps and plats before they are presented to the Wake County Register of Deeds for recording.

Staff requested updating the current list of Review Officers to remove Michael Clark and Adam Culpepper and adding Chris Ray and Cate Farrell.

Commissioner Baxter stated Adam Culpepper's name was not listed on the Resolution. Staff explained Mr. Culpepper could be added to the Resolution in the motion.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Resolution 2025-01 adding Adam Culpepper's name to have him removed as a review officer to the Resolution. There was no discussion and the motion passed unanimously.

FOOTBALL FIELD USE FEES

Sheila Long stated the Board of Commissioners received a fee schedule and cost analysis for the Bearcats field rentals at their May 15, 2024 work session per their request. At the August 5, 2024 meeting, staff was asked to return to the August work session with a cost analysis for field use of the Bearcats and the Aggies. Staff provided the applied rental rate and expected costs to the Town. The total town expense for the Bearcats was \$3,400 and \$0 for the Aggies. Staff spoke about how this instance could be an opportunity for strategic plan grants.

Commissioner Baxter stated she wanted to be able to move forward with the fees for the Bearcats and hold a strategic plan goal setting session at the next work session. It was stated the Aggies had not come before the Board like the Bearcats had and once the goals were set, they could come before with the Board with their request as a 501(c)(3).

Board of Commissioners
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Taiwo Jaiyeoba cautioned the Board on taking action before goals were set. Commissioner Harrison stated there were several nonprofits that spoke to the Board requesting strategic grants and wanted to award them as well. Each group needed to have an equal opportunity. Commissioner Baxter stated this was a fee waiver request and not a strategic plan grant request. Staff explained there was a policy in place to protect the Board and the strategic plan grant included other expenses other than the fee waiver.

Commissioner Baxter made a motion, second by Commissioner Harrison to waive the football field use fees for the Bearcats.

Commissioner Miles stated the Board also needed to consider waiving the fees for the Aggies. Commissioner Harrison agreed that the Board did need to help them but they had not asked for assistance. There were concerns that the Aggies were not a 501(c)(3). Sam Slater explained the Board needed to know the entity to allocate the funds to since the Aggies were not an official 501(c)(3). For the motion purposes the recipient would need to be identified.

Lisa Markland asked about what fees were being waived.

Commissioner Baxter stated it would be the remainder of the total town expense which was \$3,345.00.

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

Commissioner Harrison asked for an update on the strategic plan grants. Sheila Long stated that it was not a process she facilitated but understood staff would bring that back to the Board at their September meeting.

The Board would like staff to bring back the process of allocating the \$20,000 in strategic plan grants at the September meeting.

Taiwo Jaiyeoba provided an update to the Board on the search for a Town Clerk.

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

Adopted this the 2nd day of December 2024.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk