

**ZEBULON**  
**BOARD OF COMMISSIONERS**  
**AGENDA**  
**February 13, 2024**  
**6:00pm**

**1. PLEDGE OF ALLEGIANCE**

**2. SCHOOL RECOGNITION**

- A. *Wakelon Elementary School*
  - i. Naudia Newkirk – Student
  - ii. Christa Vick – Teacher

**3. APPROVAL OF AGENDA**

**4. RECOGNITIONS AND PROCLAMATIONS**

- A. Police Recognition
- B. Family, Career and Community Leaders of America Week
- C. Career and Technical Education Month

**5. PUBLIC COMMENT**

All wishing to speak must sign up prior to 5:50pm. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. No speaker can speak on a public hearing item or any item that would need to be discussed under Closed Session. Speakers cannot give their minutes to another speaker. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to Stacie Paratore at [sparatore@townofzebulon.org](mailto:sparatore@townofzebulon.org) by 3:00pm on February 13, 2024.

**6. CONSENT AGENDA**

*A. Minutes*

- i. October 19, 2023 – Work Session
- ii. November 6, 2023 – Regular Meeting
- iii. November 16, 2023 – Work Session
- iv. December 4, 2023 – Regular Meeting
- v. January 8, 2024 – Regular Meeting
- vi. January 18, 2024 – Work Session

*B. Finance*

- i. Wake County Tax Report – November 2023

*C. Governing Board Meeting Schedule*

## **6. OLD BUSINESS**

- A. Personnel Policy – Sponsor Miles/Co-Sponsor Harrison
- B. Assistant Town Manager Position – Sponsor Miles/Co-Sponsor Harrison
- C. Branding Update – Sponsor Miles/Co-Sponsor Harrison
- D. Main Street MOU and Bylaws – Sponsor Davis/Co-Sponsor Miles

## **7. NEW BUSINESS**

### *A. General*

- i. Board Appointments

### *B. Public Works*

- i. Carolina Coastal Railroad
  - a. Memorandum of Understanding
  - b. Ordinance 2024-31
- ii. Construction Closeout Coordinator Budget Amendment – Ordinance 2024-32

### *C. Fire*

- i. Zebulon South Fire Station Assessment Budget Amendment – Ordinance 2024-33

### *D. General*

- i. Bond Referendum Funding Bond Counsel – Ordinance 2024-27
- ii. Drone Purchase – Ordinance 2024-28
- iii. Police Station HVAC Replacement – Ordinance 2024-29
- iv. Professional Services Budget Amendment – Ordinance 2024-30

## **8. BOARD COMMENTS**

## **9. MANAGERS REPORT**

- A. Development Update
- B. Monthly Financial Report (attached as addendum)

## **10. CLOSED SESSION**

As allowed by GS § 143-318.11 (a)(6) – for the purpose of personnel discussions.

## **11. ADJOURN**



## Proclamation

### FFCLA WEEK IN THE TOWN OF ZEBULON

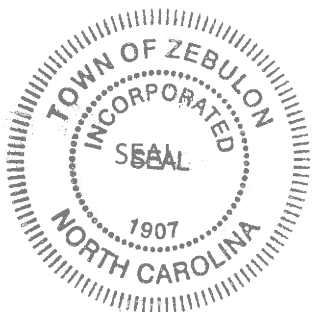
**WHEREAS**, Family, Career and Community Leaders of America (FCCLA), the national nonprofit, family-focused, intra-curricular student organization for Family and Consumer Sciences students through grade 12, helps youth assume their roles in society through Family and Consumer Sciences education in the areas of personal growth, family life, college readiness, career exploration, leadership, and community involvement; and

**WHEREAS**, the organization extends classroom learning through chapter service projects that develop leadership and employability skills, and helps young men and women learn how to plan, make decisions, and carry out and evaluation programs of action through working with other youth and adults within their school, community, and state; and

**WHEREAS**, FCCLA offers members an opportunity to work together for common purposes for the improvement of themselves, as well as their families, careers, and communities; and

**WHEREAS**, the week of February 12 through 16, 2024 has been designated national FCCLA Week,

**NOW, THEREFORE**, I, Glenn L. York, Mayor of the Town of Zebulon, hereby proclaim the week beginning February 12, 2024 as national FCCLA Week in the Town of Zebulon and urge all citizens to acquaint themselves with the activities and values of Family, Career and Community Leaders of America, to show interest in, and provide support and encouragement to the students who are working to achieve knowledge and experience that will help prepare them for future responsibilities as active and concerned adult members of society.



  
Glenn L. York – Mayor

  
Lisa M. Markland, CMC – Town Clerk

# Proclamation

**Whereas**, the Association for Career and Technical Education has designated February 1-29, 2024, as Career and Technical Education Month; and

**WHEREAS:** CTE offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness; and

**WHEREAS:** students in CTE programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

**WHEREAS:** CTE provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

**WHEREAS:** leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with careers in critical and growing CTE-related fields, such as advanced manufacturing, cybersecurity, energy, health care, information technology, and transportation; and

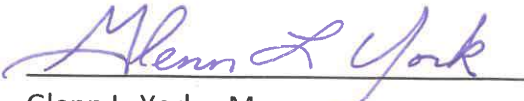
**WHEREAS:** CTE prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

**WHEREAS:** CTE programs ensure that employers have access to a qualified and thriving workforce, ensuring our nation is a strong and competitive economy;

**Therefore, be it resolved** that, I, Glenn L. York, Mayor of the Town of Zebulon, do hereby proclaim February 2024 as **Career and Technical Education Month**.

Signed this the 5<sup>th</sup> day of February 2024.



  
Glenn L. York – Mayor

  
Lisa M. Markland, CMC – Town Clerk

**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.

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Glenn L. York—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners**  
**Minutes**  
**November 6, 2023**

Present: Mayor Glenn York, Quentin Miles, Larry Loucks, Jessica Harrison, Shannon Baxter, Beverly Clark, 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, Adam Culpepper-Planning, Chris Medina-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 Miles.

**APPROVAL OF AGENDA**

Mayor York removed Health Insurance Renewal from the agenda and added Manager's review under New Business.

Commissioner Loucks 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 Daniel Antonio Velasquez and teacher Ashely Smith both from Zebulon Middle School.

**PROCLAMATIONS**

The Proclamation for MacLellan Bagpipes was read by Mayor York.

The Proclamation for Operation Green Light was read by Mayor York.

**PUBLIC COMMENT**

Bruce Davis wanted more information about the lot near his home on Gannon Avenue and information about the Town's workforce diversity.

Desiree Blakeney spoke about the mission of her company DE Whitley Operations, LLC and asked for the Board's support.

**CONSENT**

*A. Minutes*

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the September 21, 2023 work session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Miles to approve the minutes of the October 9, 2023 Joint Public Hearing. There was no discussion and the motion passed unanimously.

*B. Finance*

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

*C. Public Works*

Commissioner Clark made a motion, second by Commissioner Miles to approve Resolution 2024-10 - Sidney Creek Phase 1D Infrastructure Acceptance. There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

*A. Administration*

i. Remote Meeting Policy (Ordinance 2024-12)

Joe Moore explained at the regular meeting on September 11, 2023, the Board requested the draft Remote Meetings procedures to be further refined which were included in the agenda packet. The Board could adopt the procedure and the Ordinance to budget \$15,000 to transform the Council Chambers to be compatible for virtual meetings.

Commissioner Baxter asked about the word usage in section 2 and Attorney Eric Vernon confirmed the intent would not change.

Commissioner Miles asked for an itemized list of the costs. Lisa Markland confirmed the list was provided to the Board at their last meeting.

Commissioner Harrison made a motion, second by Commissioner Miles to approve the Remote Meeting Policy. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Loucks to approve Ordinance 2024-12. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*A. Planning*

i. Chamblee Lake Annexation (Ordinance 2024-19)

Adam Culpepper spoke about the annexation and zoning process.

The standards under section 2.2.2.G for an annexation were:

1. Owner approval
2. Services can be provided
3. Debt obligations
4. Public Health, safety and welfare

The standards under section 2.2.6.K for a rezoning were:

1. Health, safety and welfare
2. Appropriate for location
3. Reasonable in the public interest
4. Concept plan consistent with regulations
5. Other relevant factors

Board of Commissioners  
Minutes  
November 6, 2023

Adam stated the request was to annex 136 acres located at 1509 Chamblee Road and was owned by Jim Edwards. The public hearing notification was done in accordance with required standards. The annexation standards were reviewed again.

Commissioner Baxter asked about the building materials for the homes. Mr. Culpepper stated the Board could not discuss the planned development submittal in the annexation process.

There was a question about the Board's choices for annexation. Adam Culpepper stated the Board could approve the annexation, continue, or deny. Commissioner Baxter wanted more details about approval of the annexation with time restrictions. Eric Vernon stated the state statute allowed for deferral of annexation to a fiscal year.

Commissioner Loucks spoke about the Traffic Impact Analysis ("TIA") showing a problem area at Old US 264 and 39. Adam Culpepper stated the TIA was part of the planned development and could be discussed during the planned development discussion.

Ashley Honeycutt Terrazas, the attorney representing the property owner, spoke about the planned annexation and that the property owner would like the Town to receive the impact fees instead of the County.

ii. Public Hearing

Mayor York declared the public hearing open.

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

Mayor York asked if anyone wished to speak in opposition.

James Fountain of Perry Ridge Court spoke about his concerns on traffic, infrastructure and emergency response times.

Mayor York asked if anyone wished to speak neither for nor against but had a comment. There were none.

Mayor York closed the public hearing.

Commissioner Clark made a motion, second by Commissioner Loucks to approve Ordinance 2024-19 - Chamblee Lake Annexation.

Commissioner Baxter stated she wanted to defer the annexation to June 30, 2025 to give time to think about infrastructure improvements.

Commissioner Miles stated the additional time would give Sidney Creek time to build out.

Commissioner Loucks stated building would not begin until possibly the summer of 2024 and spoke about the work that would need to be done before construction started.

Adam Culpepper stated the Town could not approve construction drawings until the annexation occurred.

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

iii. PD 2023-01 Chamblee Lake

Adam Culpepper reviewed the planned development standards.

The standards under section 2.2.24.J were:

- i. Health, safety and welfare
- ii. Appropriate for location
- iii. Reasonable in the public interest
- iv. Other relevant factors

The Planned Development request was for a residential neighborhood to be rezoned from its current zoning of R-30 Wake County to PD. The property located at 1509 Chamblee Road was 136 acres and owned by Jim Edwards. The aerial map, zoning map, future land use plan, timeline of activity, concept plan and proposed elevations were shown.

The proposed road improvements were at the following locations:

- Chamblee Road and Site Drive #1
- Chamblee Road and Site Drive #2
- Chamblee Road and Site Drive #3
- Perry Curtis Road and Site Drive #4
- Perry Curtis Road and NC 96
- Wake County Line Road and NC 39
- Perry Curtis Road/Wake County Line Road and Chamblee Road
- NC 39 and Old US 264 Hwy

The applicant earned 68 points under the Utility Allocation Policy with items including a fishing dock on the pond, a walking trail around the pond and exercise equipment, fountains as part of the stormwater SCM's, a pollinator garden, installation of native shade trees, a pocket park, and a resort style pool.

The applicant made changes after hearing comments during the October Joint Public Hearing. The changes included adding covered seating at the mobile food vendor area, pedestrian crossing on Chamblee Road, and appointing residents to the HOA Advisory Board.

Adam Culpepper reviewed the standards for a zoning map amendment under section 2.2.24.J:

- i. Health, safety and welfare
- ii. Appropriate for location
- iii. Reasonable in the public interest
- iv. Other relevant factors



The Planning Board voted unanimously to recommend approval at their October meeting and staff recommended approval of Ordinance 2024-21.

Commissioner Baxter asked staff to explain the legislature change on the requirement of what can be asked of building materials.

Michael Clark spoke about the change and when municipalities could ask for particular conditions for one and two-family residential structures. NC GS §160D allowed municipalities to encourage developers to accept conditions specific to architecture styles and material, but could not require them without developer's approval.

Commissioner Baxter asked if the homes that were built six feet apart would be built using flame resistant materials. Michael Clark stated all the homes in the proposed neighborhood would be built with hardie plank siding or comparable materials.

Commissioner Loucks asked who would be responsible for monitoring the intersections. Adam Culpepper stated it would be a joint effort between the Town and the developer and a condition could be added to the motion.

Mayor York stated there would be a five-minute recess.

The meeting reconvened at 7:16pm.

Ashley Terrazas Honeycutt gave a project overview and reviewed the Utility Allocation Policy updates. Some points highlighted included: removed points for 10% of townhomes deed-restricted affordable for families earning 80% AMI, an HOA Advisory Board resident participation, pedestrian beacon at the Chamblee Rd crosswalk, and a mobile vendor pavilion. There was discussion about how the proposed development met the Town's goals and policies from the Comprehensive Plan.

Commissioner Baxter stated using area median income ("AMI") for affordable housing did not represent affordable housing for the Town of Zebulon and suggested the developer add three more affordable housing units or three of the twelve be sold at Zebulon's AMI. Ashley Terrazas Honeycutt explained how the HUD AMI numbers were calculated and the metric that was used.

Commissioner Harrison thanked the developer for working on bringing affordable housing to residents but wanted the affordable housing to be throughout the neighborhood instead in just one area.

Commissioner Loucks asked if the developer would be agreeable to the time requirement on the intersection monitoring to be 25%, 50% and 75% of buildout. Ashley Terrazas Honeycutt was agreeable.

Commissioner Miles asked how the HOA representative would be chosen. Cameron Jones stated it would be by volunteer and votes. It was asked if the developer would be agreeable to having two representatives at 25% build out. Mr. Jones stated he was not against it.

Commissioner Loucks made a motion, second by Commissioner Clark to approve PD 2023-01 Chamblee Lake with the conditions of traffic monitoring at 25%, 50%, 75% and 100% buildout and to add two HOA Board members at 25%, two more at 50% and two more at 75%. There was no discussion and the motion passed unanimously.

*B. Police*

- i. Text Amendment – Town Code §98.02: “Functions, Events, or Dances where alcohol is served”: (Ordinance 2024-20)

Jacqui Boykin explained there were questions from a business owner about hiring off duty officers for events where alcohol was sold. The Department’s practice was not consistent with the Town’s ordinance and there were concerns about officer safety. The ordinance was revised to reflect current practice and to make it compliant with best practice for officer safety.

Some questions were raised by Commissioner Miles about why motels were excluded, the impact on special events, and Chief Boykin responded to the questions explaining the intent of the ordinance. An exception could be added to adjust the number of officers for large scale events per the special event committee’s recommendation.

Commissioner Baxter asked Chief Boykin to polish up the text amendment to bring back before the Board.

Commissioner Baxter made a motion, second by Commissioner Miles to defer Town Code §98.02: “Functions, Events, or Dances where alcohol is served”: (Ordinance 2024-20) to the December 4, 2023 meeting. There was no discussion and the motion passed unanimously.

*C. Administration*

- i. Manager Review

Commissioner Miles made a motion, second by Commissioner Harrison to increase the manager’s salary by 2% effective August 30, 2023. There was no discussion and the motion passed with a vote 3 to 2 with Commissioners Loucks, Harrison, and Miles voting in favor and Commissioners Clark and Baxter voting in opposition.

**BOARD COMMENTS**

Commissioner Baxter spoke about upcoming events including Election Day, Veteran’s Day, Mighty Con, Thanksgiving Bingo and Candy Cane Lane and recognized promotions in the Fire and Police Departments.

Commissioner Miles spoke about the upcoming election, Veteran’s Day and Operation Greenlight

Commissioner Clark encouraged everyone to vote in the election.

Commissioner Harrison thanked everyone who came to the meeting, reminded everyone to vote and stated the Rotary Club would put out flags on November 7 at 4:00pm and needed volunteers.

Commissioner Loucks stated the Economic Development meeting was scheduled for November 9 at Zebulon United Methodist Church at 5:30pm.

Board of Commissioners  
Minutes  
November 6, 2023

Mayor York reminded everyone to vote.

**MANAGER’S REPORT**

Michael Clark introduced Planner 1 Chris Medina.

Adam Culpepper gave a monthly development update.

Lisa Markland gave an HR update.

Commissioner Miles asked about the Program Coordinator and if the Board could give input on the Town Clerk position. Mayor York stated there was a deadline to provide input for the Town Clerk and it had passed. Lisa Markland gave details of the Program Coordinator position.

Bobby Fitts reported the following budget transfers:

Property & Project Management:

Moved \$10,000 from Sidewalk Cleaning to Salaries;  
Moved \$10,000 from Equipment Shed to Fuel Station

Engineering:

Moved \$10,000 from Salaries to Professional Services

Commissioner Baxter asked what money was transferred to professional services. Bobby Fitts explained the transfer was for LBJ and Associates for development review.

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

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

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Glenn L. York—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**November 16, 2023**

Present: Mayor Glenn York, Quentin Miles, Beverly Clark, 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, Sheila Long-Parks and Recreation, Kaleb Harmon-Communications, Sam Slater-Attorney

Absent: Jessica Harrison

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

**APPROVAL OF AGENDA**

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

**PARTF GRANT ACCEPTANCE**

Joe Moore gave an overview of the items to be presented at the meeting.

Sheila Long gave an overview of Little River Park: Phase I and the PARTF grant process. The Town was awarded \$500,000 in PARTF funds and the Board allocated \$598,050 in April 2023 to match the grant.

Commissioner Baxter made a motion, second by Commissioner Miles to accept the PARTF grant awarded at \$500,000 and authorize the Town Manager to sign the implementation documents.

Mayor York thanked staff for their work on the grant application.

There was no further discussion and the motion passed unanimously.

**HEALTH INSURANCE RENEWAL**

Joe Moore recognized the team that worked on the insurance renewal and the background of the Town's insurance expenses was detailed.

The original insurance renewal had a significant increase. The Town's insurance broker, Independent Broker Advisors ("IBA") were able to negotiate the renewal down to a 15% increase and a \$55,000 wellness grant. The current and proposed premiums were reviewed and the reasons for the price increases were explained. Some of the reasons stated were medical industry trends, high-cost claims increased significantly, new orthodontia benefit for growing, younger workforce. Only 11% of employees had met the yearly insurance deductible showing the deductible could be increased and would not affect most employees.

The Board was presented their insurance options at the October retreat and were interested in retaining the current carrier and coverage as well as receiving more information on how to transition to a level funded plan.

The employee expense was reviewed with the current rate and the proposed rates for Plan A and Plan B. Employee wellness coupled with a level-funded plan was the best way to control costs, reinvest savings, sustain program and incentivize wellness.

Commissioner Miles asked how staff would know about the biometric screening. Lisa Markland stated there would be emails and flyers for employees to sign up.

Commissioner Baxter asked how much savings the Town would have seen with a level funded plan in 2023. Joe Moore explained it was difficult to know since we could not see the claims but would be able to see some of that information if the Town transitioned into a level funded plan. Alex Dorberstein spoke about how that information was attained and the need to protect employees' privacy.

Staff recommended maintaining dependent premiums at the 2023 rates, beginning transition to a self-insured plan and incentivizing wellness participation. The goals for the level funded plan were to expand the wellness program and foster a healthier workforce. Town savings should be reinvested into health insurance and wellness for a healthier workforce.

Alex Doberstein gave details about the premium amounts when transitioning to self-funded. The Town would contribute to cover the increase of costs for dependent care to match the premiums for 2023.

Details of how the Town would incentivize wellness participation were detailed. Lisa Markland spoke about the wellness activity options and how to verify an employee's participation.

Commissioner Miles asked how much maternity costs would be under the insurance plan. Alex Dorberstein stated maternity care would fall under the deductible and co-insurance but would remain the same whether the Town was fully insured or level funded.

Commissioner Loucks made a motion, second by Commissioner Baxter to accept Blue Cross Blue Shield's proposal to provide a level-funded health insurance plan.

Commissioner Baxter asked if the Board could receive an update on how many employees were participating in the wellness program halfway through the year.

There was no further discussion and the motion passed unanimously.

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

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

SEAL

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Glenn L. York—Mayor

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Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners**  
**Minutes**  
**December 4, 2023**

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Jessica Harrison, Shannon Baxter, Beverly Clark, 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, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

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

**ORGANIZATION**

*A. Swearing In*

Lisa Markland swore in newly elected Commissioners Jessica Harrison, Amber Davis and Shannon Baxter.

*B. Election of Mayor Pro Tem*

Commissioner Clark nominated Commissioner Harrison for Mayor Pro Tem.

Commissioner Davis nominated Commissioner Miles for Mayor Pro Tem.

Commissioners Clark, Harrison and Baxter voted for Commissioner Harrison as Mayor Pro Tem and Commissioner Miles and Davis voted for Commissioner Miles as Mayor Pro Tem.

Commissioner Harrison was elected as Mayor Pro Tem.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by the Boy Scouts.

**APPROVAL OF AGENDA**

Commissioner Baxter asked to have Insurance discussion added to the agenda.

Commissioner Harrison asked to table the 18-month schedule to the December 14, 2023 work session.

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

**RECOGNITIONS**

*A. Zebulon Elementary School*

Mayor York recognized student Emily Keel and teacher Ashley Lubischer both from Zebulon Elementary School.

*B. Proclamation*

Mayor York read a proclamation recognizing outgoing Commissioner Larry Loucks.

*C. Government 101 Graduation*

Joe Moore read the names of those who completed the Government 101 modules.

**PRESENTATION**

*A. FY 2023 Audit*

Bobby Fitts introduced LeAnn Bagasala from Mauldin & Jenkins Auditors.

LeAnn Bagasala explained the audit process and who was involved. Information was presented on the value and makeup of the Town's tax base, the available savings, and outstanding debt.

Bobby Fitts spoke about the highlights from the financial report for the management discussion, which included the analysis, balance sheet, schedule of revenues, expenditure, changes in fund balance, and statistical section.

Commissioner Baxter asked where citizens could get a copy of the financial report. Bobby Fitts stated it was on the Town's website under the finance page.

The financial report would be submitted to the Government Finance Officers Association Certificate of Achievement of Excellence in finance reporting. The Town has received the award for 30 consecutive years.

**PUBLIC COMMENT**

George Roa congratulated those who were elected, thanked the Police and Fire Departments, and spoke about concerns about speeding on Arendell Avenue.

**CONSENT**

*A. Minutes*

Commissioner Harrison made a motion, second by Commissioner Miles to approve the minutes of the October 2, 2023 regular meeting. There was no discussion and the motion passed unanimously.

*B. Finance*

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

Commissioner Harrison made a motion, second by Commissioner Miles to approve vehicle repairs – appropriation of insurance proceeds (Ordinance 2024-21A). There was no discussion and the motion passed unanimously.

*C. Parks and Recreation*

Commissioner Harrison made a motion, second by Commissioner Miles to approve the 2024 Street Closures for Event (Resolution 2024-11). There was no discussion and the motion passed unanimously.

*D. Public Works*

Commissioner Harrison made a motion, second by Commissioner Miles to approve Sidney Creek Phase 1C – Infrastructure Acceptance (Resolution 2024-12). There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Miles to approve Sidney Creek Phase 2 – Infrastructure Acceptance (Resolution 2024-13). There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Miles to approve Barrington Phase 2G – Infrastructure Acceptance (Resolution 2024-14). There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Miles to approve 712 N. Arendell Avenue Town Homes – Infrastructure Acceptance (Resolution 2024-15). There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

*A. Police*

- i. Text Amendment – Town Code §98.02: “Functions, Events, or Dances where alcohol is served”: (Ordinance 2024-20)

Staff stated more research needed to be done on the text amendment and asked for the item to be tabled.

Commissioner Miles made a motion, second by Commissioner Clark to table Text Amendment – Town Code §98.02: “Functions, Events, or Dances where alcohol is served”: (Ordinance 2024-20). There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*A. General*

- i. Professional Services Contract – Budget Amendment (Ordinance 2024-22)

Chris Ray presented the budget amendment to fund hiring a third-party engineering firm to assist with the workload of accepting development constructed infrastructure.

Commissioner Baxter asked if the Department needed a new hire to help with the workload. Chris Ray stated he had spoken with the Town Manager about the immediate need for help and would return before the Board with a recommendation in the near future.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Ordinance 2024-22. There was no discussion and the motion passed unanimously.

- ii. Insurance Discussion

Commissioner Baxter stated the Board had agreed that anyone who wanted to shop for their own insurance in the open market would receive the same amount if they were to take insurance from the Town.



Joe Moore stated there were budget implications and suggested directing staff to perform a fiscal analysis for the next regular meeting.

Commissioner Baxter stated there was enough money budgeted to disburse the funds to each employee. Mr. Moore stated open enrollment was currently open and would affect the amount of budget money available and a 100% reimbursement would cost more to account for taxes.

Lisa Markland explained the Town's opt out policy and that the marketplace was not a group plan.

Commissioner Baxter made a motion, second by Commissioner Harrison to direct staff to do an analysis on the 100% insurance opt out rate for the January 8, 2024 regular meeting.

Commissioner Harrison asked why the additional information was needed and Commissioner Baxter explained why she wanted more information. Lisa Markland stated the more people who opted out of the insurance policy did not help the Town as a whole.

There was no further discussion and the motion passed unanimously.

#### **BOARD COMMENTS**

Commissioner Davis stated it was an honor and a privilege to be on the Board and will do right by the Town.

Commissioner Harrison was thankful to serve on the Board and reminded everyone about the upcoming Deck the Hallz event.

Commissioner Baxter stated she was excited to be re-elected, spoke about winter preparedness, and gave condolences to the Ellis family for their loss.

Commissioner Clark was looking forward to working with her fellow Commissioners.

Commissioner Miles welcomed the elected officials and gave condolences for Vivian Ellis' passing and to her family.

Mayor York gave condolences for Ralph Capps the Wake County CEO of the Boys and Girls Club and Wake County Commissioner Dr. James West.

#### **MANAGER'S REPORT**

Michael Clark gave a monthly development update.

Lisa Markland gave an HR update.

Commissioner Baxter asked when the IT Director and Assistant Town Manager positions would go live. Lisa Markland stated the IT Director would be posted in January and was not sure about the date for the Assistant Town Manager position.

Board of Commissioners  
Minutes  
December 4, 2023

Bobby Fitts reported the following budget transfers:

Engineering:

Moved \$10,000 from Salaries to Professional Services

Parks & Recreation:

Moved \$10,000 from Salaries - \$5,000 to Part-time Salaries (Programs/Events) and \$5,000 to Part-time Salaries (Athletics); Moved \$5,000 from Contract Services to Part-time Salaries (Parks Maintenance)

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

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

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Glenn L. York—Mayor

SEAL

---

Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners**  
**Minutes**  
**January 8, 2024**

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Jessica Harrison, Shannon Baxter, Beverly Clark, 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, Kaleb Harmon-Communications, 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 Davis.

**APPROVAL OF AGENDA**

Commissioner Baxter asked to remove West Horton Street Drainage Project: Fund Transfer (Ordinance 2024-26) from consent and to add clerk position, appointed boards, Gill Street Park, and Horton Street House to the agenda.

Commissioner Davis asked to remove Tuition Assistance Program (Ordinance 2024-25) from consent.

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

**SCHOOL RECOGNITIONS**

*A. East Wake High School*

Mayor York recognized student Caro Dorothy Pethos and teacher Lisa Gibson both from East Wake High School.

**PUBLIC COMMENT**

No one signed up to speak.

**OLD BUSINESS**

*A. Governing Board Meeting Schedule*

Joe Moore stated the meeting schedule came before the Board at their December regular meeting and some had conflicts with the mini retreat dates.

Commissioner Baxter stated she wanted to do two retreats instead of nine mini retreats, wanted a team building component added for the Board and to revisit the schedule in December 2024.

Commissioner Harrison agreed two retreats would be more beneficial as well as a team building exercise.

Commissioner Miles stated he would be in a class on February 5, 2024 and would not be able to attend the meeting. There was discussion about the regular February meeting being changed to February 13, 2024.

Commissioner Baxter made a motion, second by Commissioner Davis to adopt the regular meeting schedule through January 6, 2025 with the amendment to move the February 5, 2024 meeting to February 13, 2024 and for staff to bring back options for a retreat schedule.

Commissioner Harrison stated as long as there was a quorum then the meeting should take place. It was not fair to the public and staff to continually change meeting dates to accommodate Board members' schedules.

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

Joe Moore asked about the mini retreat schedule and if the Board wanted to keep the January 25, 2024 retreat.

Commissioner Baxter made a motion, second by Commissioner Miles to cancel the mini retreat on January 25, 2024. There was no discussion and the motion passed unanimously.

## **NEW BUSINESS**

### *A. Parks and Recreation*

i. Park Acquisition (Ordinance 2024-23, Ordinance 2024-24 and Resolution 2024-16)  
Sheila Long presented for the Board's consideration to create a Park Acquisition Capital Project Fund, allocate Recreation Impact Fees to that fund, and authorize staff to begin searching for property in target acquisition zones.

As of November 17, 2023, the Town collected \$4,676,000 in Recreation Impact Fees. Recreation Impact fees could not be used to renovate existing amenities. The funds must be used to improve the impact of growth on the existing level of service for parks.

Commissioner Baxter wanted to change the last sentence on Resolution 2024-16 from "staff will return to the Board for approval of final purchase agreements" to "staff will return to the Board after the search process concludes to discuss results, allocate funds and approve purchase agreements." Sheila Long stated staff would be looking at multiple sites and that it would be an ongoing process. Staff was given direction at the Board's mini retreat to always be looking for opportunities that would be a best fit for Zebulon.

Commissioner Baxter stated the Board should be informed about the location and cost prior to the letter of intent.

Mayor York stated the negotiation process would take place in closed session.

Commissioner Miles asked if staff could move forward with a search if funds were not added to a capital project fund. Sheila Long spoke about the challenges staff would face if a capital project fund was not created.

Commissioner Clark made a motion, second by Commissioner Harrison to approve Ordinance 2024-23.

Commissioner Baxter asked about the difference between the ordinances. Bobby Fitts explained the first ordinance established the capital project fund and the second ordinance appropriated the funds from the impact fees to the capital project fund.

There was no further discussion and the motion failed with a vote 3 to 2 with Commissioners Miles, Davis and Baxter voting in opposition and Commissioners Harrison and Clark voting in favor.

Joe Moore stated there was no reason to consider the remaining items and staff would not initiate looking for park property without adoption of the first ordinance.

#### *B. Planning*

##### *i. Downtown Zebulon MOU and Bylaw Review*

Teresa Piner spoke about the Memorandum of Understanding (MOU) and bylaws including amendments and highlights. Staff gave review and feedback of the MOU and bylaws from the October work session. The changes were reviewed. The Board selections with MSD would be a minimum of nine members with three property owners, three business owners and three members with a combination of downtown or abutting residents, Town representatives, County representative, school representative, non-profit, civic group or faith-based group.

There was discussion about those in the MSD boundary being on Mainstreet Board. Ms. Piner stated those in the MSD discount would be affected directly and want strong representation from those in the boundary.

Commissioner Miles asked how others outside the boundary could have their voices heard. The downtown master plan would start in the spring and would have people throughout the Town participating.

Commissioner Baxter asked about the possibility of representation of a Town citizen and not just a citizen living in the downtown or abutting area. Ms. Piner stated she would go back to the Mainstreet Board for them to discuss others options and to see what other communities had done in the past.

Commissioner Baxter made a motion, second by Commissioner Miles to table the Downtown Zebulon MOU and Bylaw Review for further discussion. There was no discussion and the motion passed with a vote 4 to 1 with Commissioners Baxter, Miles, Davis and Clark in favor and Commissioner Harrison in opposition.

#### *C. Administration*

i. Health Insurance opt-out

Joe Moore explained at the Board's meeting on December 4, 2023, the Board requested staff analyze the financial and policy impacts of offering a 100% equivalent of health insurance premiums to those who "opt-out" of the Town's health insurance coverage. Employees and Board members insured by another eligible group plan, such as health coverage provided through retirement or the employer of a spouse or parent, are offered an option out of the Town's health insurance coverage.

Commissioner Baxter stated the staff recommendation showed the value would be reduced from the  $\frac{3}{4}$  payout. Joe Moore stated staff would bring forward an evaluation of the impact of reducing the amount of the payout at the next insurance renewal. Commissioner Baxter asked for staff to come back earlier if there was a plan to decrease the opt out value of the plan. Staff would bring the information sooner if possible but was determined by when the insurance provider gave the renewal information.

*D. Finance*

i. West Horton Street Drainage Project: Fund Transfer (Ordinance 2024-26)

Commissioner Baxter asked about the cost of the West Horton Street project. Bobby Fitts explained the project was less than the \$1.8 budgeted. If there were funds not spent they would be rolled into fund balance. Commissioner Baxter asked if the money saved could be rolled into a specific project. Staff explained that was possible but would not know the final cost until the project was finished. When the project was closed out staff could recognize funds if the project was under budget. The Board could decide to roll funds to a specific project at that time.

Commissioner Clark made a motion, second by Commissioner Miles to approve Ordinance 2024-26.

Commissioner Baxter stated there was potential to capture the funds for a future project.

There was no further discussion and the motion passed unanimously.

ii. Tuition Assistance Program (Ordinance 2024-25)

Commissioner Davis asked about the requirement for employees to receive tuition assistance. Lisa Markland stated there was a policy in place and gave details of how an employee can receive tuition assistance.

Commissioner Miles asked if there was a cap on how many employees can take advantage of the program. Staff stated there was a cap on the funds in the program and an employee can receive up to \$1,000 per fiscal year. The program was popular this year and was the first time the funds had been depleted out and additional funding was needed.

Commissioner Harrison made a motion, second by Commissioner Baxter to approve Ordinance 2024-25.

Mayor York stated the Town was moving forward and the budget may need to be increased for employees to take advantage of the program.

There was no further discussion and the motion passed unanimously.

*E. General*

i. Clerk Position

Commissioner Baxter asked if the Board could see all the Clerk applications. Lisa Markland stated staff was directed to contract the process through Developmental Associates and spoke about the process.

Mayor York stated there would be a five-minute recess.

The meeting reconvened at 7:27pm.

ii. Appointed Boards

Commissioner Baxter stated several members needed to be appointed to the appointed boards. Lisa Markland spoke about the advertising that was done. Commissioner Baxter asked to have the video promoting the appointed boards posted to the website.

iii. Gill Street Park

Commissioner Baxter asked for the feedback for Gill Street Park and wanted the results of the survey at the February meeting. Sheila Long stated she would share the report with the Board and could add it for discussion at a work session.

iv. East Horton Street House

Commissioner Baxter stated the Town acquired two pieces of property and wanted the Board to schedule a walk through of the property. Sheila Long stated she would coordinate with staff to schedule a walk through.

**BOARD COMMENTS**

Commissioner Clark stated it was the first meeting of 2024 and the Board would work as a team for the Town.

Commissioner Harrison thanked those in attendance at the meeting.

Commissioner Miles spoke about the Police Academy and encouraged those to look at the Town's website about information to be a vendor for events.

Commissioner Baxter stated severe weather was coming.

Mayor York stated he was looking forward to doing the Town's business in 2024.

**MANAGER’S REPORT**

Lisa Markland gave an HR update.

Michael Clark gave a monthly development update.

**CLOSED SESSION**

The Board needed a motion to go into closed session under NC GS 143-381.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

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

Commissioner Harrison made a motion, second by Commissioner Baxter to direct the Town attorney to file an action to condemn property. There was no discussion and the motion passed unanimously.

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

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

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Glenn L. York—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk



**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**January 18, 2024**

Present: Mayor Glenn York, Jessica Harrison, Quentin Miles, Beverly Clark, Amber Davis, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Mary Duffy-Public Works, Bobby Fitts-Finance, Jacqui Boykin-Police, Michael Clark-Planning, Sheila Long-Parks and Recreation, Kaleb Harmon-Communications, Sam Slater-Attorney

Absent: Shannon Baxter

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

Mayor York stated Commissioner Baxter would not be in attendance.

**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.

**FY '25 REQUESTED BUDGETS**

Joe Moore gave an overview of the items to be presented at the meeting and gave dates for budget items.

**PLANNING**

Michael Clark spoke about the staff requests including a second Planning Technician and a Transportation Planner. The duties of the two requested positions were detailed. The development timeline was shown and how the two new staffing requests would help the department become more efficient. Graphs were shown reflecting the population change and the staff needed to accommodate the growth.

The capital requests for the budget included an affordable housing plan, affordable housing plumbing program, smart-ride participation and water infrastructure review and upgrades. Mr. Clark gave details about each request.

Commissioner Harrison asked how the affordable housing data would be gathered. Staff explained the Town would look at surrounding counties for an affordable housing plan and that it would not be isolated to just to Wake County.

Commissioner Harrison asked how the positions would fit in the career ladder for the Planning Department. The details of the positions and the Department's career ladder were given.

**FIRE**

Chris Perry showed a graph with the service drivers and future predictions. Some requested budget items included the implementation of a second supervisor on each shift, six firefighters, and an administrative assistant. Some line-item increases included uniforms, training, EMS building maintenance, vehicle maintenance, medical exams and Wake County dispatch. Capital items included

the Fire/EMS Station construction, two fire engines, replacement of the 2005 pickup truck, access key box system upgrades, turnout gear replacement and thermal imaging camera replacement. Chris Perry spoke about the Wake County Fire tax district cost share and explained the Wake County fire tax was collected in the unincorporated areas to fund fire protection in those areas. The current rate for FY '24 was 36.95% and the projected rate for FY '25 was 35.76%,

### **PUBLIC WORKS**

Chris Ray introduced Mary Duffy who gave a background about the department and spoke about their growth-related pressures including residential development, stormwater expansion and department management. Staff explained the growth was having impacts on staff and an Equipment Operator III, Construction Plan Coordinator, Property Maintenance Technician, Stormwater Manager, a second part-time summer landscaper, and a Public Works Assistant Director would be in the budget request. Adding people also added additional resources for support and those needed items were detailed.

The Public Works shop rehab and improvements were detailed. Staff explained the department also needed more office, training and meeting space. There was a request for \$1,505,000 for construction of the Public Works building. The Public Works yard was shown and staff spoke about the lack of storage issues they were having. The CIP items included annual street paving, Shepard School signals, N. Arendell improvements, W. Horton St. drainage, fleet replacements, and facilities and Mary Duffy gave details about each.

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

The meeting was called back into session at 7:27pm.

### **MAIN STREET PROGRAM: NON-PROFIT CREATION**

Teresa Piner spoke about the Main Street Program's bylaws and Memorandum of Understanding ("MOU"). The Board gave feedback at their regular January meeting and Mrs. Piner spoke about the amendments that were made.

The Board selections with MSD would be a minimum of nine members with three property owners, three business owners and three members with a combination of downtown or abutting residents, Town representatives, County representative, school representative, non-profit, civic group or faith-based group. The next steps were shown.

Commissioner Davis asked about the Main Street Board terms. Staff explained there would be staggered terms by office.

Commissioner Miles stated he wanted more citizen involvement than business and property owners. Teresa Piner stated once staff reviewed the MSD the boundary may expand past what it currently was.

Commissioner Clark stated the board members needed to be living within the Town limits. There was discussion about the current makeup of the Main Street Board.

There was consensus to change the board makeup to residents within the corporate limits and ETJ.

Board of Commissioners  
Minutes  
January 18, 2024

Commissioner Clark made a motion, second by Commissioner Harrison to approve Main Street Program: Non-Profit Creation as amended.

Commissioner Miles stated he had concerns about the restriction of only downtown business owners being on the board. Teesa Piner stated as they grow there may need to be changes to the bylaws and the business owners will want to be involved especially with a MSD since it would affect them the most.

There was no further discussion and the motion passed unanimously.

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

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

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Glenn L. York—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk



## Board of Commissioners

P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

SHINICA THOMAS, CHAIR  
SUSAN EVANS, VICE-CHAIR  
VICKIE ADAMSON  
MATT CALABRIA  
DON MIAL  
CHERYL STALLINGS  
TARA WATERS

January 3, 2024

Ms. Lisa Markland  
Town Clerk  
Town of Zebulon  
1003 North Arendell Avenue  
Zebulon, North Carolina 27597

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on January 2, 2024, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)



**Wake County Tax Administration**

Rebate Details  
11/01/2023 - 11/30/2023

**ZEBULON**

DATE: 12/11/2023  
TIME: 10:52:36 AM  
PAGE: 1

REBATE NUMBER	PROPERTY CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
862993	0.00	0.29	0.00	0.29	11/06/2023	0006707784	2023	2023	ADVANTAGE SALES & MARKETING LLC
863147	0.00	1.91	0.00	1.91	11/07/2023	0006150517	2023	2023	DISH NETWORK LLC
863168	0.00	69.70	0.00	69.70	11/07/2023	0006591224	2023	2023	PNC BANK NA
864166	736.21	73.63	0.00	809.84	11/20/2023	0006991311	2023	2023	ROUNDED THIRD LLC
864714	179.69	17.97	0.00	197.66	11/22/2023	0006991191	2023	2023	NARRON MERRITT PLLC

<b>SUBTOTALS FOR BUSINESS ACCOUNTS</b>	<b>915.90</b>	<b>163.50</b>	<b>0.00</b>	<b>1,079.40</b>		<b>5</b>	<b>Properties Rebated</b>		
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INDIVIDUAL PROPERTY ACCOUNTS	PROPERTY CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
864877	8.27	0.83	0.00	9.10	11/27/2023	0006953968	2023	2023	GREIFINGER, STUART
865385	385.56	38.56	0.00	424.12	11/30/2023	0006950999	2023	2023	BMO HARRIS BANK NA
865358	5,611.17	0.00	0.00	5,611.17	11/30/2023	0006494553	2023	2023	US FOODS INC
865367	0.00	20.25	0.00	20.25	11/30/2023	0006494553	2023	2023	US FOODS INC
863766	821.96	0.00	0.00	821.96	11/14/2023	0006494553	2023	2023	US FOODS INC
865361	2.59	0.26	0.00	2.85	11/30/2023	0006985376	2023	2023	GONZALEZ, FEDERICO ULISES
864036	287.98	28.80	0.00	316.78	11/16/2023	0006494553	2023	2023	US FOODS INC
864586	26.02	2.60	0.00	28.62	11/21/2023	0006865507	2023	2023	HOUSING AUTHORITY OF THE COUNTY OF WAKE
863333	0.00	82.20	0.00	82.20	11/08/2023	0006494553	2023	2023	US FOODS INC



Wake County Tax Administration

Rebate Details  
 11/01/2023 - 11/30/2023  
 ZEBULON

DATE 12/11/2023  
 TIME 10:52:36 AM  
 PAGE 2

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
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SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	7,143.55	0.00	173.50	0.00	7,317.05		9	2023	000000	JACKSON, GLENN F
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INDIVIDUAL REAL ESTATE ACCOUNTS

862638	258.75	0.00	0.00	0.00	258.75	11/02/2023	0000478447	2023	000000	JACKSON, GLENN F
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SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	258.75	0.00	0.00	0.00	258.75		1	2023	000000	JACKSON, GLENN F
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TOTAL REBATED FOR ZEBULON	8,318.20	0.00	337.00	0.00	8,655.20		15	2023	000000	JACKSON, GLENN F
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**Wake County Tax Administration**

Rebate Details  
11/01/2023 - 11/30/2023


ZEBULON

DATE 12/11/2023  
TIME 10:52:36 AM  
PAGE 1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
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Grand Total: 72,849.19      90.00      9,625.64      0.00      82,564.83      241 Properties Rebated for All Cities

STAFF REPORT  
18 MONTH MEETING SCHEDULE  
2024 THROUGH JUNE 2025  
FEBRUARY 13, 2024

**Topic:** FY '24 Board Meeting Schedule and Adjustments  
**Speaker:** Joseph M. Moore II, PE - Town Manager (if pulled from consent)  
**From:** Lisa M. Markland – Town Clerk  
**Prepared by:** Lisa M. Markland – Town Clerk  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Adjustments to the Board of Commissioners FY '24 meeting schedule.

**Background:**

Changes to the Board's FY '24 Meeting Schedule include:

1. February 22, 2024: cancel Mini-Retreat
2. March 21, 2024: cancel Work Session
3. March 28, 2024: change Mini-Retreat to Work Session (starting at 5:00pm)

**Discussion:**

The Board will decide upon revisions to the FY '24 Meeting Schedule.

**Policy Analysis:**

The purpose of the statutes on Meetings of Public Bodies (“Open Meetings Law”) “is to ensure that the business of the public be conducted in the view of the public so that the people have the wherewithal to be better informed”.<sup>1</sup>

The Board is required to fix the date, time and place for their regular meetings (§160A-71).

**Staff Recommendation:**

Staff recommends revising the Fiscal Year 2024 Meeting Schedule as presented.

**Attachments:**

None

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<sup>1</sup> Student Bar Association Board of Governors of School of Law, University of North Carolina at Chapel Hill v. Byrd, 293 NC 594, 604 (1977).



STAFF REPORT  
BOARD APPOINTMENTS  
FEBRUARY 13, 2024

**Topic:** Board Appointments  
**Speaker:** Stacie Paratore, CMC, Human Resources Tech/Deputy Town Clerk  
**From:** Lisa M. Markland, CMC, Human Resources Director/Town Clerk  
Michael J. Clark, AICP, CZO, Planning Director  
**Prepared by:** Stacie Paratore, CMC, Deputy Town Clerk  
Michael J. Clark, AICP, CZO, Planning Director  
**Approved by:**  Joseph M. Moore, II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider applicants interested in serving on appointed boards.

**Background:**

The Board of Commissioners appoints members to Boards (Planning Board, Board of Adjustment, and Parks and Recreation Advisory Board) who make recommendations or decisions in their respective areas. Persons interested in serving on these appointed Boards present applications to the Board of Commissioners for consideration.

**Discussion:**

The discussion amongst the Board is whom to appoint to the advisory boards.

Planning Board

There are **four** in-Town vacancies.

The Town received the following applications:

- David Lowry applied for re-appointment as an in-Town member.
- Michael Germano applied for re-appointment as an in-Town member.
- Latoya Carter submitted an application as an in-Town member.
- Sylvia Wheeler submitted an application as an in-Town member.

Parks and Recreation Advisory Board

There is **three** vacancies.

The Town received an application from the following:

- Dexter De'Andre Privette applied for re-appointment.
- Kyla Virden submitted an application consideration.
- Dieva Hill submitted an application for consideration.
- David Field submitted an application for consideration.

Board of Adjustment

There are **two** in-town vacancies, **one** alternate ETJ vacancy, **one** ETJ vacancy, and **one** alternate in-town vacancy.

The Town received an application from the following:

- Africa Privette submitted an application as an in-Town member.

STAFF REPORT  
BOARD APPOINTMENTS  
FEBRUARY 13, 2024

Tad Adams and Cathy Meeler are not interested in re-appointment, leaving the Board of Adjustment with one member.

**Policy Impact:**

Municipalities are statutorily required to have a Planning Board to make recommendations on applications for rezoning, text amendments, and comprehensive land use plan updates or rewrites (§ 160D-604)

Municipalities are statutorily required to have a Board of Adjustment to hear appeals and variances for development projects (§ 160D-303(b)). Zebulon's Unified Development Ordinance lists processes and procedures to hear appeals (Article 2), and the powers, duties, and composition of the Board of Adjustment (Section 10.2). A non-functioning Board of Adjustment is in violation of state statutes, and dilutes, possibly nullifies, the Town's development standards and regulations by rendering them unenforceable.

**Fiscal Impact:**

NA

**Staff Recommendation:**

No recommendations on Board appointments.

**Attachments:**

1. Applications

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name David J Lowry

Address 4212 Vineyard Ridge Dr. Zebulon NC 27597

E-mail djlowry771@gmail.com      Date of Birth (month & Day) 11/14/1977

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) 614-419-3414

Employer Progressive Design Collaborative Occupation BIM/CAD Manager

Do you live in the Zebulon Corporate Limits  ETJ \_\_\_\_\_ Years in Zebulon 5 years

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No \_\_\_\_\_ If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
<u>Planning Board</u>	<u>2020</u>	<u>Current</u>

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No \_\_\_\_\_

Describe extent and meetings attended All

Why do you want to serve on this board or commission? Continue Serving as the Chair of this Board

Why would you be an asset to this board or commission? I believe I have shown my value to the board during my tenure

What are your qualifications? \_\_\_\_\_

What areas of concern would you like to see the Board or Commission address? \_\_\_\_\_

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 4/24/2023      Signature 

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name Michael Germano

Address 616 Golden Plum Ln Zebulon NC 27597

E-mail michael@germanoai.com

Date of Birth (month & Day) 12/30

Phone (Home) n/a

(Work) 9194048085

(Cell) 9196085363

Employer Germano Architecture + Interiors

Occupation Architect / Business Owner

Do you live in the Zebulon Corporate Limits

ETJ

Years in Zebulon 5

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
<u>Planning Board</u>	<u>2020</u>	<u>Present</u>
<u>Main Street DAC Stakeholders Group</u>	<u>2020</u>	<u>2021</u>
<u> </u>	<u> </u>	<u> </u>

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No

Describe extent and meetings attended All JPH and Planning Board meetings while serving on Board, BoC meetings

Why do you want to serve on this board or commission?  
I would like to continue serving this community to shape and guide the growth and development of our town in a focused and deliberate manner, that is for the benefit of the greater community.

Why would you be an asset to this board or commission?  
I would continue to be an asset for this board by bringing my unique skills and perspectives as someone that works with planning departments and boards in communities across the state on a regular basis to the planning board. I understand the impacts of smart growth and proper planning.

What are your qualifications? Degree in Town Planning, Architect, Business Owner

What areas of concern would you like to see the Board or Commission address?  
I would like to see the Planning Board continue to push for a greater diversity of housing, affordable housing, and planned developments that bring amenities and services to Zebulon that the town desires.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 04/24/2023

Signature 

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name Latoya R. Carter

Address 2408 Sandara Drive Zebulon NC 27597

E-mail lgred1228@yahoo.com Date of Birth (month & Day) 2/11

Phone (Home) 919-671-0518 (Work) 252-319-2112 <sup>x 388</sup> (Cell) 919-671-0518

Employer DOSH North Carolina Gov. Occupation Advocate

Do you live in the Zebulon Corporate Limits  ETJ  Years in Zebulon 5 yrs

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No

Describe extent and meetings attended BIC Meeting - met in town - came to sit in on meeting witnessed a student from local elementary school be recognized w/ his family in attendance.

Why do you want to serve on this board or commission? I would like to serve on the board to learn more about the economic, cultural and political development of Zebulon.

Why would you be an asset to this board or commission? As a licensed social worker I feel that I bring a unique skill set that would provide a nice perspective in decision making, serve my community & health, would also be a great learning opportunity.

What are your qualifications? I have served on various committees and boards throughout and in the community.

What areas of concern would you like to see the Board or Commission address? growth and development and land use.

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 7/1/2022 Signature Latoya R. Carter

*Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.*

Confirmed 1/29/24

## TOWN OF ZEBULON

### Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

2 Board of Adjustment                      1 Planning Board                      3 Parks & Recreation Advisory

Name SYLVIA T. WHEELER

Address 740 ROSE MALLOW DRIVE ZEBULON, NC 27597

E-mail SYLVIAT.WHEELER@GMAIL.COM Date of Birth (month & Day) 01/31

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) (410)805-0181

Employer KELLER WILLIAMS REALTY PLATINUM Occupation REALTOR

Do you live in the Zebulon Corporate Limits  ETJ \_\_\_\_\_ Years in Zebulon 3

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No \_\_\_\_\_

Describe extent and meetings attended Attend meeting at Town Hall as well government meeting

Why do you want to serve on this board or commission? Board

Why would you be an asset to this board or commission? Believe I will have a non bias opinion in helping build the Zebulon neighborhood

What are your qualifications? Aware of the neighborhood and listen to neighbors/individuals at meeting of needs/wants

What areas of concern would you like to see the Board or Commission address? Building a community for the youth to have activities/training for usgae in life. Restaurants to actually sit down at and not just fast food-affordable housing

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Date 1/10/24 Signature \_\_\_\_\_

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name Dexter De'Andre Privette

Address 1423 Mandolin Place, Zebulon NC 27597

E-mail ddprivette@hotmail.com      Date of Birth (month & Day) \_\_\_\_\_

Phone (Home) 919-633-0554 (Work) \_\_\_\_\_ (Cell) 919-633-0554

Employer William Torrey's Funeral Home Occupation Funeral Director

Do you live in the Zebulon Corporate Limits  ETJ \_\_\_\_\_ Years in Zebulon 34

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No \_\_\_\_\_ If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
<u>Parks and Rec</u>	<u>2020</u>	<u>2023 (current)</u>

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No \_\_\_\_\_

Describe extent and meetings attended currently serve on Park and Rec advisory board

Why do you want to serve on this board or commission? To continue the great work for the residents of Zebulon N.C. To continue to be a voice for the residents.

Why would you be an asset to this board or commission? My knowledge obtained while serving lifetime resident of Zebulon. I have participated and supported the town recreation department.

What are your qualifications? currently work for the department of public safety and currently serve on the Recreation board

What areas of concern would you like to see the Board or Commission address? Continue to fulfill the plan of the town Master Plan. Continue to enhance the Parks and Recreation for all residents.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 4/24/23      Signature Dexter De'Andre Privette

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

**TOWN OF ZEBULON**  
**Application for Board Appointments**

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment       Planning Board       Parks & Recreation Advisory

Name Kyla Starr Virden

Address 909 Loosestrife Ct, Zebulon, NC 27597

E-mail misskylastarr@gmail      Date of Birth (month & Day) 5/8

Phone (Home) 774 328 1649 (Work) \_\_\_\_\_ (Cell) 774 328 1649

Employer Department of labor Occupation Human Resources

Do you live in the Zebulon Corporate Limits  ETJ \_\_\_\_\_ Years in Zebulon 5

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No \_\_\_\_\_ If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
<u>PTA</u>	<u>2015</u>	<u>present</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No \_\_\_\_\_

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? I would love the opportunity to serve because I am a resident in Zebulon

Why would you be an asset to this board or commission? I have a lot of experience in planning events and love planning events for families

What are your qualifications? event planning, labor laws,

What areas of concern would you like to see the Board or Commission address? Kids activities

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 8/15/2023      Signature Kyla Virden

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.



## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name Dieva M. Hill

Address 2148 Blue Iris Way, Zebulon NC 27597

E-mail dievasessoms@gmail.com Date of Birth (month & Day) 12/28

Phone (Home) 919-896-2307 (Work) \_\_\_\_\_ (Cell) same

Employer Town of Rolesville Occupation HR Analyst

Do you live in the Zebulon Corporate Limits  Yes  No ETJ  Years in Zebulon 1.5

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes  No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes  No

Describe extent and meetings attended I have reviewed a meeting online

Why do you want to serve on this board or commission? I would like to be more involved in my community.

Why would you be an asset to this board or commission? I would be an asset to the board in that I love to research, analyze and find solutions to problems. And would love to bring my personality to the board.

What are your qualifications? I have an MBA with a concentration in human Resources.

What areas of concern would you like to see the Board or Commission address? none at this time

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 8/21/2023. Signature 

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

# TOWN OF ZEBULON

## Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment     
  Planning Board     
  Parks & Recreation Advisory

Name David R. Field

Address 405 N. Wakefield St. Zebulon, NC 27597

E-mail RubyVincentBailey@gmail.com      Date of Birth (month & Day) May 17

Phone (Home) 919-375-4212      (Work) \_\_\_\_\_      (Cell) 919-820-0024

Employer Advanced Plasti-form Inc. (Zebulon)      Occupation Machine Operator

Do you live in the Zebulon Corporate Limits       ETJ \_\_\_\_\_      Years in Zebulon 1+

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_ No

Describe extent and meetings attended (reviewing meetings online)

Why do you want to serve on this board or commission? I love the town of Zebulon and I want to make our community a better place, I see this town as a hometown where people live and watch our children grow. It is our duty to serve our community.

Why would you be an asset to this board or commission? I have ideas for the community, I work well with people, I am attending the Latter Day Saints church where family values are the heart of the faith and teachings. I also problem solve very well.

What are your qualifications? I am a member of the American Legion, I live/work in Zebulon, I volunteer locally, I am managerially trained, and can use computers or people to gather information.

What areas of concern would you like to see the Board or Commission address? raise funds if needed, and to inspire love for our community.

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 08/30/2023      Signature DRF

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

## TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment       Planning Board       Parks & Recreation Advisory

Name Africa Ronihita Privette

Address 717 Frosty Ln Way

E-mail africa.Brooks365@gmail.com Date of Birth (month & Day) 12/15/1977

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) (919) 637-6656

Employer Builders Mutual Insurance Occupation underwriting

Do you live in the Zebulon Corporate Limits  ETJ \_\_\_\_\_ Years in Zebulon 2

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes \_\_\_\_\_ No

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? To fulfill a community responsibility

Why would you be an asset to this board or commission? My passion of this beautiful town growth

What are your qualifications? 2 years resident

What areas of concern would you like to see the Board or Commission address? Board of adjustment

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 3/30/23 Signature [Signature]

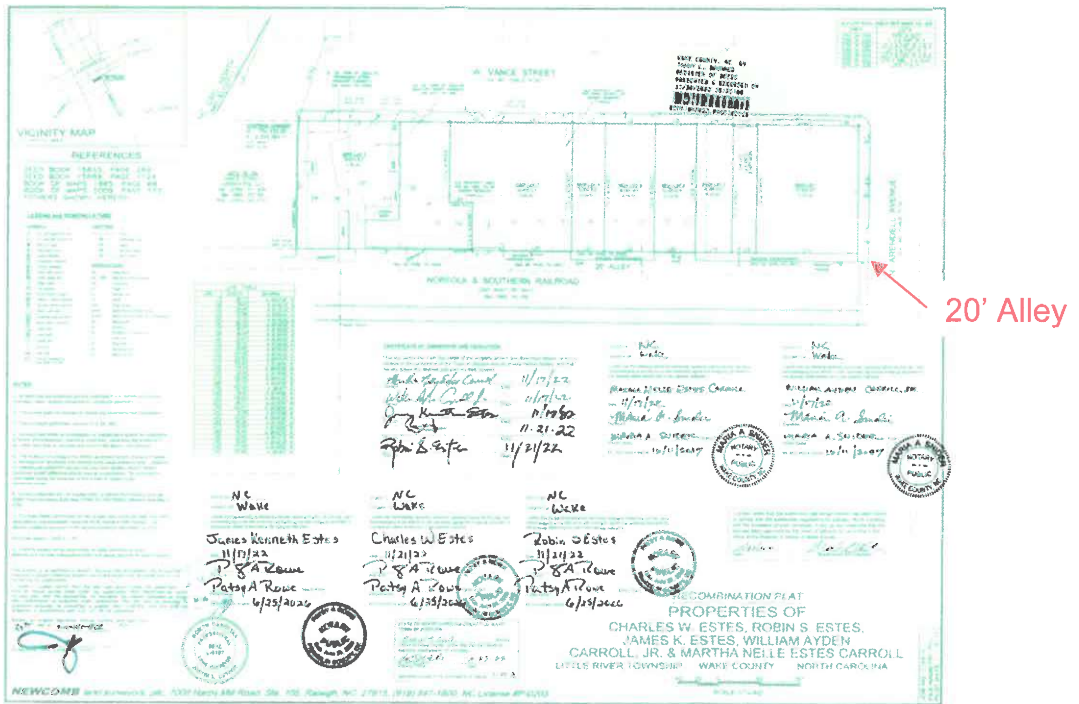
Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

STAFF REPORT  
ORDINANCE 2024-31  
COASTAL CAROLINA RAILROAD, LLC  
NORTH ALLEY AGREEMENT  
FEBRUARY 13, 2024

**Topic:** Ordinance 2024-31 – Coastal Carolina Roadway – Memo of Understanding and Budget Amendment  
**Speaker:** Chris Ray, Director of Public Works  
**From:** Chris Ray, Director of Public Works  
 Shannon Johnson, Economic Development Coordinator  
**Prepared by:** Chris Ray, Director of Public Works  
**Approved by:** *[Signature]* Joseph M. Moore II, PE, Town Manager

**Executive Summary:**  
A Memo of Understanding with Coastal Carolina Railway, LLC (CCR) for public access and utility installation in adjacent alley.

**Background:**  
Staff have 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 attached Memorandum of Understanding outlines the use and maintenance of the alley by the Town of Zebulon, City of Raleigh, and property owners adjacent to the alley. Town responsibilities include:

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. Remove rail lines from alley and place on right of way.

If approved, the MOU will be forwarded to CCR for review and approval.

STAFF REPORT  
ORDINANCE 2024-31  
COASTAL CAROLINA RAILROAD, LLC  
NORTH ALLEY AGREEMENT  
FEBRUARY 13, 2024

**Discussion:**

The discussion before the Board is whether to approve the MOU and approve the budget amendment (Ordinance 2024-31).

**Policy Guidance:**

Community infrastructure, such as utilities, transportation, technology, education, and housing is Economic Development goal #3 of the Comprehensive Land Use Plan.

**Fiscal Analysis:**

Estimated cost to complete this work is \$24,000.

Rehabilitated properties are estimated to increase Zebulon property tax revenue \$26/square foot, resulting in approximately an \$18,000 increase in property taxes from renovating the Whitley buildings.

Non-rehabilitated buildings produce both an opportunity cost, from empty buildings not generating sales tax from retail sales, and declining property taxes, from empty buildings continuing to degrade and ultimately collapse.

**Staff Recommendation:**

Staff recommends approving the MOU with Coastal Carolina Railway, LLC., and appropriation of funding to complete the necessary work through Budget Amendments.

**Attachments:**

1. MOU Agreement.
2. Ordinance 2024-31

**WAKE COUNTY**

**NORTH CAROLINA**

**MEMORANDUM OF UNDERSTANDING**

This **Memorandum of Understanding** (“MOU”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the **TOWN OF ZEBULON**, a North Carolina municipal corporation (the “Town”), and **CAROLINA COASTAL RAILWAY, LLC**, a Virginia limited liability company (the “CCR”), either of them referred to as a “Party” or collectively as the “Parties.”

**WITNESSETH:**

**WHEREAS**, the Town owns and maintains a 20’-wide public right-of-way parallel to W. Vance Street and in the vicinity of S. Arendell Avenue, within the Town’s corporate limits, as depicted as “20’ Alley” on that map Exhibit A attached hereto (the “Alley”); and

**WHEREAS**, CCR operates that certain variable width railroad right-of-way (the “Rail Line”) owned by Norfolk Southern Railway Company (“NSR”) adjacent to and immediately south of the Alley and has the authority, pursuant to a separate agreement with NSR, to, among other things, administer the use and operation of the Rail Line within the Town’s corporate limits as depicted in part on Exhibit A; and

**WHEREAS**, the Alley is adjoined to the north by privately-owned, commercial properties from which various business have from time to time operated such properties and improvements depicted in more detail on Exhibit A (such properties and improvements, collectively, the “Commercial Buildings”); and

**WHEREAS**, the Alley has from time to time been utilized by (i) the owners of the Commercial Buildings for the operation of their businesses and for ingress and egress

therefrom and (ii) the Town to provide public access to and from the Commercial Buildings and to collocate municipal utility and stormwater lines and facilities; and

**WHEREAS**, some, but not all, of the Commercial Buildings encroach upon the Alley, as depicted on Exhibit A; and

**WHEREAS**, a railroad spur track lies within the Alley which, from inspection by Town staff, appears to have historically served the Commercial Buildings and allow access to the Rail Line for business operated therefrom (the “Spur”); the Spur is currently in disrepair and of no practical value to the Town, its citizens, various owners of the Commercial Buildings or CCR; and

**WHEREAS**, the Town desires to remove the Spur and facilitate the extension and improvement of various municipal utility and stormwater services for public and private properties in the vicinity of the Rail Line;

**WHEREAS**, the Town and CCR desire to clarify the rights and obligations of each party with respect to the Spur, the conditions for removal thereof, and the installation and maintenance of municipal utility infrastructure in the Alley and within the vicinity of the Rail Line; and

**WHEREAS**, the Parties desire to enter into this MOU to set forth the terms and conditions between the Parties as to the foregoing.

**NOW THEREFORE**, in consideration of the mutual covenants and premises set forth herein, the Parties agree as follows:

1. Incorporation. The foregoing recitals are hereby incorporated by this reference and made a part hereof.

2. Spur Removal. The Town may remove the Spur at any time after the date hereof; subject, however, to the following conditions:
- a. All Spur materials removed and salvaged shall be placed within the Rail Line right-of-way immediately adjacent to the Alley (in an area not to materially interfere with the regular operation of CCR's business);
  - b. The Town shall fill, compact, and grade, as reasonably necessary, the land affected by such removal activities to restore such areas so that they may be utilized in a manner consistent with Section 4 herein below;
  - c. Within ninety (90) days of removal of the Spur, and subject to weather conditions, the availability of labor and materials, the Town shall install a commercial grade split-rail fence substantially in the style and dimensions depicted on Exhibit B attached hereto and incorporated herein by reference (the "Boundary Fence"); such Boundary Fence to be located along the boundary of the Alley and the Rail Line as shown on Exhibit A;
  - d. The Boundary Fence may, in the Town's discretion, include access gates for parallel crossing to existing stormwater drainage and sanitary sewer line infrastructure (the "Existing Utilities");
  - e. Except as provided herein, the Boundary Fence shall be maintained and replaced at no cost to CCR, it being agreed by the Parties that the Boundary Fence may be removed by the Town temporarily, from time to time, to facilitate maintenance to the Boundary Fence and/or the Existing Utilities; provided, however, that any maintenance activities under this Section 2 that are estimate to last more than five (5) consecutive calendar days shall



require the prior written consent of CCR, such consent not to be unreasonably withheld, conditioned or delayed; and

- f. In no event shall the installation of the Additional Infrastructure or Alley Improvements commence prior to the removal of the Spur and the installation of the Boundary Fence.

3. Public Utility Infrastructure. Town and CCR agree the location of public utilities and infrastructure within the Alley are necessary to adequately preserve and protect the public rights of way and privately-owned improvements within the Town, to wit:

- a. Existing Facilities. The Parties acknowledge that the Town has installed the Existing Facilities within the Alley and the Rail Line as generally depicted on Exhibit C attached hereto and incorporated herein by reference. The Town and the City of Raleigh (“COR”), pursuant to a separate agreement with the Town relating to the maintenance thereof, retain all rights and obligations for the maintenance, repair and replacement of the Existing Infrastructure.
- b. Planned Sanitary Sewer Facilities. CCR consents to and shall not obstruct the installation, maintenance, and repair of a proposed public 8” sanitary sewer line and associated lateral service facilities to the existing Commercial Buildings by third party contractors as designed and permitted by Green Engineering with COR (the “New Sewer Line”). As a condition to such consent, all construction activities relating to the New Sewer Line shall be at no cost to CCR and shall be staged and executed wholly within the Alley. The

Town shall insure all contractors performing such work are licensed in the State of North Carolina and bonded for this type of work.

- c. Planned Stormwater Facilities. The Town agrees to provide CCR prior written notice of future stormwater improvements, including, but not limited to, complete design and permitting plans to be installed in or about the Alley (the “New Stormwater Facilities”), presently contracted with Kimley-Horn. The Town further agrees the construction activities relating to the New Stormwater Facilities will be performed at no cost to CCR by contractors licensed in the State of North Carolina and bonded for this type of work.
- d. Planned Electrical Facilities. The Town agrees to provide CCR prior written notice of planned electrical facility improvements (the “New Electrical Facilities” and, with the New Stormwater Facilities, the New Sewer Line and the Existing Facilities, collectively, the “Utility Facilities”) to the Alley which may serve the Commercial Buildings, among other improvements. The Town agrees to use commercially reasonable efforts to design the New Electrical Facilities such that all such infrastructure shall be below surface except for pad mounted transformers. CCR acknowledges that Duke Energy Progress, or its successor, would prosecute the installation and maintenance of the New Electrical Facilities, and, therefore, the Town intends only to use commercially reasonable best efforts to ensure the New Electrical Facilities conform to the provisions of this Section 3.d.

The Town further acknowledges and agrees that work performed relating to the Utility Facilities and contracted by or through the Town shall conform to all applicable laws, codes and ordinances and shall not materially disturb the use and operation of the Rail Line.

4. Alley Use & Maintenance. CCR consents to the use of the Alley by the general public for ingress and egress to and from the Commercial Buildings, and otherwise by the Town, the COR and their employees, agents and contractors as permitted pursuant to the terms of this MOU, but only to the extent consistent with this MOU. The Alley may also be used by the owners of the Commercial Buildings, their employees, agents, contractors and invitees, for loading and unloading, maintenance to the Commercial Buildings, but not for extended, overnight or other long-term parking. The Town agrees to install, at no cost to CCR, standard signage indicating the foregoing use limitations of the Alley. Additionally, the Town may, at its sole cost and expense, improve (including, but not limited to, laying substrate, gravel and asphalt) the Alley, and shall maintain the same in a manner consistent with its policies and procedures implemented and modified from time to time.

5. Commercial Building Encroachments. CCR and the Town acknowledge and consent to the existing encroachments by the Commercial Buildings within the Alley (collectively, the "Existing Encroachments"), such Existing Encroachments include with specificity the building shells and attendant HVAC equipment, LP tanks, dumpsters, loading docks and other mechanical equipment all as shown on Exhibit A attached hereto. The Town agrees to restrict any further encroachment into the Alley only to mechanical systems, trade fixtures and/or dumpsters and dumpster corrals necessary for the operation of a business operating out of any one of the Commercial Buildings. For the avoidance of doubt, the Town shall not consent to, and shall promptly enforce the removal

of, any expansion or replacement of a loading dock, façade or structural component of any Commercial Building within the Alley.

6. Fees. CCR acknowledges and agrees that the Town's exercise of its rights within the Alley as provided in Sections 2 through 5, inclusive, herein above shall not be subject to any fee of any kind or nature levied or charged by CCR, NSR, their respective successor or assigns, or any other entity or person claiming by or through CCR or NSR, or both. Notwithstanding the foregoing, the Town acknowledges that the exercise of such rights shall be at no cost or expenses to CCR, except as may be agreed in writing by the Parties.

7. Amendments. The Town or CCR may amend this MOU at any time, provided that such amendments make specific reference to this MOU, are duly authorized by the Town and CCR, executed in writing, and signed by duly authorized representatives of the Town and the CCR.

8. Notices. Notice under this MOU may be given by delivering it in person or by depositing it in the U.S. mail or with a nationally recognized overnight carrier addressed to:

AS TO TOWN:

Town of Zebulon  
Zebulon Public Works  
450 E. Horton Street  
Zebulon, NC 27597  
Attn: Chris D. Ray

AS TO CCR:

with a copy to:

Town of Zebulon  
1003 N. Arendell Avenue  
Zebulon, NC 27597  
Attn: Joe Moore, II, PE, Town Manager  
and Teresa Piner, Main Street Coord.

The Parties agree that in the event any such notice is provided for the purpose of obtaining consent hereto, so long as a requesting Party complies with the notice requirements provided herein, and the responding Party fails to reply to such request within fifteen (15) days of receipt of such request for consent, then such consent is deemed given.

9. Recording. The Parties agree not to record this MOU; provided, however, At the request of either Party, the Parties shall promptly execute and record, at the cost of the requesting Party, a short form memorandum describing the real property affected hereby, stating generally that the agreements set forth in this MOU exist and are enforceable, and putting third parties on notice of the conditions hereof.

10. Entire Agreement. This MOU contains the entire understanding of the Parties with respect to the subject matter hereof, and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect.

11. MOU Interpreted Under Laws of North Carolina. This MOU shall be construed under the laws of the State of North Carolina.

12. Severability. If any provision of this MOU is held invalid, the remainder of the MOU shall not be affected thereby and all other parts of this MOU shall nevertheless be in full force and effect.

**[Remainder of Page Intentionally Blank. Signature Page Follows.]**

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, this day  
and year first above written.

Town of Zebulon

CCR

\_\_\_\_\_  
Glenn L. York, Mayor

\_\_\_\_\_  
[Signatory]

ATTEST:

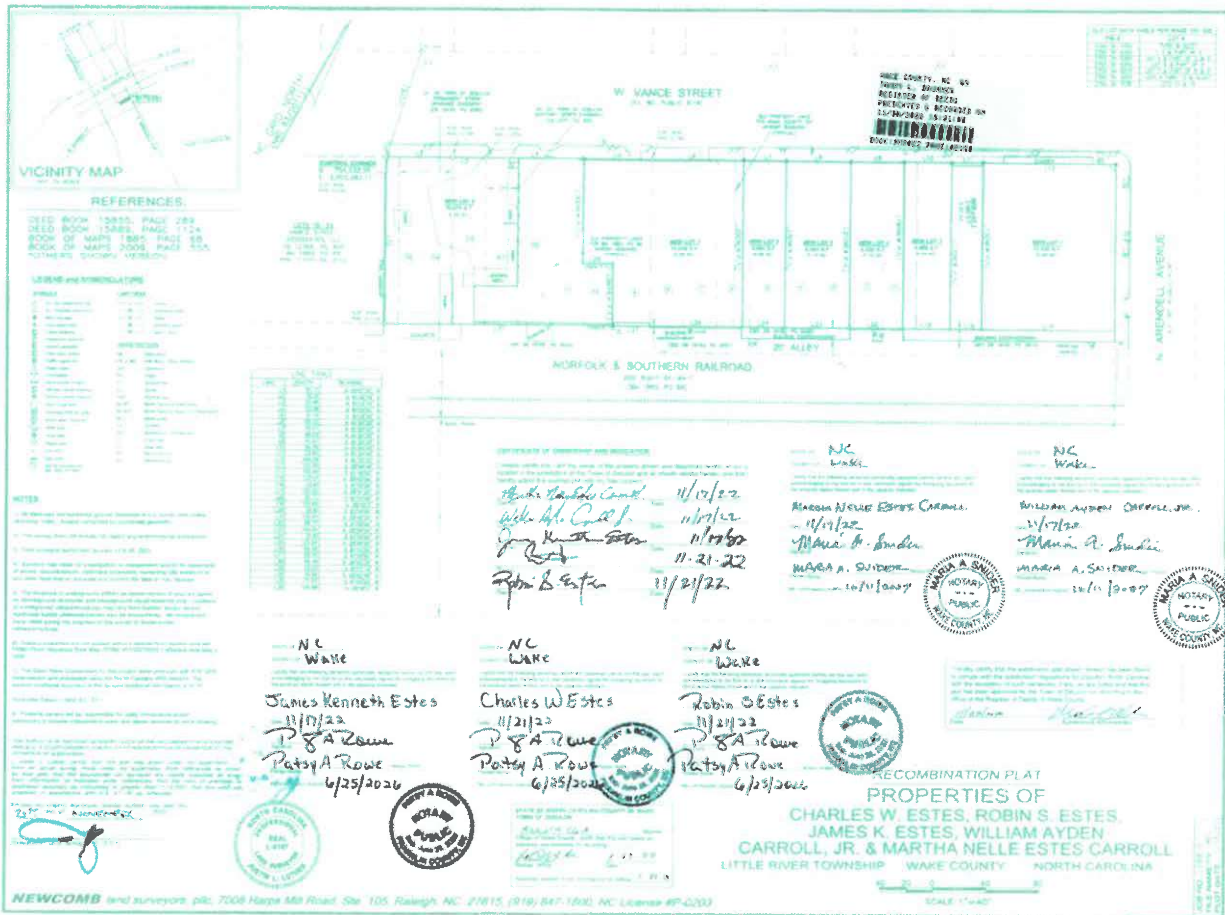
\_\_\_\_\_  
Lisa M. Markland, CMC, Town Clerk  
(Municipal Seal)

Approved as to form:

\_\_\_\_\_  
Eric A. Vernon, Town Attorney

# EXHIBIT A

## THE ALLEY



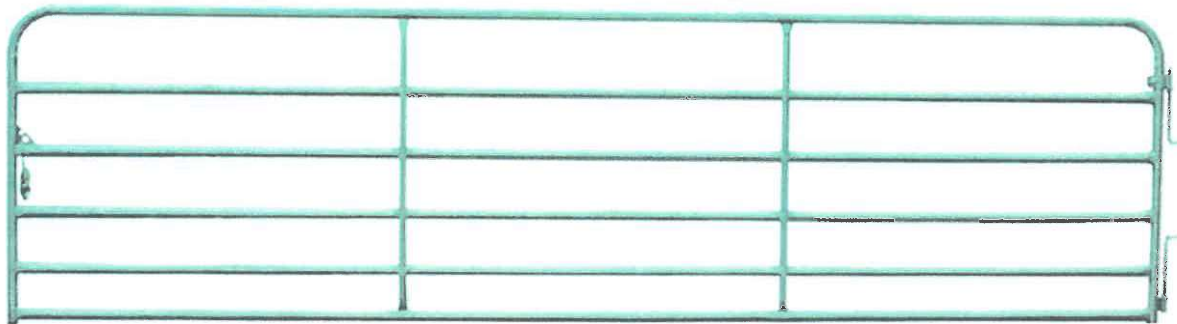
## EXHIBIT B

### BOUNDARY FENCE

Black Composite, 3-rail Fence similar in design and construction as depicted below:



Town may also install a Black Steel, Multi-Rail 12-16 gate at utility crossings, similar in design and construction as depicted below:



The fence and gate are intended to run approximately 445 linear feet beginning at a point behind 101 West Vance Street through 213 West Vance Street.



**EXHIBIT C**  
**EXISTING FACILITIES**



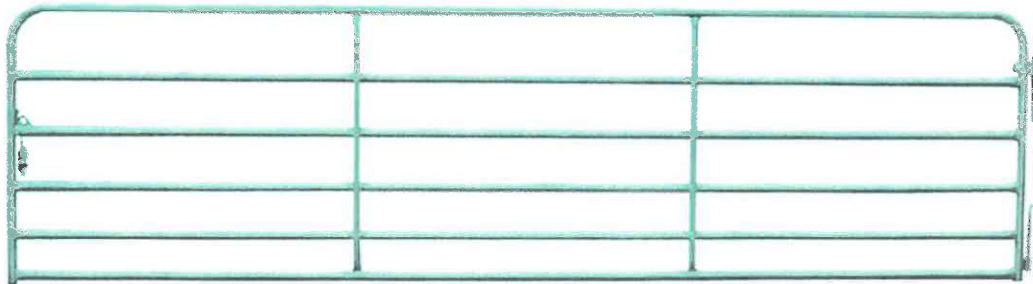
**Fence Option # 1**

**BOUNDARY FENCE**

Black Composite, 3-rail Fence similar in design and construction as depicted below:



Town may also install a Black Steel, Multi-Rail 12-16 gate at utility crossings, similar in design and construction as depicted below:



The fence and gate are intended to run approximately 445 linear feet beginning at a point behind 101 West Vance Street through 213 West Vance Street.

**Estimated Cost - \$18,000**



**Fence Option # 2**

**Wooden Split without wire**



**Estimated Cost - 8,000.00**

The fence and gates are intended to run approximately 445 linear feet beginning at a point behind 101 West Vance Street through 213 West Vance Street.

ORDINANCE 2024-31

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$24,000.00	
EXPENDITURES		
PW Property & Proj Mgmt – Contracted Services (Special)		24,000.00

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: February 13, 2024

Effective: February 13, 2024

\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

STAFF REPORT  
ORDINANCE 2024-32  
BUDGET AMENDMENT  
CONSTRUCTION CLOSEOUT COORDINATOR  
FEBRUARY 13, 2024

**Topic:** Ordinance 2024-32 – Const. Closeout Coordinator – Budget Amendment

**Speaker:** Chris D. Ray, Public Works Director

**From:** Chris D. Ray, Public Works Director

**Prepared by:** Chris D. Ray, Public Works Director

Bobby Fitts, Finance Director

**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Mid-year budget amendment to fund hiring a Construction Closeout Coordinator.

**Background:**

The FY '24 budget process included a request to fund an “Plan Reviewer/Encroachment Coordinator”. The request reflected a significant increase in workload, as observed in the acceptance of 6.25 street miles and storm drainpipes within the nine (9) subdivision phases in FY 2023 (a 20% increase).

The pace of infrastructure review and acceptance has accelerated as six (6) subdivision phases with 3.46 street miles of roadways and stormwater infrastructure have been accepted in the first six months.

In December 2023, the Board approved funding LJB Engineering, currently contracted with the Town to provide design review assistance, to aid Staff on closing out development projects submitted for acceptance through March/April 2023 at an estimated cost of \$26,000.

While this created a temporary bridge it did not fully address the needs associated with closing out development projects and accepting subdivision infrastructure for Town maintenance. The *additional* items needed include:

- a) Administer Developer Bonds and Letters of Credit for all subdivisions.
- b) Manage subdivision construction documents (Warranties, Easements, Infrastructure plans and records)
- c) Subdivision acceptance (Final pavement Overlay, Release of Liens, Warranty and Guaranty, and Bond closeout).
- d) Powell Bill (“gas tax” reimbursement) reporting street mileage updates to NCDOT.
- e) MS4 (Stormwater permit) tracking stormdrain mileage updates for NCDEQ.
- f) Supplement Construction Inspections (ex. assist Inspectors with Certificate of Occupancy and Sidewalks/Driveway inspections per workload peaks or sick/vacation vacancies)

STAFF REPORT  
ORDINANCE 2024-32  
BUDGET AMENDMENT  
CONSTRUCTION CLOSEOUT COORDINATOR  
FEBRUARY 13, 2024

In addition to addressing the forementioned gaps in development close out and subdivision infrastructure acceptance, the knowledge, skills, and abilities of this position could also support the infrequent, but time consuming, efforts on the following project types:

- g) Encroachment agreements with utilities (ex. Raleigh Water/Sewer, Duke Energy, Coastal Carolina Railroad).
- h) Small/Minor Project Permitting (ex. NCDOT permit application and administration on sidewalks, handicap ramps, and crosswalks projects).

**Discussion:**

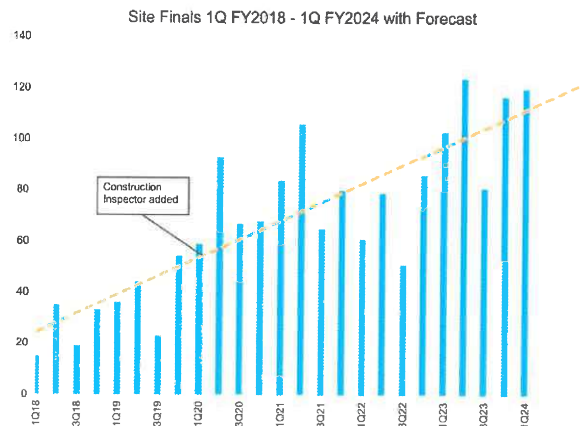
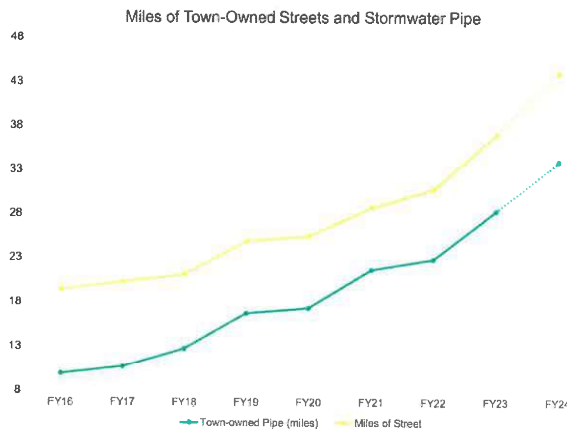
The discussion before the Board is whether to approve the Budget Amendment (Ordinance 2024-32).

**Policy/Program Analysis:**

This position creates additional capacity for the Director to focus on project management duties (ex. Shepard School Road/Old Bunn Road Signal Project, West Horton Street Drainage improvements, and North Arendell Ave Access and Operational improvements).

**Fiscal Analysis:**

The Town has accepted infrastructure valued with a replacement cost of \$55M over the past four years. If installed incorrectly this increases the Town’s risk and cost of replacing this infrastructure permanently. Assigning adequate and experienced personnel to properly close-out development projects, and accept properly installed and warrantied subdivision infrastructure, reduces the Town’s financial risk of prematurely replacing infrastructure.



STAFF REPORT  
ORDINANCE 2024-32  
BUDGET AMENDMENT  
CONSTRUCTION CLOSEOUT COORDINATOR  
FEBRUARY 13, 2024

The total cost to fund the position for the remainder of FY '24 is estimated at \$25,000, and at \$100,000 in FY '25.

A vehicle will be pulled from designated surplus inventory to meet the immediate employee vehicle needs until a compact truck can be secured through the annual capital budgeting process.

Ordinance 2024-32 appropriates funds collected from Construction Inspection Fees (re. FY '24 Budget, pg. D-4). As of Mid-November, the Town has collected \$148,651.70 of Inspection Fees above the budgeted amount.

**Staff Recommendation:**

Staff recommends approval of Ordinance 2024-32.

**Attachments:**

1. Ordinance 2024-32

ORDINANCE 2024-32

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Street & Sidewalk Inspection Fees	\$25,000.00	
EXPENDITURES		
PW Property & Proj Mgmt – Salaries	15,000.00	
PW Property & Proj Mgmt – FICA	1,148.00	
PW Property & Proj Mgmt – Group Insurance	2,100.00	
PW Property & Proj Mgmt – Retirement	2,570.00	
PW Property & Proj Mgmt – Cell Phones	875.00	
PW Property & Proj Mgmt – Travel & Training	400.00	
PW Property & Proj Mgmt – Vehicle Maintenance	650.00	
PW Property & Proj Mgmt – Fuel	350.00	
PW Property & Proj Mgmt – Materials & Supplies	875.00	
PW Property & Proj Mgmt – Uniforms	357.00	
PW Property & Proj Mgmt – Insurance & Bonds	675.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: February 13, 2024

Effective: February 13, 2024


\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk



STAFF REPORT  
ORDINANCE 2024-33  
FIRE STATION SITE DUE DILIGENCE  
FEBRUARY 13, 2024

**Topic:** Fire Station Site Due Diligence – Ordinance 2024-33  
**Speaker:** Chris Perry, Fire Chief  
**From:** Chris Perry, Fire Chief  
**Prepared by:** Chris Perry, Fire Chief  
**Approved by:**  Joseph M. Moore, II, PE, Town Manager

**Executive Summary:**

Consideration of budgeting funds to conduct site due diligence for a future fire station.

**Background:**

Long range fire department plans include a future fire station on the south side of Town, positioned to minimize travel times to current and future annexed areas.

A proposed development has included a parcel to dedicate for a future fire station location. Staff has conducted a station location analysis and determined that the location is well suited to provide timely response to the area and is well positioned in regards to other current and future proposed station locations; however, it is unclear whether the site is suitable for constructing a fire station. A feasibility and site plan study is needed to investigate whether a suitable fire station can be constructed on the site and to develop a conceptual site plan.

**Discussion:**

The discussion before the Board is to approve or deny the attached ordinance, which allocates additional funding to perform the site due diligence for the property.

**Fiscal Analysis:**

This ordinance provides a budget of \$10,000 to perform the necessary feasibility and site plan due diligence for a future fire station.

**Policy Analysis:**

N.C.G.S. 160A-291 allows cities to provide fire protection. The construction of fire stations are consistent with the statute's authorization for cities who choose to "establish, organize, equip, and maintain a fire department".

**Staff Recommendation:**

Staff recommends approval of attached ordinance.

**Attachments:**

1. Ordinance 2024-33

ORDINANCE 2024-33

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$10,000.00	
EXPENDITURES		
Fire – Fire Station Site Due Diligence	10,000.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: February 13, 2024

Effective: February 13, 2024

\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

STAFF REPORT  
ORDINANCE 2024-27  
BOND REFERENDUM – ROLLOVER FUNDING FOR  
BOND COUNSEL, FINANCIAL ADVISOR & EDUCATIONAL CAMPAIGN  
FEBRUARY 13, 2024

**Topic:** Ordinance 2024-27 – Bond Referendum – Rollover Funding for Bond Counsel, Financial Advisor & Educational Campaign

**Speaker:** Bobby Fitts, Finance Director (if pulled from consent)

**Prepared by:** Bobby Fitts, Finance Director

**Approved by:** Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

A budget amendment reappropriating funds to support the legal, financial, and public educational components of a bond referendum.

**Background:**

At their February 2023 Regular meeting, the Board appropriated funds to support the Bond Counsel, Financial Advisor and public education campaign costs associated with a bond referendum.

The Town incurred costs from the Financial Advisor to evaluate the tax implications of placing Transportation, Parks, Fire, and Facility Bond Referendums on the November 2023 ballot.

**Discussion:**

The Board of Commissioners must rollover unspent funds to continue approved projects or operational programs not completed in FY 2023.

**Program Analysis:**

Bond Counsel assists local governments with fulfilling the legal requirements for issuing debt obligations and drafting financial documents. Their legal opinion is relied upon by purchasers as to a bond's validity and tax-exempt status.

Financial Advisors assist local governments with financial modeling and capital planning to develop an effective and affordable Bond Referendum.

Local governments cannot lobby for support of a Bond Referendum, but they can educate residents on their purpose and amount.

**Fiscal Analysis:**

The Town has incurred \$39,000 in unbilled services from Financial Advisors.

The unspent funds budgeted in FY '23 rolled into Fund Balance. This ordinance pulls those funds back out for use in this fiscal year to both pay for incurred services from the Financial Advisors and budget for the other expected services associated with a Bond Referendum.

**Staff Recommendation:**

Staff recommends approval of Ordinance 2024-27.

**Attachments:**

1. Ordinance 2024-27

ORDINANCE 2024-27

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$200,000.00	
EXPENDITURES		
Governing Body—Prof. Services (Bond Counsel)	70,000.00	
Governing Body—Prof. Services (Financial Advisors)	70,000.00	
Governing Body—Prof. Services (Educ. Campaign)	60,000.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: February 13, 2024

Effective: February 13, 2024


\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

STAFF REPORT  
ORDINANCE 2024-28  
DRONE REPLACEMENT  
FEBRUARY 13, 2024

**Topic: Budget Amendment Request- Drone**

Speaker: Jacqui K. Boykin, Chief of Police (if pulled from Consent)  
From: Jacqui K. Boykin, Chief of Police  
Prepared by: Jacqui K. Boykin, Chief of Police  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Drone replacement through Asset Forfeiture funds.

**Background:**

Asset Forfeiture is the process by which assets gained through the proceeds or instruments of crime are confiscated. Money awarded through the asset forfeiture process is restricted to support law enforcement operations. The Town has \$12,784 designated in the General Fund restricted for law enforcement use.

In 2022, a local citizen donated a drone to the Police Department. The software is no longer supported and the drone is non-operational.

**Discussion:**

The discussion before the Board is whether to adopt the Budget Adjustment Ordinance allocating Restricted General Funds for the purchase of a replacement drone.

**Fiscal Analysis:**

The purchase price for a replacement drone is \$12,000. This item was scheduled for replacement in the FY25 budget, but the need is immediate and necessitates the mid-year transfer from Asset Forfeitures.

**Policy or Program Analysis:**

Drones significantly increase the effectiveness of public safety service through a wide array of applications including, missing person search and rescue, suspect apprehension, critical incident overview, crime scene mapping, traffic crash investigations, area mapping, natural disaster damage assessments and infrastructure inspections. The Police Department depends heavily upon the drone and needs an immediate replacement. Newer model aircraft is specifically designed for public safety service.

**Staff Recommendation:**

Staff recommends approval of the Ordinance 2024-28, allocating \$12,000 for the purchase of a replacement drone.

**Attachments:**

1. Ordinance 2024-28

ORDINANCE 2024-28

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$12,000.00	
EXPENDITURES		
Police – Drone	12,000.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: February 13, 2024

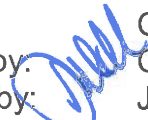
Effective: February 13, 2024

\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

STAFF REPORT  
ORDINANCE 2024-29  
HVAC REPLACEMENT AT POLICE STATION  
BUDGET ADJUSTMENT  
FEBRUARY 13, 2024

**Topic:** FY 2024 Budget Amendment: HVAC Replacement at Police Department (Ordinance 2024-29)  
**Speaker:** Chris D. Ray, Public Works Director (if pulled from consent)  
**From:** Chris D. Ray, Public Works Director  
**Prepared by:** Chris D. Ray, Public Works Director  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Budget amendment to fund replacement of Roof Top Units (RTU's) at the Police Department.

**Background:**

During the Police Station's renovation in 2008, five RTU's at the end of their useful life were replaced. The remaining five units (10 units total at Police) were replaced within the last three years. The first set of RTU's (units #1 – #5) replaced in 2008 have now reached the end of their useful life (HVAC units typically last 12-15 years).

On January 18, 2024, RTU # 1 and # 4 had significant freon leaks causing the unit compressors to run dry and produce metallic grinding noises. While adding freon restored the units to working order, the durability of the units are questionable.

The replacement of all the five 2008 RTU's at a cost of \$125,000 was requested for the FY 2025 Budget.

**Discussion:**

The discussion before the Board is whether to fund replacement of five RTU's at the Police Department.

**Fiscal Analysis:**

The estimated construction cost to replace the two damaged RTU's units is \$57,000, while the estimated construction cost to replace all five RTU's is \$125,000.

The Swimming Pool Demolition Project (10-500-7423) came significantly under bid with enough savings to fund the replacement of all five RTU's at \$125,000.

Replacing all units at the same time will save the Town approximately \$5,500 in construction costs, \$7,500 in permitting costs, and efficiencies in staffing the management of the project.

STAFF REPORT  
ORDINANCE 2024-29  
HVAC REPLACEMENT AT POLICE STATION  
BUDGET ADJUSTMENT  
FEBRUARY 13, 2024

**Policy/Program Analysis:**

The damage to, and life expectancy of both compressors is unknown. The units could last for two weeks or two years. The Mechanical Engineer, Staff and Contractor recommend replacement given the uncertainty of damages and the 3–5 month lead time on manufacturing.

Completing this project now eliminates the risk of failure during the sweltering summer months. Moving forward now, also ensures preference of manufacturer, instead of securing whatever product is available.

**Staff Recommendation:**

Staff recommends approval of the ordinance 2022-29 transferring \$125,000 from Property and Project Management's Division Swimming Pool Demolition Project to HVAC RTU replacement at the Police Station.

**Attachments:**

1. Ordinance 2024-29



ORDINANCE 2024-29

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
EXPENDITURES		
PW Property & Proj Mgmt – Police HVAC	125,000.00	
PW Property & Proj Mgmt – Swimming Pool Demo		125,000.00

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: February 13, 2024

Effective: February 13, 2024

\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

STAFF REPORT  
ORDINANCE 2024-30  
BUDGET AMENDMENT FOR PROFESSIONAL SERVICES  
FEBRUARY 13, 2024

**Topic: Ordinance 2024-30 – Professional Services Contract – Budget Amendment**

Speaker: Chris D. Ray, Public Works Director (if pulled from consent)

From: Chris D. Ray, Public Works Director

Prepared by: Chris D. Ray, Public Works Director

Bobby Fitts, Finance Director

Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

Budget amendment to fund hiring a third-party engineering firm to continue assisting with the workload of development review.

**Background:**

The FY '24 Budget funded an Engineer to address stormwater program requirements per the Town's MS4 permit with the NC Department of Environmental Quality, and complete reviews of residential and commercial development plans. Two successive searches to find an engineer qualified to meet these needs have been unsuccessful. While recruiting the Engineer position, the Town employed the services of LJB, Engineering (Mike Surasky, PE) to assist with TRC reviews for compliance with Town standards for roadway and pavement design, greenway and stormwater construction, street lighting, easement coordination, signage, and material compliance.

The cost of these services average approximately \$10,000 per month. These services were paid through monthly transfers from lapsed salaries of the Engineering position. With the Engineer search suspended, Staff is recommending transferring the remaining lapsed salary to fund LBJ's services for the remainder of the fiscal year.

**Discussion:**

The discussion before the Board is the approval of Budget Amendment (Ordinance 2024-30).

**Policy/Program Analysis:**

This request recognizes that an Engineer will not be hired this fiscal year and continuing a third-party engineering firm.

**Fiscal Analysis:**

The cost to fund this service is \$57,000. The budget ordinance transfers lapsed salaries on the vacant engineer position.

**Staff Recommendation:**

Staff recommends approval of Ordinance 2024-30.

**Attachments:**

1. Ordinance 2024-30

ORDINANCE 2024-30

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
EXPENDITURES		
Engineering – Professional Services	57,000.00	
Engineering – Salaries		57,000.00

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: February 13, 2024

Effective: February 13, 2024

\_\_\_\_\_  
Glenn L. York - Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC - Town Clerk

**Topic: FY 2024 Monthly Financial Report Addendum**

**Executive Summary:**

A monthly report summarizing the status of the Town's revenues and expenditures.

**Background:**

Monthly Financial Reports are provided to inform the Board of revenue and expenditure trends throughout the year. The enclosed statements are through January 19, 2024.

**Information:**

Expenditures

Approximately 54.17% (6 ½ months) through Fiscal Year 2024, the Town has spent approximately 37.7% (~ \$11,009,970) of its General Fund budget of \$29,214,773.

Revenues

The status of the Town's noteworthy revenue streams for Fiscal Year 2024 follows:

- Property Tax (the Town's largest revenue stream)
  - + FY 2024 collections: \$9,625,685 collected to date (~ 90.1% of budget).
  - + Observations:
    - # 2.64% more than collected last fiscal year (\$9,371,792).
    - # Six months of vehicle taxes have been collected for FY 2024.
- Sales Tax (second largest revenue stream)
  - + October's sales (reports lag 3-months):
    - # \$8,820 (4.5%) more collected than last October for all sales tax.
    - # \$3,451 (3.9%) more collected than last October for "local" sales tax.
    - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
    - # For every \$100,000 in local sales, \$3.68 comes back to the Town of Zebulon.
- Utilities Tax (~ 5% of revenue stream): Second quarter distribution arrives March 15.
- Permits & Zoning (development growth indicator)
  - + \$134,633 collected total (54% of budgeted revenues (\$250,000))
  - + 1.9% more than what was collected this time last fiscal year (\$132,038).
- Parks & Recreation (service and programming growth indicator)
  - + \$88,890, collected total (87% of budgeted revenues (\$102,000))
  - + 11.3% more than what was collected this month last fiscal year (\$64,948).
- Transportation Impact Fees (development growth indicator)
  - + \$361,174 collected to date in FY 2024
  - + 44.8% less than what was collected last fiscal year (\$654,765).
  - + Revenue placed in reserve for transportation projects to be spent within 10 years

- Recreation Impact Fees (development growth indicator)
  - + \$1,104,000 collected to date in FY 2024
  - + 44.7% less than what was collected last fiscal year (\$1,995,000).
  - + Collections since inception of fee (January 2022) ~ \$4,835,000
  - + Revenue is reserved for growth-related projects (e.g., new parks or expansions)

**Policy Analysis: N/A**

**Financial Analysis:**

Budgeted revenue in FY 2024 is \$29,214,773 while year to date revenue collected is \$17,006,305 (41.8% of budgeted). Budgeted revenue includes \$8.3M Fund Balance.

**Staff Recommendation: N/A**

No staff recommendation or Board action is necessary. Financial Report is information only.

**Attachments:**

1. General Fund Fiscal Year 2024 Expenditure Statement and Revenue Statement (as of January 19, 2023)
2. Sales Tax Collection Report – FY 2024

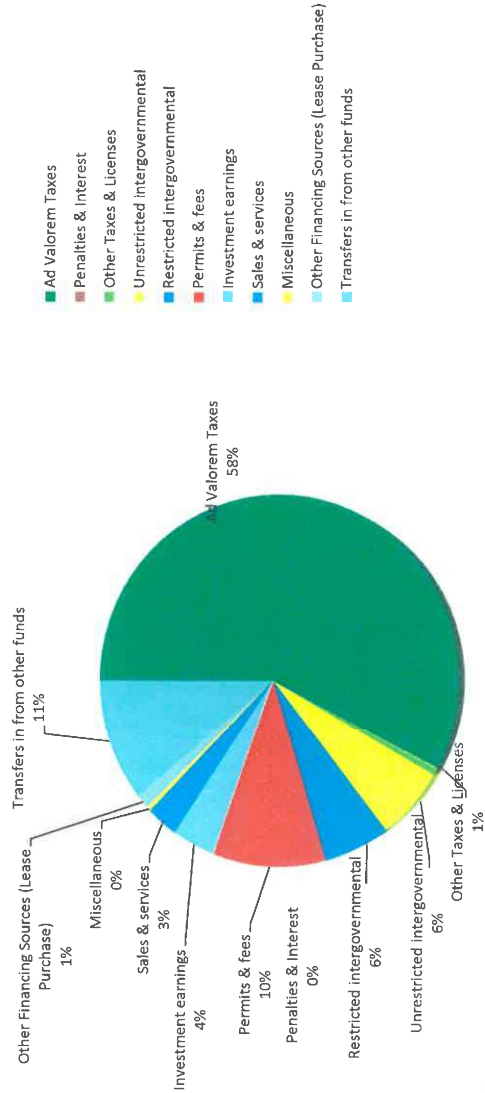


TOWN OF ZEBULON  
 Revenue Statement: 2023 - 2024  
 for Accounting Period 6/30/2024  
 GENERAL FUND

As of 1/19/2024

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$10,722,500	\$9,774,978	91.2%	57.5%
Penalties & Interest	\$15,000	\$13,655	91.0%	0.1%
Other Taxes & Licenses	\$185,500	\$104,120	56.1%	0.6%
Unrestricted intergovernmental	\$3,233,000	\$1,046,145	32.4%	6.2%
Restricted intergovernmental	\$2,512,000	\$994,703	39.6%	5.8%
Permits & fees	\$772,750	\$1,735,906	224.6%	10.2%
Investment earnings	\$300,000	\$679,439	226.5%	4.0%
Sales & services	\$972,000	\$491,287	50.5%	2.9%
Miscellaneous	\$83,369	\$65,337	78.4%	0.4%
Other Financing Sources (Lease Purchase)	\$232,000	\$215,000	92.7%	1.3%
Transfers in from other funds	\$1,885,733	\$1,885,733	100.0%	11.1%
Fund Balance Appropriated	8,300,921.00	\$0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$29,214,773</b>	<b>\$17,006,303</b>	<b>58.2%</b>	<b>100%</b>

Town of Zebulon General Fund % of Total Revenue To Date - FY 2024



# ZEBULON

NORTH CAROLINA

## TOWN OF ZEBULON

Expenditure Statement: 2023 - 2024  
for Accounting Period 6/30/2024

### GENERAL FUND

As of 1/19/2024

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$607,116	\$206,878	34.1%
420	FINANCE	\$517,155	\$306,483	59.3%
430	ADMINISTRATION	\$1,600,725	\$619,531	38.7%
490	PLANNING AND ZONING	\$825,330	\$363,098	44.0%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,756,855	\$795,782	28.9%
510	POLICE	\$3,926,975	\$2,090,770	53.2%
520	PUBLIC WORKS-OPERATIONS	\$11,225,660	\$3,374,177	30.1%
530	FIRE	\$3,695,574	\$1,723,176	46.6%
570	POWELL BILL	\$232,686	\$115,376	49.6%
590	ENGINEERING	\$165,000	\$26,207	15.9%
620	PARKS & RECREATION	\$2,044,097	\$873,189	42.7%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,617,600	\$515,303	31.9%
<b>Total Expenditures</b>		<b>\$29,214,773</b>	<b>\$11,009,970</b>	<b>37.7%</b>

**Sales Tax**

**FY 2024**

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 24 Totals	Prior Year (FY 2023)	% Inc (Dec) from Prior Yr
July	\$ 89,122	\$ 38,656	\$ 44,762	(0)	\$ 32,237	\$ 204,776	\$ 187,311	9.3%
August	93,423	40,589	46,952	0	34,081	215,045	203,381	5.7%
September	89,799	37,462	45,030	0	29,862	202,153	202,821	-0.3%
October	92,175	37,812	46,268	(3)	30,232	206,484	197,664	4.5%
November	-	-	-	-	-	-	188,169	-100.0%
December	-	-	-	-	-	-	225,394	-100.0%
January	-	-	-	-	-	-	187,935	-100.0%
February	-	-	-	-	-	-	144,614	-100.0%
March	-	-	-	-	-	-	212,514	-100.0%
April	-	-	-	-	-	-	177,123	-100.0%
May	-	-	-	-	-	-	207,702	-100.0%
June	-	-	-	-	-	-	216,208	-100.0%
<b>Total</b>	\$ 364,519	\$ 154,519	\$ 183,011	(3)	\$ 126,412	\$ 828,457	\$ 791,177	4.7%

**Sales Tax**

**FY 2023**

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 23 Totals	Prior Year (FY 2022)	% Inc (Dec) from Prior Yr
July	\$ 81,324	\$ 35,456	\$ 40,808	(1)	\$ 29,723	\$ 187,311	\$ 125,560	49.2%
August	89,152	37,948	44,690	1	31,591	203,381	162,100	25.5%
September	90,401	37,188	45,331	(9)	29,910	202,821	167,034	21.4%
October	88,724	35,842	44,468	(2)	28,631	197,664	167,586	17.9%
November	82,782	35,160	41,563	1	28,664	188,169	169,657	10.9%
December	100,596	41,335	50,512	0	32,950	225,394	201,425	11.9%
January	83,332	34,713	41,782	0	28,106	187,935	140,273	34.0%
February	61,030	28,403	30,601	(6)	24,586	144,614	148,707	-2.8%
March	94,803	38,927	47,461	9	31,315	212,514	181,841	16.9%
April	75,803	34,229	38,068	(10)	29,033	177,123	186,154	-4.9%
May	91,708	38,501	45,971	0	31,521	207,702	180,133	15.3%
June	93,849	40,893	47,128	10	34,329	216,208	195,892	10.4%
<b>Total</b>	\$ 1,033,506	\$ 438,596	\$ 518,383	(6)	\$ 360,358	\$ 2,350,837	\$ 2,026,362	16.0%

\* Net proceeds of the Article 39 tax are returned to the county of origin.



# Monthly Summary of Sales Tax Collected

