

Zebulon Board of Commissioners
Minutes
September 13, 2021

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Larry Loucks, Shannon Baxter, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Amy Hayden-Parks and Recreation Bobby Fitts-Finance, Michael Clark-Planning, Meade Bradshaw-Planning, Laurie Butler-Planning, Eric Vernon-Town Attorney

Mayor Matheny called the meeting to order at 7:00pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner York.

APPROVAL OF AGENDA

Commissioner Loucks asked to amend the agenda to move Ordinance 2022-3A – Amended Fire Station Capital Project to Old Business.

Commissioner Baxter asked to amend the agenda to move Resolution 2022-04 – Lease Purchase Award for Leaf Truck and Payloader to Old Business and to add solid waste fee to the agenda under Old Business.

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

PUBLIC COMMENT PERIOD

Pam Lewis, the owner of the Purple Shoe, spoke about what they do for victims of domestic violence.

Troy Brown, a paster from Zebulon, spoke about the adoption of the Parks and Recreation Master Plan and thanked the Board for their dedication to the Town.

Brandon Wiggins, a Parks and Recreation Advisory Board member was excited about the Master Plan and the opportunities it would bring to the Town.

CONSENT

A. Minutes

Commissioner Loucks made a motion, second by Commissioner Clark to approve the minutes of the May 27, 2021 work session. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Clark to approve the minutes of the August 2, 2021 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Clark to approve the minutes of the August 18, 2021 special called meeting. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Clark to approve the minutes of the August 25, 2021 work session. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Loucks made a motion, second by Commissioner Clark to approve the Wake County tax report – June 2021. There was no discussion and the motion passed unanimously.

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

Commissioner Loucks made a motion, second by Commissioner Clark to approve Ordinance 2022-12. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Clark to approve the amendment of the work session meeting schedule. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Parks and Recreation

1. Adoption of Parks Master Plan

Sheila Long spoke about the Comprehensive Parks and Recreation Master Plan. The vision statement and goals were given. The vision map, sub-systems and objectives were given. The recreation impact fee study and fee schedule update would go before the Board at the September Joint Public Hearing. The current year priorities and future year priorities would be discussed at the September work session. Staff was also seeking partners and grant opportunities.

Commissioner Baxter expressed concerns about parking at Five County Stadium. Staff explained the plan was a conceptual plan and not a site plan. If future plans moved forward, numerous studies would be performed before any construction to navigate any future traffic or parking issues.

Mayor Matheny asked to add a comment stating the plan was conceptual and subject to review and negotiation in the future.

Commissioner Clark made a motion, second by Commissioner York to approve the Parks Master Plan and added a note that the plan was conceptual. There was no discussion and the motion passed unanimously.

B. Administration

1. Board Appointments

There was one in-Town vacancy and one ETJ vacancy on the Planning Board. The positions were three-year terms expiring on June 30, 2024. Applications were submitted by Gene Blount, Genia LaRese Newkirk and Domenick Schilling all in-Town and by Laura Johnson and David Hughes for the ETJ vacancy.

Board of Commissioners

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The Board of Adjustment had two in-Town vacancies and one ETJ regular vacancy and one ETJ alternate vacancy. All positions were a three-year term expiring on June 30, 2024. Jay Estes was seeking reappointment and Genia LaRese Newkirk submitted an application as her third choice. The Parks and Recreation Advisory Board had three vacancies. Garrett Underhill was seeking reappointment and Genia LaRese Newkirk submitted an application as her second choice.

Commissioner Loucks made a motion, second by Commissioner York to appoint Gene Blount as an in-Town member on the Planning Board with a term expiring on June 30, 2024. There was no discussion and the motion passed with a vote 3 to 2 with Commissioner Loucks, York and Moore voting in favor and Commissioners Clark and Baxter opposed.

Commissioner York made a motion, second by Commissioner Moore to recommend appointment of Laura Johnson to the Wake County Board of Commissioners as an ETJ member on the Planning Board with a term expiring on June 30, 2024. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to appoint Jay Estes as an in-Town member on the Board of Adjustment with a term expiring on June 30, 2024. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Loucks to appoint Genia LaRese Newkirk as an in-Town member on the Board of Adjustment with a term expiring on June 30, 2024. There was no discussion and the motion passed unanimously.

It was explained Genia LaRese Newkirk's second choice was the Parks and Recreation Advisory Board and she was asked about her willingness to serve on both the Board of Adjustment and Parks and Recreation Advisory Board. Ms. Newkirk was willing to serve on both appointed boards.

There was no further discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Loucks to appoint Genia LaRese Newkirk and Garrett Underhill to the Parks and Recreation Advisory Board with a term expiring on June 30, 2024. There was no discussion and the motion passed unanimously.

C. Finance

1. Ordinance 2022-03A – Amended Fire Station Capital Project

Commissioner Loucks made a motion, second by Commissioner Baxter to move Ordinance 2022-03A to the September 22, 2021 work session for further discussion. There was no discussion and the motion passed unanimously.

2. Resolution 2022-04 – Lease Purchase Award (Leaf Truck & Payloader)

Commissioner Loucks made a motion, second by Commissioner Baxter to move Ordinance 2022-03A to the September 22, 2021 work session for further discussion. There was no discussion and the motion passed unanimously.

Bobby Fitts stated the proposal from Truist Bank was valid until September 23, 2021 and the proposal from Signature Public Funding Corp. was valid until September 12, 2021.

D. Budget

1. Recycling Fee

Commissioner Baxter inquired about a refund for weeks that garbage was not picked up during the transition. Chris Ray stated there was a gap in the collection period and sent GFL to pick-up the missed garbage. There was a failure in the GIS system which has been corrected. If garbage pickup or recycling was missed, citizens were asked to call Public Works at 919-269-5285.

Commissioner Baxter expressed concerns about the \$3.25 solid waste fee increase and citizens being notified about the increase. It was asked if the fee could be split out as a separate item on statements. The City of Raleigh would charge an additional fee to split the fee out in the billing statements.

Bobby Fitts would research and present more information at the September 22, 2021 work session.

NEW BUSINESS

A. Public Works

1. Resolution 2022-05 – Autumn Lakes – Phase 3 Infrastructure Acceptance

Chris Ray asked the Board to consider acceptance of roadway, greenway and storm drain infrastructure within Autumn Lakes Phase 3 for ownership and maintenance. Autumn Lakes Development completed the construction of Phase 3 in accordance with the Special Use Permit 2017-02, the latest version of Town of Zebulon Street and Storm Drainage Standards, and the City of Raleigh Utility Standards Phase 3 included 157 lots (with a total of 466 lots for all phases).

Staff recommended adoption of Resolution 2022-05 – Autumn Lakes – Phase 3 Infrastructure Acceptance.

There was discussion about the thickness and density of the roadways and the degradation due to heavy vehicles.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Resolution 2022-05. There was no discussion and the motion passed unanimously.

2. Rotary Club – “Flags for Heroes” Zebulon Municipal Complex Facility Use Application

Chris Ray asked the Board to consider Zebulon Rotary Club’s request to install 200, 10-foot American flags on the municipal grounds over the Veterans Day holiday weekend. Sheila Long gave specific details of the event. The Rotary Club was asking that the facility use fee be waived.

There was discussion about the man hours expected from the Town.

Honey Beth Wiggs gave more details about the event.

Commissioner York made a motion, second by Commissioner Baxter to approve Rotary Club – “Flags for Heroes” Zebulon Municipal Complex Facility Use Application and waive the facility use fee. There was no discussion and the motion passed unanimously.

MANAGER’S REPORT

Joe Moore gave some clarification about pavement on a local or collector street and how the volume of heavy vehicles on a roadway would not make a significant material difference to the degradation of the roadway.

Mr. Moore gave a preview of the upcoming Joint Public Hearing scheduled for September 20, 2021 and work session scheduled for September 22, 2021.

Michael Clark introduced the new Planning Technician, Laurie Butler.

BOARD COMMENTS

Commissioner York stated he was grateful to attend the UNC Leadership Program, commended Chief Perry and staff for the new ISO 2 fire rating, and spoke about the Parks and Recreation and Police Department’s collaboration for the youth basketball program.

Commissioner Baxter was excited to see a wider variety of programs available for young people, thanked Tim Hale for his years of service to the Town and welcomed the new businesses in Town.

Commissioner Clark was excited about the Parks and Recreation Master Plan.

Commissioner Moore spoke about the bear that was seen at the Zebulon Community Center.

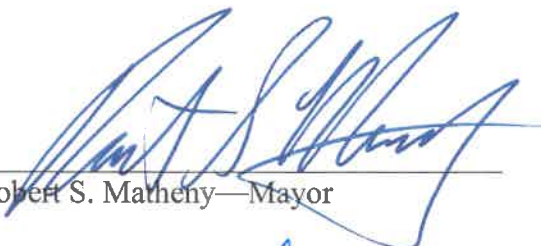
Commissioner Loucks commended the Zebulon Fire Department for their new ISO 2 rating, thanked the new appointed Board members, reminded everyone to get their COVID vaccine, and thanked Public Works for their help with the trash and recycling pick-up.

Mayor Matheny commended the Fire Department for their ISO 2 rating.

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

Adopted this the 4th day of October 2021.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk