

Zebulon Board of Commissioners
Minutes
February 7, 2022

Present: Glenn York, Beverly Clark, Quentin Miles, 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, Bobby Fitts-Finance, Michael Clark-Planning, Eric Vernon-Town Attorney

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Clark.

APPROVAL OF AGENDA

Commissioner Baxter asked to move the monthly financial report, Ordinance 2022-33, Parks and Recreation Refund Policy from consent and to add virtual meetings and app development to the agenda.

Commissioner Miles asked to move Ordinance 2022-34 and the quarterly reports from Planning and Parks and Recreation from consent.

Lisa Markland asked to add Public Comment under the Proclamation.

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

SCHOOL RECOGNITIONS

Mayor York recognized student Landon Strickland and teacher Christian White, both from Zebulon Elementary School.

PROCLAMATION – BLACK HISTORY MONTH

Commissioner Baxter made a motion, second by Commissioner Clark to approve the Proclamation for Black History Month. There was no discussion and the motion passed unanimously.

PUBLIC COMMENT PERIOD

Honey Wiggs, the President of the Zebulon Rotary Club, gave an update and spoke about upcoming events.

CONSENT

A. Minutes

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

Commissioner Baxter made a motion, second by Commissioner Clark to approve the minutes of the January 3, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to approve the minutes of the January 10, 2022 Joint Public Hearing. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to approve the minutes of the January 18, 2022 special called meeting. There was no discussion and the motion passed unanimously.

B. Finance

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

C. General

Commissioner Baxter made a motion, second by Commissioner Clark to approve the change in meeting time. There was no discussion and the motion passed unanimously.

PRESENTATIONS

A. Board Vacancy Applicants

Joe Moore spoke about the steps and schedule to fill and Board vacancy.

The following applicants spoke about their reasons for wanting to serve on the Board of Commissioners:

- Eugene Blount
- Annie Moore
- David Lowry
- Kacie Germano
- Jessica Harrison
- Stephanie Taranto

Mayor York stated the Board would vote on the Board vacancy at the February 25, 2022 meeting.

NEW BUSINESS

A. Parks and Recreation

1. Resolution 2022-11 – St. Patrick’s Day Event

Sheila Long spoke about the time and resources required for Town planned events and the importance of working together with the private sector to hold events. Staff created an event review work group where each department would review the event details. An agreement was drafted by the legal team and insurance underwriters for private sponsored events.

Sheila Long asked the board to consider a request by the Wake & District Public Safety Pipes and Drums to hold a St. Patrick’s Day event in the public right-of-way on Saturday, March 19, 2022. The Town staffing included two Public Works employees and three Police officers.

It was stated the Special Event Policy needed street closure and social district guidelines. Three options were presented to the Board:

- Option A: Waive all staff related fees
- Option B: Waived fees for road closure/require payment of off duty officers
- Option C: Waive no fees

Most events were rain or shine. Staff could recommend certain vendors but was unable to require them since this was a private event.

Commissioner Loucks inquired about business owners who did not want the street closed. Staff worked to accommodate business owners and offered a time that would the least about of impact on their businesses.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve Resolution 2022-11 Option A. There was no discussion and the motion passed unanimously.

2. Youth Program Financial Aid Policy

Sheila Long spoke about the Youth Program Financial Aid Policy. The Parks and Recreation Advisory Board secured a \$1,000 donation from ERA Parrish Realty to begin the program. The Advisory Board will continue to seek sponsors for the youth financial aid scholarship program. Staff will manage available funds to cover recreation fees for Zebulon Parks and Recreation Programs for residents requesting support and meeting the criteria.

It was explained the eligibility was for youth up to 18 years old and they must be a Town of Zebulon resident.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve the Youth Program Financial Aid Policy. There was no discussion and the motion passed unanimously.

B. Finance

1. Monthly Items

a. Monthly Financial Report

Commissioner Baxter inquired about the expenditures for the Board being at 56%. Bobby Fitts explained professional services, legal fees and ordinance codification made up the majority of the department's budget. The majority of all the legal fees came out of the Governing Board's budget. There was discussion about allocating legal fees to the specific department utilizing the services.

The monthly financial report was approved by consensus.

2. Budget Amendments

a. Ordinance 2022-33 – Recognize Governor's Crime Commission Grant

Jacqui Boykin explained this was a three-year grant for the development of a policy management program. After the three years, it would be roughly \$5,300/annually.

Ms. Boykin explained how the award was evaluated and granted to the Zebulon Police Department and spoke about the Power DMS software.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2022-33. There was no discussion and the motion passed unanimously.

b. Ordinance 2022-34 – Play Zebulon Implementation

Sheila Long spoke about the timeframe for the projects. Staff would bring forth the request for the remaining \$56,400 at a later date.

Commissioner Baxter made a motion, second by Commissioner Miles to approve Ordinance 2022-34. There was no discussion and the motion passed unanimously.

C. General

1. Quarterly reports from Planning and Parks and Recreation

Commissioner Miles inquired about the passing of House Bill 890 and what that meant for the Town. Michael Clark explained this allowed local municipalities to establish social districts based on certain perimeters and more information would be forthcoming.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the Planning and Parks and Recreation Quarterly reports. There was no discussion and the motion passed unanimously.

D. Parks and Recreation

1. Refund Policy

Sheila Long explained the refund policy would be posted on the RecDesk website and at the Community Center. If the Town canceled a program, a 100% refund would be applied. The convenience fee that was charged for processing a credit card payment could not be refunded.

It was stated if the participant requested a refund within 10 calendar days or more in writing by email or letter they would receive a full refund, minus a \$5 processing fee.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Parks and Recreation refund policy. There was no discussion and the motion passed unanimously.

E. Board

1. Virtual Meeting

Commissioners Baxter, Miles and Loucks asked staff to research how to implement virtual Board meetings. Joe Moore stated staff would analyze the polices, research the technology requirements and follow-up with the information.

2. App Development

Joe Moore spoke about the app the Town of Wake Forest created. Staff would investigate more details and follow-up with the Board.

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BOARD COMMENTS

Commissioner Baxter stated spring sports registration ended on Friday, February 11, 2022 and the Teen Valentine activity was scheduled for February 10, 2022.

Commissioner Baxter thanked the Zebulon Police Department for their hard work and enjoyed the YouTube video that was recently shared.

The work session on February 17, 2022 would begin at 4:00pm.

Commissioner Miles recognized Reverend Jack Glasgow for his contribution to the community over the last 44 years.

Thanked the Zebulon Police Department for their service to the citizens.

Commissioner Clark thanked the Board applicants.

Commissioner Loucks asked everyone to watch the video by Chief Boykin, thanked the Zebulon Police Department and reminded everyone to wear your mask.

Chris Ray and Public Works were thanked for their weather preparation and ERA Parrish realty for their donation to the Youth Financial Aid Program.

Mayor York thanked the Board applicants.

MANAGER'S REPORT

Joe Moore stated the February 17, 2022 work session would begin at 4:00pm and spoke about the topics to be discussed at the meeting.

On February 23, 2022 the Board would have a mini-retreat at the Town of Apex.

A Special Called Meeting was scheduled for February 25, 2022 to discuss filling the Board vacancy.

Bobby Fitts reported the following budget transfers:

Project & Property Management:

Moved \$2,636 from Contract Services-Janitorial - \$1,136 to Part-time Salaries and \$1,500 to

Travel & Training;

Moved \$2,000 from ZMC Maintenance to ZMC Water & Sewer;

Moved \$1,000 from ZCC Maintenance to Cell Phones;

Moved \$3,040 from Insurance & Bonds - \$40 to Insurance & Bonds (Stadium) and \$3,000 to Fuel

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Operations:

Moved \$5,000 from Insurance & Bonds to Fuel;

Moved \$5,000 from Contract Services (Yard Waste Management) to Materials & Supplies – Streets

Commissioner Miles asked to have the transfers emailed to the Board.

CLOSED SESSION

Per N.C. General Statute § 143-318.11(a)(5): "... to instruct the [Town] staff or negotiating agents concerning the position to be taken by or on behalf of the [Town] in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; ..."


Commissioner Loucks made a motion, second by Commissioner Clark to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Loucks made a motion, second by Commissioner Baxter to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 7th day of February 2022.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk