

Zebulon Board of Commissioners
Minutes
March 7, 2022

Present: Glenn York, Beverly Clark, Quentin Miles, Larry Loucks, Shannon Baxter, Jessica Harrison, 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, Sam Slater-Town Attorney

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by student Gavin Farriss.

APPROVAL OF AGENDA

Commissioner Baxter amended the agenda to add a detailed expenditure request for line item 10-410 and The Mayor's Monarch Pledge to the agenda.

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

SCHOOL RECOGNITIONS

Mayor York recognized student Gavin Farriss and teacher Rebecca Cone, both from Wakelon Elementary School.

PRESENTATIONS

A. Proclamation – Women's History Month

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

B. FY 22 Audit Presentation

Bobby Fitts gave the FY 2021 audit highlights. The assessed valuation had increased 19.3%, fund balance had an increase of 18.6%, tax collections increased 8.0% and the outstanding debt decreased 14.5%. The Town's principal taxpayers were GSK at 26.4% and Truist at 13.1%.

Cynthia Biggar, from Mauldin & Jenkins, introduced her firm, spoke about the audit process and gave the 2021 audit results. There were no issues found during the audit.

Commissioner Loucks asked Ms. Biggar to email the PowerPoint presentation to the Board and asked if there were any software glitches. It was stated there were no software issues and no material weaknesses or deficiencies were found.

All processes for the Town were reviewed including cash receipts, accounts payable, revenue recognition, contract approval, bidding, internal security and cyber security.

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It was stated the Town received the first disbursement of ARPA funds after July 1, 2021 and was not included in the FY21 audit.

Mayor York commended Mauldin & Jenkins on their thoroughness and thanked Town staff for their work on the audit.

PUBLIC COMMENT PERIOD

Honey Wiggs, the President of the Zebulon Rotary Club, spoke about upcoming events including the Business After Hours on March 10 at the Zebulon Women's Club and the Annual Day of Service on April 23.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Loucks to approve the minutes of the February 7, 2022 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve the minutes of the February 7, 2022 closed session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve the minutes of the February 23, 2022 retreat. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Loucks to approve the minutes of the February 25, 2022 special called meeting. There was no discussion and the motion passed unanimously.

B. Finance

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

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

C. Police

Commissioner Clark made a motion, second by Commissioner Loucks to approve the 2022 Governor's Highway Safety Program Grant Process. There was no discussion and the motion passed unanimously.

D. General

Commissioner Clark made a motion, second by Commissioner Loucks to approve the Five County Stadium Lease Agreement – Second Amendment. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. General

1. Rotary Club “Flags for Heroes” Zebulon Municipal Complex Facility Use Application
Chris Ray stated there was a request from the Zebulon Rotary Club to use the Municipal Complex from May 27 through June 14 to install 125 10-foot American flags to recognize our veterans and other local heroes. The Rotary Club was requesting a waiver from the facility use fee.

Commissioner Baxter inquired if there would be placement of flags on Arendell Avenue. The flags would be inside the fence at the Municipal Complex.

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

NEW BUSINESS

A. Parks and Recreation

1. Resolution 2022-12 – Downtown Event: Spring Festival

Sheila Long presented the request to close roads and allow consumption of alcohol within the designated event boundary of a Spring Festival. The festival would require closing the following:

- Arendell Avenue from Vance St. to Sycamore St.
- Sycamore St. from Arendell to N. Poplar St.
- Horton St. from N. Church St. to Poplar St.
- The downtown public lot and adjacent alley to Horton St.

The adoption of the resolution would also allow consumption of alcohol within the festival boundary during the event’s operating hours from 4PM to 9PM.

Commissioner Miles asked about a designated area for alcohol consumption. Sheila Long explained there could be a designated area but the downtown businesses would not benefit as much if the area was limited.

Outside alcohol would be controlled by issuing wristbands to patrons. The Town had event liability insurance and could ask participating businesses to provide a certificate of insurance.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve Resolution 2022-12 – Downtown Event: Spring Festival. There was no discussion and the motion passed unanimously.

B. Detailed Expenditure Report for 10-410

Commissioner Baxter asked for a detailed expenditure breakdown for 10-410. Bobby Fitts stated he would email that information to the Board.

C. Mayor’s Monarch Pledge

Commissioner Baxter stated the Board received a request for the Town to join the Mayor’s Monarch Pledge. Mayor York stated he had signed the pledge.

BOARD COMMENTS

Commissioner Loucks thanked Sergeant Pulley and Officer Dobson for their work with the Special Olympics and reminded everyone to sign up for Ready Wake for severe weather notification.

Commissioner Clark welcomed Jessica Harrison to the Board.

Commissioner Miles welcomed Jessica Harrison and reminded everyone it was Women's History Month. The Parks and Recreation Department was looking for volunteers for youth coaches and reminded everyone about the activation artist butterfly contest. Commissioner Miles spoke about the emergency supply drive hosted by Miss Zebulon and gave remembrance to Andy Gay.

Commissioner Baxter spoke about events coming up including bingo and a work session on March 17. The St. Patrick's event would be Saturday, March 19, the Board mini-retreat was scheduled for March 24 and Superhero Day was on March 26.

There was mention of Emergency Preparedness Week and congratulations to Tivon Howard for running for Wake County Sheriff.

Mayor York welcomed Jessica Harrison to the Board, thanked Commissioner Miles, Commissioner Loucks and Town Manager Joe Moore for joining him at the recent Wake County Board meeting and thanked Commissioner Baxter for joining him at the Coffee Connection event.

MANAGER'S REPORT

Joe Moore stated a Joint Public Hearing was scheduled for March 14, 2022. The March 17, 2022 work session would begin at 4:00pm and Mr. Moore spoke about the topics to be discussed at the meeting.

On March 24, 2022 the Board would have a mini-retreat at Zebulon's Industrial Park.

Bobby Fitts reported the following budget transfers:

Planning:

Moved \$1,500 from Professional Services to Advertising;

Moved \$210 from Minimum Housing to Insurance & Bonds

Operations:

Moved \$4,000 from Insurance & Bonds to Vehicle Maintenance; Moved \$2,000 from Contract Services (Yard Waste Management) to Materials & Supplies – Stormwater

CLOSED SESSION

Per N.C. General Statute § 143-318.11(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. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body

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is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.”

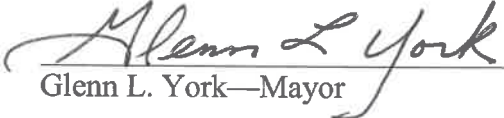
Commissioner Loucks made a motion, second by Commissioner Baxter to go into closed session. There was no discussion and the motion passed unanimously.

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

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

Adopted this the 4th day of April 2022.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk