

Zebulon Board of Commissioners
Meeting Minutes
February 3, 2025

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Shannon Baxter, Amber Davis, Quentin Miles, Gilbert Todd, Jr.-Manager, Kellianne Williams-Asst. Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Sheila Long-Parks & Recreation, Kaleb Harmon-Communications, Bob Grossman-Police, Eric Vernon – Attorney

Mayor York called the meeting to order.

PLEDGE OF ALLEGIANCE

Commissioner Baxter lead the pledge of allegiance

APPROVAL OF AGENDA

Mayor York requested that the agenda be amended to add a closed session for personnel discussions.

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

PROCLAMATION

Mayor York read a proclamation for Black History Month.

SCHOOL RECOGNITION

Mayor York stated that the student and teacher from Wakelon Elementary were not present so that would be done later in the meeting.

PUBLIC COMMENT

Ofie McCoy addressed the board about the annual migration of Monarch butterflies through Zebulon. She explained that hundreds of thousands of Monarchs travel from Mexico to Canada in the spring, passing over Zebulon on their journey. McCoy described the Monarchs' distinctive appearance and their unique migration pattern, noting that it takes three generations of butterflies to complete the journey from Mexico to Canada. McCoy expressed concern about the declining Monarch population due to habitat loss from herbicides and frequent mowing. She emphasized the importance of Monarch butterfly waystations, which provide necessary resources for the butterflies to produce successive generations and sustain their migration. McCoy requested that Zebulon consider establishing a Monarch Butterfly Waystation. She suggested this could be done on existing gardens or on an empty lot owned by the town, specifically mentioning the lot at the corner of Poplar and Vance as a potential location for a flower garden with milkweed. She explained that establishing a waystation requires a simple application to the MAR Watch Organization and a fee of \$18. The milkweed planting requirements involve a 10 by 10 protected area.

CONSENT AGENDA

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve the minutes for November 4, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve the minutes for November 21, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve the Wake County Tax Report for November 2024. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approved Ordinance 2025-23. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve Resolution 2025-09. There was no discussion, and the motion passed unanimously.

Commissioner Clark made a motion, seconded by Commissioner Baxter, to approve Resolution 2025-10. There was no discussion, and the motion passed unanimously.

NEW BUSINESS

Public Works

Traffic Signal Project – Construction Bid Award – Ordinance 2025-24

Mary Duffy gave a presentation on the Traffic Signal Project and the bidding process. She reported that six bids were received, with Cardinal being the lowest bidder at \$2,572,881. Duffy explained that the project is funded by Transportation Impact fees and Autumn Lakes fees in lieu. She detailed additional costs for the project beyond construction, including geotechnical work, architecture, inspections, and contingency, bringing the total project cost to \$3.92 million. This created a shortfall of \$610,792. There were several options presented to the Board that they could choose to adopt.

Staff recommended approval of Ordinance 2025-24 Option 1 and awarding the bid to Cardinal Contracting.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve Ordinance 2025-24 Option 1. There was no discussion, and the motion passed unanimously.

Commissioner Harrison made a motion, seconded by Commissioner Baxter, to award the contract to Cardinal. There was no discussion, and the motion passed unanimously.

ADMINISTRATION

Board Appointments

Lisa Markland provided a summary of Board Appointments, noting vacancies on the Planning Board and the Sustainability Board. She mentioned that applicants were informed they could speak about why they wanted to serve on a specific board.

Mayor York stated that he had received a letter from Gina Bryant for the Sustainability Board, as she was unable to attend. The letter was read aloud.

Marvin Howell came forward and stated his reasons for wanting to be a part of the Sustainability Board.

MaryBeth Carpenter also came forward and explained why she wanted to join the Sustainability Board.

Commissioner Miles thanked everyone who spoke and submitted applications for appointments. He suggested waiting to make appointments to allow additional people the opportunity to apply, mentioning upcoming events where citizens could learn about the opportunity to serve on a board and submit applications.

Mayor York stated that it was the second time that the appointments had been delayed and did not think that waiting any longer would make a difference.

Commissioner Clark said that she would like to move forward with the Planning Board appointment and appoint David Hughes.

Commissioner Harrison stated it was a disservice to those that attended the meeting tonight and expressed why they wanted to serve on the appointed boards.

There was additional discussion on tabling the board appointments.

Commissioner Miles made a motion, seconded by Commissioner Baxter, to table appointments to the various boards until the March 20th work session. There was no discussion, and the motion passed with a vote of 3-2, with Commissioners Baxter, Miles, and Davis voting in favor, and Commissioners Harrison and Clark voting in opposition.

BOARD COMMENTS

Commissioner Miles thanked those who attended the meeting and spoke.

Mayor York thanked Chris Ray for his years of service to the Town of Zebulon and wished him well in his retirement. He announced that there would not be a work session on February 20th. Mayor York also stated that Tim Owens would be the Interim Public Works Director.

Tim Owens introduced himself and provided his background.

SCHOOL RECOGNITION

Wakelon Elementary School

Mayor York recognized Silvia Guterrez Leyva the student and Patrice Williams the teacher from the Wakelon Elementary School.

Mayor York recognized Planning Director Matt Lower for the Fellows award and mentioned that he would be at the Chamber event of Coffee with the Mayor on Wednesday. Muter

Construction was recognized for receiving the Pinnacle Award for the renovation of the State Capital building. Finally, he announced that Talk of the Town would be on February 27.

MANAGER'S REPORT

Bobby Fitts reported on budget transfers that had been made during the month.

Public Works - Property & Project Management:

Moved \$5,000 from Part-time Salaries to Community Center Maintenance;

Moved \$1,500 from Salaries (Overtime) to Vehicle Maintenance;

Parks & Recreation:

Moved \$5,000 from Salaries to Salaries (Overtime);

Moved \$5,000 from Field Rake to Grounds Maintenance;

Moved \$800 from Community Center Programs to Insurance & Bonds;

Moved \$5,000 from Part-time Salaries (Programs/Events) to Part-time Salaries (Admin)

CLOSED SESSION

Commissioner Harrison made a motion, seconded by Commissioner Baxter, to go into closed session as allowed by NC GS 413-318(a) for the purpose of personnel discussion. There was no discussion, and the motion passed unanimously.

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

ADJOURN

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

Adopted this the 7th day of July, 2025

SEAL



A handwritten signature in blue ink, appearing to read "Glenn L. York".

Glenn L. York – Mayor

A handwritten signature in blue ink, appearing to read "Ana Gomez Rindahl".

Ana Gomez Rindahl – Town Clerk