

**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.

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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.

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Bobby Fitts reported the following budget transfers:

Engineering:

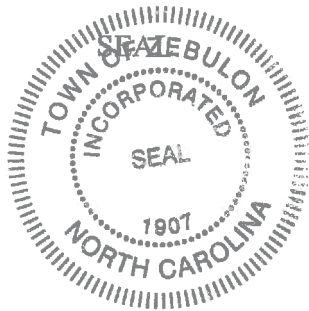
Moved \$10,000 from Salaries to Professional Services

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 13th day of February 2024.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk