

Zebulon Board of Commissioners
Minutes
May 5, 2014

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Don Bumgarner, Dale Beck, Glenn York, Rick Hardin-Town Manager, Lisa Markland-Town Clerk, Greg Johnson-Parks & Recreation, Bobby Fitts-Finance, Mark Hetrick-Planning, Tim Hayworth-Police, Chris Ray-Public Works, Chris Perry-Fire, Eric Vernon-Attorney

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

APPROVAL OF AGENDA

Mayor Matheny stated that there needed to be an amendment to the agenda to add item VI(B).

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

PUBLIC COMMENT PERIOD

Chad Ray came forward and thanked the Board for their service and wanted them to know that it did not go unnoticed.

Chad spoke on the transportation impact fee that was being proposed in the budget and stated that some companies were caught between the old and the new system and he thought that the burden needed to be shared equally. He challenged staff to think like he did so that they came up with something that was a benefit to everyone.

PRESENTATION

Mayor Matheny recognized Mike Rutkowski to present the final briefing on the NEAS study.

Mike Rutkowski presented the final recommendations on the NEAS study. The study incorporated approximately 300 square miles from Youngsville to Knightdale. He stated that they put together a very easy to understand policy guidebook that would help staff make better decisions as they relate to transportation or land use. It was explained that CAMPO was expected to adopt the policy in the near future.

When going through the PowerPoint presentation Mike Rutkowski said that all facets of a multi-modal transportation plan would be covered and the plan covered about a 35 year horizon. He spoke about connectivity and walkability, greenways, the Five County Stadium area and the NC 96 and NC 97 intersection and was recommending a round-about to slow down traffic there and it would accommodate large truck traffic.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Strickland to approve the minutes from April 7, 2014. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Strickland to approve the closed session minutes of April 7, 2014. There was no discussion and the motion passed unanimously.

B. Administration

Commissioner Clark made a motion, second by Commissioner Strickland to resolution 2014-25. There was no discussion and the motion passed unanimously.

C. Planning

Commissioner Clark made a motion, second by Commissioner Strickland to approve resolution 2014-26. There was no discussion and the motion passed unanimously.

D. Finance

Commissioner Clark made a motion, second by Commissioner Strickland to approve the tax report for February 2014. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Strickland to approve ordinance 2014-27. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

Triangle Transit Contract Amendment

Mark Hetrick presented that the document before them was an amendment to the Triangle Transit Contract which would increase the maximum out of pocket funds for the Town of Zebulon to \$28,000 which was an increase of \$8,000 from the original \$20,000. The amendment was related to the Zebulon/Wendell express route. The contract would run through June 30, 2017. The contract could be terminated by either party with a 180 notification of the other party.

There was discussion about the number of people boarding in the morning and those boarding in the evenings, as well as, the increase and how often that could be charged to the Town.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the amendment of the Triangle Transit Contract as proposed. There was no discussion and the motion passed unanimously.

Transportation Plan & Ordinance 2014-28

Mark Hetrick gave a PowerPoint presentation and stated that the plan provided for a long range evaluation of future mobility needs, identified solutions to help guide the future transportation investments, and a component of the UDO, code of ordinance and comprehensive plan. It would also be a guide for the Town's transportation improvements.

The working group reviewed the 2001 plan and several projects were removed since they did not advance the transportation goals of the Town. Several were added that did support the goals of the Town and changes were made to the maps in the plan. Discussions were also had with the attorney concerning the impact fees. Mark reviewed the projects removed and added to the plan.

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Commissioner Beck asked if the plan would be flexible enough to add items back in and take items out as the Board saw fit. Mark Hetrick stated that was correct.

The Planning Board and staff were recommending approval of the Transportation Plan and the proposed amendments.

Commissioner Bumgarner made a motion, second by Commissioner York to adopt the Transportation Plan with the proposed amendments and Ordinance 2014-28.

Commissioner Beck made a motion, second by Commissioner Strickland that Ordinance 2014-28—Transportation Impact Fees be reviewed prior to a vote being taken on the previous motion. There was no discussion and the motion passed unanimously.

Julie Spriggs gave a PowerPoint presentation on the impact fees and explained that they were not retroactive but would only go forward after the adoption of the ordinance. Any development after adoption would be subject to the fee. The fees collected would be held in a separate interest bearing account and if not spent in the allowable time frame it would be returned with interest.

There was no further discussion and the motion to approve the transportation plan and ordinance 2014-28 was unanimously approved.

B. Finance

Budget Discussion for 2014-2015 fiscal year

Rick Hardin began the discussion and stated that at the last work session in April there were several items that the Board had that needed information on. The budget had to be presented by June 1, 2014 so decisions on the items were needed that night, if possible. It would be brought back to the May work session for presentation and then adoption at the June meeting.

Bobby Fitts gave a PowerPoint presentation on the budget. The fund balance appropriation was reduced to \$7,333,000; property tax revenue increased about \$39,000; retirement contributions decreased slightly. Budget total would be \$8,644,000 with no tax increase being proposed.

The budget did include the funding of the bus service, no significant increase in fees, included completion of Shepard School Road Project, Sidewalk Project and the Stronach and Whitley Street and Sidewalk Project. There would be a 5.5 percent increase for water/sewer and an infrastructure replacement charge was also being charged by Raleigh. Merit increase would be a maximum of 1.5 percent, and a 10 percent increase for insurance was being budgeted for the second half of the year. The capital items to be financed were paving and phase I of the Yates Place stormwater project over a five year period. Other capital items would be the town hall basement improvements, mowing equipment, two dump truck body replacements, and the N. Arendell Ave. improvements.

There was discussion about borrowing \$300,000 and using fund balance and whether it was something that the Town should do and if it could be funded over two years. They discussed possible cost saving measures like crack sealing versus paving. If no paving were done the cost to seal would be \$118,000. The vehicle tag fee would be increased to \$10 and would generate

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\$17,000, if taxes were increased 1¢ it would generate \$75,000, and if bus service was eliminated it would generate \$7,500.

There was discussion about the job reclassification and what was going on with that. Rick Hardin said that it was still being recommended. Mayor Matheny asked about whether September was still being recommended for the police position. Rick Hardin stated that was correct. Commissioner Beck asked Chief Hayworth what kind of impact that would have on the department. Chief Hayworth stated that Det. Sgt. Gant would be retiring June 1st and moving some personnel around for temporary assignments could be done. However, waiting any longer would create a toll on the existing personnel and a reduction in services to the citizens of Zebulon. There would not be a cost savings if there were to be a great deal of overtime paid out.

Mayor Matheny said why not fill the detective position and leave a patrol position open. Chief Hayworth stated that was not really an option since there were only three people on the road which made that a safety situation.

Mayor Matheny stated that he was concerned with going so far into the fund balance and then borrowing funds as well. He recommended that the paving be put off and then split the Yates Place over two years and patching be at \$75,000, raise vehicle fees to \$10.

Mayor Matheny broke it down and polled the Board on the following items.

1. Pushing paving out and funding \$75,000 of patching—Board agreed
2. Yates Place Phase I over 2 year—Commissioner Strickland no, rest of Board yes
3. Increases vehicle fee to \$10—Board agreed
4. Put police position off until September—Board agreed
5. Reclassification of P&R position—Commissioner Strickland no, rest of Board yes
6. Tax Increase—No
7. Keep Bus Service—Board agreed

Mayor Matheny said that the proposal was to freeze all positions that open up. Rick Hardin said that they were not recommending freezing any positions at that time but would evaluate openings prior to filling.

NEW BUSINESS

A. Administration

Resolution 2014-23—111 E. Vance Street Offer to Purchase

Lisa Markland stated that the resolution was to accept the offer to purchase 111 E. Vance Street, the old police building, for \$116,500 from D&A of NC, Ltd. By accepting the offer that would allow for the Town Manager to sign all documents for the closing to occur within the next 30 days.

Commissioner Clark made a motion, second by Commissioner Strickland to adopt resolution 2014-23. There was no discussion and the motion passed unanimously.

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Resolution 2014-27—100 N. Arendell Avenue offer to begin the upset bid process

Lisa Markland explained that a bid for 100 N. Arendell Avenue, the old town hall building, had been received in the amount of \$125,000. By adopting the resolution the Board would begin the upset bid process for the sale of that property.

Commissioner Beck made a motion, second by Commissioner Clark to adopt resolution 2014-27. There was no discussion and the motion passed unanimously.

B. Mayoral Proclamation for Clerk's Week

Mayor Matheny read the proclamation for clerk's week for May 4-10.

Commissioner Beck made a motion, second by Commissioner Bumgarner to adopt the proclamation as presented. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Strickland asked about the old barber shop building and where things were on that property. Rick stated that they would update the Board in depth next month but briefly it sold and possibly would need to start the process over.

Commissioner Clark spoke about the parking on the side of the road on W. Glenn Street at Whitely Park. She asked that people not park on the side of the road but park in the Alford lot. Greg Johnson stated that it really was for overflow parking for larger events. There was also a concern about people driving through the park by the fence at the tennis courts, so it may need to be blocked so people could not do that.

MANAGERS REPORT

Rick Hardin stated an upset bid was received for 109 E. Horton Street, the old Council Chambers, in the amount of \$88,000.

There was be a special on May 12 at 7pm. Market on the Lawn would be on May 16 at 5pm.

Offices closed for Memorial Day on May 26.

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

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk