

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**June 15, 2016**

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

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

**APPROVAL OF AGENDA**

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

**CONSENT**

A. Planning

Commissioner Clark made a motion, second by Commissioner York to approve the consistency statement for the RZ 2016-03—Cypress Creek Renewables. There was no discussion and the motion passed unanimously

**OLDBUSINESS**

A. General

Budget Process

Joe Moore gave an introduction on the budget and presented two options. The first would be to adopt the budget ordinance as presented, and if there were concerns with a particular part of the budget he explained that project would be funded but the Board would still have to approve the contract prior to moving forward and the funds were spent. Also, if the Board wanted to see additional information then that would be something that would gladly be provided. Second, if the Board wanted to change the budget in some way they would need to understand exactly what was desired and that a majority of the Board was in favor of that revision.

Mayor Matheny stated that he had met with each board member and nothing was in question about operations except a few positions, most of the concerns were on the capital side of things.

There was some discussion between the Board as to whether each item on the list of concerns should be discussed or whether they should just move forward with the budget as presented because it was somewhat knit picky. It was finally decided that they would discuss each of them.

The following topics were discussed and the outcome was as noted:

1. Stadium LED – Yes keep in the budget (5)
  2. Fire Station Fire Alarm – Yes keep in the budget (4 – 1)
  3. Public Works Automatic Gate – No do not do the project
  4. Public Works Panic Camera – Yes keep in the budget (3 – 2)
- SIDEWALK / GREENWAY**
5. Town Hall Basement – Yes keep in the budget (3 – 2)
  6. Shepard School Road Sidewalk – Yes keep in the budget (4 – 1)
  7. Beaverdam Greenway – Yes keep in the budget (5)

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8. Sidewalk Downtown at Railroad – Yes keep in the budget (5)
9. N. Arendell Avenue – Yes keep in the budget (5)
10. Jones Street Completion – Yes keep in the budget (4 – 1)
11. N. Wakefield Paving – Yes keep in the budget (5)
12. Jones Street Extension Study – Yes keep in the budget (3 – 2)
13. W. Franklin Street Transition – Yes keep in the budget to include additional options (5)
14. Resurfacing \$160,000 of Streets – Yes keep in the budget (3 – 1 – 1 not sure)

STORMWATER

15. Yates Place – Yes keep in the budget (3 – 2)
16. S. Arendell Drainage – Yes keep the sidewalk and drainage in the budget (4 – 1)
17. N. Wakefield Street – No do not keep in budget (4 – 1)

COMMUNITY AND ECONOMIC DEVELOPMENT

18. Chamber of Commerce Contract – Yes keep in the budget (5)
19. UDO – Yes keep in the budget (5)
20. Streetscape Match – Yes keep in the budget (3 – 2)
21. Façade Grant – Yes keep in the budget (4 – 1)
22. Market Assessment – Yes keep in the budget (4 – 1)
23. Main Street Program – Yes keep in the budget (3 – 2)

FLEET

24. Swaploader – Yes keep in the budget (3 – 2)
25. Fire Ford Expedition – Yes keep in the budget (5)
26. Move older Ford Expedition from Fire to Planning – Yes keep in the budget (5)
27. Public Works F250 Truck – Yes keep in the budget (5)
28. Move older F250 from Public Works to Police – Yes keep in the budget (5)
29. Police Department three Chargers – Yes keep in the budget (5)
30. Parks and Recreation Mower – Yes keep in the budget (3 – 2)
31. Public Works 4-wheel drive vehicle – Yes keep in the budget (3 – 2)

POSITIONS

32. Administration Intern – Yes keep in the budget (4 – 1)
33. Administration Assistant Part-Time – Yes keep in the budget (4 – 1)
34. Planning Code Enforcement – Yes keep in the budget (4 – 1)
35. Public Works Asset Manager – Yes keep in the budget (5)
36. Public Works Equipment Operator – Yes keep in the budget (4 – 1)

Commissioner Strickland asked about the non-profit funding approval and when that would come back to the Board for specific decisions. Joe Moore stated that \$5000 was included in the budget and then the Board can decide how it will be spent.

Commissioner Strickland thanked Joe and staff for their hard work and the detailed explanations so that it was a much easier process. He continued by stating that he had positive feedback on the budget from the public.

Commissioner Strickland made a motion, second by Commissioner Beck to adopt Ordinance 2016-34 as presented by staff with no changes. Joe Moore stated that two items that were discussed and taken out would not be removed as the motion was made. Mayor Matheny stated that he thought those items should be removed since that was what the Board said they wanted.

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Commissioner Strickland amended his motion to remove the Public Works automatic gate and the N. Wakefield Drainage from Ordinance 2016-34, Commissioner Beck made a second to the amendment. There was no further discussion and the motion passed unanimously.

The June 21<sup>st</sup> meeting scheduled was cancelled.

**MANAGERS REPORT**

Joe Moore thanked staff and the Board for the hard work that they put into the budget process.

Commissioner Beck also thanked staff for their hard work and appreciated their efforts.

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

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Date

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Robert S. Matheny—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk