

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**September 22, 2010**

Present: Robert S. Matheny-Mayor, Curtis Strickland, Roy Collins, Beverly Clark, Dale Beck, Don Bumgarner, Rick Hardin-Town Manager, Lisa Markland-Town Clerk, Mark Hetrick-Planning, Emily Lucas-Finance, Chris Ray-Public Works, Eric Vernon-Attorney

Others Present: Ken Atkins, Bill McNabb

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. There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

Shovel Ready Certified Sites

*Overview*

Rick Hardin said that first Mark would review the ETJ progress, then others would review certified sites, cost and utilities and the economic incentive policy. Rick explained that they were not there to make any recommendations at this time but just to review the process and possible costs.

Mark Hetrick gave an overview of the ETJ expansion and the certified/shovel ready site process.

Ken Atkins came forward and gave a brief presentation. He stated that companies that were interested in moving to a community do most of their research on the internet and have already narrowed their choices to the top three to five when a phone call was actually received. By having a shovel ready site or certified site that put a community in a place to be on the short list. All the work was done for them up front versus waiting to get it done.

Ken stated that a problem that property owners were running into when wanting to certify their sites was the cost to get it done. He explained that he had gone to the County and spoken with David Cooke and the County Commissioners and they had agreed to partner with a municipality and pay for half the cost of the engineering work that was required for a certified/shovel ready site. The property owner would be required to pay that money back to the County when the property was sold for development. By doing that they were creating jobs and tax base.

There were several sites in Wake County that were either underway or already done. Some were shovel ready and others were working toward certification with the Dept. of Commerce. The difference between the two was that soil borings were required for a certified site. They were working toward having at least one shovel ready site in every municipality in Wake County so that they could market Wake County well.

Mayor Matheny stated that the Board would not have included that property in the ETJ request if they were not ready to move forward with a certified/shovel ready site.

Board of Commissioners  
Minutes  
September 22, 2010

Mayor Matheny asked how the McNabb site compared to other sites in Wake County as far as size and services. Ken Atkins said that it was one of the larger sites in the County. He continued by explaining that they may want to show the site as one piece and how that would look but also how it would look broken into smaller tracts.

There was discussion about providing utilities to the property and running lines across the tract of land to reach parcels that could be further back on the property and not up where the line was located within the right of way. Ken stated that all smaller sites should be at the front of the property not in the back away from where the utilities were located. The other thing that the Town could do would be to have all the engineering work completed and then when a business was ready to locate there the Town would guarantee that the infrastructure would be in place prior to them opening.

There were several engineers that had done that type of work and they wanted their name on the final work so they would do the work at a lower price. When the business looked at the plans they would see the engineering firms name on the plans and the firm hoped they would get the work.

The price had to be set for what type of project or business that would be likely to look at it and purchase it. It would not have the same price as a shopping center. The property owner also had to be consistent in setting the price that was reasonable and Mr. Atkins said that they would have a real estate person tell them what they thought the price should be set at.

Rick Hardin said that the cost for having a certified site was the next item on the agenda. He said that James Sauls had given staff an estimate for the environmental part of the project at around \$70,000 which would be split between the Town and the County. Rick asked Ken if that was still an accurate price for that work. Ken said that it could be a correct price but was not sure. He said they would get an engineer out there to get an exact price.

Chris Ray reviewed the utilities and costs associated with the site. Chris explained that there was a sewer plant close by, reclaimed water close by and water lines in the area so that would help to keep the price down.

Some of the things that would have to be done would be to obtain encroachment agreement, sediment and erosion control plan, nationwide twelve permit for utilities that would cross streams or wetlands, Green Engineering estimated the cost of extending a 12" reclaimed water line to be approximately \$37,000; an 8" water line for \$34,000 and a 12" gravity sewer line for \$87,900. The total cost would be approximately \$248,715 to install the utilities to the property line.

Mayor Matheny said that cost could also be a part of the incentive package.

Emily Lucas came forward and presented the economic incentive policy and the proposed changes.

Emily explained that the policy was not a right but at the discretion of the Board to grant. The project must be located within the Town's corporate limits or annexed prior to being awarded,

the investment threshold was increased to approximately \$12 million (note: it does not include rolling stock or inventory when calculating that number), transfer of employees from another Wake County facility would not be included since the goal was to increase the employment numbers in the county. There were several policy guidelines that were updated.

Ken Atkins made a comment that including the cost of installing the infrastructure as part of the economic incentive policy could make the company decide to not locate in Zebulon. Another municipality or state may not be passing those costs on to the business so they would be getting a better deal from them. It could put Zebulon at a disadvantage.

Mayor Matheny explained the history of installing infrastructure and that Zebulon historically did not install that for developers, they would have to install it on their own.

#### NEW BUSINESS

##### Nuisance Abatement Liens

##### *Resolution 2011-03—Nuisance Abatement Lien*

It was a resolution that would allow staff to place liens on properties for unpaid nuisance abatements.

Commissioner Strickland made a motion, second by Commissioner Clark to approve resolution 2011-03. There was no discussion and the motion passed unanimously.

#### MANAGERS REPORT

Rick Hardin reminded the Board of the Habitat for Humanity event on the front lawn on Friday, September 24, 2011.

Commissioner Bumgarner made a motion, second by Commissioner Collins 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