

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**December 18, 2019**

Present: Robert S. Matheny, Shannon Baxter, Larry Loucks, Glenn York, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Chris Perry-Fire, Chris Ray-Public Works, Sheila Long-Parks and Recreation, Tim Hayworth-Police, Eric Vernon-Attorney

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

**APPROVAL OF AGENDA**

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

**NEW BUSINESS**

*A. Finance*

1. 2020 Reappraisal Results

Bobby Fitts introduced Marcus Kinrade, the Tax Administrator for Wake County, who shared the 2020 reappraisal results.

Marcus Kinrade gave a PowerPoint presentation and stated the last countywide reappraisal was conducted four years ago in 2016. Mr. Kinrade explained that the process had changed from an eight year cycle to a four year cycle, meaning that there was full time staff that did the reappraisal and that they were in a constant state of reappraisal. It was explained that real property was 85% of the tax base and the other 15% was personal property, business personal property, and public utility property. The reappraisal history from 1992 to present was reviewed. Marcus stated there was a projected rate of 7% for appeals, which was approximately 24,650 properties.

Mr. Kinrade stated there was a Board of Ethical Review and Gene Blount was the Zebulon representative on that board. Marcus went on to explain that there were customer information cards available for Town residents, as well as a dedicated call center and email system, to make a smooth process in answering questions.

There was a question about the win rates of appeals. Marcus explained that the number depended upon the information submitted. Most granted appeals were on apartment complexes and hotels because it was difficult to see the expenses associated with those properties.

Mr. Kinrade shared that Zebulon's commercial properties accounted for 72% of the tax base, while residential properties accounting for 28% of the tax base.

2. Non-Profit Funding Policy Amendments

Bobby Fitts reviewed the Town's current non-profit funding policy. The existing policy allowed total annual appropriation of \$5,000 with a maximum amount of \$1,000 to any single group. The Town received 11 requests for funding for FY 2020 and funding going to six groups.

The proposed amended policy incentivized and leveraged the efforts of the local non-profit organizations to advance upon the goals of the Zebulon 2030 Strategic Plan. The requesting groups would need to focus on one of the goals of the Strategic Plan of vibrant downtown, small town

life, and growing smart. The eligibility requirements and application procedures were explained. A representative from each group would be required to make a presentation at the March Board of Commissioners meeting.

Mayor Matheny asked if the Town could confirm how a group spent their funds. Bobby explained that group would have to present a report on how the funds were allocated. It was recommended that each group submit a written and oral report on how the funds were spent. The policy would go before the Board at the January 6, 2020 meeting for adoption. The applications would be posted on the Town's website once adopted.

Joe Moore provided follow-up from questions from the September work session. Examples of non-profits and how their work fit in with the goals of the Strategic Plan were given.

There was discussion that events such as the Martin Luther King, Jr. breakfast or the Miss Zebulon pageant could be listed as an event and funded that way. It was suggested adding language to the policy so the Board of Commissioners could deviate from the policy as they saw fit.

Joe Moore stated that the proposed policy would come back to the Board in January.

B. Administration

1. Sale and Consumption of Alcoholic Beverages on Sunday

Joe Moore asked the Board if they were interested in having staff develop an ordinance allowing for the sale of alcohol on Sunday beginning at 10:00am instead of noon.

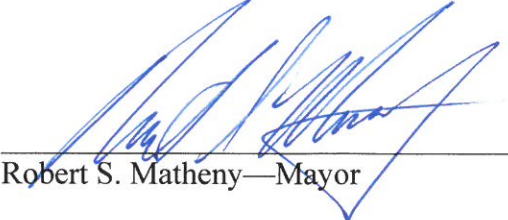
There was discussion about what that might mean for the community and why it was coming before the Board.

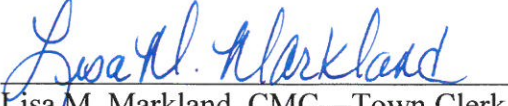
There was a majority of the Board that had an interest in making the change and staff was asked to develop an ordinance for the Board's consideration.

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

Adopted this the 6<sup>th</sup> day of January 2020.



  
Robert S. Matheny—Mayor

  
Lisa M. Markland, CMC—Town Clerk