

Zebulon Board of Commissioners
Minutes
December 2, 2019

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Larry Loucks, Shannon Baxter, Glenn York, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Dennis Brannan-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Meade Bradshaw-Planning, Eric Vernon-Town Attorney

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by East Wake High School student Gabriela Hernandez Vargas.

SWEARING IN CEREMONY

Shannon Baxter was sworn in as Commissioner by Lisa Markland.

Glenn York was sworn in as Commissioner by Lisa Markland.

Larry Loucks was sworn in as Commissioner by Lisa Markland.

APPROVAL OF AGENDA

Mayor Matheny asked to move the 2020 calendar meeting schedule to new business and add election of the Mayor Pro Tem under Elected Official Board Appointments.

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

SCHOOL RECOGNITION

Mayor Matheny recognized student Gabriela Hernandez Vargas and teacher Kimberly Tucker, both from East Wake High School.

PUBLIC COMMENT PERIOD

Allison Strickland from InterAct thanked the Board and Town for support of their programs and explained the services they offered. It was stated 60,000 Wake County residents were served in 2018 with 300 being residents of Zebulon.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner York to approve the minutes of the October 14, 2019 joint public hearing. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve the minutes of the October 16, 2019 work session. There was no discussion and the motion passed unanimously.

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Commissioner Clark made a motion, second by Commissioner York to approve the minutes of the October 23, 2019 work session. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve the minutes of the November 4, 2019 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve the minutes of the November 4, 2019 closed session. There was no discussion and the motion passed unanimously.

A. Finance

Commissioner Clark made a motion, second by Commissioner York to approve the tax report for September 2019. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve the financial report as of November 15, 2019. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve Resolution 2020-04 – Taryn Lakes – Phase 3 Roadway and Storm Drainage Acceptance. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve Ordinance 2020-36 – Replacing Chapter 152 with the UDO. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve the Police and Parks and Recreation Quarterly Reports. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve Ordinance 2020-37 – Appropriation of General Fund Fund Balance to Administration – Contract Services. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner York to approve Resolution 2020-06 – Budget Transfer from IT Capital Reserve Account to the unassigned portion of the General Fund Fund Balance. There was no discussion and the motion passed unanimously.

PRESENTATIONS

A. FY 2019 Audit

Bobby Fitts explained the Town completed the FY 2019 audit and introduced auditors Shelton Ennis and Keith Joyce from Joyce and Company CPA. Shelton Ennis reviewed the financial statement highlights and the management letter findings. There were no negative comments in the audit.

The Town received the Certificate of Achievement of Excellence in Financial Reporting for the Government Officers Association for FY 2018 and has received the award for the past 25 years.

There was a question about the debt service for the water and wanting to know if the water rates would be coming down. It was stated the debt on the merger with the City of Raleigh had not been completed so the water rates would not be affected.

B. Denise Nowell – Chamber of Commerce Update

Denise Nowell welcomed the new Commissioners and thanked them for their service on the Town's Board. It was explained the Business Retention and Expansion Partnership Agreement with the Chamber of Commerce and Town gathered feedback from the business community and prepared for future economic development. The key drivers were discussed including business connectivity, hosting Zebulon Next, small business resources, and strengthening participation with economic development partnerships and examples of each were given to the Board.

Bernard Remel, was the plant manager in for Glaxo in Zebulon for 34 years, had recently passed and his estate returned a commemorative Zebulon blanket to the Town. Mayor Matheny was presented with the blanket in Mr. Remel's honor.

There have been conversations and tours with potential investors in Zebulon. Denise Nowell gave the Board an update on businesses coming to downtown Zebulon. The next Business After Hours was scheduled for December 12 at Les Merritt's office followed by January 9 at Zebulon Middle School. The next Chamber of Commerce quarterly update would be March 2, and the Chamber's Annual Meeting and Citizen of the Year recognition were scheduled for March 12.

NEW BUSINESS

A. Fire

1. Resolution 2020-05 Adoption of Wake County Multi-Jurisdictional Hazard Mitigation Plan

Chris Perry explained the Wake County Multi-Jurisdictional Hazard Mitigation Plan facilitated hazard risk assessment, capability assessment, and mitigation strategies. An adopted plan was required to be eligible to receive state or federal assistance before and after the next disaster occurs. Chris stated that the last plan was 10 years old and the Town was part of the Wake County Plan because it was easier and more beneficial to partner with them and other municipalities when completing the plan.

There was some discussion about items that were carrying over from the last plan to the new plan.

Commissioner York made a motion, second by Commissioner Clark to approve Resolution 2020-05. There was no discussion and the motion passed unanimously.

B. Planning

1. Encroachment Agreement Request for 113 N. Arendell Avenue Alley

Michael Clark explained the property owner of 113 N. Arendell had asked to utilize a portion of the alley south of the property. The Town owned the alley and was zoned Central Business and future zoning under the UDO would be Downtown Core. The applicant was seeking approval to add tables and chairs associated with a proposed coffee shop, installation of wall mounted HVAC

units, and for approval to construct an ADA ramp with steps to access the service door. The vicinity map, renderings, and site photos were shown to the Board.

Staff recommended approval of the proposed agreement for the use of the alley south of 113 N. Arendell as it reinforced the goals in the 2030 Strategic Plan.

There was a question if there would be a term limit and fee for use of the alley. It was explained that there was a stipulation that allowed it to be a revocable agreement and was specific to the tenants of the building. Staff was working with the property owner to find a long-term solution for the permitted improvements of the ADA ramp and the HVAC units. The tables would not be fixed. The only permanent structure would be the ADA ramp.

Commissioner Baxter made a motion, second by Commissioner Loucks to approve the Encroachment Agreement Request for the 113 N. Arendell Avenue Alley Easement. There was no discussion and the motion passed unanimously.

2. Comprehensive Land Use Plan and Transportation Plan Contract

Michael Clark asked the Board to consider updating the Town's Comprehensive Land Use Plan and Transportation Plan. The Land Use Plan was last updated in 2008 and the Transportation Plan was modified and edited most recently in 2014. It was necessary to update the Comprehensive Plan every 5 to 10 years for growing communities and the plan must remain current.

The Planning Department sent out a Request for Qualifications and had seven teams reply. Three teams were interviewed. Staff chose Ramey Kemp & Associates and their sub-consultants Kendig Keast and Triangle J Council of Governments. Their scope of work included municipalities over the United States with similar characteristics to Zebulon. The cost of both plans would not exceed \$300,000 and was allocated in the FY 2020 budget. The process was estimated to take 14 months and the preliminary work would begin in a couple of weeks with public engagement beginning after January 1st. The Board would receive updates of the process.

There was discussion about the cost of the project.

Commissioner Clark made a motion, second by Commissioner Moore to approve the Comprehensive Land Use Plan and Transportation Plan Contract. There was no discussion and the motion passed unanimously.

C. Parks and Recreation

1. Comprehensive Parks and Recreation Master Plan Contract

Sheila Long asked the Board to consider the contract to create a Comprehensive Parks and Recreation Master Plan. The Master Plan was budgeted in the FY 2020 budget.

It was being recommended that the plan be done by Withers Ravenel and their sub-consultants Ballard*King & Associates and TislerBise. There would be a variety of community engagement opportunities and the Commissioners and Parks and Recreation Advisory Board would have important roles throughout the process. The costs associated with the scope of work would not

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exceed \$92,500. Withers Ravenel would do a financial outlook and research multiple funding opportunities. The timeline schedule estimated the completion date for July 2020. Community engagement would be finished around April and would take place through events downtown and in schools, churches, and civic groups to allow for maximum input.

There were questions and discussion about the price, funding opportunities and community involvement.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve the Comprehensive Parks and Recreation Master Plan Contract. There was no discussion and the motion passed unanimously.

D. Administration

1. Health Insurance

Bobby Fitts presented the 2020 health benefits plan to the Board. Blue Cross and Blue Shield proposed a 6.7% increase and United Health Care proposed a 1.5% rare increase from the current rates. A summary of the health, dental, and vision insurance was shown to the Board.

Staff recommended changing providers to United Health Care due to the saving the Town would see. Some of the savings could be rolled into an account to help with dependent costs.

There was a question about the prescription plan. Bobby Fitts stated the specific drugs in each tier were not in hand, but he could get a copy of the drug tier list.

Commissioner Loucks made a motion, second by Commissioner York to select United Health Care as the Town provided for 2020. There was no discussion and the motion passed unanimously.

2. 2020 Meeting Calendar

Mayor Matheny expressed his concern about not having a monthly meeting in July and proposed adding a July meeting date.

Joe Moore explained he did not recommend a July meeting since it was early in the fiscal year and there was limited operational information during that time. It did not hinder the development community and it also offered a re-coup for staff from the numerous meetings after budget season was over.

There was discussion about how a meeting could be called in June if it was needed but there was concern for employees trying to schedule vacation and not knowing if there would be a meeting or not.

Commissioner York made a motion, second by Commissioner Loucks to set a regular Board of Commissioners meeting for July 6, 2020.

The motion failed due to a lack of majority vote, with Commissioner Loucks and Commissioner York voting in favor and Commissioner Clark, Commissioner Moore, and Commissioner Baxter voting against.

E. Elected Official Board Appointments

1. CAMPO

It was explained that new board members needed to be appointed to serve on the various boards and committees.

Mayor Matheny proposed he would replace Commissioner Bumgarner at CAMPO and Commissioner Baxter be appointed as the alternate.

Commissioner Loucks made a motion, second by Commissioner York to appoint Mayor Matheny as the CAMPO representative and Commissioner Baxter as the alternate. There was no discussion and the motion passed unanimously.

2. Triangle J Council of Governments

Mayor Matheny proposed Larry Loucks as the Town's Triangle J Council of Governments representative and Commissioner Clark as the alternate.

Commissioner York made a motion, second by Commissioner Baxter to appoint Larry Loucks as the Town's Triangle J Council of Governments representative and Commissioner Clark as the alternate. There was no discussion and the motion passed unanimously.

3. Election of Mayor Pro Tem

Commissioner Loucks nominated Commissioner Glenn York to serve as the Mayor Pro Tem. There were no other nominations.

Commissioner Loucks made a motion, second by Commissioner Baxter to appoint Commissioner York as Mayor Pro Tem. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Mayor Matheny asked for Board comments.

Commissioner Loucks thanked the Parks and Recreation, Public Works, Fire and Police Department as well as the Chamber of Commerce for all their work at the Christmas tree lighting.

Commissioner Moore enjoyed the Christmas tree lighting and commented on the great attendance.

Commissioner Clark welcomed the new commissioners.

Commissioner York thanked the voters at the recent election and thanked Town staff for their work at the tree lighting.

Commissioner Baxter stated the tree lighting event was a great way to showcase the downtown area and would like to see similar events take place in the future.

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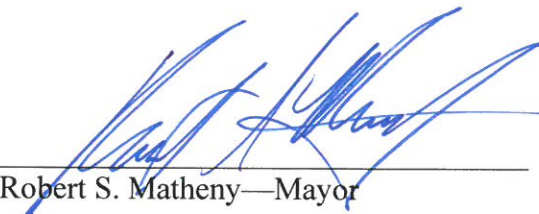
MANAGER’S REPORT

The next work session was scheduled for December 18.

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

Adopted this the 6th day of January 2019.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk