

**Zebulon Board of Commissioners**  
**Minutes**  
**December 5, 2016**

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

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

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Lauren Sampson from Zebulon Middle School.

**APPROVAL OF AGENDA**

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

**SCHOOL RECOGNITION**

Mayor Matheny recognized Lauren Sampson, the student of the month and Ms. Ruegamer, the teacher of the month both from Zebulon Middle School.

**PUBLIC COMMENT PERIOD**

There was no one present that wished to speak.

**CONSENT**

A. Minutes

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the minutes of November 7, 2016. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the minutes of the November 15, 2016 work session. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the tax report for September 2016. There was no discussion and the motion passed unanimously.

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

C. Administration

Commissioner Bumgarner made a motion, second by Commissioner Clark to adopt the 2017 meeting schedule. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the quarterly reports for Parks & Recreation and Police. There was no discussion and the motion passed unanimously.

## **OLD BUSINESS**

### **A. Administration**

#### *Community and Economic Development Update*

Joe Moore introduced Denise Nowell explaining that according to the agreement between the Town and the Chamber there would be periodic updates on community and economic development efforts.

Denise Nowell reviewed the key points of the agreement and some of the efforts that met those points were the economic growth conference – Zebulon Next in October. Joint events were May Day with the Farm Fresh Market and Holiday Happenings in conjunction with the Christmas Parade. Downtown promotions were Holiday Happenings which brought in 31 vendors and more than 150 people to the downtown area during the first two hours. Saturday evening with the Christmas tree lighting there were 60-75 people in attendance. There were 75 entries in the Christmas parade on December 4.

On the horizon includes discussions on development of the Tart property and commercial properties downtown. Discussions with WakeTech, US Foods, Nomaco, GlaxoSmithKline and Aimet Technologies to make sure that their workforce needs were being met. Creating mentorships between new and existing businesses was in the process, as well as forming partnerships between the businesses and the schools within the community. Denise would be attending training on the Essentials of Economic Development through the UNC School of Government.

### **B. Planning**

#### *Unified Development Ordinance Contract*

Mark Hetrick presented the contract with CodeWright and summarized the key points. Mark explained that it would be a continuation of the scope of work that had already been completed. The cost of \$62,000 was part of the current budget and the length of the project would be approximately 16 months with completion in January 2018. The scope of work presented was based on the various discussions with the working committee and at the direction of the Board of Commissioners. The procedures manual would be completed three to four months later.

Commissioner Strickland asked about when the project would begin and end. Mark Hetrick stated that it would begin in the next month or so by getting the stakeholders involved including participation by developers, engineers, citizens, architects and members of the community.

Commissioner Clark made a motion, second by Commissioner York to approve the contract with CodeWright as presented. There was no discussion and the motion passed unanimously.

## **NEW BUSINESS**

### **A. General**

#### *Streetscape Match Program*

Chris Ray presented that there was a request from the Zebulon Chamber of Commerce and the Zebulon Woman's Club to purchase a Christmas tree for the tree lighting ceremony. The Woman's Club and the Chamber have each contributed \$1000 each toward the purchase of the tree which totaled approximately \$4000.

The tree would be owned and stored by the Town of Zebulon and the Town would be responsible for installation of the tree for the event.

The request was consistent with the Streetscape Match Policy recently adopted by the Board and would utilize approximately \$2,000 of the \$10,000 allocated in the 2017 budget. Staff was recommending approval of the request for funding.

Mayor Matheny stated that the life expectancy of the tree would be approximately 10 years. There was discussion about the storage, height and how it would be installed each year.

Commissioner Strickland made a motion, second by Commissioner Clark to approve the request for funding of the Christmas tree as a part of the Streetscape Match Program. There was no discussion and the motion passed unanimously.

### **B. Fire**

#### *Ordinance 2017-12—Acceptance of Additional Funding from Wake County*

Chris Perry presented that the Fire Department had received additional fire protection funds from Wake County that could be spent on specific items such as new helmets, boots, personal protective equipment, and fit for duty examinations.

Ordinance 2017-12 would recognize an additional \$16,727 from the County on top of what was budgeted in fiscal year 2017. The goal was to annualize the cost of turnout gear so that it would be consistent each year making the budgeting process much easier. The cost would be shared between the County and the Town for those items mentioned.

There was discussion about the doctors that would perform the physicals, turnout gear and other equipment costs. Commissioner Strickland asked what it cost for a set of turnout gear. The cost for turnout gear was approximately \$3,000 not including any breathing equipment.

Mayor Matheny said that if the Town chose not to do the physical exam and purchase turnout gear the County would still fund \$20,000. Chris Perry stated that the Town would get the \$20,000 but if it was spent in the four areas designated by the County the Town would get an additional \$16,727.

Commissioner Bumgarner made a motion, second by Commissioner Beck to adopt ordinance 2017-12. There was no discussion and the motion passed unanimously.

**BOARD COMMENTS**

Commissioner Beck stated he was very pleased with recognizing the students and teachers and thought it was a great program.

Commissioner Strickland said that the Holiday Happenings and the downtown events were great and thanked Denise Nowell on the weekend events.

Commissioner York thanked staff and all the collaboration that took place for the weekend events.

**MANAGERS REPORT**

Joe Moore explained that staff had requested an additional stop sign on Innovative Way at Industrial Drive by Nomaco and the Charter School to improve the traffic congestion and promote safety.

Santa would be at Town Hall on December 9<sup>th</sup> at 5:30, there would be a Christmas breakfast at the Community Center at 9:30.


There would not be a worksession on December 14<sup>th</sup>. There would be a Joint Public Hearing on December 12<sup>th</sup> and Town offices would be closed on December 23<sup>rd</sup> and December 26<sup>th</sup>.

Tim Hayworth introduced Joshua Manning the newest police officer to join the Zebulon Police Force.


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

11/4/17

Date

  
Robert S. Matheny—Mayor



  
Lisa M. Markland, CMC—Town Clerk