

**Zebulon Board of Commissioners**  
**Special Called Meeting**  
**Minutes**  
**May 20, 2020**

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, Tim Hayworth-Police, Chris Perry-Fire, Bobby Fitts-Finance, Sheila Long-Parks and Recreation, 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 Commissioner Loucks.

**APPROVAL OF AGENDA**

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

**PUBLIC HEARING**

*A. AN 2020-01 – Taryn Lakes Phase 3*

Mayor Matheny called the public hearing to order.

Meade Bradshaw stated the annexation was a request by Blake Gardner. The property was a 17.4 acre subdivision under construction and zoned as R-13 SUD. The property owner was D.R. Horton, Inc. Meade Bradshaw gave a PowerPoint presentation which provided background information on the property and showed the vicinity map, ETJ map, land use map, and timeline. Staff explained the annexation occurred out of sequence. Typically an annexation would be requested prior to the Technical Review Committee Approval.

Mayor Matheny asked if anyone wished to speak in favor.

Thomas Teabo, a professional land surveyor representing D.R. Horton, Inc., spoke about the annexation. There were 47 homes total in Phase 3 with 28 home currently under construction.

Mayor Matheny asked if anyone else wished to speak in favor. There were none.

Mayor Matheny asked if anyone wished to speak in opposition. There were none.

Mayor Matheny closed the public hearing.

**PUBLIC COMMENT PERIOD**

No one submitted comments.

**CONSENT**

*A. Minutes*

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the March 2, 2020 meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the minutes of the March 18, 2020 work session. There was no discussion and the motion passed unanimously.

*A. Finance*

Commissioner Clark made a motion, second by Commissioner Baxter to approve the tax report for February and March 2020. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Baxter to approve the financial report as of May 4, 2020. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

*A. Planning*

1. Ordinance 2020-43 – Taryn Lakes Phase 3 Annexation

Staff recommended approval of Ordinance 2020-43 – Taryn Lakes Phase 3 Annexation based upon the consistency with the Town of Zebulon Comprehensive Plan, Unified Development Ordinance, and any other official plan that was applicable.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve Ordinance 2020-43 – Taryn Lakes Phase 3 Annexation based upon the consistency with the Town of Zebulon Comprehensive Plan, Unified Development Ordinance, and any other official plan that was applicable. There was no further discussion and the motion passed unanimously.

*B. Public Works*

1. Resolution 2020-09B – Beaverdam Creek Greenway Construction Bid

Chris Ray presented the construction bid for the Beaverdam Creek Greenway. The base bid was for a 10-foot-wide asphalt trail approximately 1-mile in length and included exercise amenities, two respite stations with benches and swings, signage, trash receptacles, benches, and water stations.

The alternate bid added a quarter-mile greenway loop around Hendricks Pond in Weaver's Pond. The bid was advertised, and four sealed bids were received with the lowest base bid submitted by Narron Contracting, Inc. for \$1,279,907.21. The project was under budget by \$113,409.79. The lowest alternate bid was from Narron Contracting, Inc. for \$364,094.85.

Staff clarified that the base bid and alternate bid were for the total loop around Hendricks Pond in Weaver's Pond subdivision.

There was discussion about the grants and fees-in-lieu collected to help fund the project. There was detailed discussion about the funds for the base bid and alternate bid.

The Board could adopt Resolution 2020-09A and award the base and alternate bids to the lowest, responsive, responsible bidder; adopt Resolution 2020-09B and award the base bid to the lowest, responsive, responsible bidders; or adopt Resolution 2020-09C and reject all bids and readvertise.

Commissioner Baxter made a motion, second by Commissioner Loucks to adopt Resolution 2020-09B.

There was a question how much the Town would save if they did the alternate loop now versus waiting longer to complete the loop. Staff expected prices could rise 20%.

The motion passed with Commissioners Loucks, York, and Baxter voting in favor and Commissioners Clark and Moore voting in opposition.

*C. Budget Presentation FY 2020-2021*

Joe Moore began the budget presentation by reviewing the statutory requirements as well as the budget schedule and process. The budget work sessions would be June 10 and June 17. The public hearing would be June 22 for the Board to consider adoption. The budget ordinance had to be adopted no later than July 1.

Joe Moore detailed the goals and features by explaining how population was increasing, use of land was changing with land development and the Town of Zebulon needed to have the capacity and capability to handle the changes. The budget goals for a vibrant downtown included revitalizing downtown and attracting people downtown. Alleyway activation, pedestrian connections, events, and wayfinding were included in the FY21 budget.

The budget goals of growing smart were to meet transportation needs and support a growing community. Items included in the FY21 budget were traffic signals, business retention and expansion, and IT which included software upgrades that enabled staff to work more efficiently.

The budget goals of small-town life increased walkability and connectedness and community engagement. The extension of the N. Arendell sidewalk and downtown crosswalks were included in the FY21 budget.

Joe Moore went over the budget changes from FY20 to the FY21 proposed budget. Due to COVID-19 the Town was expecting reductions in sales tax revenue, property tax revenue collection rate, personal property tax revenue, as well as delays in vehicle renewals, and sanitation and recycling fee collections. In order to prepare for reduced revenues the FY21 budget did not fund future positions. Staff also did a line item by line item review, incorporated retired debt payments, and delayed fleet purchases. The Town planned to utilize staff more effectively to increase efficiency and planned to invest in downtown through alleyway activation, pedestrian connectivity, and special events in an effort increase property and sales tax. The only requested position included in the budget was to increase a part-time Parks and Recreation assistant to a full-time position. The Town Engineer, Patrol Officer, Police Detective, Public Works Equipment Operator, Permit Technician, Part-Time Service Technician, Park Manager, and Fire Marshall were all positions not funded in the recommended budget.

The operating budget increased for FY21. Expenditures for FY '20 to FY '21 included an increase in the retirement contribution, a contract for park maintenance, career ladder budgeting to prepare for retention and succession, and separation allowance for the Police Department. Growth costs such as street lighting and special events and also contributed to the increase in expenditures.

The next budget work session was scheduled for June 10 and would include presentations on community and economic development, property management, and walk Zebulon. The June 17 budget work session would include presentations on fleet management, streets and thoroughfares, information technology, and public safety. The budget public hearing was scheduled for June 22. The Board could adopt the budget on June 22 or any time prior to July 1. The budget was on the Town of Zebulon's website for public viewing.

Mayor Matheny asked if NCDOT's over expenditures last year would have any impacts on the Town and would like to have more information on the impact at the work sessions.

Commissioner Baxter asked about Parks and Recreation's revenues. Staff would follow-up with that information.

**BOARD COMMENTS**

Commissioner York thanked staff for all of their work during the COVID-19 pandemic. Commissioner Baxter was impressed with how well the Town of Zebulon worked together as a community. Commissioner Moore stated she was thankful to be able to meet. Commissioner Loucks commended staff for all of their hard work during COVID-19 as well as their work on the budget.

**MANAGER'S REPORT**

Joe Moore stated Town Hall was preparing to re-open in a manner to protect citizens and keep staff safe.

Bobby Fitts offered a follow-up response to Commissioner Baxter's earlier question regarding Parks and Recreation's revenues. The detailed revenue projections showed a 20% to 25% decrease.

Bobby Fitts gave the following budget transfers:

Buildings & Grounds:

Moved \$500 from Fuel to Cell Phones; Moved \$4,000 to Wakelon Utilities - \$2,500 from Insurance & Bonds and \$1,500 from Fuel;

Fire:

Moved \$2,000 from Vehicle Maintenance to Equipment Maintenance;  
Moved \$3,000 from Insurance & Bonds - \$2,000 to Turnout Gear, \$500 to Uniforms and \$500 to Recruitment & Retention

Board of Commissioners  
Minutes  
May 20, 2020

Streets:

Moved \$5,000 from Insurance & Bonds to Electricity;  
Moved \$1,000 from Fuel Expense to Equipment Maintenance;  
Moved \$1,000 from Snow & Ice Supplies to Vehicle Maintenance

Stormwater:

Moved \$795 from NC 811 Service to Fuel

**CLOSED SESSION**

Mayor Matheny explained the Board needed a motion to go into closed session as permitted by NC GS § 143-318.11(a)(6) for the purpose of personnel discussion.

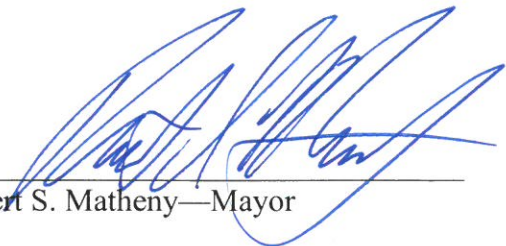
Commissioner York made a motion, second by Commissioner Clark to go into closed session as permitted by NC GS § 143-318.11(a)(5) for the purpose of property acquisition.  
There was no discussion and the motion passed unanimously.

NOTE: In closed session Commissioner York made a motion, second by Commissioner Loucks to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 18<sup>th</sup> day of August, 2020.



  
Robert S. Matheny—Mayor

  
Lisa M. Markland, CMC—Town Clerk