

Zebulon Board of Commissioners
Work Session
Minutes
August 19, 2020

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Michael Clark-Planning, Bobby Fitts-Finance, Sheila Long-Parks and Recreation, Chris Ray-Public Works, Chris Perry-Fire, Bob Grossman-Police, Eric Vernon-Attorney, Denise Nowell-Zebulon Chamber of Commerce

Mayor Matheny called the meeting to order at 6:00pm.

APPROVAL OF AGENDA

Mayor Matheny asked to amend the agenda under Parks and Recreation from Economic Development to YMCA Agreement.

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

NEW BUSINESS

Joe Moore gave an overview of the topics to be discussed.

A. Finance

1. Zebulon Water and Sewer Proforma

Bobby Fitts gave the current status of the proforma, affordability concerns, and alternative options. The status of the merger payoff was detailed, and the merger agreement options were discussed.

Michael Clark showed the future growth possibilities and population trends. The existing water allocation usage and future allocation projections were explained.

Bobby Fitts explained the three options for an October 1 payoff were 1) to return some capacity to the City of Raleigh, 2) continue as is with a pay-off date of one to two years, and 3) use general fund funds to pay off the agreement.

A draft Merger Agreement could be presented to the Raleigh City Council for their approval with an October 1 closeout date. The rate differences would reflect on the January 2021 bills.

The Board recessed at 6:46pm.

The Board returned from recess at 7:02pm.

B. Planning

1. Planned Economic Development Strategy

Michael Clark explained the Town had limited resources with staffing and was using a collaborative effort through the Planning Department, Parks and Recreation Department and Chamber of Commerce to make up the Town's economic development team.

Sheila Long described the strengths, weaknesses, opportunities, and threats to understand the Town's market presence and to understand the Town's implementation process for the fiscal year.

The capacity of the economic development committee and the implementation plan for the economic development program were detailed.

Denise Nowell explained how the Town benefitted from including the Chamber of Commerce in the economic development committee. Zebulon was chosen to be in the Downtown Associate Community program ("DAC").

The timeline of the Business Retention and Expansion Program ("BRE") was detailed.

Michael Clark stated how the BRE was one tool the Town was using for economic development. The comprehensive plan would include an economic vision to be the playbook on how the Town would look in future years.

Staff would present the details of the BRE at the September 1, 2020 meeting.

C. Parks and Recreation

1. YMCA Agreement

Sheila Long spoke about the YMCA service agreement which would provide virtual learning at the community center. It was stated Exhibit B of the YMCA service agreement was still being edited and was not completed in time for the meeting.

Staff recommended the Board authorize conditional approval of the service agreement upon review and approval of Exhibit B by the Town Manager.

The YMCA would be responsible for providing wifi services and no additional Town staff would be needed for the program.

Item 4 of Exhibit B was regarding safety and cleaning. There were last minute language changes, but staff wanted to make sure it was more specific so the Town was protected. The Town Attorney explained there was not enough detail in Exhibit B regarding cleaning and did not include the YMCA's COVID cleaning policy.

The program would open on a first-come first-serve basis and the YMCA's system did not have the ability to differentiate Town residents from out-of-Town residents. The Town had received a discounted rate per student.

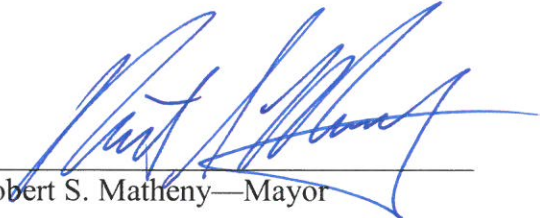
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Commissioner Baxter made a motion, second by Commissioner York to approve the YMCA Agreement and authorize conditional approval of the service agreement upon review and approval of Exhibit B by the Town Manager. There was no discussion and the motion passed unanimously.

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

Adopted this the 1st day of September 2020.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk