

Zebulon Board of Commissioners
Work Session
Minutes
April 18, 2018

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

Absent: Don Bumgarner

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

Mayor Matheny stated Commissioner Bumgarner was out of town.

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.

NEW BUSINESS

A. Administration

Strategic Plan Draft

Joe Moore explained the Strategic Plan was prepared from community feedback, staff and information from the Commissioners' retreat and described the process. Joe stated the Plan would be presented with the budget at the May 7th Board of Commissioners meeting, then would be on the June 4th agenda.

Joe Moore introduced Julie Brenman and Warren Miller from Fountainworks.

Julie Brenman presented the PowerPoint and explained the process of how input was gathered from Town staff and citizens. Julie explained that she looking for input on the proposed Strategic Plan.

The proposed mission and vision statements were read and the Board discussed the wording in detail.

Next, the core values were read and the Board stated they were in agreement with the values as stated.

The Board reviewed the various tactical actions under each focus area and discussed their top three which were as follows.

Vibrant Downtown:

1. Increase funding for downtown incentives (facades grants)
2. Explore downtown uses and incentives to encourage more gathering places – breweries, restaurants, cafes
3. Investigate new parking opportunities in downtown

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Commissioner Beck said having more gathering places would bring more people downtown and spoke about other towns that were having events downtown to bring in more people.

Mayor Matheny would like additional parking on the northern end of downtown.

Small Town Life:

1. Increase town's walkability
2. Improve Little River Park
Tied for 3rd place
3. Establish a Zebulon Heritage Festival
3. Establish a Permanent Farmers Market

Commissioner Strickland would like to see more connecting and better lit sidewalks. Commissioner Beck would like to see sidewalks connect from Community Park to Wakelon Elementary School, so citizens were able to walk from one side of town to the other side on a sidewalk and not in the street. Commissioner Clark would like to see more repairs done to the sidewalks so they are safer.

Commissioners Clark and Commissioner Moore would like to keep the Farmers Market at the current location, but would like to see permanent structures.

Mayor Matheny spoke about past festivals and how successful they were and how he would like to see an organization such as the Chamber of Commerce head up coordination of another festival.

Growing Smart:

Tied for 1st place

1. Ensure land use plan addresses affordable housing
1. Identify certified sites for economic development projects
2. Increase Town and Chamber joint forces for Economic Development; hire economic development director

Commissioner Clark spoke about the need for affordable housing. Commissioner Moore said identifying a hospital site was important.

Commissioner Clark said hiring an economic development director was not necessary and believes it would be more beneficial to work with the Chamber of Commerce. Commissioner Strickland and Mayor Matheny would like to see the Chamber of Commerce be more proactive in their economic development efforts.

Julie Brenman finished the Strategic Plan presentation and said they would make the minor changes requested by the Board and would present the final plan at the May 7th Board of Commissioners meeting. Following the meeting, staff will put the plan out for public review for feedback, and then the plan will be on the June 4th agenda.

B. Finance

Cemetery Ordinance

Bobby Fitts proposed three main changes to the cemetery ordinance: (1) the size limit on mausoleums, (2) the fee, and (3) allowance of parent and infant child in a single plot.

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The Board discussed size restrictions on headstones and mausoleums, construction materials, restrictions on amount of memorial items on a grave, distance between headstones and allowance of infant child and parent in one plot.

Mayor Matheny agreed with Bobby Fitts' recommended size restrictions and recommended stone and masonry construction materials. All were in agreement to not allow a double stacked mausoleum and to put a restriction on the size and material allowed for the mausoleums.

Commissioners Strickland and Commissioner Clark would like to see stricter regulations on memorial items. Mayor Matheny suggested putting a time restriction on memorial items.

Commissioners Clark and Commissioner Beck would like to see a restriction on handmade headstones and markers so they look more professional.

Mayor Matheny would like to see a height restriction on headstones. Commissioner Beck suggested more uniformity with the size and design of the headstones.

Mayor Matheny suggested allowing a parent and an infant child in one burial plot.

Bobby Fitts asked the Board about setting the price annually in the fee schedule – Mayor Matheny was in agreement.

Joe Moore stated the input from the Board would be brought back to a future meeting for adoption.

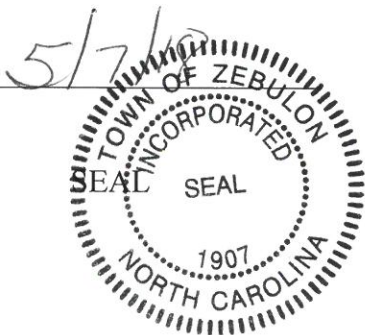
MANAGERS REPORT

Joe Moore stated that the Zebulon Youth Art Event was this week with a social on Friday evening at the Community Center. The Farm Fresh Market would begin Saturday, April 21st at the Zebulon Municipal Complex.

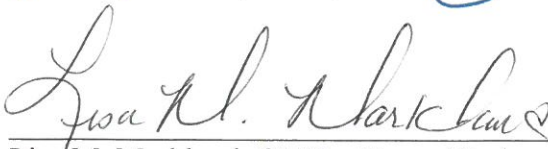
Zebulon May Day Celebration was May 5th.

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

Date




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk