

Zebulon Board of Commissioners
Work Session
Minutes
June 10, 2020

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

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

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

OLD BUSINESS

A. General-Budget Process

1. Manager's Introduction—Manager to introduce the topics to be presented

Joe Moore stated it was the first work session for the FY21 Budget and offered an overview of the night's presentations. Joe Moore gave a thorough explanation of the goals and features of the budget message. The second budget work session would be June 17 on the subjects of fleet management, streets and thoroughfares, and information technology. The budget public hearing would be June 22 and the Board could adopt the budget at the June 22 meeting, but was required to be adopted by June 30.

2. Presentations

a. Walkability

Sheila Long explained Walk Zebulon was a project initiated by the Walkability Committee. To help aid the Committee's goal of small town life and walkability they conducted surveys to gather feedback on how Zebulon could be a more walkable community. The survey results were explained. The Walk Zebulon proposal and goals of each project were discussed.

b. Property Management

Chris Ray gave background information and a facilities condition assessment on the eight major facilities for the Town of Zebulon. The criteria the Capital Committee used for assessing needs was discussed. Some of the FY21 budget proposals and future projects were shown.

c. Community and Economic Development

Michael Clark offered background information. Sheila Long expanded on private Town related events and alleyway activation. Michael Clark offered more details on alley connectivity, Façade Improvement Grant, Streetscape Grant and Downtown Associate Community Program.

Denise Nowell spoke about the Business Retention and Expansion Program and how the Chamber of Commerce worked as the Town's liaison with economic development partners. The goals of the Business Retention and Expansion Program were listed.

Michael Haley, the Executive Director for Wake County Economic Development, spoke about their role in how Zebulon's recovery fit into their plan for continued growth for Wake County. Brandon McCraney, a business owner in downtown Zebulon, spoke about how businesses can make an impact on the community and gave his perspective as a business owner in Zebulon.

Denise Nowell spoke about the need for a community development component which included a brochure that went to the business development community that highlighted the businesses in Zebulon and was a marketing tool for the Town. Another need was to serve all the businesses in the Town whether a member of the Chamber or not.

Michael Clark spoke about Phase I of the branding and wayfinding project as proposed in the FY21 budget. Another item recommended by staff for the FY21 budget was the collaboration with the Greater Raleigh Convention and Visitors Bureau.

Sheila Long explained the importance of collaborating with the Greater Raleigh Convention and Visitors Bureau and using their expertise in developing metrics to properly market events. They would help maximize marketing opportunities for businesses as well as economic development for the Town. Staff expressed the need for a Downtown Infrastructure Stability Program. The program was not recommended to be funded for FY21, but would likely be requested in FY22 to assist business owners in bringing downtown buildings to compliance. A Town Commons was another item not recommended in FY21, but would likely be requested in the FY22 budget.

Michael Clark finalized the presentation by explaining the future trends for Zebulon.

B. Public Input

Town Clerk, Lisa Markland, read a comment provided by John D. Macon asking the Board to add funds to the budget to fix a drainage issue at a property on Flowers Street. The submitted comments are attached to these minutes.

CLOSED SESSION

Mayor Matheny stated that they needed a motion to go into closed session as permitted by NC GS § 143-318.11(a)(5) for the purpose of property acquisition and as permitted by NC GS §143-318.11(a)(6) for the purpose of personnel discussions.

Commissioner York made a motion, second by Commissioner Baxter to go into closed session.

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.

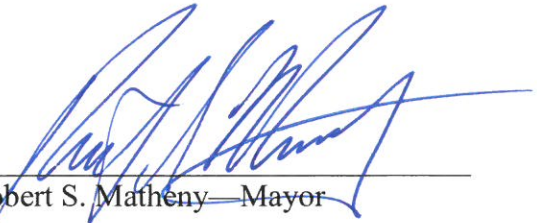
Commissioner Clark made a motion, second by Commissioner York to have closed session personnel minutes for March 18, 2020, May 20, 2020 and June 10, 2020 archived with Wyrick Robbins Yates & Ponton LLP. There was no discussion and the motion passed unanimously.

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

Adopted this the 18th day of August, 2020




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk

Lisa Markland

Subject: FW: Proposal Request: Town Budget Meeting - 6/10/2020

Hi Lisa,

I am asking for the following proposal request to be read, preferably verbatim, so as to avoid a potential for ambiguity, into the Town Council meeting on Wednesday June 8th, 2020. My additional question to you is: Will the meeting be available to follow on social media, as I would like to follow along?

Zebulon Town Council:

Opening: Good evening Mayor Matheny, members of the Town Council, Town Manager Moore AND Zebulon Public Works Supervisor Ray.

Purpose: Due to the COVID-19 pandemic, my request is being restated by proxy. This is based on my previous appearance before the Town Council, during the March meeting.

Request: My request is for consideration and approval for project funding from the FY2021 budget to affect a COMPLETE AND PERMANENT repair to a ditch infrastructure experiencing an ongoing storm waters runoff problem. This is located within the town's right-of-way, alongside a residence adjacent to the to the intersection of Flowers Avenue and West North Street.

Problem: The current infrastructure is causing multiple problems. 1) Because this ditch receives storm water from multiple sources, it is not completely and effectively channeling that runoff. Therefore, the ditch continues to stay saturated. It is now misshapen and makes it difficult to maintain with a lawnmower. 2) Additionally, the runoff that DOES accumulate at the current junction does not always effectively purge, as necessary. Therefore, it becomes a potential breeding ground for mosquitoes.

Project Resolution Scope: The project scope would PRIMARILY consist of the following: 1) A concrete 'V' swale, to properly channel the flow of any runoff along the existing infrastructure. 2) A concrete junction box to be incorporated with the existing infrastructure, to receive the flow of this runoff. AND 3) Replacement of an existing reinforced concrete pipe (RCP) currently transversing Flowers Avenue, with adjacency to this project request.

Who: I have had previous discussions with Town Manager Moore AND Zebulon Public Works Supervisor Ray about this issue. Both have also performed an on-site survey to address my concerns. Additionally, Zebulon Public Works Supervisor Ray and his staff have made multiple attempts to resolve this problem, without satisfactory results.

Fact Finding: A Civil Engineering study has previously been performed and completed, and project feasibility has already been established. A drainage analysis document is on file with the Town of Zebulon.

Closing: In closing this evening, I want to thank you again for your time and consideration. And with that, I yield back my remaining time.

Thank you!

John D. Macon