

**Zebulon Board of Commissioners**  
**Budget Work Session**  
**Minutes**  
**May 10, 2022**

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Larry Loucks, Jessica Harrison, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Sheila Long-Parks and Recreation, Chris Perry-Fire, Chris Ray-Public Works, Jacqui Boykin-Police, Michael Clark-Planning, Sam Slater-Attorney

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

**APPROVAL OF AGENDA**

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

**OLD BUSINESS**

*A. General-Budget Process*

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

The capital budget funding sources were detailed. The five major revenue streams were property tax, development, sales tax, fund balance and fees. Details of each were given. The funding destinations included transportation, storm drainage, fleet, equipment, service equipment, information technology, property management and community and economic development. The FY22 spreadsheet on stormwater was reviewed to explain the budget process.

Chris Ray explained the Town received \$1.885 million in American Rescue Plan Act (“ARPA”) funds. The funding had to be obligated by December 31, 2024 and spoke about the requirements to use the funds. The stormwater feasibility study was completed September 2021 through April 2022 by The Wooten Company. The study identified six projects with an estimated cost of \$5.6 million. The Town’s infrastructure was 75 to 100 years old with many issues.

The evaluation process for the stormwater condition rating was explained. The categories included:

- Structure – 40%
- Pipe conditions – 30%
- Pipe sizing – 20%
- Public Perception – 10%

The two top priorities were the W. Horton Street basin improvements and W. Sycamore and N. Arendell Ave. The infrastructure at W. Horton Street was under multiple buildings, undersized hydraulically and the pipes were fractured or completely broken. The engineers’ recommendation was detailed, and project photos were shown. The estimated total cost was \$1,573,987.

Commissioner Loucks asked if it was possible someone was dumping sewer through illegal taps. Chris did not believe any wastewater was being dumped in the area.

There was discussion about performing dye testing to assess any areas that could be plugged.

Chris Ray explained the utility relocation allowance. He stated it could be used for relocation of a power pole but was typically used to relocate utilities such as water lines.

The project at W. Sycamore and N. Arendell Ave. had infrastructure located under buildings, hydraulic sizing issues, pipe reverse grade, and flash flooding. The engineers' recommendation was detailed, and project photos were shown. The estimated total cost was \$1,719,875. The estimate did include the constructed wetlands which was approximately \$350,000.

Staff recommended using ARPA funds to fund the W. Horton Street project.

Chris Perry spoke about the service equipment budget. The departmental equipment had a usable life of five years or more and a total acquisition cost of \$5,000 or more. Examples included replacement of police handguns, Fire Department's self-contained breathing apparatus and Fire Department's breathing air compressor.

The Police Department requested two roadside message boards with a cost of \$33,500. The signs were used to address traffic concerns such as speed, congestion, construction, and special events. The Town currently borrowed Wake County's or rented message boards when needed. The Governor's Crime Commission grant would fund \$24,500 with a cost of \$9,000 to the Town.

The Fire Department requested PPE/Turnout gear with a cost of \$25,800. PPE included helmets, boots, coats, pants, gloves, hoods and had a 10-year life. Each set was \$4,300. Wake County would cover 37.8% with a cost of \$16,254 to the Town.

Another requested item was the fire safety house. The house was used to educate citizens at public events and schools about kitchen fire safety, smoke detector safety, exit drills and fireplace safety. The cost was \$10,000. Three defibrillators were requested with a cost of \$5,000. Wake County would cover 37% with a cost of \$3,150 to the Town.

There was discussion about what was done with expired defibrillators. Once defibrillators expired, they could be moved to a vehicle that was not a front-line vehicle such as the tanker truck.

The Board asked what the Town was currently doing to get a message board. The message boards the Town used were either rented or borrowed.

The fire safety house was expected to last quite a while, but staff would look further into the typical life expectancy.

Joe Moore asked if there were any questions or comments on the memos or spreadsheets presented.

Commissioner Loucks asked for the current listing of staff and their salaries.

*B. Public Input*

There was no one who wished to speak.

Joe Moore gave a preview of Budget Work Session #2. Sheila Long spoke about the Public Input platform and how people could get involved in the budget process and make comments on the proposed budget.

**NEW BUSINESS**

*A. Administration*

1. Budget Work Session – Move from May 18 to May 19 at 4:00pm

There was a potential conflict with the next Budget Work Session meeting. Joe Moore presented options for the Board: May 18 at 7:00pm, May 19 at 4:00pm or May 19 at 6:00pm.

Commissioner Harrison made a motion, second by Commissioner Miles to change the Budget Work Session #2 to May 19, 2022 at 4:00pm. There was no discussion and the motion passed unanimously.

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

Adopted this the 6<sup>th</sup> day of June 2022.



  
Glenn L. York—Mayor

  
Lisa M. Markland, CMC—Town Clerk