

Zebulon Board of Commissioners
Work Session
Minutes
May 22, 2019

Present: Robert S. Matheny, Don Bumgarner, Dale Beck, Curtis Strickland, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Chris Perry-Fire, Chris Ray-Public Works, Tim Hayworth-Police, Eric Vernon-Attorney

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

APPROVAL OF AGENDA

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

OLD BUSINESS

A. General-Budget Process

1. Manager's Introduction

Joe Moore stated the meeting was a combination of two work sessions since the meeting on May 14 was cancelled due to the storm. A brief outline of the meeting was given to the Board. Joe Moore reviewed the budget schedule and process.

2. Presentations

a. Information Technology

Lisa Markland spoke to the Board about the need for a dedicated IT staff member to meet the needs of the staff. The IT Committee was unable to keep up with the IT demands. Cii Technology Solutions currently provided the Town's technology services. Cii logged 162.5 billable hours since July 2018 and that did not include the contracted time for monitoring the server and various devices. Projects completed this year included phase one of the police radios and updating the equipment in the AV room. Staff recommended hiring a full time IT position and spoke about their duties. It was stated nine municipalities in Wake County had at least one IT person on staff. The Fiscal Year 2020 five year CIP consisted of replacement of the police radios - \$76,000, replacement of all Windows 7 computers (approximately 45 – 50 computers) - \$82,000, council chambers audio visual upgrade.

b. Police Parking

Tim Hayworth explained the Police Department had only two parking spaces with one as a handicapped space and the other as a general parking space. It was stated the limited parking congested the driveway, confused customers, limited access to the safe exchange zone, and limited parking for lawn event access. Staff estimated the completed project to add four additional parking spaces would cost \$20,500.

There was concern about removing trees and there was discussion among the Board about widening the driveway. Staff was asked to research widening the driveway.

c. Town Commons

Sheila Long provided detail about a town commons/public space in the downtown area. It was explained how the town commons would fit with the Zebulon 2030 Strategic Plan with having a vibrant downtown, small town life, and growing smart. The Board was shown examples of public spaces including a mini-park, streets and connections and private open spaces. The areas typically featured a seating area, minor landscaping, and public art. A public space activated downtown, created a space for people to gather, was a space to support downtown events, and encouraged development and investment. Staff explained the goal to a town commons/public space was increased pedestrian traffic and spending at downtown businesses, increased opportunity for public art, and served as a catalyst for small-scale entrepreneurship.

Development opportunities and potential locations were discussed. The first phase of the project was to identify and secure the property and install basic utilities. Staff estimated a cost of \$25,000 for the town commons area.

d. Non-Profit Policy

Bobby Fitts explained the new non-profit funding committee consisted of himself, Sheila Long, and Tim Hayworth. The non-profit funding policy was reviewed stating no more than \$1,000 would go to any one organization, no more than \$5,000 to all organizations, and it must be a non-profit. In FY 2019 \$5,000 was appropriated for donations and the Town received 11 applications totaling \$10,000.

Bobby Fitts explained the committee performed an analysis of each group and gave the results. The analysis was meant to be a tool to help the Board when making their decision.

e. Business Retention & Expansion Program

Joe Moore explained staff proposed expanding the Business Retention and Expansion Program with the Chamber of Commerce in partnership with the Town.

Denise Nowell, with the Zebulon Chamber of Commerce, spoke to the Board about the goals of the Business Retention and Expansion Program. The Chamber adopted a strategic plan to align with the Town's strategic plan.

B. Public Input

Donald Horton stated he read the entire budget and thought it was very good. Joe Moore had developed a great team. Mr. Horton thanked the Board and staff for all their hard work.

Tracey Alford spoke about the Miss Zebulon scholarship program. It was asked that the Board consider giving non-profit funds to the Miss Zebulon program. Ms. Alford gave an update about her business, Simply Blush, in downtown Zebulon.

Franklin Finch spoke about the criteria for the allocation and asked the Board to consider giving less money to each organization so more organizations would receive funding. Mr. Finch stated he worked in IT and was happy to offer consulting on IT.

NEW BUSINESS

A. Storm Cleanup

a. Ordinance 2019-27 – Cost of Cleanup

Chris Ray reviewed the cost of the storm and the need for a budget amendment to cover those costs.

The Town of Wendell, Wake Forest, Clayton, Wake County, and the City of Raleigh were thanked for their help in cleaning up after the storm.

Commissioner Bumgarner made a motion, second by Commissioner Beck to adopt Ordinance 2019-27. There was no discussion and the motion passed unanimously.

b. Resolution 2019-30 – Waiving of Fees

Michael Clark explained the Planning Department wanted to waive certain permitting fees for six months to property owners to reconstruct and restore damage caused by the storm.

Commissioner Clark made a motion, second by Commissioner Bumgarner to adopt Resolution 2019-30. There was no discussion and the motion passed unanimously.

B. Sale of Ladder Truck

a. Resolution 2019-31

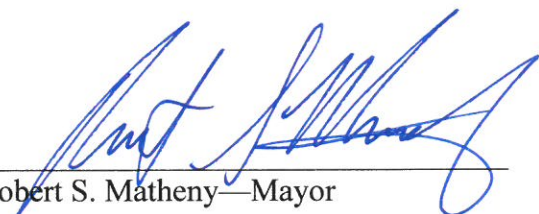
Chris Perry stated there was a computer error with the last ladder truck auction and all bids were rejected. Staff asked the Board to re-open the public auction for the sale of the ladder truck.

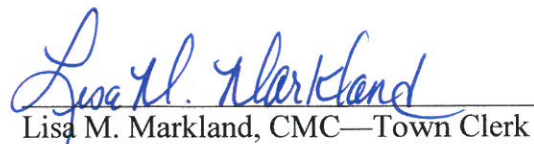
Commissioner Bumgarner made a motion, second by Commissioner Beck to adopt Resolution 2019-31. There was no discussion and the motion passed unanimously.

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

Adopted this the 5th day of August, 2019.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk