

**ZEBULON
BOARD OF COMMISSIONERS
WORKSESSION
AGENDA
May 23, 2018
7:00pm**

I. APPROVAL OF AGENDA

II. OLD BUSINESS

A. General-Budget Process

1. Manager's Introduction—Manager to introduce the topics to be presented
2. Presentations
 - a. Property Management
 - b. Information Technology
3. Worksession I – Follow-up

B. Public Input

III. MANAGER'S REPORT

Zebulon Board of Commissioners
Work Session
Minutes
May 23, 2018

Present: Robert S. Matheny, Dale Beck, Curtis Strickland, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Perry-Fire, Chris Ray-Public Works, Bobby Fitts-Finance, Greg Johnson-Parks and Recreation, Mark Hetrick-Planning, Tim Hayworth-Police, Dennis Brannan-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

Joe Moore gave an update on the agenda and items to be presented on property management and information technology. Joe explained that the budget was posted on the Town's website and copies were also placed for public viewing at Town Hall and the library. The final work session would be on May 31st regarding community and economic development. The budget could be adopted on June 4th or deferred to the meeting on June 13th or another time as long as it was adopted by July 1st.

Property Management

Chris Ray gave the PowerPoint presentation on property management explaining the Public Works building deficiencies and shortage of storage space for equipment. Staff requested a three-sided shed to store trucks and machinery.

Commissioner Strickland asked about the height needed for large equipment trucks. Chris Ray explained the highest machine was 12.5' so the building height would need to be between 14' and 16'. It was also asked if there were any local warehouse spaces for lease that could be used. Chris Ray said Comfort Master had space, but access had challenges and fencing was needed at that location.

Commissioner Bumgarner pointed out to Chris Ray that eventually an enclosed space may be needed. Chris Ray explained that the shed was able to be retro fitted with a door.

Chris Perry gave the PowerPoint presentation regarding the recommendation from Brooks Innovation Solutions of a new master fire station build-out. The project would be a four year process to purchase land, design, permit and construct. Staff requested \$49,500 for the

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preliminary engineering report (PER) which would assist with acquisition, appraisals, survey, boring, schematic design, and review of onsite and offsite requirements. IT was explained FY2020 would consist of land acquisition and design, in FY2020 the design and permitting process would be continuing as well as acquiring construction bids, and FY2020 would begin construction of the new fire station.

Chris Perry showed a photo of a similar firehouse and what the new firehouse could resemble.

Mayor Matheny asked about the value of property that was previously purchased for the fire station and approximately how much it would be worth if sold. Chris Perry said the Planning Department was in contact with potential interested developers to purchase the land.

Commissioner Strickland asked about the commitment from the County regarding partnering with EMS. Chris Perry said that would be the goal in the first year during the design of the building. Commissioner Strickland asked about the preliminary construction costs. It was explained that EMS would pay for a portion of the building they would occupy and that it would be most beneficial and efficient to have fire and EMS in a central area.

Commissioner Bumgarner asked if another town could share their engineering plans to help keep costs down. Chris Perry stated that the County has prototype facilities and there were other locations the Town could look into to keep costs down.

Mayor Matheny felt both the County and EMS should be involved in the new building process.

Commissioner Bumgarner asked if the current land for the fire department could be traded for a different piece of property that would be more suitable for the fire department. Chris Perry said that was an option they would look into.

Information Technology

Lisa Markland presented the PowerPoint presentation on information technology beginning with the 2017-2018 update. Lisa explained that an independent audit was performed to assess the security of the network and gave an update of the status of the items from the 2017-2018 budget including new fire radios, community center projection upgrade, new fiber connection on campus, and new phone system installation.

Lisa reviewed the five year CIP proposed budget. Staff requested replacement of the police radios and an upgrade to the equipment in the AV room. It was explained the equipment in the Council Chambers was nine years old making it difficult to find parts to replace or repair equipment.

There was discussion about East Wake TV assisting with the AV project.

Mayor Matheny asked about a projector in the conference room. Lisa Markland explained that the monitor would be replaced with one that could be connected to a laptop for presentations.

There was discussion regarding the Board using iPads.

Worksession I – Follow-up

Bobby Fitts followed-up from the meeting on May 15 regarding the fire truck purchases. Bobby Fitts explained that the County would contribute \$195,465 toward the ladder truck purchase and \$207,010 for the engine and would match the annual amount per year. There was talk among the Board about the County contribution.

Bobby Fitts explained that the first payment could be deferred until next year, but it would add \$85,500 in interest expense. Mayor Matheny requested additional information from Bobby Fitts regarding the deferral of payments.

Commissioner Strickland asked who would pay for a new fire truck for Hopkins. Chris Perry explained the County would pay 100% because residents paid a fire tax.

Mayor Matheny asked if there were any questions. There were none.

Bobby Fitts handed out the updated version of the fee schedule.

Mayor Matheny asked if anyone would like to speak.

Mary Beth Carpenter, the Executive Director for Preservation Zebulon, spoke about adding preservation in long-term planning to the budget. Ms. Carpenter explained that historic districts and properties could obtain tax credits. Ms. Carpenter would like Zebulon to apply for national historic district register nomination, which would open additional tax credits.

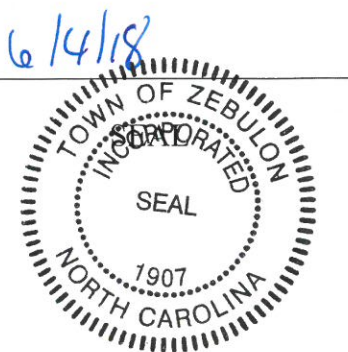
Mayor Matheny asked if there was anyone else that wished to speak. There was no one else that wished to speak.

MANAGER'S REPORT

There were no comments.

Commissioner Annie Moore made a motion, second by Commissioner Beverly Clark to adjourn the meeting. There was no discussion and the motion passed unanimously.

Date



Robert S. Matheny—Mayor

Lisa M. Markland, CMC—Town Clerk