

Zebulon Board of Commissioners
Work Session
Minutes
June 23, 2010

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Roy Collins, Dale Beck, Rick Hardin-Town Manager, Lisa Markland-Town Clerk, Emily Lucas-Finance, Chris Ray-Public Works, Mark Hetrick-Planning, Tim Hayworth-Police, Greg Johnson-Parks & Recreation, Sidney Perry-Fire, Eric Vernon-Attorney, Jim Furr-Attorney
Absent: Don Bumgarner

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

APPROVAL OF AGENDA

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

OLD BUSINESS

Finance

Budget –Ordinance 2010-56

Emily Lucas presented that staff had amended the budget as requested at the June 7 meeting. The changes were to increase the merit pay by one percent back to the previous maximum allowable merit increase to five percent and to keep the full flexible spending account at \$20 per month for all employees.

Emily Lucas explained that \$63,000 was deducted from the budget due to the completion of the community center project and that would reduce the loan payment required in the next fiscal year. With that reduction then the amount needed to balance the budget from fund balance would be \$475,000.

The budget would be \$7,398,000 with a tax rate of 50¢ and the enterprise fund budget at \$583,570.

Commissioner Beck made a motion, second by Commissioner Strickland to approve ordinance 2010-56 and all attachments as presented. Commissioner Strickland asked if that included the merit raises at five percent and the flexible spending as it was last year. Emily stated that was correct. There was no discussion and the motion passed unanimously.

Rick Hardin asked to clarify that all raises and capital project would be held until the state approved the budget. The Board of Commissioners agreed to that and thought it was the best way to proceed.

Ordinance 2010-58, Ordinance 2010-59, Ordinance 2010-60

Emily Lucas stated that the ordinances dealt with the DOT road widening project on Hwy 96 from Hendricks Drive to Pearces Road. The Board agreed at the June 7 meeting to fund 20 percent of the project. The DOT estimated cost of the project was \$130,000 and the 20 percent share for the Town would be \$26,000. With contingency added in it would be roughly \$4,000 so the total the Town should set aside would be \$30,000.

Emily explained that there was funding left over from several projects which included the downtown sidewalk project on Vance and Horton Street, the modifications to the street sweeper, the community center and the parks restroom. What was left over from those projects would be set aside to cover the Town's \$30,000 portion of the project.

Commissioner Clark made a motion, second by Commissioner Collins to approve Ordinances 2010-58, 2010-59, and 2010-60. There was no discussion and the motion passed unanimously.

NEW BUSINESS

Fire

Ordinance 2010-57—Aerial Truck

Emily Lucas stated that they needed to amend the upgrades being done to the aerial truck since jump seats were not allowed any longer they would be removed and replaced with storage boxes. It would cost approximately \$1,600 to cover the increase in costs.

Commissioner Beck made a motion, second by Commissioner Clark to approve ordinance 2010-57. There was no discussion and the motion passed unanimously.

Municipal Fire Agreement

Sidney Perry explained that the Town had a contract with Wake County to provide fire service in the rural areas of the county and the contract needed to be renewed. It would include the 50 percent funding and the contract would last for 10 years and renewable for three additional 10 year terms. There was a termination clause that requires 90 days notice.

Commissioner Clark made a motion, second by Commissioner Collins to approve the municipal fire agreement with Wake County. There was no discussion and the motion passed unanimously.

General

Selling Agent Agreement

Emily Lucas presented that there were several companies that had presented proposals for marketing and selling the vacant buildings that the Town owned. They reviewed the pricing and the selling process that would be used and all four of the companies were comfortable with that process.

Staff was recommending that the Town hire Parrish Realty for a nine month contract. Staff was recommending Parrish since they are familiar with the Town. Ask that the Board give approval for staff and the Mayor to negotiate the contract and then have it signed.

Commissioner Strickland made a motion, second by Commissioner Collins to approve Parrish Realty as the company that would market and sell the vacant buildings owned by the Town. There was no discussion and the motion passed unanimously.

Planning

Encroachment Agreement request on W. Horton Street by Lee Bunn

Mark Hetrick explained that Lee Bunn was requesting an encroachment agreement so that they could install an emergency exit ramp along W. Horton Street for suite 102 at 112 N. Church Street.

They would be installing an emergency door and ramp that would not be used on a regular basis just for emergencies. There would be a curb cut at the end of the ramp as well. The ramp would be approximately five to six feet wide.

There was discussion about whether the sidewalks that were being installed would meet the ADA requirements. Mark stated that they would. They also discussed the water/sewer lines along the building and wanted to make sure that they would not cause any problems with the ramp installation.

Mayor Matheny confirmed that they would have to go through TRC and make sure that all requirements were met for the project including sidewalks, ramps, doors, curb and gutters. Mayor Matheny stated that he thought it was important that if they should build their ramp over existing utility lines and those lines needed to be removed or worked on in any way the removal and replacement of the ramp would be at the owner's expense.

Commissioner Beck made a motion, second by Commissioner Strickland to approve the encroachment agreement with all responsibilities for the ramp and meeting TRC requirements be met. There was no discussion and the motion passed unanimously.

MANAGERS REPORT

Rick Hardin stated that the next meeting would be Tuesday, July 6 at 7:00pm. Town Offices would be closed on Monday, July 5 in observance of Independence day.

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

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk