

Zebulon Board of Commissioners
Work Session
Minutes
May 22, 2013

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Dale Beck, Don Bumgarner, Rick Hardin-Town Manager, Lisa Markland-Town Clerk, Mark Hetrick-Planning, Bobby Fitts-Finance, Tim Hayworth-Police, Chris Ray-Public Works, Chris Perry-Fire, Greg Johnson-Parks and Recreation, Eric Vernon-Attorney

Absent: Roy Collins

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

APPROVAL OF AGENDA

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

OLD BUSINESS

A. General

Facility Use

Rick Hardin presented that staff and the attorney had discussed and reviewed the policy at length and they wanted the Boards input on the rates being proposed. Rick turned it over to Lisa Markland to present the fees.

Lisa Markland stated that the license agreement and policy were changed as the Board requested at the last meeting.

The fees were discussed by the department heads who tried to look at everything that might come up and tried to plan for them in a way that was as simple as possible. Staff was proposing a fee that would include as many of the variables as possible. The other things that may be desired would be an additional charge.

The base fee would include the interior use of the bathrooms up to 150 people, 25 cones, two barricades, four trash cans, four recycling bins, cleaning of the interior of building and bathrooms after use, closing of the front gates, water and electricity use, and finally staff time to coordinate the event and deliver cones and such.

Use of the back and side lawn and parking lots but not the front lawn would be \$500 from 6am-11pm. It was discussed that some people may not need the facility that long and therefore added a half day use of seven hours for \$300. The use of the entire complex would be \$1000 for a full day or a half day at \$600. The after-hours fee would be \$200 per hour if they were not off the premises in the time that they paid for. The security deposit would be equal to the base fee but never less than \$500. Things that would be an additional charge would be additional cones or barricades, use of the electrical carts and staffing would be done on a contract basis as it was for

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the police department. Lisa explained that it was being done that way so that it would not be a part of payroll because if it were their hours would have to be counted toward retirement and in deciding if they were full time or part time. With staff being contracted out it would be out of the realm of being overtime or comp time. There would be a list of employees who would be willing to work and they would be paid directly by the renter.

Mayor Matheny asked about the half day and could it start at any time during the day as long as it was not longer than seven hours and fell within 6am-11pm. Lisa Markland stated that was what was being proposed. The other question he had was why the 150 limit on use of interior bathrooms. Lisa explained that the restrooms were not large and staff thought that they could accommodate an all day use of 150 people easily but over that number staff thought that portable bathrooms would be required. Mayor Matheny asked if they had 300 people could they use that bathroom plus the portable bathrooms or just the portable. Lisa stated that staff was proposing not using the interior of the building at all. Mayor Matheny had some concern with that but thought that it could be that they could use the interior facilities but would have to provide additional facilities as well.

Commissioner Beck asked if the base fee used that number of people when figuring the price for using the facility, including water and electricity. Rick Hardin said that the base fee included water and electricity used.

Commissioner Beck said that he thought that fees needed to be higher. Mayor Matheny said that he thought that it should be affordable for those renting it. Commissioner Clark thought that the fees were too low also. Commissioner Strickland and Bumgarner thought that the fees were ok as proposed. It was discussed that the fees could always be changed at any time.

Rick Hardin asked if the Board wanted to make the change to require portable bathrooms for anything over 150 people but still allow usage of the interior bathrooms. Commissioner Beck thought that they should not be allowed to use the interior just portable. The Board decided that they would have to rent additional portable bathrooms over 150 people.

Commissioner Strickland said to Rick Hardin that if an event could be done at the Community Center it should be done there. Rick Hardin stated that the interior of the building was not being rented, just the bathroom use was being allowed when they rented the grounds.

The Board agreed with all the fees proposed.

B. Finance

Proposed Budget 2013-2014

Rick Hardin highlighted the budget and reminded the Board that a decision was needed on whether they wanted to fund the non-profits in the next budget. Rick explained that the challenges were steep with the proposed budget but he thought that what was being proposed was good. Rick continued by explaining that the hold harmless funds were not included in the budget and he and the Mayor were continuing to speak to elected officials to try to get it included in the state's budget.

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The 2014 budget was \$7.931 million which was a two percent increase over last years budget due to capital improvements. There was a proposed tax increase of \$0.0125 making the tax rate \$0.525. The budget would require the use of \$490,000 of undesignated fund balance, some minor fee increases mostly in recreation department were being proposed. Four positions were frozen reducing the total number of full time employees from 62 to 58 which would save the Town approximately \$195,000 on an annual basis. Also, included was a 1.5 percent maximum merit increase for employees. Capital projects totaled approximately \$632,000 and \$460,000 would be financed as a bundled package.

Some good signs had occurred with new homes being built and permits being pulled so that was a vast improvement from the last couple of years. Rick thanked staff for their hard work and especially Bobby Fitts for his work as the new finance director.

Bobby Fitts gave the PowerPoint presentation on many of the specifics that Rick spoke to.

Mayor Matheny asked if the 14 percent utility hike that Raleigh was proposing would be a problem with the 5.5 percent increase that Zebulon was proposing. Raleigh stated that the 5.5 percent would be plenty and cover what needed to be done with the Town. Rick Hardin stated that Raleigh's increase was only on sewer so that would be about seven percent on each side.

There was discussion about privilege licenses and what that would cost the Town if the legislature were to take away the Town's ability to charge that fee. Rick stated that if the legislature did take away privilege license fees then they would have to revisit the budget and either take it from fund balance or take something out of the budget.

Nonprofits were discussed and it was decided that they would fund the following to nonprofits.

\$1000 to East Wake Education Foundation

\$1000 to Shepherd's Care

\$ 500 to Martin Luther King Breakfast

\$1000 to Zebulon Chamber of Commerce

Mayor Matheny stated that they would need to call for the public hearing on the budget by adopting resolution 2013-22.

Commissioner Bumgarner made a motion, second by Commissioner Beck to approve resolution 2013-22. There was no discussion and the motion passed unanimously.

Mayor Matheny stated that they would be reviewing the attorney at the June work session. He also stated that they needed to change the work session to June 26, 2013 at 7:00pm in hopes that the legislature adopted a state budget.

Commissioner Beck made a motion, second by Commissioner Bumgarner to change the date of the work session to Wednesday, June 26, 2013 at 7:00pm.

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MANAGERS REPORT

Rick Hardin stated that Town offices would be closed on May 27th for the holiday.

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

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk