

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**May 19, 2021**

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Chris Perry-Fire, Michael Clark-Planning, Sheila Long-Parks and Recreation, Chris Ray-Public Works, Bobby Fitts-Finance, Jacqui Boykin-Police, Eric Vernon-Attorney

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

**APPROVAL OF AGENDA**

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

**WORK SESSION #1 FOLLOW-UP**

Joe Moore provided follow-up from the first work session and spoke about how to find information in the budget book.

The requested vs. recommended budget for the wayfinding project was explained.

Sheila Long followed-up on the alley activation discussion from the last budget work session. There was capacity for a 50-amp service on the 200 block of Arendell Avenue and would cost approximately \$4,000. There were remaining funds from FY21 that could be rolled over to fund the project.

**WALKABILITY PROJECTS**

It was stated the Walk Zebulon Committee members were Sheila Long, Chris Ray and Michael Clark. Sheila Long spoke about how the committee fit with the Town's 2030 Strategic Plan and met the goals of vibrant downtown, small town life and growing smart. The results of the Walk Zebulon Community input survey and downtown stakeholders' discussions were given. Some of the topics mentioned were lack of sidewalks, the amount of traffic, and to have desired destinations for walking. The goals for the walkability project were to address gaps in sidewalks around downtown, maximize connectivity opportunities and support downtown development efforts.

One of the Walk Zebulon projects was a proposal for improvements to West Sycamore St. The project included sidewalk installation and accessible and stamped crosswalks. The project gave more connections to downtown, parking, jobs and services in the downtown and downtown core.

Another project for Walk Zebulon was an ADA Transition Plan. The ADA Transition Plan was required for future funding.

Some recommended future projects were the East Vance Street sidewalk installation, sidewalk repair at the 200 block of East Horton Street, pedestrian signal improvements, and stamped asphalt.

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Mayor Matheny asked for more detail regarding the sidewalk on West Sycamore St. from Arendell to Church Street. The costs included engineering designs, which were required from NCDOT, permitting, surveying, demolition, traffic control measures, relocation of utility boxes, manholes, and a stamped crosswalk.

Commissioner Baxter inquired about the price of crosswalk stamping for the project. Staff stated it was approximately \$52,000 for the stamping, crosswalk, and striping. The project would be bid out as an alternate so the Board could decide if the stamping would be included in the project.

### **PROPERTY MANAGEMENT PROJECTS**

Chris Ray discussed the capital facility improvements. Public Works maintained five major facilities with a total of 72,788 square feet.

Two proposed projects were the Police station HVAC system and Public Works' equipment storage building. Some of the unfunded projects were discussed.

There was discussion about the contingency when projects were bid. Staff explained bids were performed by professionals to be as accurate as possible, but the current market was unstable and unpredictable.

It was explained the HVAC system for the Police station included the gas piping inside the building. Staff stated there would be a return on investment in approximately five to six years.

Chris Ray spoke about the unfunded needs such as the Public Work maintenance building renovations, fueling station upgrades and parking lot seal coating. The future needs included the community center HVAC system, Public Works shop roof, Parks and Recreation maintenance building, and Town Hall dumpster pad.

### **GENERAL FUND FUND BALANCE**

Bobby Fitts spoke about the general fund fund balance from June 30, 2020 and the projections for June 30, 2021.

The methods to achieve a favorable bond rating were explained. The Town's fund balance policy was reviewed as well.

Bobby Fitts explained the Town generally had an 85% to 90% fund balance total of operating revenues. The graph showed lower in 2019 due to the installment purchase of the new fire trucks. The U.S. median fund balance number as of 6/30/2019 was 35.5% of their revenues.

Mayor Matheny asked what the U.S. median number was for Town's with similar populations. Staff would do some research and follow-up.

### **PUBLIC INPUT**

No one was present to speak, and no comments were submitted.

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**QUESTIONS, COMMENTS, REQUESTS**

There were none.

**MANAGERS COMMENTS**

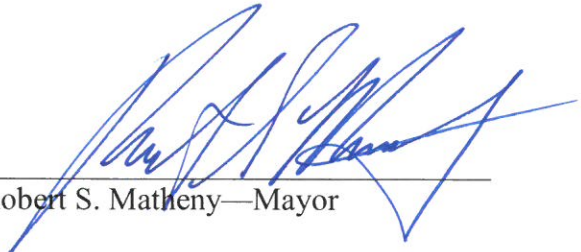
Joe Moore stated the budget work session on May 27 would include presentations on the Parks and Recreation capital projects and streets and thoroughfares.

Staff would present more information on the comprehensive market study and an update on the Parks and Recreation master plan.

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

Adopted this the 7<sup>th</sup> day of June 2021.



  
Robert S. Matheny—Mayor

  
Lisa M. Markland, CMC—Town Clerk