

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**May 30, 2019**

Present: Robert S. Matheny - Mayor, 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, Sheila Long-Parks and Recreation, Tim Hayworth-Police, Eric Vernon-Attorney

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

**APPROVAL OF AGENDA**

Commissioner Strickland 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 gave a brief budget outline and highlights presentation.

2. Presentations

a. Parks & Recreation Master Plan

Jennifer Beedle-Munley from Recreation Resources Service introduced herself to the Board.

Sheila Long explained how a Parks and Recreation Master Plan tied into the Zebulon 2030 Strategic Plan, the impacts of growth in the community, and moving forward. It was stated the Town had grown in population by 12% since 2010. The impacts of growth were explained to the Board. The Community Parks and Recreation Master Plan would help prioritize and identify the needs moving forward. Staff recommended budgeting \$95,000 for the master plan and include an impact fee. The community and town partners would be engaged in developing the master plan.

The Comprehensive Plan process involved strong community involvement by collecting data through surveys, public meetings, pop up markets and events, and focus groups. It was proposed to require a recreation impact fee from developers to go toward recreation projects. Sheila Long spoke about the various grant funds the Town could apply for.

Jennifer Beedle-Munley spoke about how a Parks and Recreation Master Plan improved the competitiveness in the grant process. It was explained a project without a master plan reduced the chances of receiving a grant. Jennifer Beedle-Munley felt the proposed \$95,000 for the master plan was a fair amount to obtain a good plan encompassing what was needed.

It was explained the open space fee-in-lieu was charged per dwelling unit. It was predicted the master plan would take six months to one year to develop. There was discussion about the community center size and other facilities for camps and sports programs. The master plan would assess the size and need of the facilities, as well as staff.

b. Sidewalks

Joe Moore explained a goal in the FY20 budget was to increase connectedness and walkability in the community through sidewalks.

Sheila Long reviewed the walkability plans and policies in place for the Town, as well as a review of the walkability projects. The missing links of the existing sidewalks on Arendell Avenue were shown

to the Board and it was explained the estimated cost to complete the eight missing links was \$508,000. Staff requested \$115,000 for the sidewalk project and it was explained how the money would be allocated.

There was discussion about grants the Town applied for and received.

c. Street Paving and Intersection Improvements

Chris Ray gave an update from the FY19 Paving Improvement Program and timeframes for the projects. The current paving conditions were explained. The Town's current road conditions had a weighted score of 98.7 and examples of fair condition roads and good condition roads were shown to the Board.

Staff requested \$200,000 in the FY20 Budget to install a traffic signal at Green Pace Road and Arendell Avenue. The intersection was the most requested transportation improvement by the public and met NCDOT's warrant analysis for improvement. The Town reached out to NCDOT for joint funding, but had not yet received any commitment for the project.

Staff requested \$30,000 in the FY20 Budget for intersection improvements at Shepard School Road and Old Bunn Road. The costs covered design and survey work for traffic signals.

Chris Ray explained citizen engagement was needed to obtain feedback on transportation improvements in the Town. There was discussion about the transportation impact fee developers paid for each new home built. Staff proposed an increase to the transportation impact fee in the FY20 Budget. The strategy was to use the transportation impact fees for signal improvements.

d. Fund Balance Policy

Bobby Fitts spoke about the current fund balance policy. The key scorecard of Moody's rating methodology was explained. The Town had an Aa3 final score. The 2019 projected balances were reviewed. The draft policy would be presented to the Board at a future work session. The debt was very low and the Town scored high for bond ratings.

B. Public Input

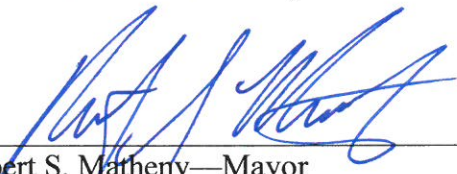
There was no one who wished to speak.

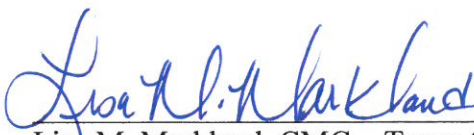
Joe Moore reviewed the FY20 Budget schedule and process.

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

Adopted this the 5<sup>th</sup> day of August, 2019.



  
Robert S. Matherly—Mayor

  
Lisa M. Markland, CMC—Town Clerk