

**Zebulon Board of Commissioners
Work Session
Minutes
September 17, 2014**

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Glenn York, 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 & Recreation, Eric Vernon-Attorney

Absent: Dale Beck, Don Bumgarner

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

Mayor Matheny wanted to let the public know that Commissioner Beck was on vacation and Commissioner Bumgarner was recovering from knee surgery.

APPROVAL OF AGENDA

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

OLD BUSINESS

A. Public Works

Shepard School Road Sidewalk Project

Chris Ray gave an update on the project and stated that there were two bidders on the project. The low bid was from Fred Smith Co. in the amount of \$395,958 which was over budget by about \$71,000. The estimate for the project was approximately \$321,000. Funding for the project was to come from the Town of Zebulon in the amount of \$65,000, NCDOT had committed grant funds of \$100,000 and CDBG funds for about \$260,000.

There were several questions that were asked and those were the possibility of reducing scope and how much would be saved by doing that. Chris explained that if the northern portion of the project from the bridge to the Boys & Girls Club was removed that would save approximately \$95,000 and the bid price would come down to \$300,510. If the southern portion of the project from the middle school to the bridge were removed that would be approximately a savings of \$72,018 making the bid \$323,975.

Chris Ray said that NCDOT would accept the reduction in scope after conversations with them and Wake County CDBG was also ok with the reduction. The big question was whether the bidder, Fred Smith Co., would be willing to accept the reduction. NCDOT would not allow for the Town to discuss that with Fred Smith, Co. until they concurred with the change in scope of the project.

The Boys & Girls Club was contacted to see if they would be willing to put in any funding for the project. However, they would not be able to make a commitment to the project and were ok with what was being proposed.

Chris Ray stated that staff was recommending that the southern portion of the project from the middle school to the bridge be removed from the scope of work and adopt resolution 2015-05 to allow staff to move forward with the project. Mayor Matheny said that if Fred Smith Co. said no then the option would be to rebid the project and bid in three sections. Chris Ray concurred with the Mayor's statement.

Commissioner Clark made a motion, second by Commissioner Strickland to approve 2015-05 which would allow for staff to move forward with their recommendation of removing the southern portion of the project from the middle school to the bridge on the Shepard School Road Sidewalk Project. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Citizen's Academy

Mayor Matheny stated that he would like to propose the Town of Zebulon start a Citizen's Academy which would be a forum to allow the public to learn about how things worked in the Town's government. He continued by saying what was being asked was whether the Board wanted to move forward with the program. Rick Hardin said that some of the thoughts were that it would be six to eight weeks long for about an hour or so presentation from each department. At the end there would be a diploma and brief reception.

Mayor Matheny said that during the winter months might be the best time but that would be decided later. Rick Hardin said that his thoughts were to have in the spring after the retreat so that there would adequate time to prepare for both by staff.

Commissioner Strickland asked how it would be advertised. Rick said that it would be in the local paper, Chamber of Commerce, EWTN 22 and the website. The numbers are up in the air as to what to expect. Some of the larger towns have 20 to participate but if the Town could get eight to 12 that would be very good. Rick said that they would have a signup so that there would be an exact number of who would be participating and whether it would be advantageous to have the program.

Commissioner York asked if students could attend. It was stated that they could but that they did not want to have a group comprised entirely of students but that it would be a diverse group participating. Mayor Matheny stated that in the other communities that were doing the program that was where they pulled from to get people interested in volunteering to be a part of the various boards within their communities.

Commissioner Clark asked if the department heads were going to be the ones presenting. Rick Hardin said that was the intent and that in the spring that would be the best time for staff so that they could get through the retreat.

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Mayor Matheny asked if the Board wanted to do the program. The Board said that they did want to do the program.

MANAGERS REPORT

Rick Hardin had nothing to report.

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