

**ZEBULON  
BOARD OF COMMISSIONERS  
WORK SESSION  
AGENDA  
AUGUST 26, 2025  
6:00 PM**

**1. APPROVAL OF AGENDA**

**2. OLD BUSINESS**

*A. General*

- a. Board of Commissioners Vacancy Appointment
- b. Christmas Parade Update
- c. Strategic Plan Grants

**3. NEW BUSINESS**

*A. Administration*

- a. Appointment of Acting Town Manager
- b. Call for a Special Called Meeting on September 2, 2025 at 6:00pm

**4. CLOSED SESSION**

As allowed Per NC General Statute § 143-318.11 for the purpose of property acquisition for Parks & Recreation.

**5. ADJOURN**

**Topic: Board Vacancy Appointment**

Speaker: Taiwo Jaiyeoba, Interim Town Manager  
Prepared by: Lisa Markland, Acting Town Clerk  
Approved by: Taiwo Jaiyeoba, Interim Town Manager

**Executive Summary:**

The appointment of a person to fill the vacancy on the Zebulon Board of Commissioners was tabled from the August 4<sup>th</sup> meeting. The Board will consider who to appoint to this position.

**Background:**

On August 4, 2025 at the regular meeting of the Board of Commissioners, the Board considered seven applicants to fill the vacancy on the Board when Beverly Clark resigned her position. The Board narrowed the applicants to two: Lucretia Moore and Milton Robinson III.

The Board was unable to agree on who should serve in this position and it was tabled until the August work session to be reconsidered.

Guidelines for appointments are as follows:

Per eligibility requirements of NC State Statute, applicants must be:

- Registered to vote in North Carolina,
- Eligible to vote for candidates for the Town of Zebulon (i.e., a resident of Zebulon), and
- Not have been convicted of a felony.

These qualifications determine whether a person is “qualified” to be appointed to a Board vacancy.

In accordance with Section 3.3, “Terms; Qualifications; Vacancies” of Article III, Mayor and Board of Commissioners, of the Town Charter, if a vacancy occurs in the office of commissioner, the Board shall, by a plurality vote, appoint a qualified person to serve until the next general election. The appointed individual shall serve only until an elected successor takes office.

**Discussion:**

The Zebulon Board of Commissioners will consider who would be the most qualified person to temporarily fill the vacant seat.

This position must be filled by a *plurality vote*, meaning the Mayor cannot vote in case of a tie.

The selected individual will serve until the conclusion of the November 2025 election process.

STAFF REPORT  
STRATEGIC PLAN GRANT UPDATE  
SEPTEMBER 26, 2025

**Topic:** Strategic Plan Grant  
**Speaker:** Sheila Long, Parks and Recreation Director  
**Prepared by:** Sheila Long, Parks and Recreation Director  
**Approved by:** Taiwo Jaiyeoba, Interim Town Manager

**Executive Summary:**

The Board of Commissioners will engage in discussion about the drafted Strategic Plan Grant.

**Background:**

The Fiscal Year 2025 Strategic Plan Grant program accepted grant applications in March. Application consideration was paused due to staff transitions and a need to focus on Fiscal Year 2026 Budget development. Staff proposes the following revised timeline in order to proceed with the grant applications received:

Month	Action
August 27 <sup>th</sup> – September 4 <sup>th</sup>	Allow Candidates to review and update their submission.
September 5 <sup>th</sup> – 12 <sup>th</sup>	Review Committee – Applicant Review
September 13 <sup>th</sup> (Saturday)	Review Committee Meeting & Recommendation
September 18 <sup>th</sup>	Grant application presentation to the Board
October 6 <sup>th</sup>	Grant decision
Project Period	July 1st, 2025- June 30th, 2026

**Considerations for the Board:**

- There were 16 applicants. If each speaks for three minutes at a board meeting, expect the applicant presentation to take an hour or more. Options for the Board may include:
  - waive this portion of the process.
  - allow applicant videos to be submitted by September 4<sup>th</sup>. Videos may be reviewed individually by Board members in advance of the meeting.
  - keep the in person and video presentations at the September 18<sup>th</sup> Work Session.
- Begin your Fiscal Year 2026 process in November 2025. Announcements to be made January or February.

**Fiscal Analysis:**

At the August Regular Meeting, the Board rolled over \$20,000 of funds not issued in Fiscal Year 2025 for the Strategic Plan Grant. The \$20,000 will support two \$5000 grants and five \$2,000 grants.

**Discussion:**

The Board will consider the revised grant schedule and provide direction for moving forward.

STAFF REPORT  
APPOINTMENT OF ACTING TOWN MANAGER  
AUGUST 26, 2025

**Topic:** Appointment of Acting Town Manager  
**Speaker:** Taiwo Jaiyeoba, Interim Town Manager  
**Prepared by:** Taiwo Jaiyeoba, Interim Town Manager  
**Approved by:** Taiwo Jaiyeoba, Interim Town Manager

**Executive Summary:**

The Zebulon Board of Commissioners will consider the recommendation for appointment of an Acting Town Manager in the absence of Interim Town Manager Taiwo Jaiyeoba while on vacation.

**Background:**

According to G.S. 160A-149 the Town Manager may designate a qualified person to act in their absence. This designation must be approved by the Board of Commissioners. This was previously done back 2024 when the Interim Town Manager was traveling outside of the country.

§ 160A-149. Acting city manager. By letter filed with the city clerk, the manager may designate, subject to the approval of the council, a qualified person to exercise the powers and perform the duties of manager during his temporary absence or disability. During this absence or disability, the council may revoke that designation at any time and appoint another to serve until the manager returns or his disability ceases. (1971, c. 698, s. 1.)

Interim Town Manager Taiwo Jaiyeoba will be out of the country on vacation from September 3, 2025 through September 12, 2025. During this timeframe he will have limited access to email and phone service.

**Discussion:**

The discussion before the Zebulon Board of Commissioners is whether to designate Fire Chief Chris Perry as the Acting Town Manager during the absence of Interim Town Manager Taiwo Jaiyeoba.

**Staff Recommendation:**

Staff recommends approval to designate Fire Chief Chris Perry as the Acting Town Manager from September 3, 2025 through September 12, 2025.