

Zebulon Board of Commissioner

Meeting Minutes

January 6, 2025

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Shannon Baxter, Amber Davis, Quentin Miles, Gilbert Todd, Jr. - Manager, Kellianne Williams - Asst. Town Manager, Lisa Markland - Town Clerk, Bobby Fitts - Finance, Kaleb Harmon - Communications, Bob Grossman - Police, Tonya Easterwood – IT, Eric Vernon – Attorney

Mayor York called the meeting to order.

Pledge Of Allegiance

Mayor York asked Amy Sparks to lead the pledge of allegiance.

Approval Of Agenda

Commissioner Clark asked to amend the agenda to include a discussion of Town Clerk interviews.

Commissioner Baxter requested to remove the budget amendments for administration and add them to the work session agenda. Commissioner Miles requested that the closed session be removed from the agenda.

Commissioner Harrison made a motion, seconded by Commissioner Baxter, to adopt the agenda as amended. There was no discussion, and the motion passed unanimously.

School Recognition

East Wake High School

Mayor York recognized the student Amy Sparks and teacher Andrew Baker from East Wake High School.

Public Comment

Wade Harris, representing the Raleigh Firebirds basketball team, invited people to attend games played at St. Augustine's gym.

Vickie Cole introduced a non-profit foundation called Bridging the Gap. She explained that the program's purpose is to bring together adopted children from different families, allowing them to maintain connections with their siblings even when living in different households.

Consent Agenda

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the minutes for September 9, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the minutes for September 24, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the minutes for October 7, 2024. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the Wake County Tax Report for October 2024. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to adopt Ordinance 2025-21. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to adopt Ordinance 2025-22. There was no discussion, and the motion passed unanimously.

Commissioner Baxter made a motion, seconded by Commissioner Harrison, to approve the 2025 Governor's Crime Commission Grant Process. There was no discussion, and the motion passed unanimously.

Old Business

Strategy/Visioning Consultants - Ordinance 2025-17

Town Manager Gilbert Todd, Jr. reported on the Board's request from the December 19th work session to explore alternatives for the Board retreat. He stated that they reached out to the League of Municipalities, who informed them that this was not a service they offered. The School of Government was also contacted, but due to numerous requests for January 2025, they were unable to provide the service.

Manager Todd explained that the School of Government typically charges on a graduating scale based on the municipality's population. For Zebulon, the cost would be upwards of \$10,000, depending on expectations and scope.

He then mentioned reaching out to DreamBuilders for information and a quote, which had been provided to the Board. Mr. Todd recommended bringing in DreamBuilders to facilitate the board retreat in late January or early February.

Commissioner Clark made a motion, seconded by Commissioner Miles, to approve Ordinance 2025-17 for DreamBuilders to provide the service of a board retreat. There was no discussion, and the motion passed unanimously.

Strategic Plan Grants

Assistant Town Manager Kellianne Williams stated that the Board had been considering this policy for a while and recommended its approval to allow for a competitive process for area non-profits.

Ms. Williams explained that the Strategic Plan Mini Grant Program was intended to create a competitive process for area nonprofits to receive funding from the Town for their community work. She emphasized that the program would have specific parameters for awarding grants and ensure an open and transparent process.

Commissioner Davis suggested that this topic be part of a work session for further discussion.

Commissioner Harrison made a motion, seconded by Commissioner Davis, to table the discussion on the Strategic Plan Mini Grants to the January 16, 2025 work session.

Commissioner Baxter requested that all questions and answers be sent to the Board ahead of time to facilitate moving forward with approval of this topic.

Mayor Glenn York called for a vote on the motion, and the motion passed unanimously.

Manager's Report

Finance Director Bobby Fitts reported the following budget transfers:

Public Works - Property & Project Management:

Moved \$5,000 to Part-time Salaries from Ground Maintenance;

Moved \$3,000 to Equipment Maintenance from Professional Services;

Moved \$750 Mowing Equipment Maintenance to Cell Phones;

Moved \$5,000 from Salaries (Overtime) to ZMC Maintenance.

Public Works - Operations:

Moved \$5,000 from Salaries (Overtime) to Equipment Maintenance;

Moved \$5,000 from Snow & Ice Materials & Supplies to Fuel Expense.

Public Works - Stormwater:

Moved \$2,000 from Professional Services to Materials & Supplies.

Town Manager Todd, Jr. shared his thoughts on the Town's core values, which were developed as part of the strategic plan in 2018. He expressed his goal to return to a place where these values truly define the town's identity and operations. Mr. Todd reviewed the core values and their meanings:

- Honesty and integrity
- Family (meaning dependence on each other)
- Respect
- Dependability (showing up on time)
- Teamwork (achieving group goals)

Commissioner Clark expressed a desire to move forward with the interviews for the Town Clerk position and set a date for those interviews.

Town Clerk Lisa Markland explained that a date had not been set because not all Board Members could be present. She mentioned the need to check with the applicants, as they were employed elsewhere and their availability would need to be considered.

Commissioner Harrison asked if additional meeting dates could be obtained.

Lisa Markland reiterated that she would need to contact the applicants to determine their availability, considering their current job schedules and meetings.

Commissioner Davis stated her willingness to waive her right to be present if it would allow the interview to be scheduled for January 20, 2025.

Lisa Markland confirmed that she would reach out to the applicants and attempt to schedule interviews for January 20, 2025.

Board Comments

Commissioner Davis wished everyone a Happy New Year.

Commissioner Clark encouraged everyone to continue coming to meetings.

Commissioner Baxter welcomed Town Manager Todd and all the other new employees. She spoke about Bee City USA, the Sustainability Board, Tree City USA and the MLK event.

Commissioner Miles welcomed Town Manager Todd. He thanked Interim Town Manager Taiwo Jaiyeoba for his work as the Interim Town Manager.

Commissioner Harrison welcomed Town Manager Todd. She also thanked Tai Jaiyeoba for serving as the Interim Town Manager and all those sharing their comments with the Board of Commissioners.

Mayor York requested a volunteer to serve as the alternate on the CAMPO Board. Commissioner Davis stated she would be willing to serve in that capacity. Mayor York stated that Preservation Zebulon had received a NC Humanities grant for 2025. Mayor York thanked Interim Town Manager Taiwo Jaiyeoba for his service to the Town. Town Manager Todd was welcomed as the new Town Manager. Former Police Chief Jacqui Boykin was thanked for all she had done for the Town of Zebulon. Finally, Mayor York stated that historic markers were placed at the Rosenwald School/James E. Shepard School/Zebulon Elementary and Mt. Pisgah Prince Hall Lodge #65.

Commissioner Harrison asked for an update on the Youth Advisory Council. Manager Todd read shared information from Sheila Long stating that they were seeking engagement with the teens to determine what it is they wanted. The plan would be to get things moving forward in February 2025.

Adjourn

Commissioner Harrison made a motion, second by Commissioner Miles to adjourn the meeting. There was no discussion, and the motion passed unanimously.

Adopted this the 7th day of July 2025




Glenn L. York – Mayor


Ana Gomez Rindahl – Town Clerk