

# **Board of Commissioners**

## **Work Session Minutes**

### **May 14, 2025**

Present: Glenn York, Jessica Harrison, Shannon Baxter, Beverly Clark, Amber Davis, Quentin Miles, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Interim Town Clerk, Chris Perry-Fire, Matt Lower-Planning, Bobby Fitts-Finance, Bob Grossman-Police, Sheila Long-Parks & Recreation, Eric Vernon-Town Attorney

Mayor York called the meeting to order.

#### **APPROVAL OF AGENDA**

Mayor York asked that the agenda be amended to add the Fire Station Public Safety Project rezoning and a Closed Session for the purpose of personnel discussions.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the agenda as amended.

Mayor York stated that there was a need to call for a Special Called Meeting on May 19, 2025 at 10:00am for the purpose of personnel discussions.

Commissioner Harrison made a motion, second by Commissioner Baxter to a call for a Special Called Meeting on May 19, 2025 at 10:00am. There was no discussion, and the motion passed unanimously.

#### **OLD BUSINESS**

##### **Fire Station Public Safety Project Rezoning**

Matt Lower presented the request to rezone the property located at 200 W. Judd Street totaling 11.13 acres. The desire is to rezone the property from OI – Office and Institutional to a Planned Develop where the future Fire/EMS station would be built.

The Planning Board recommended approval of the Planned Development. Staff also recommends approval of the rezoning to the Planned Development.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2025-32 rezoning 200 W. Judd St for the Fire/EMS Station. There was no discussion, and the motion passed unanimously.

#### **NEW BUSINESS**

##### **Budget Presentations**

###### *Administration Department*

The Interim Town Manager presented budget requests for four different departments, including the governing board, human resources, administration, and finance. This marked the first time standalone budget requests were made for the Human Resources Department.

Tai Jaiyeoba outlined the budget schedule, noting that on May 20, he would present the first draft budget for FY 25-26 for review and consideration. A soft open house was held that evening, with another scheduled for the following week at 5 pm to engage the public. A public hearing was set for June 2, followed by a budget-focused retreat on June 7. The budget adoption was tentatively scheduled for either June 16 or June 24.

The Administration Department's organizational chart was presented, highlighting two key changes:

- The Assistant Manager position was renamed to "Assistant to the Town Manager".
- The Communications Director position was changed to Communications Manager.

Two main requests were made for the Administration Department:

- The creation of an Assistant to the Town Manager role, which would provide primary administrative, and staff support for the manager, assist with major board initiatives, review and validate data, and handle specially assigned projects.
- The conversion of the Communications Director position to Communications Manager would be responsible for overseeing the Town brand, managing communications and press releases, coordinating the website and social media, and handling language access and community meetings.

The Interim Town Manager noted that these changes would result in approximately \$75,000 in salary savings. He also mentioned ongoing personnel interviews, including the HR Director position, which had been offered and accepted.

#### *Human Resources Department*

Tai presented the new structure for the Human Resources Department, which was previously part of administration. The department's growth was attributed to the increasing number of town employees. The proposed structure included:

- Human Resources Director
- Full-time Human Resources Specialist
- Part-time Administrative Assistant

The request included salary adjustments for the two full-time employees and the addition of the part-time administrative assistant. The Interim Town Manager indicated that more detailed salary information would be provided in the following week's presentation.

#### *Governing Board*

Lisa Markland presented the budget for the Board of Commissioners. The proposed budget remained largely unchanged from the previous year, with a slight decrease due to the absence of bond fees. Key points included:

- The appointment of a new Town Clerk
- The transfer of Peg Media from Administration to the Governing Board's budget
- Two strategic planning retreats budgeted for the upcoming year
- Continued allocation for hiring special counsel and financial advisers for the fire station project

Peg Media, a public broadcast station, was discussed in more detail. It was explained that Peg Media received funding from the municipalities, which was received from the state government. The funds were strictly just passed through the Town to PEG Media. The service covers public-oriented broadcasts, including town meetings and parades. The annual funding is approximately \$26,000 per channel, subject to potential changes in the state budget.

#### *Finance Department*

Bobby Fitts presented three options for addressing the compensation study:

1. \$1.1 million cost and affect 95% of the employees
2. \$500,000 cost and there would be an adjustment or get COLA
3. \$315,000 cost and would affect about half of the employees

The changes in the Finance budget were generally required by the LGC, insurance, two new retirees, increase to health care and contract services increased with Wake County.

The finance director also discussed the Fund Balance percentage.

There was discussion about the compensation study and those that would be affected by it.

Commissioner Miles asked about making payments with a credit card for customers so that there would be a card reader available to them. Bobby Fitts explained that it could be done now, and the cost was minimal.

Commissioner Baxter made a motion, second by Commissioner Harrison to go into closed session for the purpose of personnel discussions. There was no discussion, and the motion passed unanimously.

5-minute recess declared.

#### **CLOSED SESSION**

NOTE: In Closed Session Commissioner Davis made a motion, second by Commissioner Harrison to come out of closed session. There was no discussion, and the motion passed unanimously.

#### **ADJOURN**

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

Adopted this the 4<sup>th</sup> day of August 2025.

SEAL



A handwritten signature in purple ink, appearing to read "Glenn L. York".

Glenn L. York – Mayor

A handwritten signature in blue ink, appearing to read "Ana Gomez Rindahl".

Ana Gomez Rindahl – Town Clerk

