

**Zebulon Board of Commissioners
Work Session
Minutes
May 20, 2025**

Present: Glenn L. York-Mayor, Jessica Harrison-Mayor Pro Tem, Commissioner Beverly Clark, Amber Davis-Commissioner, Shannon Baxter-Commissioner, Quentin Miles-Commissioner, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Interim Town Clerk, Eric Vernon-Attorney.

1. CALLED TO ORDER

Mayor York called the meeting to order at 6:00pm.

2. APPROVAL OF THE AGENDA

Mayor Pro Tem Harrison made a motion to approve the agenda, seconded by Commissioner Davis. There was no discussion, and the motion passed unanimously.

Mayor York stated there needed to be a Special Called Meeting on May 28, 2025, at 6:00 p.m. to discuss personnel matters and asked for a motion.

Commissioner Miles made a motion, seconded by Mayor Pro Tem Harrison to call for a special called meeting on May 28, 2025 at 6:00pm for the purposed of personnel discussions. There was no discussion, and the motion passed unanimously.

3. CONSENT

Commissioner Baxter made a motion, second by Commissioner Clark to approve the agenda, (which consisted of the following:

A. Minutes

August 26, 2024	October 14, 2024
January 29, 2025	October 24, 2024
September 25, 2024	May 19, 2025
March 6, 2025	November 8, 2024
September 30, 2024	November 11, 2024
April 2, 2025	December 9, 2024
April 8, 2025	April 23, 2025
October 29, 2024	

There was no discussion, and the motion passed unanimously.

4. BUDGET PRESENTATION FY 25-26

Interim Town Manager Jaiyeoba opened the budget presentation by thanking the Board for their engagement during recent work sessions and recognizing staff and department directors for their efforts in preparing the budget over the past four weeks. He emphasized that the proposed budget was a collaborative effort, with special appreciation given to staff who had returned to assist with the process.

It was confirmed that the budget process adhered to North Carolina General Statute 159, including timely submission of budget requests, revenue estimates, and the recommended budget, as well as scheduling a public hearing and planning for adoption before the start of the new fiscal year. Community input was collected through surveys reaching over 4,000 residents on Facebook and producing around 8,300 responses, in addition to two open houses and upcoming meetings.

The Manager characterized the budget as a reflection of the town's progress and challenges, with accomplishments organized into five key areas: public safety, infrastructure, amenities, economic development/planning, and staffing. In public safety, the Town supported hurricane response efforts, approved funding for emergency services infrastructure, and advanced officer mental health programs. Infrastructure improvements included forming an IT department, consolidating software for savings, upgrading connectivity, and launching project tracking plans. Parks and Recreation made progress on Little River Park and updated maintenance standards.

Tai noted that in economic development, the Town added 185 jobs, graduated 13 entrepreneurs from the "Launch Business" program, earned Main Street accreditation, and initiated a housing study. Town staffing saw the largest pay increase in 25 years, with additional restructuring and staff development initiatives, including hosting a Wellness and Safety Day.

The challenges related to growth, service demands, and staffing, particularly in public safety and infrastructure were acknowledged. Interim Manager Jaiyeoba concluded by expressing pride in the Team's accomplishments and reaffirmed the Town's commitment to responsible fiscal management and continuous improvement.

Commissioner Baxter asked how the 8,300 survey responses were verified to ensure that they came from actual residents, clarifying that she was not questioning the results themselves.

Interim Town Manager Jaiyeoba emphasized the importance of using zip codes in the survey to verify that respondents were actual residents of Zebulon, and asking key questions, such as where participants lived, helped to ensure the accuracy of the data. Residents were considered to be those who received daily town services like trash collection and water. He noted that the survey

responses came from verifiable residents, and they expressed appreciation for the large number of participants.

Commissioner Baxter expressed appreciation for the large response from the community, describing it as impressive. They thanked everyone who worked hard in a short time to create a budget that was both meaningful and fiscally responsible, and that reflected the community's needs. She also extended gratitude to the staff and Interim Town Manager Jaiyeoba for their comprehensive efforts in assembling the budget.

Mayor York thanked the staff for their hard work in preparing the budget within a short timeframe, noting that it was well presented and appeared to be something the Board could move forward with.

Commissioner Baxter asked where the community could access the budget, noting that copies were normally placed at the library, East Wake High School, and online. She also mentioned that the Chamber of Commerce typically received a copy and inquired if there were any other locations where residents could review the budget.

Interim Town Manager Jaiyeoba invited the Director of Finance Bobby Fitts to respond, who confirmed that all named locations would receive copies, and one would also be available at the current location. He added that the information would be posted on the website by the next day.

5. ADJOURN

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

Adopted this the 7th day of July 2025

SEAL



A handwritten signature in blue 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