

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**June 16, 2025**

Present: Glenn L. York-Mayor, Jessica Harrison-Mayor Pro Tem, Amber Davis-Commissioner, Shannon Baxter-Commissioner, Quentin Miles-Commissioner, Taiwo Jaiyeoba- Interim Town Manager, Lisa Markland- Interim Town Clerk, Sheila Long – Parks & Recreation, Bob Grossman-Police, Bobby Fitts-Finance, Tim Owens- Public Works, Matt Lower-Planning, Shannon Johnson-Economic Development, Tonya Easterwood-IT, Chris Perry-Fire, Monique Merriweather-Yarborough – HR, Samuel A. Slater-Attorney, Ana Gomez Rindahl, Town Clerk.

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

**1. APPROVAL OF AGENDA**

Mayor York asked to amend the agenda.

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

**2. OLD BUSINESS**

*A. Budget Fiscal Year 25-26 Consideration for Adoption*

Interim Town Manager Jaiyeoba presented the proposed FY 2026 budget for adoption. Finance Director Bobby Fitts presented a recap of the recommended budget presented on May 20, 2025, and outlined subsequent modifications.

- Budget Recap and Modifications
- Staffing Requests
  - Public Safety: Addition of two patrol officers and one social worker.
  - Public Works: Additional administrative support.
  - Parks & Recreation: Repurposing and reallocation of positions to meet community needs.
  - Information Technology: Funding for a summer student intern, potentially extending beyond summer.
  - Administration: Conversion of Assistant Town Manager to Executive Assistant to the Town Manager, Communications Director to Communications Manager.
  - Human Resources Budget: addition of a part-time HR Administrative Assistant.
- Employee Compensation
  - The consultant's compensation study presented three options:
    - \$1.1 million option: covers ~95% of employees.
    - \$500,000 and \$315,000 options: nearly all employees covered except new hires.
  - Recommendation to bring the consultant back next year for a follow-up, as compensation adjustments in neighboring towns could affect competitiveness.
  - Emphasis on regular, moderate adjustments to avoid large, infrequent increases.

Board of Commissioners Work Session  
Minutes  
June 16, 2025

- Goal: Boost employee morale and maintain competitive pay.
- Capital Needs
  - Roadway improvements
  - Land acquisition
  - \$1.89 million for Phase 1 of Little River Park development.
  - Police vehicles
  - Fire station
- Clarification: Approval of capital budget is not a blanket approval; specific projects (e.g., land acquisition, road improvements) will return to the Board for individual approval. Police vehicles may proceed without additional Board approval due to urgency and cost considerations.
- Tax Rate & Revenue
  - Tax rate remains unchanged at 57.7 cents per \$100 valuation.
  - Total recommended expenditure: \$28.8 million.
  - Revenue sources remain consistent with the previous year.
  - Budget aligns with the 2030 Strategic Plan, responds to community input (public safety, economic development, recreation), maintains a healthy fund balance, and supports town growth.
- June 7, 2025, Board Retreat & Budget Modifications driven by:
  - Staff Support: Training, development, and an efficient work order system to improve procurement and support small businesses.
  - Compensation Increases: Continued support for staff and creation of a new Support Specialist position (front-facing/help desk role for residents and staff).
  - Tuition Reimbursement: Continued support for employee education.
  - Commissioners asked clarifying questions on timelines for park development, police hiring schedule, and grant matching potential. Staff responded with projected timelines (park construction summer 2025, hires completed by FY start).
- Resident-Focused Modifications
  - Strategic Plan Update: Increased resident engagement.
  - Mayor's Youth Advisory Council: Formation and support for youth empowerment and summer internships.
  - Community Engagement Platform: \$10,000 allocated for a digital platform to facilitate resident-government interaction and education (e.g., Budget 101 sessions).
  - Town Services Application: Funding for an application to improve resident access to services.
  - Language Access: Enhanced services for non-English-speaking residents.
  - Special Community Event: Addition of a new flagship event, based on community feedback.
  - Tax Incentives & Home Infrastructure Program: Economic development to assist seniors and low-income homeowners with tax relief and home upgrades.
- Emphasis on the importance of ongoing community engagement, transparency, and responsiveness to resident needs.
- Board commended for supporting innovative engagement tools and staff development.

Board of Commissioners Work Session  
Minutes  
June 16, 2025

Commissioner Miles made a motion, second by Commissioner Davis to approve Ordinance 2025-55, Operating Budget for Fiscal Year 2025-2033 as amended. There was no discussion, and the motion passed unanimously.

*B. Acceptance of Resignation.*

- a. Mayor York read a statement concerning the resignation of Commissioner Beverly Clark.

Mayor Pro Tem Harrison made a motion, second by Commissioner Baxter to accept the resignation of Commissioner Beverly Clark. There was no discussion and the motion passed unanimously.

Interim Town Manager Jaiyeoba introduced the new Human Resources Director - Monique Merriweather-Yarborough, Public Works Director - Richard Fletcher, and Town Clerk - Ana Gomez Rindahl.

**3. CLOSED SESSSION**

As allowed Per N.C. General Statute § 143-318.11:

- i. To consult with the Town's Attorney.
- ii. Litigation Deacon Development, LLC v. The Town of Zebulon.

Commissioner Miles made a motion, second by Commissioner Davis to go into closed session. There was no discussion, and the motion passed unanimously.

NOTE: In closed session, Commissioner Miles made a motion, second by Mayor Pro Tem Harrison to come out of closed session. There was no discussion, and the motion passed unanimously.

**4. ADJOURN**

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

Adopted this the 7<sup>th</sup> day of July 2025

SEAL



A handwritten signature in purple ink, appearing to read "Glenn L. York", written over a horizontal line.

Glenn L. York—Mayor

A handwritten signature in blue ink, appearing to read "Ana Gomez Rindahl", written over a horizontal line.

Ana Gomez Rindahl—Town Clerk