

Zebulon Board of Commissioners
Work Session
Minutes
November 21, 2024

Present: Mayor Glenn York, Jessica Harrison, Beverly Clark, Quentin Miles, Shannon Baxter, Taiwo Jaiyeoba-Interim Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Bobby Fitts-Finance, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks and Recreation, Matt Lower-Planning, Kaleb Harmon-Communications, Tonya Easterwood-IT, Shannon Johnson-Economic Development, Sam Slater-Attorney

Absent: Amber Davis

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

APPROVAL OF AGENDA

Commissioner Baxter asked to add discussion about insurance benefits.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the agenda as amended. There was no discussion and the motion passed unanimously.

PRESENTATION

A. Wake County Parks and Recreation – Open Space

Sheila Long introduced Chris Snow the Wake County Open Space Parks Director. Mr. Snow gave the history, funding sources, GIS Model, and request for properties selection process of Wake County's Open Space Program. The goal of the program was to protect 30% of the County's land through regulation, land development process or as park and conservation lands. Some of the funding sources included County funds, state and federal grants, and partners such as non-profits and state programs. There was detailed information given about the request for properties selection process.

Commissioner Baxter asked about the County's involvement with areas around Little River. Mr. Snow stated almost 2,600 acres of land at Little River was purchased by the County on behalf of the City of Raleigh for a future water supply watershed. Little River was still being reevaluated for future plans. A concept plan was performed, and any future development could come in a future bond.

OLD BUSINESS

A. Parks and Recreation

i. Strategic Plan Grants

Sheila Long spoke about the Town's current Strategic Plan Grant program which offered \$5,000 total in grants up to \$1,000. Per policy, these grants must meet a Strategic Plan Focus Areas and are available to 501(c)(3) organizations that have been operating for at least two years. At the March Work Session, the Board discussed increasing the budget. In June the Board adopted the budget increasing the budget to \$25,000. Then in September the Board awarded the original \$5,000

to five organizations and directions were provided for updating the grant to reflect the increased budget.

At the September work session, the Board engaged in discussion about the Strategic Plan Grants that allowed staff to draft updates to the grant program. Key takeaways from the Board's discussion:

- Priority projects would include services to youth and seniors, transportation, and education enhancements to meet grade level expectations, and family health
- Grants could be used to help startups to help accomplish the Town's vision
- Grant would be a resource to help organizations seeking to fill service gaps
- Projects would offer a direct impact that could be seen
- Organizations that receive a grant should provide project updates
- There should be data and metrics to measure success
- Consideration should be given to organizations that could support and/or engage Zebulon's Hispanic population and organizations.
- Board would like to distribute the remaining \$20,000 by offering five \$2,000 grants and two \$5,000 grants.
- Board would like to have the opportunity to review and consider applicants
- Board would like an opportunity for community members to serve on the scoring committee

A draft update to the policy was emailed to the Board on November 1, 2024 and after a legal review, minor updates were made to offer clarification.

There was discussion about giving a point to a non-profit that was already operating in the community and organizations could only receive a strategic plan grant once per fiscal year.

B. Christmas Parade Update

Chris Ray stated an update memo was provided to the Board prior to the meeting and staff was available to answer any questions.

Commissioner Baxter asked if the applicants' numbers for the parade had changed and what was still needed. Sheila Long stated there were 32 registered parade entries and 10 to 12 other Town based entries.

Mayor York asked for some information about liability. Sam Slater spoke about waiver considerations. Sheila Long explained staff was working on safety plans to protect all those at the parade as well as the Town.

NEW BUSINESS

A. Strategy/Visioning Session – Consultant Proposals

Taiwo Jaiyeoba stated the Board had expressed a desire to have a retreat, providing an opportunity to come together and discuss their vision for the Town of Zebulon, and how that would impact the Strategic Plan, budgets and projects in the future.

Mr. Jaiyeoba discussed the differences between the three proposals. The Board was asked about their desire to move forward with bringing in a consultant to help facilitate the discussion of the strategic vision for the future of the community.

B. Insurance Benefits

Commissioner Baxter stated she understood there would not be a price increase for the employees, but it looked like there would be an increase of \$26.31 per pay period. Lisa Markland explained there was no change to Plan B, which was free insurance coverage for employees. If the employee participated in the wellness program, they could receive a \$50 gift card per month or a \$50 credit on their family or dependent plan coverage. Insurance costs had risen and there would be a small cost for those electing Plan A coverage. Plan A was a true buy-up plan for better coverage.

Commissioner Baxter stated she wanted to get as close as possible to not charging employees for their health insurance. Staff was asked to have the discussion earlier to try to avoid the cost of insurance increases being placed on the employees. Lisa Markland stated an option available would be that the Town could remove the opt-out pay to offset the cost of insurance.

CLOSED SESSION

Mayor York stated the Board needed to go into closed session as allowed by GS § 143-318.11.

- a. Deacon Development Group, LLC vs. Town of Zebulon/Case #24-CVS-020692-910
- b. To consult with the attorney and preserve the Attorney-Client privilege

Commissioner Miles made a motion, second by Commissioner Baxter 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 Commissioner Clark to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 3rd day of February 2025.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk