

Zebulon Board of Commissioners
Minutes
December 2, 2024

Present: Mayor Glenn York, Jessica Harrison, Quentin Miles, Amber Davis, Shannon Baxter, Beverly Clark, Taiwo Jaiyeoba-Interim Town Manager, Kellianne Williams-Assistant Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Jacqui Boykin-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Matt Lower-Planning, Tonya Easterwood-IT, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Zebulon Middle School student Kaylee Ascencio-Herrera.

APPROVAL OF AGENDA

Commissioner Harrison asked to pull board appointments and table it to the February 3, 2025 meeting.

Commissioner Davis asked to move Strategic Plan grants to Old Business.

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

SCHOOL RECOGNITION

Student Kaylee Ascencio-Herrera and Teacher Nathan Hartman both from Zebulon Middle School were recognized at the meeting.

PRESENTATION

A. FY 2024 Audit

Bobby Fitts introduced Elsa Swenson from Martin Starns and Associates. The audit highlights were detailed. The total fund balance for 2024 was \$27,671,580 which was an increase of \$4,023,894 in the available fund balance. The top three revenues included property tax at 50%, other revenues at 24%, and unrestricted governmental revenue at 16%. The top three expenditures of the general fund were Public Works at 35%, Public Safety at 34% and general government at 16%.

Commissioner Baxter thanked the Finance Department and Elsa Swenson for their work on the audit.

B. Mike Baumwell – Rep'd Platform

Mike Baumwell, who is the founder and CEO of Rep'd Platform, spoke about the issues of trusting government due to misinformation. There was information given about how his company was helping to build trust with government in local communities. Their goal was to humanize local government and showed how Rep'd worked.

C. Rebekah Dixon, M.ed – Youth Employment Program

Rebekah Dixon the Youth Employment Program Manager for the City of Raleigh spoke to the Board about Raleigh’s summer youth employment program. The program created work experiences for young individuals typically between the ages of 14 and 21. Janah Afifi a RSYEP ambassador and current participant spoke about her experience with the program. A former participant, Zoe Brannon gave her experience and spoke about her role as the current program administrator for RSYEP and healthcare pathway coach.

PUBLIC COMMENT

No one signed up to speak.

CONSENT

A. Minutes

Commissioner Clark made a motion, second by Commissioner Harrison to approve the June 18, 2024 work session minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Harrison to approve the June 25, 2024 special called meeting minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Harrison to approve the August 5, 2024 regular meeting minutes. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Harrison to approve the August 15, 2024 work session minutes. There was no discussion and the motion passed unanimously.

B. Finance

Commissioner Clark made a motion, second by Commissioner Harrison to approve the Wake County tax report for September 2024. There was no discussion and the motion passed unanimously.

NEW BUSINESS

A. Fire

i. Wake County Fire Academy – Funding Agreement Amendment

Chris Perry stated on May 6, 2024, the Board of Commissioners approved an agreement with Wake County to recruit and train three career firefighters using ARPA funds. The recruitment plan was aimed at improving the diversity of career firefighters in Wake County and utilized ARPA funds to cover all related expenses, including salaries and benefits, personal protective clothing/uniforms, and educational expenses such as textbooks and study materials. Three employees were hired and had been in the academy since October 14, 2024 with an expected graduation date of mid-June, 2025.

ARPA funds must be spent or encumbered prior to December 31, 2024. Additional language was necessary to the approved funding agreement to satisfy the encumber requirements and allow the funds to be used past the end of this year. The amendment, as proposed, met those requirements.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Wake County Fire Academy – Funding Agreement Amendment. There was no discussion and the motion passed unanimously.

ii. Fire Engine Replacement Purchase

Chris Perry explained on August 5, 2024, the Board of Commissioners approved an appropriation of capital funding for a replacement fire engine, estimated at a cost of \$1,000,000. The current production and delivery time of fire engines was from 36-42 months. The department's oldest fire engine was built in 2007 and it was necessary to order a replacement to meet the current replacement cycle.

The H-GAC cooperative purchasing program enabled local governments to purchase goods and services that had been competitively bid at a national level, and in accordance with state statutes. This program typically provided pricing better than that which could be obtained through local bidding. A committee of both career and volunteer fire department personnel developed specifications of the truck, designed to meet the needs of the department and the community for the next 15+ years. Due to the desire to maintain consistency with the current fleet and a product offering which met the needs and specifications, pricing was obtained for the vehicle from Pierce Manufacturing, Inc through their dealer, Atlantic Emergency Solutions, Inc., using the H-GAC pricing. Atlantic Emergency Solutions, Inc. provided the following proposals:

One (1) 2028 Pierce Enforcer Custom Pumper based upon fire department specifications, including a custom cab with seating for 5, 450HP Cummins diesel engine, 5 speed automatic transmission, 1500 GPM pump, 1000-gallon tank, 47,000 lb GVWR, and a delivery time of not to exceed 42 months - \$948,772.00.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Fire Engine Replacement Purchase. There was no discussion and the motion passed unanimously.

iii. Resolution 2025-07 – Reimbursement Resolution – Financing of Fire and EMS Building

Bobby Fitts explained with the adoption of the Fire Station Capital Project Fund budget, funds had been budgeted for the land purchase, design and construction of a new Fire & EMS Building with the intent to finance the facility through a twenty-year financing agreement. The purchase of the land and design work had begun before financing was in place by declaring the Town's intent to finance the construction of the facility. Adopting Resolution 2025-07 officially declared the Town's intent to finance the design and construction of a Fire & EMS Building with debt proceeds with the intent to reimburse itself with said proceeds of the debt for expenditures incurred by the Town prior to the financing of the project.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Resolution 2025-07 – Reimbursement Resolution – Financing of Fire and EMS Building. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Five County Stadium Agreement

Chris Ray provided a general overview of the terms negotiated with the Carolina Mudcats/Brewers on a termination agreement on the lease of Five County Stadium.

Negotiation Goals Framework:

1. **Goal** - Development of a third amendment to the lease that allowed the County and Town to move forward with securing a new tenant/partner to resume sporting, entertainment, and other events in the stadium as early as Spring 2026.
Result – the agreement per section 2A sets the termination date at December 31, 2025. Section 2B of the agreement provides the owner the option of granting the Mudcats the rights to use the stadium in 2026 subject to the future tenant. The new tenant would have priority over Mudcats for the purposes of games and other events.
2. **Goal** - Development of a third amendment that provided the County and Town compensation greater than what would have been received if the Mudcats/Brewers remained locked in the lease through 2027.
Result - The termination agreement in section 3A and 3B called for a termination payment of \$ 237,500.00 to be paid by December 31st, 2025 and the final rent payment of approximately \$36,500.00 will be due on October 1st, 2025.
3. **Goal** - Development of a third amendment that required the Mudcats/Brewers to remove personal property at their cost and leave the stadium in good working condition within a reasonable timeframe to accommodate a new tenant. (There were a significant number of personal items, including repainting the elevated tank).
Result – the agreement per section 2F requires the Mudcats to remove all personal items and enter into a contract at their cost with the City of Raleigh or its contractor to paint over the logo on the elevated tank.
4. **Goal**- Development of a third amendment that guaranteed that neither the County nor Town would have to make MLB-mandated or Mudcats/Brewers-requested improvements to the stadium that would not serve or benefit a new tenant/partner.
Result- the agreement per section 2I stated that the Town/County would make no capital improvements for compliance with MLB PDL facility standards. In addition, any remaining funds in the capital improvements fund as of December 31, 2025 would remain with the Town and County.

The 2024 rent payment of \$34,669.15 was collected by the County in October consistent with the lease. Annually, the rent amount increased by the Consumer Price Index (CPI). The third amendment to the lease required rent payment (est. \$36,500.) for the 2025 season by October 1st, 2025. The lease amendment termination fee of \$237,500.00 was to be paid to the Town and County by December 31, 2025. The termination fee and rent proceeds would go into a capital reserve for future improvements to the stadium.

Commissioner Baxter made a motion, second by Commissioner Miles to approve the Five County Stadium Agreement. There was no discussion and the motion passed unanimously.

Chris Ray shared the next steps of the stadium and stated postings would be coming to obtain public feedback.

B. Strategic Plan Grant

Sheila Long review the process of updating the Strategic Plan Grant program.

Commissioner Baxter asked for clarification about the eligibility requirements. Staff stated a non-profit was only eligible for one strategic plan grant per fiscal year.

Commissioner Davis asked about the purpose of the \$1,000,000 insurance policy. Sheila Long explained the policy was a best practice for municipalities when issuing a grant program and was recommended by the Town's legal and insurance teams.

Commissioner Miles asked to move the Strategic Plan Grant discussion to a work session to have more time to look over it.

Commissioner Miles made a motion, second by Commissioner Davis to table Strategic Plan Grant Program to the December 19, 2024 work session. There was no discussion and the motion passed with a vote 4 to 1 with Commissioners Baxter, Davis, Miles and Harrison voting in favor and Commissioner Clark voting in opposition.

MANAGER'S REPORT

Taiwo Jaiyeoba thanked Chris Ray who served as the Interim Assistant Town Manager and introduced Kellianne Williams as the newly hired Assistant Town Manager.

BOARD COMMENTS

Commissioner Baxter spoke about the Board's attendance at the National League of Cities convention in Tampa, the Utilities Commission decrease, and thanked everyone for their work at the Veteran's Day Celebration and Candy Cane Lane. The Police Department was thanked for volunteering in Western North Carolina.

Commissioner Miles thanked Ms. Dixon and Ms. Brannon for their presentations.

Commissioner Harrison thanked Ms. Dixon and Ms. Brannon for their presentations and staff for their work at Candy Cane Lane. The Christmas parade was scheduled for December 8.

Commissioner Clark thanked Ms. Dixon for the presentation and enjoyed Candy Cane Lane.

Commissioner Davis also enjoyed the Youth Employment program presentation and stated Commissioner Harrison received an award for her service on the Youth of Education Board.

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Mayor York thanked staff for their work at Candy Cane Lane and stated the East Wake Local Government meeting was scheduled for December 12 and the James E Shepard Banquet was December 14.

Mayor York stated the Board needed to go into Closed Session as allowed by GS § 143-318.11 (a)(6) for personnel discussions.

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

NOTE: In closed session, Commissioner Clark made a motion, second by Commissioner Harrison 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 March 2025.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk