

Zebulon Board of Commissioners
Work Session
Minutes
May 21, 2024

Present: Mayor Glenn York, Jessica Harrison, Quentin Miles, Beverly Clark, Shannon Baxter, Amber Davis, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Bobby Fitts-Finance, Jacqui Boykin-Police, Michael Clark-Planning, Sheila Long-Parks and Recreation, Kaleb Harmon-Communications, Eric Vernon-Attorney

Mayor York called the meeting to order at 6:04pm.

APPROVAL OF AGENDA

Mayor York asked to amend the agenda to add a closed session to consult with the Town Attorney.

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

Commissioner Baxter stated she thought the closed session should be at the end of the meeting and not at the beginning. There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Clark, Harrison, Miles and Davis voting in favor and Commissioner Baxter voting in opposition.

CLOSED SESSION

The Board needed a motion to go into closed session under NC GS 143-381.11(a)(5) for the purpose to consult with the Town Attorney.

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

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

Commissioner Baxter made a motion, second by Commissioner Davis to amend the agenda to remove the closed session minutes. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Miles to add a work session on May 30 at 6:00pm. There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Davis, Miles, Baxter and Harrison voting in favor and Commissioner Clark voting in opposition.

FY '25 BUDGET

A. Travel and Training

Joe Moore presented the proposed travel and training budget for the governing board. The budget was increased from \$20,000 in FY24 to \$32,500 in FY25. The budget included \$2,500 for clerk

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training, \$4,000 for Board dues and events, \$6,000 for travel and training for the Mayor and \$4,000 for travel and training for each Commissioner. The cost for national conferences, state conferences and continuing education classes were detailed. Commissioner Baxter stated she was fine with knowing there may need to be a budget adjustment if there are additional expenses that arise.

Commissioner Baxter asked about the Administration travel and training budget. Lisa Markland stated that included training for all staff within the Town, supervisory training, as well as training and conferences for the Town Manager, Assistant Town Manager, IT Director, HR staff, and Communications Director.

Commissioner Baxter asked Chris Ray about the line items for travel and training for Public Works. Staff stated one was for property management and the other was for operations and spoke about how those funds were allocated.

B. Dialogue

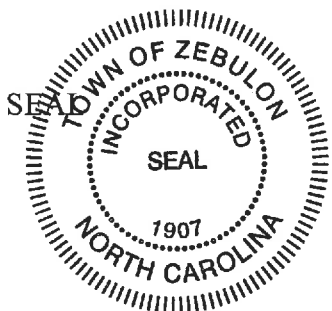
There was discussion about funds for appointed board appreciation events. Commissioner Baxter asked Lisa Markland to find out the costs for board appreciation events at the Mudcats and to share the information at the May 30 meeting.


There was a question raised by Commissioner Baxter about the budgeted fund for the National Register Historic District. Michael Clark stated the funds were for a study for the Barbee Street corridor and landmark buildings along Shepard School Road. Commissioner Baxter also asked about the Main Street Conference. The costs would be for the Main Street Board and Coordinator to attend the conference.

Commissioner Baxter asked about the Main Street promotions line item which staff explained included events, marketing materials and assisting the Parks and Recreation activities within the main street boundaries. It was also stated by Commissioner Baxter that she wanted to make sure the Christmas parade was added to the budget and asked staff to bring estimated costs to the Board at the May 30 meeting.

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

Adopted this the 9th day of September 2024.




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk