

Zebulon Board of Commissioners
Work Session
Minutes
September 24, 2024

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

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

APPROVAL OF AGENDA

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

2024 GOVERNORS HIGHWAY SAFETY PROGRAM GRANT APPLICATION – AMENDED RESOLUTION 2024-21

Jacqui Boykin gave some background about the Governor’s Highway Safety Program grant which was seed money to start a traffic unit. The Town was in the third year with 50% of the program being funded. The resolution that was approved by the Board in May showed the federal amount as \$170,518 with the Town’s obligation being \$85,259. There was an error in the form and the federal amount should have shown what the Town would receive from the grant which was \$85,259.

Commissioner Baxter asked if the title Interim Town Manager needed to be added by Taiwo Jaiyeoba’s name on the contract. Jacqui Boykin explained the Interim Town Manager was serving in the capacity as the Manager and could enter into contracts on the Town’s behalf.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Resolution 2024-21. There was no discussion and the motion passed unanimously.

TOWN MANAGER ATTRIBUTES DISCUSSION

The Board discussed their desired attributes in a Town Manager when it came to personnel policy, growth and partnerships, economic development focus, grant writing and management experience, infrastructure project experience, neutral and collaborative leadership style, communication skills, diversity and inclusion focus, long-term commitment, salary expectation, relationship builder, negotiator and mediator, decisiveness and integrity, diplomacy and strategic vision, neutrality, unifying personality style and community relationships. Mayor York stated the final applicants would be brought in for interviews.

Taiwo Jaiyeoba stated the Board expressed the desire for budgeting experience.

Board of Commissioners

Minutes

September 24, 2024

STRATEGIC PLAN GRANT

Sheila Long reviewed the current strategic plan grant funding policy.

Mayor York stated there would be a five-minute recess for staff to print the presentation slides for the Board.

The meeting reconvened at 6:51pm.

Sheila Long spoke about a community engagement lunch that was held on January 2024 to gather feedback on the current grant policy and standings of non-profits in Zebulon. Attendees stated they were seeking an opportunity to collaborate, \$1,000 was not much to support major initiatives and projects, \$5,000 total would not enact significant change in the community, a competitive process would be welcomed, eligibility of applicants must serve Zebulon and there was no consensus on the length of service in the community.

The Board was asked about their goals in offering a grant. Some responses included service to Zebulon specifically the youth and seniors and length of service in the community. Commissioner Baxter stated she was not in favor of the Town helping start a non-profit. Taiwo Jaiyeoba suggested the Board could dedicate \$5,000 for startups.

The Board was asked about the future projects they wanted to see happen. Commissioner Miles stated it would be to help the non-profits get off the ground and to help the community. Commissioner Baxter stated the priority should be filling in gaps of service that the Town did not currently have a plan for such as a food pantry.

Staff asked the Board what projects they wanted to see come forward. There was discussion about additional help with transportation needs, support for seniors, education enhancements, meeting household needs, and projects that would benefit the community.

Commissioner Clark suggested the non-profits come before the Board with a mid-year update to provide a report of what they have done for the community. Staff explained that the multiple reports and follow-ups may not be worth it for \$1,000. More feedback would be expected with larger grant amounts.

There was discussion about creating a criteria for non-profits and ways to measure how many people they impact with their service.

Commissioner Baxter brought up awarding fee waivers in lieu of actual funds. There was discussion about how the Board could do that and the actual costs of fee waivers. There was consensus that the smaller amounts awarded should have less burdensome reporting requirements.

It was suggested by Commissioner Baxter for staff to investigate what other communities were doing for rubrics and to start with awarding five \$1,000 grants, five \$2,000 grants, and two \$5,000 grants with agreement among the Board. There were also suggestions to have the nonprofits come before the Board and to include an education aspect so they know the process and expectations.

Board of Commissioners
Minutes
September 24, 2024

Mayor York stated the Board would go into closed session as allowed by GS § 143-318.11 (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

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

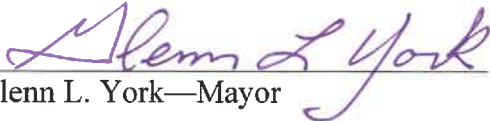
NOTE: In closed session, Commissioner Clark made a motion, second by Commissioner Harrison to come out of closed session. There was no discussion and the motion passed unanimously.

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

Adopted this the 6th day of January 2025.

SEAL




Glenn L. York—Mayor


Lisa M. Markland, CMC—Town Clerk