

Town of Youngsville
P. O. Box 190
118 N. Cross Street
Youngsville, NC 27596
(919) 556-5073
Fax (919) 556-0995
Townyngs@townofyoungsville.org

MINUTES

APRIL 14, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town/Zoning Administrator Brenda Robbins, Town Clerk / Tax Collector Emily Hurd, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Alexander Wojtalik stated that in early March, the Board had a planning session to update some of the ordinances and he wanted to know what the status of those updates was. Mayor Hardwick stated that the Board was still working on them and some of them would be coming up later in the Board Meeting, though nothing final would be done tonight since a Public Hearing would be needed before adopting any changes. Robbins stated that they were planning on working on the entire ordinance one chapter at a time to help stay focused but would adopt it all at one time. She stated that she had been working with the Finance Committee on the budget and that did take precedence over other projects. When asked what the difference was between the Zoning and Town Ordinances was, Robbins stated that the Town Ordinances were for inside of town limits and the Zoning Ordinance covered the town and 1 mile outside of it. She explained that some of the Town Ordinances were not included in the Zoning Ordinance, such as the Animal Ordinance. Mr. Wojtalik asked where covenants fit in with the Ordinances and Robbins explained that the Ordinances adopted by the Town superseded covenants but ultimately, any covenants that were not affected by the Ordinances were the Subdivisions responsibility to enforce.

The next item on the agenda was the financial report. There was no comment.

The next item on the agenda was the approval of the Consent Agenda.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Woodlief and was seconded by Commissioner Johnson. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a Request from Good Hope Baptist Backyard Bible Club to use Mitchell Park 3 to 4 days, Wednesday through Saturday during June and July. Robbins explained that she was contacted by one of the members about using the park during that time frame. Robbins stated that we have had parties and weddings located there but nothing that took up months of activities. Robbins stated that she told the contact person that since Mitchell Park was a public park that it could not be blocked off; other people would be able to use

the park at the same time. She stated that the contact person had said that would be fine if other people were in the park at the same time as them. Commissioner Roberts stated that they could not reserve the park but he was fine with them using and Robbins stated that she had told her contact that it couldn't be reserved.

MOTION: TO ALLOW THE GOOD HOPE BAPTIST BACKYARD BIBLE CLUB TO USE MITCHELL PARK 3 TO 4 DAYS, WEDNESDAY THROUGH SATURDAY FOR THE MONTHS OF JUNE AND JULY WHILE THE PARK IS STILL OPEN TO THE PUBLIC

The motion was made by Commissioner Roberts and was seconded by Commissioner Woodlief. It passed unanimously.

The second item under New Business was a presentation and adoption of a Resolution Endorsing a Comprehensive Transportation Plan for Franklin County. Julie Bolinger from NC DOT and Scott Hammerbacher from Franklin County Planning Office were both present for the presentation. Mrs. Bolinger presented a slide show with the Comprehensive Transportation Plan (CTP) for Franklin County (see attached paperwork for the printed version of the slide show). She explained that this would take the place of the Youngsville Thoroughfare Plan. Since the old Thoroughfare Plan only covered highways, this new plan would cover all modes of transportation, such as walking and bike trails and the new High Speed Railway. Mrs. Bolinger explained that they were at the adoption and endorsement phase of these plans. Once that phase has been completed CAMPO would adopt on Youngsville's behalf. These plans show who's endorsing, as well as which type of enhancement that is needed, such as new roads, repaired or expanded road, etc. Mrs. Bolinger went on to state that improvements would be made to 96 Highway towards Granville County, also towards, Wake County. Cedar Creek Road will also have some updates made to it. She stated that the Youngsville area shows some railway and bus recommendations. The bicycle routes will either have a bike lane or extended paved shoulder of the road to accommodate the bikes. There will also be "multiuse paths" installed with the High Speed Rail. These include walking and biking trails. Commissioner Woodlief asked what the time frame for this would be and she stated that when the High Speed Rail came in they may do the northern portion of the Youngsville Bypass. Commissioner Woodlief stated that the town needed the bypass but not the High Speed Rail. Carolyn Palmer stated that she did not understand. She asked where the Youngsville Bypass would be located and was showed on a map. She stated that she attended an older historical church in that area but Mayor Hardwick stated that the church was further away from the proposed bypass and it would not affect the church. He stated that things like that were taken into consideration before any Thoroughfare Plan was adopted. Commissioner Redd asked who was funding this and Mrs. Bolinger stated that this was not yet tied to any funding. She explained that you needed to have an approved and adopted plan before you can put it in for funding. Commissioner Johnson stated that it was listed as 30 years at CAMPO. Mr. Hammerbacher reiterated the need for the adopted plans before any funding can take place. He explained that these were just the first steps of the requirements. Mrs. Bolinger stated that the plan can still be updated as need be in the future depending on how the area develops. She stated that tonight, they just needed the Board to endorse the CTP for Franklin County.

MOTION: TO ADOPT THE RESOLUTION ENDORSING THE COMPREHENSIVE TRANSPORTATION PLAN FOR FRANKLIN COUNTY, NORTH CAROLINA.

The motion was made by Commissioner Woodlief and was passed by Commissioner Johnson. It passed unanimously.

The third item under New Business was to adopt Resolution 2011-30 in Support for US 401 Widening in Franklin County, North Carolina. Robbins stated that the new plans for widening 401 were to widen only portions of it, leaving it 2 lanes in other sections. She stated that the request was to remove sections C and D off of the TIP so that 401 can be widened to 4 lanes the whole stretch from Raleigh to Louisburg.

MOTION: TO ADOPT THE RESOLUTION 2011-30 IN SUPPORT FOR US 401 WIDENING IN FRANKLIN COUNTY, NORTH CAROLINA

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously.

The fourth item under New Business was a discussion of submitting an application for the NC Step Program through the Rural Center. Commissioner Redd stated that she had done some research online and had found this program. She had a handout with some basic facts (attached in minute book) about the program on it. She explained that this program included coaching assistance who works with the town for critical needs and community assets, grant assistance, and opportunities for training and shared learning. She stated that they would be accepting new applications in 2012. Mayor Hardwick stated that Youngsville had applied before but was turned down. Commissioner Redd stated that this was an opportunity to get money and training for the town. Mayor Hardwick asked if there was a cost to the town and Commissioner Redd stated that the only cost was what it took to get the application completed. Commissioner Woodlief stated that he was not saying no but shouldn't the Board table this to get more information? Robbins stated that there was only the application to fill out and the Town should take the opportunity to do this.

MOTION: TO APPROVE THE APPLICATION PROCESS FOR THE NC STEP PROGRAM

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the Revised Ordinance for Animals. Commissioner Redd stated that she and Commissioner Johnson had met with a representative from the AKC to look at other ideas than limiting the number of dogs. She stated that she had written the ordinance to also include noise violations, sanitation, tethering and penalties. She stated that she still needed to revise the noise disturbance part of this ordinance since it is too general. Commissioner Redd also stated that Attorney Tomlinson has not had a good chance to look over it yet.

MOTION: TO TABLE THE DISCUSSION OF THE REVISED ORDINANCE – ANIMALS FOR ONE MONTH

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. The motion passed unanimously.

The second item under Old Business was to continue the discussion of the Road System. Mayor Hardwick asked if anyone had any ideas from the list. Commissioner Redd stated that she looked at the Capital Improvements Plan, which has a color code, but there was also a conditions code with numbers and she didn't understand the difference. Robbins stated that when it was updated, the revised CIP used the conditions instead of the color coding. Robbins stated that some of the roads for the red and orange have been paved already. Commissioner Redd stated that since some had been paved, that she figured the ones labeled blue would have been moved up but haven't. Robbins explained that was what the Board was supposed to do this meeting, was to update the CIP with what needed to be repaired or repaved first. Commissioner Redd stated that she had driven around the Town and the road that were listed as red actually looked good and did not seem to need any repairs. Robbins explained that they had a "year paved" beside the ones in red and orange that have been taken care of. There were not removed from the list but did show that they had been fixed. Robbins stated that this list had not been updated due to no Board action. Mayor Hardwick stated it would be easiest to look at the condition numbers instead of the color coding since that was done most recent. When looking at those numbers, Pine Street and Tom Williams Road would be up next and Commissioner Redd agreed. Commissioner Redd also stated that the railroad crossing on Pine Street needed some work as well. Robbins stated that this was the reason it was brought before the Board, so that we could figure out what needed to be done next. Mayor Hardwick asked Robbins when the next payment would be and how much. Robbins stated it would be in October and around \$34,000. There is \$35,000 in there now. Mayor Hardwick stated that he knew that repairs would need to be done but if we saved until the next payment, could more be done at that time and save some money by doing more roads together. Robbins stated that when getting quotes for paving roads, that she does get a better rate when doing more in one session than just doing one here and there. Commissioner Redd asked if sidewalks were no longer an option and Robbins stated that they also fell under the Powell Bill money and Commissioner Redd stated that she felt that some of the money to do sidewalks if not fifty percent. Commissioner Redd mentioned that there was a sidewalk on a vacant lot. Robbins stated that the area had sidewalks installed since that was a high foot traffic area. Commissioner Redd stated that her recommendation would be to take fifty percent to do sidewalks. Commissioner Redd stated that she wanted to get some estimates on sidewalks and Robbins asked which sections she wanted to get estimates for and Commissioner Redd stated that she wanted estimates in all areas that did not have sidewalks. She stated that she did not have a specific area. Robbins stated that on DOT maintained streets, the sidewalks would have to be 5 feet wide but any of the town streets could be done as 4 feet wide to help save some money. Commissioner Redd stated that she thought it would be a good idea to do a CIP for sidewalks as well and combine it with the CIP for the road system and get the quotes updated. Robbins stated that there was one for sidewalks already and she would get her a copy of it. Robbins explained any quotes she got for that much of an area would be difficult since some areas would require additional work other than just linear foot cost of concrete. Mayor Hardwick stated that a list of sidewalks that are needed most should

be brought before the Board next month but Commissioner Redd stated that they should be emailed to Robbins before the next Board meeting so that Robbins can try to get quotes on them.

MOTION: TO TABLE THE DISCUSSION OF THE ROAD SYSTEM FOR 1 MONTH.

The motion was made by Commissioner Redd and was seconded by Commissioner Woodlief. It passed unanimously.

The third item under Old Business was to continue the discussion of Recycling. Robbins stated that previously, the Board had talked about whether to keep the recycling bin at NE Railroad Street or do away with it. The majority of the people who had turned in the surveys had wanted to keep it. Robbins stated that we had asked Waste Industries about going to curbside recycling again. Robbins stated that they gave a price of \$3.40 per household but this would mean that the town would have to pay for every household in town regardless of whether they recycled or not. Robbins stated that since we had less than 50% participation last time, she had asked Waste Industries about recycling only for those customers that wanted to. Robbins stated that she was told the town would need at least 50 customers and it would cost them \$5.30. They would get a 65 gallon roll cart that would be picked up curbside every other week. Commissioner Redd asked if the town had to do something first like get the commitment and Mayor Hardwick stated yes. Commissioner Redd asked how we would do that and Robbins explained that the town would send out a letter to get people to sign up for it. Commissioner Roberts stated that he wanted to keep the bin and Mayor Hardwick stated that he did not want to do the recycling for the whole town because that would mean we would have to pay over \$22,000 for maybe just 50 families. Commissioner Redd clarified that it was around 50% and not just 50 homes. Mayor Hardwick asked if we had 50 people yet and Robbins stated that out of the surveys 27 probably would. Commissioner Johnson stated that we would have no idea who uses the bin, it could be people from outside of town limits. Commissioner Redd and Johnson both wanted to see if we could come up with the amount of people willing to participate. They both said this would also help to save the town money as well as provide the service people want.

MOTION: TO GET THE REQUIRED AMOUNT OF PEOPLE FOR PARTICIPATION FOR CURBSIDE RECYCLING.

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Commissioner Johnson asked if it was possible to get that information in with the water bills and Robbins stated that we would have to mail out the Water Quality Report once it was finished and would be able to put in with that mailing. It passed unanimously.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that the Board needed to go into Executive Session to discuss personnel.

MOTION: TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL

The motion was made by Commissioner Woodlief and was seconded by Commissioner Redd. It passed unanimously. The Board went into Executive Session at 7:46pm and came out at 8:13pm. Mayor Hardwick stated that no action was taken.

The next item on the agenda was Reports and Other Business. Mayor Hardwick stated that the Facebook page for Youngsville was up and running. He stated that it looked good. He also wanted to mention that garbage services had been switched from Wednesdays to Tuesdays.

Mayor Hardwick stated that Larry Lindsey would be inducted into the Sports Hall of Fame. Mayor Hardwick stated that Mr. Lindsey had helped with the growth of this town as well as being a major role in the sports of North Carolina. Mr. Lindsey will be honored at Youngsville Baptist Church Fellowship Hall on May 1st from 2-4pm.

Commissioner Johnson wanted to mention the cleanup from the storms that had come through. He stated that the town workers had cleaned up the debris quickly. He also asked if there was going to be a rain date for the Easter Egg Hunt and Hurd stated that no, if there was rain, they would be holding the Easter Egg Hunt inside the Library.

Commissioner Redd gave everyone a handout for some information that she wanted to go over (see attached in minute book). She stated that since she had not been a Commissioner for long, she wanted to make sure she was doing her job correctly and asked for a formal job description from Robbins. Since there was not a job description, Robbins sent an article that she thought might help. The article was about the Local Governing Government Model (LGGM). Commissioner Redd explained that this was a guide of the responsibilities of the local boards. This focused mainly on what those boards should do and what actions they can take. Commissioner Redd read the 5 general responsibilities (see attached in minute book for more lengthy descriptions). One was to understand the legal authority granted to the board, two was to work with others in the local government and in the community, three was to develop policies and enact ordinances, four was to allocate resources and five was to be accountable. Commissioner Redd referred to the CIP discussed earlier and stated that it sounded more like a wish list than a future plan. She stated that the Town of Youngsville did not have a formal Mission Statement, no Vision Statement, neither Core Values, nor guiding principles. Commissioner Redd explained that the Town of Youngsville was like any business, it needed to have a basic business plans. She recommended that the Town develop a few things to help with future planning. Her recommendations included revised job descriptions; standard operating procedure manual; Mission Statement, Vision Statement, and Core Values; a revised CIP; and a Comprehensive Development Plan (CDP). She explained her reasoning behind needing some of these items. First were the revised job descriptions. She stated that this would help employees be accountable for their responsibilities. She explained that the policies would also help, especially with written step by step procedures to help the employees fulfill their responsibilities. Commissioner Redd stated that she would like to use the LGGM model to help come up with the job descriptions for commissioners and would like for the town staff to write down their daily duties. Once all of this information has been gathered, she stated that she wanted it to be presented as a Standard Operating Procedures (SOP) manual. She also stated that she wanted for the Town to have clear Mission and Vision Statements along with the Core Values. Commissioner Redd explained that these were the guiding principles behind the

policies, ordinances, development plans, citizen connections, etc. She went into detail on what each meant, Mission Statement describes the Town and what we do, Vision Statement describes the future of the Town, and the Core Values are the operating philosophies on how it conducts business. Commissioner Redd stated that she wanted to update the CIP that would identify the Town's capital outlay and improvement needs. She explained that this would be the long range plans for physical and economic development. She stated that a revised CIP would help give a more focused attention to the community needs and goals as well as future growth and development. She also stated this would help with planning future projects and help keep a stable, well maintained budget. Commissioner Redd explained that the CDP is more about what Youngsville wants to become in the future as well as planning out how to get there. She stated this plan included things like land use, transportation, economic development, etc and is usually a 10 – 20 year plan. She stated that developing this plan would involve the citizens of Youngsville through a series of work sessions and public hearings. Commissioner Redd stated that Franklin County already had a CDP adopted and could be used as a guideline if need be. Commissioner Redd stated that once the Mission and Vision Statements along with the Core Values have been created, the Board will follow along those to come up with the updated CIP and CDP. She referred to another article (see attached in minute book) about Rural Downtown Development that lists 5 principles to revitalize small downtowns. The first principle was to develop a Vision and a Plan for the downtown area. She explained that the town in the article has a CIP and CDP that she was suggesting for Youngsville and used some of their ideas as examples. Commissioner Redd stated that the goals and necessary actions to achieve them need to be put down in these plans. She explained that in order to put her recommendation in action, the Commissioners would need to form new committees. She stated that the 12 committees that they were already on never meet. Commissioner Redd recommended disbanding those committees and creating 5 new ones. They would be Policy, Ordinance, Finance, Capital Improvement, and Comprehensive Development. She stated that each committee would be made up of 2 Commissioners meaning that each Commissioner would be on two committees. She elaborated on what each committee would be responsible for and how often they should meet. Policy would be in charge of the job descriptions and the SOP. She stated that they should meet monthly to start with then drop down to bi-annually once everything had been established. The Ordinance Committee would help to review and update the Town Ordinances and the Zoning Ordinances. Since the Town is already in the process of updating these, this would be a great time to start this committee. Again this committee should meet monthly to start with then go to quarterly once the Ordinances have been updated. Finance would meet biannually to review the budget. The current finance committee is in the process of working on the budget for the FY 11-12 and once that is finished, new Commissioners can be assigned to this committee. Capital Improvement would begin by revising the current CIP. This committee would meet monthly then can meet annually to review the plan and make any necessary changes. Comprehensive Development would need to have the help of Town Hall staff and residents, with the possibility of subcommittees. She stated that maybe a subcommittee for Parks and Recreation could include the director, Andy McGhee, for help with that planning. Once the plan has been put in place, this committee could disband. Commissioner Redd stated that the first meeting of any committee would be to create a list of tasks, responsibilities and goals. She also suggested having a quarterly Planning Session where each committee could update the Board on their progress. This would also help get feedback from the public. Mayor Hardwick stated that there was a

lot of information that was just presented. He stated that there were already job descriptions, but Commissioner Redd stated that she had not seen them. Mayor Hardwick stated that he felt everyone on the Board was there to help Youngsville. He stated that Youngsville was a great place to live because of previous Boards and the employees of the Town and that he felt that this was too many changes at one time. Mayor Hardwick stated that the Town did need a Mission Statement and that Youngsville was small town but was growing fast. Commissioner Redd stated that Youngsville had no plans or goals and Mayor Hardwick stated that they were trying things such as the Downtown Revitalization. Commissioner Redd stated that she felt the Board was not doing enough and Mayor Hardwick asked her where she wanted to start. Commissioner Redd stated that she wanted to start with the 5 committees. Robbins stated that we could try the new committees to see how it works as well as getting in touch with the NCLM and the School of Government for help if needed. Robbins stated that this would take time though and would not be completed in less than a year. Commissioner Redd stated that the Board needed to start somewhere but she did understand that this would take years to get everything completed.

MOTION: TO DISSOLVE THE CURRENT COMMISSIONER COMMITTEES AND CREATE THE 5 NEW PROPOSED COMMITTEES

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. The motion passed with 3 ayes and 2 nays (Commissioners Roberts and Woodlief).

Robbins asked who wanted to be on what committee. When Commissioners started to discuss which ones they wanted to be on, Robbins suggested that they think on which ones they thought they would be most helpful on and email her so that the committees could be designated at next month's board meeting. Commissioner Woodlief stated that he's involved every day. Commissioner Redd stated that she knew that, but she felt that more could be done by all Commissioners. Commissioner Johnson stated that it was a lot of information presented and he needed time to think about it all. He stated that he agreed with most of what Commissioner Redd has presented and that, yes, the Town was a business and needed to be run that way. He stated that all of the Commissioners had a vested interest in Youngsville because they all lived here. He stated that he wanted time to look at the information before jumping into it. Commissioner Johnson stated that he had no problem getting more involved and stepping up to the plate but he wanted time to see what would be the best committee for him. He stated that Commissioners Woodlief and Roberts were more seasoned. Robbins suggested that time be given to review the information. Mayor Hardwick asked about keeping the finance committee since Robbins was in the middle of doing the budget and Robbins suggested postponing the disbanding of the committees until the new committees could be formed just in case anything happened.

MOTION: TO REINSTATE THE PREVIOUS 12 COMMITTEES FOR 1 MONTH UNTIL THE REVIEW OF NEW COMMITTEES COULD BE COMPLETED

The motion was made by Commissioner Johnson and was seconded by Commissioner Woodlief. It passed unanimously.

The meeting adjourned at 8:30 pm.