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MINUTES
NOVEMBER 13, 2014
7:00PM
REGULAR MEETING
YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Terry Hedlund, Joseph Johnson, Graham Stallings, Catherine Redd and Larry Wiggins. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, Parks and Recreation Director Pete Gibson, Zoning / Planning Administrator Bob Clark and Maintenance Supervisor Sheldon Patterson. A Representative from the Wake Weekly was also present.

The first item on the agenda was citizen’s comments. There were none.

The next item on the agenda was the Financial Report. There were no comments.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on October 9, 2014. Also included on the Consent Agenda were the Tax Collectors Report and the Police Department Report.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the sale of the land / storage building. Attorney Olivieri stated that all of the paperwork had been received and filed at the Register of Deeds. He stated that the process to sell the land has begun. After opening the sealed bids on their due date, we can go from there.

The second item under Old Business was to discuss the Liability / Hold Harmless Waiver. Attorney Olivieri explained that when people apply to use public facilities from the Town, they need to sign this Hold Harmless Waiver so that they won’t be able to sue the Town should anything happen during their event. It would also require them to defend the Town should someone attending their event try to sue the Town. Attorney Olivieri stated that in his research, other Towns require this as well as having the vendors of an event sign this form along with the actual event organizers. He stated that this would add another layer of work for the applicant and he doesn’t think it’s necessary.

Attorney Olivieri stated that he did include the verbiage on the presented form for the Board to discuss if they want to add this extra protection. He stated that the rest of the Hold Harmless Waiver looks fine, though he did clean up some of the language. He stated that there is language in the agreement that states that the event organizer does have to notify their vendors, along with their employees, that they have the Hold Harmless agreement with the Town so that all of the vendors are put on notice that they will hold the Town harmless should anything happen.

Commissioner Redd stated that she felt it was a lot to ask to have every vendor sign this waiver. She stated that she felt just making the vendors aware should be enough. Attorney Olivieri stated that it was already in the agreement to put the vendors on notice about the Hold Harmless Waiver. Attorney Olivieri stated that if the Board didn't want to have all of the vendors to sign a Waiver, they could make the motion to remove the final paragraph.

Commissioner Wiggins stated that there wouldn't be a way for the Town to be sure that the event organizers alerted their vendors to this agreement. Attorney Olivieri stated that there wasn't a good way to make sure other than to make sure they are aware that this is something that they have to do. Attorney Olivieri agreed that verification would be difficult other than having every vendor and their employees sign a copy of the Waiver. Commissioner Wiggins asked if the wording could be changed to make the event organizer responsible for anything that happens at the event.

Commissioner Stallings stated that he wonders if we aren't stirring up a hornets' nest with this. He gave an example of a food truck at an event and a child gets burnt, who then is responsible. Commissioner Redd stated that it wouldn't be the Town. She stated that is why this Waiver is necessary. She asked if the wording could be changed to be all inclusive with the vendors under the event organizer. Attorney Olivieri stated that it wouldn't be enforceable to have one person make this agreement for another person. He stated that putting them on notice to inform their vendors should be sufficient though there is no good way to confirm that notification has happened. Attorney Olivieri stated that there was no piece of paper that was going to stop someone from suing another. He stated that it's going to happen but by signing this Waiver, they acknowledge that there are risks. It is also a deterrent that will help shield the Town.

Commissioner Hedlund stated that requiring the third parties to sign the Waiver isn't necessary. Hurd reminded the Board that if they took out that last paragraph and decided it becomes necessary, they can go back and add it in later.

MOTION: TO ADOPT THE HOLD HARMLESS WAIVER AMENDED TO REMOVE TO LAST PARAGRAPH "REQUIREMENT TO OBTAIN WAIVER FROM VENDORS AND OTHER PARTICIPANTS"

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. Commissioner Wiggins stated that it was still vague and Commissioner Redd stated that it was a good start to have the Permit and the Waiver. Commissioner Wiggins

stated that he still had concerns that the event organizer won't alert all of his vendors concerning the Waiver. The motion passed with four ayes and one nay from Commissioner Wiggins. Attorney Olivieri stated that he would provide the final draft to the Clerk.

The third item under Old Business was a discussion of a request for a city mixed beverage election. Mayor Flowers stated that he felt this would help restaurants come to Youngsville. He explained that a letter will need to be drafted to the Board of Elections for it to be placed on the ballot for next November. Tatum clarified that the Town needed a written request to the Board of Elections from the Town's governing body requesting that this be put on the ballot for November 2015 election cycle. He stated that the Board needs to authorize the Mayor to make that request to the Board of Elections.

MOTION: TO AUTHORIZE THE MAYOR TO REQUEST A CITY MIXED BEVERAGE ELECTION TO BOARD OF ELECTIONS FOR THE NOVEMBER 2015 ELECTION CYCLE

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

The fourth item under Old Business was to discuss a property line encroachment on Town Hall property. Attorney Olivieri stated that the neighbor to the north has a fence that encroaches on the Town Hall property. He stated that no one thinks this is a problem at this time but it could become one in later years. He stated that there were three options for the Board to choose from. First, we could sue the neighbors to move the fence. Second, we could sell the slip of land but that would entail a bidding process like the one we are currently undergoing with the property on Railroad Street. Third, we could authorize Attorney Olivieri to make a Boundary Line Agreement (which is not a transfer of land). Under the third option, a survey would need to be done at their expense. Attorney Olivieri suggested that the third option was the best way to go and was looking for Board approval to proceed in that direction. He stated that a decision was not needed now but he would need a formal vote on the way to proceed.

Commissioner Wiggins stated that he thought there was a current survey of the Town Hall property and Attorney Olivieri stated that there was no doubt that the Town owned the land and the fence is a couple of feet over the line. He stated that he didn't think that the Town should go through the expense to hire someone to survey it to find out what we can clearly see. Commissioner Wiggins asked if we can clearly see it, then why should we spend the money to clarify it. Attorney Olivieri stated that he didn't want to spend any Town funds but have the neighbor pay for the survey and the Town would go ahead and do a Property Line Agreement that states we recognize this survey line but they would bear the cost. Commissioner Wiggins clarified that the fence was built on Town property which didn't seem to be a problem to anyone at Town Hall. Hurd explained that the property line did not go straight. She stated that it dipped in about five feet and goes about ten feet down the property, basically making it a little sliver of our property along the property line. She stated that they probably didn't realize that the property dipped in like that when they built the straight fence.

Commissioner Redd asked if this was the White's house next door and was told yes. She asked if we couldn't just go and speak with them and not have a survey done on either side but have a legal document that says the fence is on the property and if the Town asks them to take it down, then they would agree. Attorney Olivieri stated that the final solution needs to be either taking the fence down or a modern survey that accounts for exactly where it is. To do it any other way would not apply to future property owners.

MOTION: TO SPEAK WITH MR AND MRS WHITE CONCERNING THE PROPERTY ENCROACHMENT AND SURVEY

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Commissioner Wiggins stated that he felt this was a waste of tax payer's money as it is not an issue at this time. Attorney Olivieri stated that he just wants to make sure that this doesn't become a problem that the Town will have to worry about later. Commissioner Wiggins stated that the same issues will exist in later years, the fence is located on Town property. Attorney Olivieri stated that a Boundary Line Agreement would make the fence a non issue. Commissioner Wiggins still had concerns about money being spent on this and Attorney Olivieri stated that he was not asking for authorization to spend any funds on this, other than the small amount of time it would take him to work up the Agreement, with the idea that the White's pay for the survey. He stated that this would prevent issues in later years such as the problems that we recently had with the property being sold on Railroad Street. Once this Agreement has been completed it would be filed at the Register of Deeds office. Attorney Olivieri stated that he understands that there is a good relationship between the Town and the neighbors and Commissioner Hedlund stated that this could end that good relationship. Commissioner Johnson asked if there was another way to do this Agreement without the survey and Attorney Olivieri stated no. He explained that the Town needed to have a document with the Register of Deeds office that shows a clear map of the two properties. Commissioner Johnson suggested that he ask the White's if they have an existing survey and Attorney Olivieri stated that he would. He also stated that this was not authorizing him to tell the White's they have to agree to this Agreement but to see if they would be willing to do it. The motion passed with three ayes and two nays by Commissioners Wiggins and Hedlund.

The fifth item under Old Business was to discuss a Resolution to recover the costs of copies for documents by the Police Department. Attorney Olivieri explained that a previous Board Action allowed for the Police Department to charge \$5.00 per request for Police reports. He stated that he was informed that these were public records which prevented charging for them. Attorney Olivieri stated that we could charge basic costs per copy. He suggested that the Board either repeal their previous vote on charging or move forward and charge the actual costs of the copies. Chief Kirts stated that it wasn't that important to continue at just cost.

MOTION: TO RESCIND THE \$5.00 FEE FOR REQUESTS FOR COPIES OF POLICE REPORTS.

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. It passed unanimously.

The sixth item under New Business was to discuss Policy Manual updates. Commissioner Wiggins explained that there were two sections, the first had some housekeeping changes such as grammar and punctuation from previously adopted policies and the second was a set of new policies.

MOTION: TO APPROVE THE PROPOSED CHANGES TO THE POLICY MANUAL

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

The seventh item under Old Business was a discussion of the Employee Recognition Policy. Commissioner Hedlund explained that there were some concerns from a legal standpoint and had two suggestions. He stated that we could rescind the policy or could just rescind the monetary portion and leave in the recognition.

MOTION: TO RESCIND THE EMPLOYEE RECOGNITION POLICY

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was Ritchie Duncan, Franklin County Economic Development, to discuss a Rural Center Grant for the new Veterinary Clinic. Mrs. Duncan stated that she wanted to voice her support for Mike Bailey. She stated that based on the Envision Youngsville project, this would be a good addition to Youngsville. Mrs. Duncan gave the Board a review of how the Rural Center Grant Program works. She stated that he would need the approval of the local Board for the application. She explained that this project met the criteria set and would create new jobs.

Mr. Bailey wanted to thank the Board and explained that he was the manager of YAH Realty LLC. He stated that they have contracted to purchase the old doctor's office at 141 E Main Street in order to open a veterinary clinic. He gave a handout to the Board to show the grant highlights. In summary, they would receive up to \$5,000 grant money for each job created (estimated 4 created), eligible expenses include HVAC, electrical, plumbing and painting, the Town must contribute 5% of the cash match (\$1,000) and the employer must commit to full time employees for six months. Mr. Bailey explained that they are looking to add a 300 square foot addition to the rear of the building, interior cosmetic building improvements such as painting, flooring and a drop ceiling, new HVAC unit, and interior wall movement. He stated that their project timeline was March through September of 2015. They would employ one full time veterinarian, at a small salary the first year, increasing over the next two years, and a second full time veterinarian in three years. There would also be a receptionist with a second added in the third year. There would be one lead technician and one assistant technician with a second

added in year three. Mr. Bailey stated that he agrees that Youngsville will keep the money from the Grant until all requirements have been met.

Mayor Flowers read the Resolution giving Board support for this project. Tatum clarified that the Town would be the responsible party for applying for the grant and dispensing the money once all criteria had been met. He stated that this takes away any risk of default. Once the new jobs are created for a term of six months then they would get their money. Tatum stated that this is good for both the Town and the business and he supports it.

MOTION: TO ADOPT THE RESOLUTION FOR THE BUILDING REUSE PROGRAM UNDER THE RURAL GRANTS / PROGRAMS SECTION OF THE NC DEPARTMENT OF COMMERCE AND MOVE FORWARD WITH THE GRANT PROCEDURES

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

The second item under New Business was a discussion and possible adoption of registration fee changes for the Parks and Recreation Spring Baseball Season. Gibson stated that he was asking for Board approval to raise the fees in spring. He stated that their budget covers two items, operations and facilities. He explained that they were in need of some facility improvements before spring. Gibson gave an example that the lights in lower Luddy were fifteen years old. To replace the “cans” was \$600 each and he needed to replace ten of them for a total of \$6,000. He stated that there was also some erosion in upper Luddy that needs to be fixed as well. Gibson stated that we also use the fields at the Youngsville Elementary School but we do the upkeep on them during season in order to be able to use them. He stated that he needed direction from the Board concerning increasing fees to help with facility improvements. Gibson stated that our rates were above neighboring towns. Gibson explained that he had been looking into mandatory raffles like North Wake did. He stated that the parents could sell them at work or such. Commissioner Hedlund asked what Gibson recommended and Gibson stated he was looking around the \$120 - \$130 range based on the numbers that he had been looking at. Commissioner Redd asked how this would affect registration and Gibson stated that it would go down. Commissioner Redd asked if there was any other way to make money and Gibson explained that fund raisers have not worked well over the past few years and the concession stand only raised \$4,500 over two seasons. He explained that is not enough funds to fix the problems that we are having. Gibson stated that trying to get more sponsors and raising sponsorship is the only other way of raising more money. He stated that they are looking at putting the sponsor’s names more prominent on the jerseys. Gibson stated that there are some safety issues on the fields that need to be addressed. He stated that, other than money from the Town, there was no other way they could really fix them. Mayor Flowers asked if this was just for the spring season and Gibson stated yes. Commissioner Stallings wanted to know what total amount that Gibson needed and what would we do with the money. Gibson stated that they would do repairs to the fields and lighting, repairs that need to be done soon. Gibson stated that it was primarily for increases in facilities upkeep but won’t complete

all of the projects needed. Commissioner Wiggins asked if Gibson had a proposal or a breakdown on where the money would be spent and Gibson said that he did not bring one with him. Gibson explained that they had retained earnings of only \$5,000 - \$6,000 after using the money on the operations side. Commissioner Wiggins asked if there wasn't a plan, would we have enough and Gibson stated that it depended on registration. Gibson explained that revenue is registration driven. He stated that registration for spring would start January 1st. Commissioner Redd stated that this was a lot of money for registration and she was concerned that registration would go down because of that. Commissioner Redd stated that there were a lot of complaints ranging from size of uniforms to the fields having weeds in the dugouts. She stated that with all of the flaws that people saw and then you raise the fees; she felt that they will just not register. Gibson stated that if we continue down this same path, we will have the same result. Commissioner Redd stated that everyone should have a meeting on how to fix this. She felt that raising the fees was a short term fix and it might not even be a fix and we will continue to have problems. Commissioner Hedlund stated that this would be a good topic for the Work Session but Commissioner Redd reminded him that registration will start before our next Work Session. Mayor Flowers asked if Gibson could push registration back until after the Work Session in January because he felt that \$120 was just too much. Hurd stated that if the Work Session was schedule before the January Board Meeting, it could then be voted on at that Board Meeting. Tatum stated that it could be brought back in December as thirty days was plenty of time to come back with a plan. Commissioner Wiggins asked Gibson if he could put a plan together for the next Board Meeting and Gibson stated yes. Commissioner Stallings also wanted him to include what will happen if the increase was not approved and Gibson agreed.

MOTION: TO TABLE THE DISCUSSION UNTIL THE DECEMBER BOARD MEETING

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

The third item under New Business was to set a date for a Work Session in January. As the other Work Sessions have been on the third Saturday, a suggestion was January 17th at 9am at Town Hall. Commissioner Redd asked if the Board could discuss the P&R situation and Hurd stated that Gibson will submit the plan for the agenda packet to be discussed at the December Board Meeting. Hurd explained that it couldn't be discussed legally by the Board outside of a public meeting. Hurd stated that the plan could go out as soon as she gets it so that everyone would have time to look it over but the actual discussion would have to happen at the Board Meeting. Commissioner Redd stated that it was a really big deal and wants to make sure everyone focuses on this situation. Hurd suggested that the Finance Committee could meet with Gibson but the entire Board would not be an option. Commissioner Redd stated that she wanted everyone to make this a priority and to have some ideas at the December Board Meeting.

Gibson stated that he felt the Board was missing the point. He explained that all of the other municipalities are municipal parks and recreation departments and they are receiving public funds. He stated that if the Board wants this department to stand alone,

they needed to look at the one comparison, which is North Wake; they are \$230 to play baseball because they receive no public funding. Gibson stated that if the Board wants the parks and recreation department to stand alone, then the fees have got to go up. He explained that they are currently having complaints because they didn't have the money to kill the weeds. He stated that he has to make decisions on whether they can afford to kill the weeds or pay for another umpire. Gibson stated that they had an opportunity to make a good impression during the tournament season. But the irony of it was that South Granville and Bunn dissolved their fall programs. He stated that he got no complaints from any of those parents and most of the complaints that he received came from two or three teams. Gibson stated that he would put everything together concerning the fees and where the money needs to be spent. He stated that if the Board does want them to stand alone, the fees will need to be raised and the Board will need to compare the fees associated with these programs to other programs that are not receiving municipal funding. Mayor Flowers asked if those were per season rates and Gibson and Commissioner Johnson both said yes. Gibson explained that in North Wake there was a \$180.00 and a \$50.00 mandatory raffle. He stated that you did at least get a chance to win something with that raffle. He stated that West Raleigh was similar totaling \$250.00. Mayor Flowers asked if this had any bearing on the travel teams or was this strictly regular and Gibson stated that it was strictly regular teams. Commissioner Johnson explained that travel teams pay both the regular season fee and a second registration fee for the travel team. He stated that this was his choice to pay those extra fees. He stated that you were still getting a better product than when they travel to other area leagues. Tatum stated that Granville County puts \$40,000 a year in their program but Franklin County doesn't give any money to any of the municipal programs. He stated that the Youngsville program is mostly a regional program and there should be a regional sponsorship effort. Commissioner Johnson stated that Granville County has three facilities that are better than any facilities that we have in Franklin County. Tatum stated that if we could get this program standing on its feet, we could then take the money that we are spending now to administer it and put it in the fields instead. Tatum said he's been trying to get the program to stand on its own, the Town owns the fields and we maintain the fields but let someone else be responsible for the program. He stated that it is doable but we need to get out of the mindset of just going to the local businesses and asking them for sponsorships. Commissioner Johnson stated that Gibson ran into that problem in the fall as their championship team got so many of the local businesses to donate to send them to the tournament. Tatum stated that there wasn't but about a dozen people that donated and it didn't soak up all of the sponsorship money out there. Commissioner Johnson stated that we can't keep hitting up the same donors all the time and Tatum agreed. Tatum stated that we need to get away from this being a Youngsville responsibility and go to the areas where these out of town children live and get those businesses, PTA's and municipalities to help sponsor or donate to fund this program. He stated that we are spending \$50,000 to administer this program to their residents.

MOTION: TO SET THE WORK SESSION FOR JANUARY 17TH AT 9AM AT TOWN HALL

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

The fourth item under New Business was a discussion of the roundabout. Commissioner Hedlund stated that this was still in the planning process but he wanted to make sure that the remainder of the Board still wanted to proceed with this project. He stated that the Town would have to apply by June of 2015 and would be responsible for 20%. The approximate cost of project is \$750,000. Commissioner Hedlund explained that this roundabout would be big enough for the transfer trucks to use. Clark stated that the costs for the Town would be around \$140,000 - \$160,000. He gave a brief overview of the Northeast Area Study (NEAS) that was presented to the Board at a previous Board Meeting. He stated that there were 7,000 vehicles per day and 20% was truck traffic. He stated that this was a long term solution to fix safety issues. He explained that the bypass is unfunded at this time and would not happen soon enough to fix the problems at this intersection. Traffic has been projected to increase and the Town needs a solution that is capable of handling the traffic. He stated that they looked at the entire street system and by 2030 the traffic will have doubled. This roundabout will enhance the area long term. He stated that there would also be streetscape improvements as well. Clark stated that the roundabout would be a 125 foot inscribed circle with a turning radius that will handle the truck traffic. This grant would include the signage for traffic heading into Youngsville. Clark stated that projections indicate an 85% reduction in delay with the roundabout. Clark stated that he was looking to have the NC DOT help pay for this improvement as it is a DOT highway. Clark stated that this roundabout will fit without significant encroachments though some will be needed. This roundabout will include crosswalks and a one way street system around it. He stated that it will fit functionally and have a large center. He stated that the 125 foot inscribed circle was not the size of the center but was from right of way to right of way. Clark stated that things are happening in this area such as people looking at purchasing the Variety Pic Up lot and property north of the ABC Store is going to be developed as well. At this time Clark showed the Board some slides of the proposed roundabout. Clark stated that this would cut some of the driveways off approximately 300 feet from the roundabout. This would close them off to a one way pattern. Clark stated that the grant includes the approaches and the medians that would need to be installed. He stated that he would need to get precise drawings and get the NC DOT to survey the area before applying for the funds. If approved, the work would begin in 2016. Clark stated that the approximate cost to apply is \$20,000 if we want to have accurate drawings and plans. He stated that he wanted to present this information to the Board to see if they were still willing to move forward on this project and get the funds to apply. Clark stated that it would help to tell the developers that are coming in if we plan to move forward with this project so that they won't have issues further down the road.

Commissioner Redd asked if Powell Bill funds could help pay for this project and Clark stated that they could cover the sidewalks only since this is a DOT highway. Commissioner Hedlund stated that they would try to get as much funded as possible to help the Town pay for their 20%. Clark stated that other funds and grants could help. Tatum asked if this would bottleneck due to the stoplight at Cross and Main Streets and Clark stated that would be part of the analysis. He explained this should even out the traffic since there is not a lot of synchronization of the two lights at this point. He stated that is one of the things that will be looked at in changing the timing on the light to keep

the traffic from bottlenecking at the roundabout. Clark stated that he didn't have all the answers at this time.

Commissioner Redd stated that everyone has worked hard to see this happen and she thinks it's the only option at this time. She stated that we could discuss this more at the January Work Session. Commissioner Hedlund stated that he supports this as well and agrees that the Town needs to do something about that intersection. Mayor Flowers asked if we would still be in our timeline if we discussed in January and Clark stated yes. Clark stated that he would continue exploring other options and get DOT involved as well.

Commissioner Wiggins had some concerns about the transfer trucks not being able to make the turn if they had two trailers or were bring a house through. Commissioner Redd asked how many of those went through town everyday and Commissioner Wiggins stated that all it would take would be one to create issues at the roundabout. Attorney Olivieri stated that DOT should be better able to answer those questions as they are more familiar with what trucks are allowed on these roads and what the roads can handle. Commissioner Redd stated that there are other options such as staying on Highway 98 in Wake Forest instead of coming down Highway 96 in Youngsville. She stated that we have been working on getting the trucks to take that route instead of coming through Youngsville. She explained that these trucks will have to go through the roundabout that will be at the intersection of Highway 98 and Highway 96 and this will help them determine if they will be able to make the roundabout in Youngsville. Commissioner Redd stated that she hoped this would help deter the truck traffic. When asked, Clark stated that there would be a cost savings on both the DOT for the electricity to run the stop lights and for the people in cars that won't have to wait as long in traffic. Clark also wanted to mention that big trucks already have issues trying to turn at that intersection as is.

MOTION: TO TABLE THE DISCUSSION OF THE ROUNDABOUT TO THE JANUARY WORK SESSION

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no need to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments

Finance Committee – There were no comments

Capital Improvement Committee – There were no comments

Comprehensive Development Committee – Commissioner Redd stated that she has been meeting with Don Belk and Bob Clark concerning the Comprehensive Development Plan (CDP). She stated that they are looking at the Wake Forest CDP to help come up with ideas and bullet points. She stated that work on the CDP has slowed down some due to her new job but they will still be working on it as they can.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to mention the United Way Food drive and that food can be dropped off at Town Hall. He also wanted to mention that the YABA Christmas Care program, where they helped out families in the area, was starting and they always needed donations. Hurd stated that the information went out with garbage bills.

Tatum wanted to acknowledge that Patterson went above and beyond his duties and wanted to publicly thank him.

Commissioner Wiggins stated that he will be attending a Leadership Seminar.

Clark wanted to mention a few items. He stated that he, Don Belk and Tucker met with Bryce Mendenhall from FC Public Utilities and Scott Hammerbacher from FC Planning to get a handle on the water / sewer future plans and capacities. He stated that they have had several development proposals and wanted to know how all of these different agencies will work together.

Clark also wanted to mention that Steve Gould concerning the Holden Preserve subdivision, met with Bryce Mendenhall concerning their final plans for the first three phases. He stated that there would be about 313 homes and the first phases will include approximately 50 homes a year based on FCPU's recommendation. Clark stated that they are moving ahead.

Clark stated that they have been looking at the Land Use Plan policies including utilities. He explained that they had a team that is helping to keep this Plan moving ahead. They have started the background work on the Plan and are getting some maps together. He stated that they will also get a land use survey started.

Commissioner Stallings wanted to mention that one of the local business owners, Alan McDaniel of Sportsman's Clippers, had been hurt in a hunting accident. He stated that there was an upcoming fundraiser to help pay for his medical expenses and we should support our local business owners.

Attorney Olivieri stated that the Board of Adjustment meeting went smoothly and he will be working with Clark to help streamline the agendas along with helping the meetings run smoother.

Attorney Olivieri stated that when he first started working here, the Town was spending a lot of time doing clean up and finding a direction to head in. He stated that he feels good about the things that the Board is doing and spending time on. He stated that he just wanted to let the Board know that he was looking forward to the future with this Board.

Commissioner Johnson wanted to mention that the water pressure was very low and wanted to know how much longer they would be working on the water tower. Commissioner Stallings stated that he's called FCPU about it as well.

Hurd mentioned that the Christmas Parade was December 6th, lineup will start at 9am and the parade will start at 10am. She reminded the Board they would be riding on the Santa float again this year and recommended that they should show up around 9:30am. Hurd stated that they did not have anyone to be Santa for the parade at this time and asked the Board to let her know if they knew of anyone that would be willing to do that for the parade and the Christmas Cheer at the armory afterwards.

Patterson stated that he had been told by FCPU that the water tower was finished last week but he's had other complaints about pressure. He stated that the problem may be from not having the tank full enough. Patterson suggested that we contact FCPU again concerning the pressure.

Patterson stated that they would be putting up the Christmas decorations a week earlier this year. Commissioner Wiggins stated that Washington Cheek, with Duke Progress, was coming to have a site visit. He stated that Mr. Cheek stated that there was no reason we couldn't put lights on all of the poles as there was power to all of them. Hurd stated that he was the one that originally told us that we couldn't put them on the poles. Patterson stated that there weren't outlets on all of the poles at this time. Commissioner Wiggins stated that Mr. Cheek will be over next week. Hurd stated that she had spoke with the MOSCA representative who told her that any orders that late in the year would not arrive in time for this Christmas. She stated that she had been told by previous salesmen that you can get a decent discount if you order after Christmas. She stated that she would have the catalogs available at the January Work Session. Patterson stated that Wake Electric puts our decorations up for us each year. He explained that the decorations were installed with a lighted snowflake then a Christmas banner then another light and another banner, etc. He stated that at this time, we only have outlets on every other pole. Commissioner Wiggins stated that we will have the information to discuss in January for what we want to do next year.

The meeting adjourned at 9:13 pm.