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MINUTES
NOVEMBER 9, 2017
7:00 PM
REGULAR MEETING
YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation after a moment of silence for the violence in Texas. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson, and Terry Hedlund. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Finance Officer Jaclyn Patterson, Planning / Zoning Administrators Bob Clark and Andy Thomas. A representative from the Franklin Times was also present.

The first items on the Agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson stated that she was still working on figuring things out. She noted that we still had not received the final audit for last fiscal year. Patterson stated that she will have Budget Amendments after she received the audit.

Mayor Flowers explained that both Patterson and O'Donnell were recently appointed as Deputy Finance Officers. Now that Tatum has retired, we needed to appoint Patterson as Finance Officer.

MOTION: TO APPOINT JACLYN PATTERSON AS FINANCE OFFICER

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the minutes from the Board Meeting on October 12, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. There were two Tax Releases for 2017 Taxes; Diversified Energy was billed \$176.14 for property not located within town limits and Pamela Adams was double billed \$11.22 for a mobile home.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was a Resolution establishing a policy related to water and sewer utility extensions outside the corporate limits of the Town of Youngsville and within its Extra Territorial Jurisdiction (ETJ). O'Donnell explained that this was an effective way for municipalities to take in developments located in our ETJ. He stated that a development that looks like it is urban in nature then actually becomes urban by being tax paying citizens. O'Donnell stated that it is a way to grow the tax base and to insure that our tax base continues to grow. He stated developments in the ETJ use town services and streets without paying or contributing to those costs and maintenance. O'Donnell stated that this was the policy that most municipalities use.

MOTION: TO ADOPT THE RESOLUTION ESTABLISHING A POLICY RELATED TO WATER AND SEWER UTILITY EXTENSIONS OUTSIDE THE CORPORATE LIMITS OF THE TOWN OF YOUNGSVILLE AND WITHIN ITS EXTRA TERRITORIAL JURISDICTION

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

The second item under Old Business was a discussion on the request from Holden Development LLC under the Development Enhancement Policy. Clark explained that he has met with Attorney Bartholomew since the last meeting. He stated that they went over the Policy and they do believe that the changes in the Statute will affect our current policy. Clark suggested that we table the discussion for one more meeting so that they can get a definitive answer. He explained that the original Policy was used as an incentive to annex but they are unable to move forward without changes. Clark stated that he would like to speak more on the matter with O'Donnell and Attorney Bartholomew to have a firm recommendation for the Board next month.

MOTION: TO TABLE THE DISCUSSION ON THE REQUEST FROM HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY TO DECEMBER 14, 2017

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

The third item under Old Business was to continue the discussion on the future plans for the old Town Hall and Police Department on N Cross Street. Clark stated that he has come up with several options but felt that the discussion would be better suited for a Work Session or during the Board Retreat on January 5, 2018. He noted that access is limited, along with consideration for the neighboring property, and he wanted more feedback from the Board before moving forward. Mayor Flowers stated that he would be fine discussing this at the Retreat. When asked, Clark stated that it would take about thirty to forty-five minutes for the presentation and discussion.

MOTION: TO CONTINUE THE DISCUSSION ON FUTURE PLANS FOR THE PROPERTY OF THE OLD TOWN HALL AND POLICE DEPARTMENT – N CROSS STREET AT THE BOARD RETREAT ON JANUARY 5, 2018

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

The next item on the agenda was New Business. The first item under New Business was a presentation by Richard Flowe, N*Focus, regarding the production of a Comprehensive Development Plan (CDP) for the Town of Youngsville. Mr. Flowe explained that he specializes in creating CDP's and handed out information on his qualifications. He noted that N*Focus has depth in their staff that allows them to offer more services as needed. Mr. Flowe explained that towns need to plan ahead so that they can make informed decisions. He stated that a proper CDP will allow for a fairness and balance in critical decision making. Mr. Flowe stated that you need to "lead with a plan and implement with the specifications".

Mr. Flowe gave a rundown of how the process will work. He stated that he will get information from Staff first. Then he will go to every business, starting in downtown. Mr. Flowe stated that he will get a feel and get to know the people and businesses. He stated that he will also reach out to the citizens in town as well as citizens and corporations in our ETJ and surrounding areas. Mr. Flowe stated that it benefits the Town to do it this way. He noted that all surveys will be anonymous but the results will be public. Mr. Flowe stated that he will do about 200 interviews.

Mr. Flowe stated that after all of the interviews have been completed, he will then prioritize the information. He stated that he will get more information from Staff, including the Police Department, Maintenance, and the Town Administrator. Mr. Flowe stated that public involvement makes a big difference. He noted that the Capital Improvement Plan (CIP) will be an element of the CDP. Mr. Flowe explained that all of the plans need to be incorporated into one CDP. He explained that the CDP will need to be updated every year or two and copies of the CDP should be at every meeting for reference. Having a clear, in-depth CDP will help developers plan as well as help the Town with future plans, such as Land Use Plans (LUP). Mr. Flowe stated that we needed to work out the physical plan, including concepts and goals. He stated that the Town needed to get businesses involved by doing things like upgrading their property or leasing out unused space. Mr. Flowe stated that we needed to get a handle on things so that we can make informed decisions. He reiterated that we didn't need to put the burden on tax payers by giving away services, as such, we need more annexations.

Mr. Flowe stated that the LUP was different from a Zoning map. He explained that the Zoning map showed what the current zoning was, however, the LUP map showed the plans / zoning that the Town wanted in the future. Mr. Flowe reiterated "lead with a plan, implement with zoning". He noted that it takes time to go through everything and he first needed to learn more about our area. Mr. Flowe stated that he wants to write the plan in our context.

Mayor Flowers stated that he liked the way that this CDP would be created. He stated that we have recently seen the interest of investors over the past few months. Mayor Flowers also noted that there have been a lot of houses built as well. He asked Mr. Flowe what the timeline would be on completing a project of this magnitude and Mr. Flowe stated that he wouldn't be able to start right away but would expect a completion / adoption date of around September 2018. Mr. Flowe explained that it would take approximately six weeks to complete the information gathering portion of the project. He noted that he would also involve the Planning Board as well as Staff. Mr. Flowe presented the Board with a proposal.

Mr. Flowe stated that millennials and boomers are looking for places that are within walking distance of downtown areas. They are looking for connectivity, the best location for the right amount of money.

Mr. Flowe stated that planning is basically informed decision making. He stated that without the proper planning or information, we can't make an informed decision. Mr. Flowe stated that we need to start with direction.

Mayor Flowers stated that this was something that we have needed for some time and noted that the lack of a Plan has cost the Town. Commissioner Hedlund stated that the presentation looked good and agreed that we need someone who knows what they are doing to help create the CDP. Mr. Flowe told the Board that he loved what he did, that he loves learning about the towns that he helps. When asked, Patterson expressed concerns that this proposal was not included in this current year's budget but if the Board wanted to move forward, she could make it happen. Commissioner Redd noted that the Envision Youngsville report went largely unused after its creation so she wanted to make sure that the CDP would be implemented. She stated that she was 100% on board and felt that it was a move in the right direction.

Mr. Flowe explained that zoning doesn't show the future. He noted that because of the recession, investors and underwriters have concerns about non-conformity and now pay more attention to things are more sensible, more sustainable, and more resilient. Mr. Flowe stated that the CDP shows the steps to be taken to get where we want to be in the future. He stated that the Board doesn't have to justify any decision that they make to deny/reject a zoning change but they do if they approve one.

Commissioner Redd noted that it was imperative that we have a CDP on record. Commissioner Hedlund asked if the cost could be built into the budget or possibly delay the process until the next budget year. Patterson stated that it could be done this year with a Budget Amendment to take money from the Fund Balance should the Board want to proceed. O'Donnell stated that we still didn't have the final audit to know exactly what our Fund Balance was. He noted that the longer we wait, the longer it will take to implement it. O'Donnell reminded the Board that revaluations in 2018 would change the tax base and help with funds in the next fiscal year. Commissioner Hedlund stated that he wanted to make sure that we could afford this without having to raise taxes.

Commissioner Wiggins felt that it would be prudent to wait for more discussion to see if this is something that the Board did want to move forward with and Commissioner Redd stated that she did want to move forward with creating a CDP. Commissioner Stallings noted that he thought that O'Donnell would be creating the CDP as part of his duties as Town Administrator. O'Donnell stated that he would have input in the creation but he was not a Planner and wasn't comfortable with creating a CDP. He stated that tonight was for the presentation only, it was never their intention for the Board to adopt the proposed contract this evening. Mayor Flowers stated that the Board was eager to begin and were excited about the growth in Youngsville. He stated that this was a great opportunity to set the standard and felt we should move quickly. Commissioner Stallings asked if the CDP would be a three or five year plan and O'Donnell explained that the CIP was a five year plan but the CDP would span approximately twenty years. O'Donnell explained that the CDP would help the Board make decisions and visualize the future. He stated that he would be working on the CIP in the new calendar year so that any missing elements can be brought before the Board. O'Donnell stated that the CIP would be included in the CDP. He explained that small capital items, such as the old Town Hall, would be included. O'Donnell stated that any vehicles over what the current schedule calls for would also be included in the CIP.

Commissioner Wiggins stated that the Board owed it to the residents of Youngsville to make informed decisions. Attorney Bartholomew explained that the CDP is like the picture on a puzzle box, where you need to get each piece in the right place. The CDP is the final picture that you need to create and the CIP helps you place each piece.

Mayor Flowers thanked Mr. Flowe for his presentation. He asked the Board if they would like to take the time to look over the information and continue the discussion next month after having the time to think on it.

MOTION: TO CONTINUE THE DISCUSSION ON THE PRODUCTION OF A COMPREHENSIVE DEVELOPMENT PLAN FOR THE TOWN OF YOUNGSVILLE BY N*FOCUS

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

The second item under New Business was to accept the proposal by Summit Design and Engineering Services, LLC for a cost of \$3,000, to be paid by Powell Bill, to conduct a pavement conditioning survey to evaluate Youngsville's street system in order to prioritize the resurfacing and/or reconstruction of locally maintained streets for future funding. O'Donnell explained that these surveys were common for municipalities as it gives a logical way to prioritize big expenses in budgeting funds. He stated that this would be very detailed and was an excellent price.

MOTION: TO ACCEPT THE PROPOSAL BY SUMMIT DESIGN AND ENGINEERING SERVICES, LLC FOR A COST OF \$3,000, TO BE PAID BY POWELL BILL, TO CONDUCT A PAVEMENT CONDITIONING SURVEY TO EVALUATE YOUNGSVILLE'S

**STREET SYSTEM IN ORDER TO PRIORITIZE THE
RESURFACING AND/OR RECONSTRUCTION OF LOCALLY
MAINTAINED STREETS FOR FUTURE FUNDING.**

The motion was made by Commissioner Stallings and was seconded by Commissioner Johnson. Commissioner Redd noted that this was exactly what we needed in order to do the repairs in the proper order. She stated that this would also help in the creation of the CIP. The motion passed unanimously.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did need to go into Closed Session to have a consultation with the attorney (NCGS 143-318.11 (3)) and to discuss employee contract (NCGS 143-318.11 (6)).

**MOTION: TO GO INTO CLOSED SESSION TO HAVE A CONSULTATION
WITH THE ATTORNEY (NCGS 143-318.11 (3)) AND TO DISCUSS
EMPLOYEE CONTRACT (NCGS 143-318.11 (6))**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. The motion passed unanimously. The Board went into Closed Session at 8:42pm and came out at 9:08pm. Attorney Bartholomew stated that no action was taken regarding the consultation with the attorney (NCGS 143-318.11 (3)). He stated that no action was taken on the discussion of employee contract (NCGS 143-318.11 (6)).

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated that they were still working on the Sign Policy.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. O'Donnell stated that he spoke with the NC DOT District Engineer, Reid Elmore, about coordinating the stop light at 5-Points with the stop light at Cross and Main Streets. He stated that they hope to help lighten the congestion. O'Donnell stated that they also talked about turn lanes / signals and Mr. Elmore will also look into the feasibility of that as well. He stated that there will be some right of way issues but should help the overall problems. O'Donnell stated that if we do try to coordinate those two signals, this may create some concerns about the proposed mid-block crosswalk.

O'Donnell spoke with Jeff Moore, Kimley Horne, to see where we were in the grant process and Mr. Moore stated that it had been delayed slightly due to concerns regarding the right of way for the railroad. He stated that they will have 25% of the plans completed by next week. O'Donnell stated that the Board will be able to see the plans

before we move forward. Clark stated that the Board can drop by Town Hall to review them and he can walk them through any questions they may have.

O'Donnell stated that he would like to talk about a pay classification and merit based pay system. He stated that in his discussions with employees and Board members, he felt that we should have a comprehensive pay classification system, which would be the first step in implementing a merit based pay system. O'Donnell stated that he would like to have Randy Billings come in and give a presentation, as he knows the market in this area very well. He stated that a study would be done so that salaries will be competitive with other local governments. O'Donnell asked if the Board would like to have a Work Session or have it in January. After a brief discussion, it was decided to have the presentation at the January Board Meeting

Commissioner Redd stated that the downtown trick or treating went very well. She stated that Carolina Insurance had put the event together. Commissioner Redd stated that not everyone knew about it so she has spoken with the businesses in downtown to possibly start an email group. She stated that Kirk from Edward Jones would be willing to help.

Commissioner Redd stated that she is having post cards of downtown printed up. She stated that the money raised by selling the post cards will help to make bags for new residents. Businesses will donate items for the bags to help get more people into downtown and to welcome our new residents. Commissioner Redd stated that she wanted to get the community feeling back in Youngsville.

Commissioner Hedlund stated that the Halloween Carnival was a success. He noted that some of the games had been upgraded. Commissioner Redd stated that it was the best one in ten years and Commissioner Hedlund stated that the Kiwanis Club rose to the occasion.

Commissioner Hedlund stated that there was a parade meeting on November 14th at 10am to discuss the parade staging. He stated that the Christmas Tree Lighting Ceremony would be from 5-6pm on December 2nd. Commissioner Hedlund stated that it will be held at the Youngsville Animal Hospital again this year. He noted that there will be Santa, food, and entertainment.

Commissioner Hedlund stated that the Kiwanis Club would have another road cleanup for South Cross Street on December 10th.

Clark stated that there would be no effect on the Main Street Improvements Project as the Bill had not passed. He stated that future projects could be impacted. Clark stated that he would be coming to the Board soon with a Budget Amendment on the project as NC DOT will help with some of the paving. He explained that we were approximately 25% into the plans though we were invoiced for 29.16%. Clark stated that this was consumed by the surveying work and nothing has gone over budget. He stated that he would speak with Patterson next week.

Clark wanted the Board to know that when speaking with developers, they always ask about the Youngsville CDP. He noted that it was something that they are looking for when they come to the area.

Commissioner Hedlund noted that the information was being posted on the Facebook page and Commissioner Redd stated that she has been trying to post every day. She stated that it has made a difference and Commissioner Hedlund agreed and stated that she was doing a good job.

Attorney Bartholomew congratulated the Board on their re-elections. He thanked the Board for their confidence in him and wanted to thank O'Donnell, Clark, and Hurd for all of their help. He stated that they have been instrumental in his learning progress.

Attorney Bartholomew stated that he, Mayor Flowers, and Clark are working towards a better Development Enhancement Policy. He stated that they were still doing research on it at this time.

Chief Kirts noted that the Police Department kept accurate contact information for all of the businesses in town should Commissioner Redd need additional information.

Chief Kirts wanted to remind the Board that his request for a new officer was put on hold until December. He stated that the new officer, which would be a traffic officer, was very much needed. Chief Kirts just wanted to make sure that it wasn't forgotten in the midst of other plans and needs.

As Assistant Fire Chief Graney was not in attendance, Mayor Flowers read the Youngsville Fire Department Report. The new Engine 41 was delivered on October 26th and was placed in service on November 6th. Firefighter Hunter Fuller has been promoted to Lieutenant and Volunteer Firefighter Lacie Evans has been hired full time. Lieutenant Fuller completed a written examination, a practical examination, and a fire scene simulation exercise as part of his promotional process. Firefighter Evans began at YFD as a volunteer firefighter and comes to YFD in her full time position from Franklin County EMS where she is a Paramedic. The YFD attended both the Flat Rock Baptist Church Trunk or Treat and the Halloween Carnival at the National Guard Armory on October 31st with trucks.

Commissioner Johnson stated that basketball assessments would be held on November 17th from 6-9pm and November 18th from 10am-12pm. He stated that athletes could attend either assessment. Commissioner Johnson stated that parents could sign up their children at assessments as well. He noted that they needed more coaches.

Hurd stated that the Board Retreat would be on January 5, 2018 at Wake EMC's conference room, located on Park Avenue. She stated that both breakfast and lunch would be catered and suggested Charron's Deli and Café. Hurd asked for anyone that had allergies or specific requests to contact her soon.

Hurd stated that garbage bills went out today and they included flyers for the Holiday Season. She gave a rundown of Parade Day; Pancake Breakfast from 7-9:30am, Parade at 10am, Gingerbread House Contest with Santa from 11am – 1pm, and the Christmas Tree Lighting Ceremony at 5pm. Hurd stated that the Youngsville Parks and Recreation Department would be hosting an outdoor movie right after the Christmas Tree Lighting Ceremony. Also included in the flyers mailed out was the application for the Decorating Contest, Updated Holiday Schedule, Local Christmas Bazaar, and the list of Garbage Rules.

Mayor Flowers noted that Focus Design had moved to their new location over Charron's Deli.

The meeting adjourned at 9:31pm.