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MINUTES

JANUARY 5, 2018

7:00 PM

BOARD RETREAT

WAKE ELECTRIC – 228 PARK AVENUE

Mayor Flowers welcomed everyone in attendance and asked for everyone to introduce themselves. In attendance were Mayor Fonzie Flowers, Commissioners Catherine “Cat” Redd, Joseph Johnson, Terry Hedlund, and Graham Stallings, Parks and Recreation Director Mike Nash, Chief of Police Daren Kirts, Finance Officer Jaclyn Patterson, ABC Manager Laurie Pritchett, Town Clerk Emily Hurd, Town Administrator Roe O’Donnell, and Facilitator Mark Williams. Planning / Zoning Administrator Bob Clark arrived later in the meeting and Commissioner Larry Wiggins was not present. Representatives of the Franklin Times and the Wake Weekly were present, as well as Bo Carson, Franklin County Economic Development.

Mayor Flowers explained how important it was for the Board to plan for the future. Mr. Williams stated that Retreats were great opportunities to discuss ideas and opinions in an informal setting.

The first item up for discussion was the creation of a Comprehensive Development Plan (CDP). O’Donnell noted that the Board had previously heard from Rick Flowe concerning the process and associated costs. He stated that both he and Patterson had looked at the Financial Report and the Town was in good financial shape. O’Donnell noted that there would be an increase in tax revenue this coming fiscal year (FY). He stated that Mr. Flowe could start in March if the Board wished to move forward with the CDP creation.

When asked, Mr. Carson stated that Youngsville was the fastest growing municipality in Franklin County. He stated that the expansions at K-Flex have helped to spearhead growth. Mr. Carson noted that Youngsville has small to medium industrial, as well as the new development downtown. He stated that there were a lot of opportunities on US #1 Highway and that it was a hot topic of conversation for future development. Mr. Carson noted that there was also a fair amount of residential growth and the estimated population of Franklin County was 65,000.

Commissioner Hedlund asked how long the process would take and O’Donnell stated approximately nine months, but would span two FYs. Commissioner Hedlund inquired about the costs and O’Donnell stated that there would need to be a Budget Amendment for this budget year and the remaining portion would be included in next year’s budget. Patterson explained that it would cost \$16,875 this budget year and \$18,750 for next year’s budget.

Commissioner Hedlund asked what the projected increase in residents would be over the next eighteen months and O'Donnell stated that over 100 houses were built last calendar year with an approximate population of 250. O'Donnell stated that it looks to be an additional 250 – 300 people again this year and it will only accelerate from there. He explained that Timberlake Preserve Subdivision (Preddy Property) has received their allocation from Franklin County Public Utilities (FCPU). O'Donnell stated that he has also spoken with developers about other large tracks of land and there is a lot of interest in Youngsville. Commissioner Hedlund asked how the houses were selling in Laurel Oaks and Holden Creek Preserve Subdivisions and Mayor Flowers stated that both sides were selling well. Commissioner Hedlund expressed concerns about homes in East Woods of Patterson not selling quickly and Mayor Flowers stated that he felt it could have to do with the selling price.

Commissioner Redd asked what the Board needed to get started and how much would we have to stick to the plan. O'Donnell explained that the CDP would be flexible and is driven by the Board. Commissioner Redd wanted to know how it would drive the growth as it was hard to say no when someone requested to build in an area that is designated for a different zoning. O'Donnell explained that once the CDP was adopted, the Zoning Ordinance and Map would change to reflect the CDP. He stated that if someone asks for an area to be rezoned, then we would look and see if it would viable to do so.

Mayor Flowers stated that having a plan was imperative. He stated that as of right now, there is no process as the Board just allows adjustments with no thought for future growth. O'Donnell stated that the CDP will help the Board see if requested changes would affect future growth. When asked, O'Donnell explained that the SWOT (Strengths, Weaknesses, Opportunities, and Threats) would be located elsewhere and not in the CDP. O'Donnell explained that the CDP would be driven by the information gathered by Mr. Flowe who will visit with the businesses, citizens, and the Board. Mayor Flowers agreed that it was good to hear what the citizens have to say in the creation of this CDP. O'Donnell explained that the information for the CDP will come from the citizens, developers, and business owners, which will then filter up to the Board of Commissioners, who will adopt the CDP on behalf of the citizens.

Patterson asked if there would be costs associated with updating the Zoning Ordinance and O'Donnell explained that it would have a similar process, though it would be quicker. O'Donnell stated that Clark and Thomas could do it but it would take too long considering their current workload. He felt that having someone come in and update the Zoning Ordinance would be quicker. Patterson asked if this would need to be included in next year's budget and O'Donnell stated that an approximate cost would need to be included. O'Donnell explained that the Zoning Ordinance and Subdivision Ordinance go together, along with a third component, the manual specifications for development. He noted that we currently use inappropriate standards. O'Donnell stated that he was given a quote of \$26,000 for the update. He summarized that the CDP, Zoning / Subdivision Ordinance, and the Development Standards would all need to be updated over this and next year's budget. Patterson asked how long these plans would be good for and O'Donnell stated that the Zoning / Subdivision Ordinance and Development Standards

should be good for five to ten years with minor updates along the way. He stated that the CDP should be good for fifteen to twenty years, being updated every six to seven years.

Commissioner Redd asked who would be in charge of keeping the CDP updated and O'Donnell stated that the Board would update minor changes but hiring outside professional help for the six to seven year update would be prudent.

Mr. Williams stated that the Town Administrator would be in charge of making sure that it was updated in the proper time frame. O'Donnell wanted to make sure that everyone knew there was a difference between the Zoning Ordinance and the Zoning Map. The Map will change often though the Zoning Ordinance will have minor revisions.

O'Donnell noted that the Code of General Ordinances have also not been updated in a very long time. He stated that Staff was going through them now.

Commissioner Stallings asked about future land use and O'Donnell explained that the CDP would help with the different types of growth "territories", where Youngsville wants to be in approximately 25 years. O'Donnell explained that he was working with Franklin County on setting up the Utility Service Area for Youngsville. He stated that it would include areas outside of our ETJ but would be the ultimate sphere of what Youngsville could service if it had water and sewer. Once we have that Area designated, then we can adopt a Policy that anyone within that Area would have to petition for annexation, even if it is outside of our ETJ. O'Donnell noted that we have an annexation agreement with Wake Forest and should look into getting one with Franklinton. When asked how long that Policy / Area designation would take, O'Donnell stated he wanted to go to Franklin County by the end of the CDP. O'Donnell noted that Franklin County would like to see Youngsville annex more area as well.

Commissioner Stallings asked how much residential development was pending and O'Donnell stated that there were more phases of Laurel Oaks and Holden Creek Preserve Subdivisions coming, along with the homes to be started soon at Timberlake Preserve Subdivision. O'Donnell stated that FCPU should have the pump station updates finished by the end of the year, then Timberlake Preserve Subdivision can start building houses. He stated that there should be a total of approximately 1,000 lots between all of the ongoing subdivisions. When asked, O'Donnell stated that it is probably too late for annexations on subdivisions that have already started.

Commissioner Redd asked if the CDP will address issues that come with growth, such as traffic. O'Donnell stated that it would be part of the CDP, though it would not be very detailed. He explained that smaller plans, such as a Traffic Plan, would need to be created based on the CDP. Commissioner Redd expressed concerns about the amount of smaller plans needed and their costs. Mayor Flowers stated that once we set the goals, we should have a decent list of smaller plans needed but the CDP is the first piece of the puzzle. O'Donnell agreed that the CDP will bring up issues / ideas that were never thought of before. Patterson stated that she would need to look at other towns to see how they budget yearly for all of these plans. Hurd asked if there were grants and Mr. Williams explained that they were hard to get due to how close Youngsville was to

Raleigh. He stated that Youngsville was not rural enough. When asked, Mr. Williams stated that Wake Forest uses consultants. He explained that the Board would need to determine priorities to see what order the plans should be created. O'Donnell stated that items should be located in the CIP and the Board ultimately decides what items get accomplished first.

Chief Kirts noted that there were only two full time Department Heads and O'Donnell explained that staffing would be a budget item. The CIP has an operational impact that should be mentioned in the request but future staffing is ultimately a budget item.

Mr. Williams explained that it would be the Town Administrator's duty to help set the priority list and make sure that they get done. He noted that the Town Administrator would also need to make sure that the Town has enough staff to carry out our needs. O'Donnell explained that the Board would need to look at all of the needs / requests, along with their costs, then balance the expenses of those requests to the incoming revenues during the budget process.

Mayor Flowers asked if anyone was against the CDP and the answer was no. O'Donnell stated that if the Board approved the contract in February, then Mr. Flowe could get started on March 1st. Mayor Flowers noted that one of Commissioner Wiggins concerns was could the Town afford it and how would it pay for it and O'Donnell stated that it would come from Fund Balance and the money was there.

The next item up for discussion was the old Town Hall / Police Department property. O'Donnell stated that Clark had worked on a presentation but was unable to be here on time due to the condition of the roads. He suggested waiting to discuss this until a special meeting when Clark's presentation could be heard. Patterson noted that the CDP could also help in forming direction for the property's future use. Mayor Flowers explained that both Armories have been promised to Youngsville when they close. He suggested looking into the feasibility of being able to use them for both Parks and Recreation and Maintenance. Mayor Flowers also stated that the Town may have a parking lot donated so that may affect the parking situation. Concerns were expressed about the cost of tearing down the building, as well as another business building in that spot. It was suggested that if we did sell, to sell the building as is since renovations to bring it up to code would be expensive. Commissioner Redd suggested waiting on Clark's presentation and information on the armories. When asked, Chief Kirts stated that the building could not be used as is.

The next item up for discussion was the hiring of a Town Administrator. O'Donnell stated this his contract expires on September 14th. He stated that the Board had an option of keeping things like they are with a part-time or full-time Town Administrator through N*Focus or hire out. O'Donnell also noted that the Board could change their form of government to a Town Manager instead of Town Administrator and explained the differences. He noted that we would have to change the Charter if we changed to a Town Manager. Commissioner Stallings stated that he would prefer a full-time person. Mayor Flowers expressed concerns about inexperience due to the salary range we can offer. Commissioner Stallings asked if we could contract with N*Focus for a full-time person.

O'Donnell clarified that we would continue working with N*Focus for Planning Staff and he would have to check to see if they could help hire a full-time Town Administrator. Commissioner Redd expressed concerns about the costs. She stated that she was understood the need for full-time but felt experience was more important at this time. Commissioner Hedlund stated that timing was crucial and Commissioner Redd agreed. She stated that the Town needed more experienced personnel for the next four to five years and Commissioner Hedlund agreed.

When asked, O'Donnell stated that N*Focus mostly had retired managers with only two in this area. Mr. Williams stated that the Town needed to determine what we can afford, which will help in making this decision. O'Donnell suggested that, should the Town hire full-time, we use an assessment center and explained how that system would work.

When concerns about costs arose, Mr. Williams stated that the NCLM keeps a list of salaries, some of which are low. O'Donnell reiterated that the Town needed to see how much they can afford to pay full-time, including benefits.

Commissioner Hedlund expressed concerns about the timing and needing to get a handle on duties. Mayor Flower agrees that this is really the first time we have had an experienced Town Administrator. Mayor Flowers noted that his research has given him an estimated \$90,000 a year and O'Donnell stated that was similar to what Tatum had mentioned to him. Mr. Williams noted that Assistant Town Managers were also an option for having some experience. He also stated that Managers/Administrators fresh out of college would find a mentor to help them out.

Patterson expressed concerns that hiring a full-time Administrator may affect the budget when it comes to other needed personnel, such as police officers. Mr. Williams explained that the Town needed to set up criteria on when they needed to hire personnel, such as police officers, based on per capita, square miles, or response times. Chief Kirts expressed concerns that cutting back on new police officers may affect public safety.

Mr. Williams also wanted to note that if the Board continued using N*Focus, there may be other expenses, such as travel. O'Donnell stated that salary also varied per the individual hired by N*Focus. He stated that his contract was \$82,000 a year for part-time. Patterson stated that would allow for the Board to hire a full-time Administrator.

Commissioner Hedlund suggested maintaining N*Focus and review yearly. Commissioner Redd noted that there would not be a local benefit with N*Focus like we have with O'Donnell. She stated that the other Managers on their staff are not from around here.

After a brief conversation, it was decided to contact N*Focus to see what they had to offer and to contact an assessment center to see what their costs were and if there were any options from their candidate pool. Mayor Flowers stated that we could find someone with decent experience that will be willing to stay for ten or fifteen years. It was decided to try and have the information by March and to hold off on advertising until they knew more.

The next item up for discussion was the SWOT Analysis. Mr. Williams explained this is a strategic planning method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project, in this case the Town of Youngsville. It involves identifying the internal and external factors that are favorable and unfavorable to achieving success.

The Board came up with the following list of Strengths:

- Downtown - revitalization, investors, commercial interest
- Location
- New Business Growth
- Fiscally Sound
- Public Safety (Safe Town)
- Opportunities - Real Estate Availability
- Small Town Atmosphere
- Forward Looking Board
- Parks and Recreation Program
- Traffic - Accessibility
- FC Government Interest - Local Interest
- Increase in Participation - Civic Organizations
- Staff - Longevity
- Quality of Life
- Events - Small Town Feel

The Board came up with the following list of Weaknesses:

- Traffic Flow
- Lack of Communication (Board / Staff)
- Rapid Growth / Development
- Reactive instead of Proactive
- Town Wide Communication and Coordination
- Community Involvement
- Inconsistent Ordinance Enforcement
- Downtown Parking Availability
- Building Vacancies / Condition
- Status Quo

No Backup Facilities / Equipment
Public Works Equipment / Tools (Condition / Age)
Public Perception on Town Services
No Downtown Events
Pedestrian / Bike Access (lack of crosswalks town wide)
Tax Increases

The Board came up with the following lists of Opportunities:

Development - Residential
Growth in Parks and Recreation
Develop Plans for Community
Events - Use to communicate what Town has to offer
Funding - Traffic Projects (CAMPO)
Grants to ease burden
Vacancy in Downtown
Downtown Redevelopment
Networking with Regional Partners
Location - US #1 Corridor

The Board came up with the following list of Threats:

Major Fire in Downtown
Electricity Distribution System (Poles / Downtown)
Developing US #1 will kill Downtown
Loss of Momentum - Apathy
Infrastructure (aged roads / water & sewer)
 - Utility Services (such as water & sewer) have no backup system
Legislative Bills (both Federal and State)
Traffic
Too much growth too fast
School Violence (hostage situation)
Funding - Statewide - Traffic (TIP)
Emergency Response Plan (Natural Disasters / Fire)
 - Where would TH / PD go in case of fire / loss of records
Highway 96 Bypass

High-speed Railroad

Losing Staff (ex: Town Administrator)

With these items in mind, it will help the Board to start setting their goals.

Mr. Williams asked that the Board list all of the issues that they felt needed to be addressed. Staff was invited to participate as well. He stated that once the Board has the goals they want to address, then they can set target dates for completion, the personnel in charge, and include the goal in the budget. Mr. Williams stated that goals with a projected date of one year or less were the easiest to accomplish.

The following list shows the goals, personnel and target dates discussed.

<u>Project</u>	<u>Responsibility</u>	<u>Action Date</u>
Transportation		
Develop Plan (& Costs) for 5-Points and Cross Street Signals	Town Administrator	Jul-18
Submit Roundabout Project to CAMPO	Commissioner Hedlund / Planning	Jul-18
Develop Priority List for Sidewalks (& map of current sidewalks)	Commissioner Redd / Planning	Apr-18
Personnel		
Quote from N*Focus to continue arrangement for Town Administrator	Town Administrator	Mar-18
Contact Recruiting Companies for Pricing and Candidate Potential for Town Administrator	Town Administrator	Apr-18
Reach consensus on Town Administrator Package	Board of Commissioners	May-18
Develop Pay and Classification Study	Town Administrator	Jun-18
Develop Merit System	Town Administrator	Costs by June 2018 / Start Next Year
Assess Personnel Needs / Criteria (to include Grant Writing Personnel)	Department Heads	Annual
Facilities		
Schedule Special Meeting to Discuss Old Town Hall / Police Department	Town Clerk	Feb-18
Gather more information on Armories	Mayor Flowers / Commissioner Stallings	

Develop Alternatives for Public Works Equipment / Storage (& costs)		HOLD until information from Armory
Plan for new ABC Store in Capital Improvement Plan (CIP)	Finance Officer / ABC Manager	Mar-18
- Contact Alan McDaniel about adjoining property	Town Administrator	Jan-18

Parks and Recreation

Develop Long Range Plan for Recreational Center	Parks and Recreation Director	Jun-18
- Includes Potential Sites and Master Plan		
Survey Community on Programs needed	Parks and Recreation Director	Feb-18

Communication

Update Website - Presentation of New Home Page and Quotes	Town Clerk	Mar-18
Appoint Web Editor(s)	Town Administrator	Jan-18
Utilize Welcome Wagon to Contact New Residents	Commissioner Redd	Feb-18

Miscellaneous

Develop Comprehensive Development Plan (CDP)	Board / N*Focus	Oct-18
Develop List of Plans, along with their target dates	Town Administrator / Planning	Mar-18
Develop Scope of Work / Budget for Rehab of the Community House (CIP)	Town Administrator	Mar-18
Develop Façade Guidelines for Downtown	Planning	Apr-18
Set up Meeting with Wake Forest Downtown Staff	Town Administrator / Planning	Feb-18
Set up Meeting with State Staff - Main Street Improvements Department	Town Administrator / Planning	Feb-18
Research Availability of Grant Funds	Town Administrator / Planning / Police Chief	Apr-18
Needs Assessments for Computer System (CIP)	Finance Officer	Mar-18
- Backup / Hardware / Programs		
Develop List for Public Works Equipment needs (CIP)	Staff	Mar-18

O'Donnell stated that all of the projects would be put in a format that would be easy to read, then distributed to the Board.

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MINUTES
JANUARY 11, 2018
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 invocation. 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, Assistant Fire Chief Justin Graney, Finance Officer Jaclyn Patterson, Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO APPROVE THE AGENDA AS PRESENTED

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

The first item on the agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson stated that she now has a better understanding of the Town's systems and finances. She explained that she has gone through the budget. Patterson stated that she has separated some of the line items and reallocated the funds to them. She stated that she felt this would help to make the finances more clear. Patterson stated that she still needed to go through the salaries and hopes to have a Budget Amendment for that in February.

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 December 14, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. Budget Amendment 2018-04 was also included on the Consent Agenda. The Consent Agenda updated the auction dates for previously declared surplus property in a manner prescribed by NCGS 160A-270.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was a presentation by Jeff Moore of Kimley Horne for an update on the Main Street

Improvements Project. He noted that the Project area was from 5-Points intersection to the Cross and Main Streets Intersection. Mr. Moore stated that NC DOT would help pay the costs of repaving the area.

Mr. Moore showed a map of the Project. He pointed out the Streetscape improvements, which includes trees and pavers. Mr. Moore stated that there will be two cross walks on W Main Street, one will be near Edward Jones and the other by Railroad Street. He stated that there will be road markings for bicycles. Mr. Moore stated that all of the sidewalks and crosswalks will be brought up to ADA Standards. He noted that there were overhead utilities that they would not bury due to costs. Mr. Moore stated that they would also try to correct the shape of the road during the paving process. He explained that there would be a pedestrian connection over the railroad tracks, beside Main Street. There will be minimal other improvements to the railroad tracks.

Mr. Moore stated that E Main Street will have a crosswalk near the Hair Vault. He noted that the sidewalks on most of E Main Street are in good shape and the remaining ones will be redone with the pavers. Mr. Moore stated that the original hitching posts in front of Main Street Flooring and Casey Supplies were not part of the Project. He stated that the steps up to that area were included in the Project and a ramp would be installed to make it ADA compliant. There would also be a crosswalk at the Main and Cross Streets intersection.

Mr. Moore explained that they would install curb extensions at each of the four crosswalks to help shorten the length of roadway that needed to be crossed and they would also be ADA compliant.

Mr. Moore stated that there are currently fifty four parking spaces along East and West Main Street. He noted that he would have to lose five of them because of the crosswalks and to bring the length of the parking spaces up to code. He noted that some of the parking spaces were not as long as required. Mr. Moore broke it down that W Main Street would lose two and E Main Street would lose three.

Mr. Moore stated that the Streetscape portion of the Project is estimated at \$690,000 and the Resurfacing portion of the Project is estimated at \$288,000. The budgeted amount for the Streetscape portion of the Project is \$632,000 per the Agreement. There are contingencies for the difference in costs.

Mr. Moore stated that Kimley Horne will host a forum for the public on January 23rd. There would be maps, flyers, and sign in sheets.

Mr. Moore noted that the biggest challenge will be easements, as some of the current sidewalks were on private property.

Mr. Moore stated that they hope to have the plans complete in July, advertise for bids in October and begin construction in March, 2019. He explained that this would give the extra time to work on easements, as well as the permitting process from CSX Railroad.

Mr. Moore stated that they will continue to work on keeping the costs down and meet the budget.

Commissioner Redd stated that the plans looked fantastic and she was excited about moving forward.

Clark noted that they were sending notices to the property owners, business owners, and other interested parties. He also stated that drainage issues would be fixed during the Resurfacing phase.

The next item on the agenda was New Business. The first item under New Business was a request by City of Dreams Internet Café LLC to have their Conditional Use Permit Application heard at the February 1st Board of Adjustment Meeting. Clark explained that last month the Board had discussed postponing their quarterly Board of Adjustment Meeting until March 1st for an application that needed more time to review plans. He explained that City of Dreams Internet Café LLC had applied in a timely manner and had already leased 100 Holden Road, Suite G. Clark stated that the Planning Board did not need to hear a Conditional Use Permit Application.

MOTION: TO APPROVE THE REQUEST FOR A BOARD OF ADJUSTMENT HEARING ON FEBRUARY 1, 2018 FOR THE CONDITIONAL USE PERMIT APPLICATION BY CITY OF DREAMS INTERNET CAFÉ LLC FOR 100 HOLDEN ROAD, SUITE G

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

The second item under New Business was a request by DRCW Investments LLC to have their Special Use Permit Application heard on March 1st by the Board of Adjustment. Clark explained that Mr. Williams' application needed to go before the Planning Board, as well as being reviewed by the different departments.

MOTION: TO APPROVE THE REQUEST FOR A BOARD OF ADJUSTMENT HEARING ON MARCH 1, 2018 FOR THE SPECIAL USE PERMIT APPLICATION BY DRCW INVESTMENTS LLC FOR PROPERTY LOCATED AT THE INTERSECTION OF N COLLEGE STREET AND PARK AVENUE

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

The third item under New Business was a presentation by Matt Reece, Piedmont Triad Regional COG, about a Pay and Classification Study. Mr. Reece noted that along with the growth in our area, a core piece was to have a Classification and Pay structure. He explained that having this structure would be beneficial during hiring, promoting and giving raises. Mr. Reece explained that this Study would determine what duties current employees have or should be performing. Then, they would compare this to the

competition and come back to the Board with the findings. All of this information will help to establish a good Pay and Classification Plan. Mr. Reece stated that the Study would also help establish a policy for people to move forward in their job, along with instituting a merit based pay system based on performance appraisals. He stated that the Board needed to establish both systems. Mr. Reece stated that having a set system in place helped with transparency and to validate how employees were promoted and paid.

O'Donnell stated that he wished to bring a proposal before the Board at the February Board Meeting and for the Study to start in late February or early March. He noted that the Study would take approximately five months, so it would not be ready for the upcoming Budget. O'Donnell stated that it was possible to implement midyear, in January, and adopt a Budget Amendment if necessary. He noted that after adoption, it would require commitment by the Board.

O'Donnell reiterated that after the Pay and Classification Plan was adopted by the Board, then they would also need to implement the merit system. He stated that this would help attract lasting employees.

Patterson asked how often this would need to be done and O'Donnell stated that Wake Forest does one third each year so that each position was refreshed every three years. Mr. Reece stated that it would become routine maintenance after the structure was implemented. He explained this would help the Town keep pace with the market. Mr. Reece suggested that the Board follow some kind of cycle. O'Donnell stated that Youngsville had never been analyzed before and this would also help in hiring / paying a Town Administrator, along with setting out their assigned duties. Mayor Flowers agreed that this Study was needed to help make everything clear.

O'Donnell stated that he would bring the proposal to the February Board Meeting and stated that it would be around \$7,000. He noted that a portion of that would be paid in both this fiscal year and the next. Commissioner Redd stated that she thought it would be around \$4,000 and O'Donnell stated that he had asked for them to do more than originally discussed since we have never had this done before.

The fourth item under New Business was to schedule a Work Session for a presentation by Clark on the old Town Hall / Police Department property. After a brief discussion, it was decided to conduct the Work Session after the February Board of Adjustment Meeting.

MOTION: TO SCHEDULE A WORK SESSION FOR A PRESENTATION / DISCUSSION ON THE OLD TOWN HALL / POLICE DEPARTMENT PROPERTY

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

The fifth item under New Business was the presentation of an Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road. Hurd explained that the developer's

thought they had included this portion during the previous annexation and wished to move forward with annexing it into Town.

The sixth item under New Business was to adopt the Resolution ordering the Clerk to investigate the sufficiency of the Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road.

MOTION: TO ADOPT THE RESOLUTION ORDERING THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION BY HOLDEN CREEK PRESERVE, PHASE 1B ON HOLDEN ROAD

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

The seventh item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road. Hurd explained that she knew the Board would direct her to investigate, so she had already moved forward. She stated that Thomas had given her all of the information to determine that the property was indeed owned by the petitioner and the petition was signed by the correct person. Hurd stated that she was comfortable moving forward with the annexation process.

The eighth item under New Business was to adopt the Resolution fixing the date of the Public Hearing on the question of the Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road for February 8, 2018. Mayor Flowers wanted to double check the date of the Public Hearing as the same day of the February Board Meeting and Hurd stated that the February 8th Board Meeting was correct.

MOTION: TO ADOPT THE RESOLUTION TO FIX THE DATE OF THE PUBLIC HEARING ON QUESTION OF THE ANNEXATION PETITION BY HOLDEN CREEK PRESERVE SUBDIVISION, PHASE 1B ON HOLDEN ROAD FOR FEBRUARY 8, 2018

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

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did not 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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that he and O'Donnell had attended the FC Economic Development Commission (EDC) Meeting that morning and had received good news that O'Donnell would soon share.

Mayor Flowers stated that he has also spoken with Sgt. Anderson concerning moving forward with the request to use the Armory facilities. He noted that using them for the Parks and Recreation Department was not looking promising but they were still working on it. Mayor Flowers hoped to bring something more for the Attorney to look over soon.

O'Donnell stated that the Tax Revaluation Letters will be sent out on February 9th. He stated that generally, values increase during revaluations due to several factors.

O'Donnell stated that he has spoken with DOT District Engineers concerning the two traffic signals that we had requested to retime. He stated that they are looking at doing that within the next couple of weeks. O'Donnell stated that DOT will let us know if they see any improvements or if it makes things worse. He stated that he has also looked at the 5-Points intersection to see if it can be redone with turn lanes. O'Donnell noted that there may be some right of way acquisitions needed. He explained that an eight-faced signal could also improve traffic flow. O'Donnell stated that DOT would also need to conduct a traffic count of the area, though it could be done quicker if the Town offered to pay for some of the costs. He noted that this was a serious problems, especially during peak traffic hours.

O'Donnell stated that he has spoken with VC3, the company that produces the Town of Wake Forest's webpage. He stated that the Wake Forest webpage is more elaborate than we need, so we can do something simpler. O'Donnell stated that the initial quote was \$10,000, plus \$670 a month. He noted that you get what you pay for and VC3 was a quality product.

O'Donnell stated that he has spoken with an assessment center concerning hiring a Town Administrator. He stated that they had approximately three candidates at this time. O'Donnell stated that their services would cost approximately \$9,000, which are reasonable. He noted that when deciding how much to pay the new Town Administrator, multiply the yearly salary by 1.28 to get a total amount that includes benefits. O'Donnell stated that N*Focus could replace him when he left and he still needed to get quote from them.

O'Donnell explained that Matt Hale was the architect that was working on giving a quote for the renovations of the Community House. He stated that he hoped to have the costs by the end of the month. O'Donnell stated that he wanted to keep the 1939 character of the building and most of the work would be done on the outside.

O'Donnell explained that staff was working on getting the information for the Capital Improvement Plan (CIP) to him by the end of January. He stated that he wanted to work

on it and present it in March, in time for the Budget. O'Donnell stated that he wanted to keep our position while growing and increase the Fund Balance. Patterson noted that there were a lot of different "plans" mentioned and they were starting to add up. O'Donnell noted that we probably would not be able to all of them at once.

Commissioner Redd expressed how important the Board Retreat was and how good the conversations were. She stated that she was still working on getting the Welcome Wagon bags ready. Commissioner Redd stated that she felt it was important to keep the small town feel. She noted that over thirty five businesses will participate. Commissioner Redd stated that she hoped to start delivering by the end of January.

Commissioner Stallings mentioned that maintenance on the Youngsville Elementary School (YES) gym was lacking and that he would look into it. He noted that there were nails poking out of the floor and lights that needed to be fixed. Mayor Flowers stated that would be great.

Commissioner Wiggins noted that the new Town Hall was not well lit a night. He felt that we needed better security, especially for our officers going in and out at night.

Commissioner Wiggins stated that his company did not have anything to donate to the Welcome Wagon so he would donate \$200 instead, to help cover costs.

Mayor Flowers agreed that the Board Retreat was very beneficial. He stated that he felt we would get it all done as we have an action plan that included deadlines. Clark noted that he was working on the items assigned to him at the Board Retreat.

Clark stated that at this time there were no new developments but Timberlake Preserve (Preddy Property) was getting ready to move forward now that their allocation problems have been solved.

Attorney Bartholomew apologized for missing the Board Retreat and stated that he was very ill. He recommended that the Board continue holding those Board Retreats annually or semi-annually.

Attorney Bartholomew stated that it was a successful Holiday Season and wanted to thank Chief Kirts, who was efficient as always.

Chief Kirts explained that the lights that were installed for the sign were not what he requested. He noted that they were solar lights and it would be expensive to run electricity to the sign for better lights. As for the lights on the building, Chief Kirts stated that they were scheduled to be changed but we only have one employee at this time so we are behind on getting some things done. He stated that he agreed with Commissioner Wiggins about how dark it was at night. Mayor Flowers agreed about the lack of lighting as well.

Assistant Fire Chief Graney stated that they have scheduled their Annual Ceremony for April 21st and hope to have it at Faith Baptist Church like they have in previous years.

Assistant Fire Chief Graney stated that their 2017 Annual Report was included in the Agenda Packet. He stated that final calls were 1,032, a record for them. He noted that it was in the 400 range when he started working in Youngsville in 2010. Assistant Fire Chief Graney stated that calls increase along with the growth of the area.

Assistant Fire Chief Graney inquired about upgrading the street light in front of the Fire Department. He stated that it was maintained by the Town so Duke Progress told them that the Town needed to initiate the upgrade. O'Donnell told Assistant Fire Chief Graney to contact him for more information.

Mayor Flowers stated that the YES gym had a busted water line and the Parks and Recreation Department were playing in alternate locations.

O'Donnell stated that Hurd had created a list of projects from the Board Retreat. He noted that it had the project description, who was responsible, and the action date. Hurd stated that she left room for notes so that everyone can keep up with the progress. O'Donnell stated that there was also a printed SWOT (Strengths, Weaknesses, Opportunities, and Threats) for everyone. Hurd explained that she did not have enough time between the Board Retreat and Agenda Day to complete the minutes. She stated that she would email a draft of the minutes when they were ready and they would be on the Agenda for the February Board Meeting for adoption.

Chief Kirts noted that they were maintaining the Town as best they can. He stated that applications were being accepted for a maintenance position.

The meeting adjourned at 8:16pm.

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MINUTES

FEBRUARY 1, 2018

7:54PM

WORK SESSION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 7:54pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not present. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Zoning Administrator Bob Clark, and Attorney Edward Bartholomew. A representative of the Franklin Times was also present.

The only item on the agenda was a presentation and discussion on the old Town Hall / Police Department Property. Clark gave a PowerPoint Presentation that showed the overview of the property. He stated that the property was .77 acres, approximately 33,540 square feet. Clark noted that it was currently zoned Main Street Business District (MSBD). He explained that the Town currently used the maintenance shed and back lot for equipment storage. Clark noted that the old Town Hall was a block building and showed pictures of the roof and its current state of disrepair. He stated that the roofs for the Police Department and maintenance shed were still in decent condition. Clark noted that the front parking was a bonus and the back had a small paved parking lot with painted lines.

Clark explained that the old Town Hall still had drains and sloping floors from when it was a Fire Department. He stated that the Town had spent \$26,000 to fix a drainage issue along the north side of the building, which adds value to the property. Clark stated that one of the disadvantages of the property was that all three buildings were on one utility pole and only had one-way drives. He noted that there was an encroachment issue by Cross and Main by the Police Department. Clark also noted that there was an encroachment issue with the fence on the north side of the property, along with the driveway on that side being shared with the neighboring property owners. Easements would be needed to correct these issues if the Town decided to sell.

Clark stated that the maintenance shed had recently been repaired and was in decent condition. He noted that there were some above-ground gas tanks and he stated that he was not aware of any spills. O'Donnell noted that it was surrounded by a small containment area that may post-date the tanks and Clark agreed that was probably the case.

Clark showed pictures of the back lot, noting where the Cross and Main dumpster was located and where screening was needed. Commissioner Wiggins stated that there was a problem with rodents as well.

Clark noted the options for the old Police Department. They included leasing the building, subdividing it from the main property and selling it, or repurposing it for Town use, such as Parks and Recreation.

Clark noted the options for the maintenance shed and equipment yard. They included maintaining a secure area if the Town does want to subdivide the property, sell or lease the old Town Hall, or repurpose it for Town use. Clark explained that if the old Town Hall was subdivided or repurposed, there was still the problem of one way traffic to the back lot. Possible uses included the museum or a classic storefront.

When asked, Clark noted that there was also asbestos located within the old Town Hall. This would increase the costs of demolition and/or renovations. Clark gave examples of other renovated buildings in downtown, such as Scoops on Main and Wine and Beer 101 – Youngsville. He stated that the right person could renovate these buildings with a very positive outcome.

Clark stated that they would need to continue the sidewalk and the Town could get approximately thirty parking spaces in the back lot, along with keeping room for the equipment. He stated that he could do better sketch plans should the Board want.

Clark stated that the current tax value is \$160,770. O'Donnell reminded the Board that the new values would be released on February 8th. Clark noted that natural gas was available at these locations.

Mayor Flowers explained that he was hoping to be able to use the local Armories and move the Maintenance Department into the Armory on Persimmon Street, however, that option was not looking promising. He stated that there was not a lot of equipment and some will be sold as surplus soon. Mayor Flowers stated that he wanted to sell the buildings so that they can house vital businesses. He wanted to make sure that all easements were taken care of beforehand. Mayor Flowers stated that we could also open access to the back parking lot from the Cross and Main parking lot. He reiterated that he wanted businesses to locate in the area and stated that builders can do wonderful things with these old buildings. Commissioner Redd wanted to clarify that we would separate the parcels and Mayor Flowers stated yes. Clark agreed that there were things the Town could do to make this work. Mayor Flowers stated that there has been interest in both buildings. He wanted to remind the Board that selling the properties would mean going through a lengthy bid process. Mayor Flowers stated that Youngsville needs more parking and more space for businesses.

Clark explained that there was also an option of exchanging property. The Town could exchange the old Town Hall for property in another location that may be more beneficial to the Town. Hurd explained that we had done this before.

Commissioner Wiggins stated that the residents of Youngsville wanted the museum and the current museum location did not have adequate parking. Mayor Flowers asked if the Woman's Club could afford the renovations, as they were unable to renovate the building

they were currently in. Commissioner Wiggins stated that there was a group of residents that have expressed interest in raising the funds. He explained that the Woman's Club could relocate to the old Town Hall and use their current facilities for storage. Commissioner Wiggins stated that it would also open up parking for other events since parking was an immediate need as the area develops. Commissioner Redd expressed concerns about the time frame for raising renovation funds, as well as who would run the museum; would they be town employees, when would it be open, who would be responsible for the upkeep, and what would happen if the Woman's Club dissolved.

Commissioner Hedlund stated that he wanted to sell the buildings "as is". He explained that this would create tax value, raise money, and still allow for more parking. Commissioner Hedlund stated that he was not against the Woman's Club museum but he knew they have no funds to move forward. Commissioner Wiggins stated that we could set a deadline for them to raise the funds. O'Donnell asked what the projected renovation costs would be and no one was sure of a total. Commissioner Redd liked the idea of setting a proposed deadline but who would retain ownership. Commissioner Wiggins stated that the Woman's Club could purchase the building with a clause that it would revert back to the Town should they disband. Commissioner Redd still felt that this was not the best solution. Attorney Bartholomew explained that it could be worked that if the building was purchased by a non-profit, such as the Woman's Club, for a specific use like the museum, it could revert back to the Town should something happen. He stated that maintenance should be the responsibility of the purchaser. Mayor Flowers stated that he did not want to lease the property and Attorney Bartholomew agreed it complicated things.

Commissioner Redd wanted to confirm that there would be approximately thirty parking spaces and wanted to know if there was room for a pocket park. Clark stated that he could check on the accessibility and get an estimate.

Mayor Flowers stated that there could be a public / private partnership concerning the building of the parking lot. Commissioner Redd stated that she preferred to leave the parking lot as gravel, as it drains better.

Commissioner Hedlund stated that he hated to turn his back on incoming funds. He stated that he was not against the museum but the money was hard to turn away from.

When asked, O'Donnell estimated that it would cost approximately \$20,000 to \$25,000 to do the parking lot.

Commissioner Stallings asked if the value of the property would go up if we continued to do nothing, just keep the maintenance shed and use the two buildings for current departments. Mayor Flowers expressed concerns about the leaking roof, as well as other problems. He stated that he worried it would cost too much to continue using the facilities. Mayor Flowers stated that he did feel it could be renovated by someone that had the money and the back parking could be retained for public use. He pointed out that a renovated building housing a business would increase the tax base with the bonus of public parking in the back lot. Mayor Flowers stated that people have expressed interest

in the buildings and there is limited room in downtown. Commissioner Wiggins stated that he agrees with Commissioner Stalling about not selling the building yet.

O'Donnell stated that vibrant downtowns need commerce. He stated that the empty buildings will fall down if nothing is done. O'Donnell stated that we should keep the back parking lot since it's needed but sell the front two properties. He also mentioned that it would increase the tax base, especially since there is no current tax value for government property. O'Donnell noted that there was a lot of potential and it was located in an area that garnered a lot of foot traffic. He explained to the Board that the costs of renovating the Community House was going to be \$125,000, mostly for the outside. O'Donnell stated that he wanted to make sure the Board understood that renovating a building in the condition that the Town Hall was in was going to be very costly. He stated that he was a believer in trying to generate foot traffic and making downtown vibrant. Clark stated that there were many uses for the buildings based on the MSBD zoning.

Commissioner Hedlund stated that he didn't think the Board was setting the right example by keeping the building vacant and leaving it in bad condition. Commissioner Redd agreed and noted that the Community House was also in disrepair, though the Town was moving forward on fixing it up.

Both Clark and Attorney Bartholomew summarized the conversation, problems and possible solutions. Hurd was directed to continue this discussion on the Agenda for the regular Board Meeting on February 8, 2018.

The meeting adjourned at 8:48pm.

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MINUTES

FEBRUARY 8, 2018

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 Stallings gave invocation. 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 Administrator Andy Thomas. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO ADD CLOSED SESSION TO THE AGENDA TO DISCUSS PERSONNEL (NCGS 143-318.11 (6))

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

MOTION: TO APPROVE THE AMENDED AGENDA

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

The first item on the agenda was a presentation of a canvas print of Main Street in Youngsville by Donnie Solomon. Mr. Solomon explained that he had spoken with Commissioner Redd a couple of months ago about using his image of Main Street in Youngsville for another project. After that conversation, he stated that he wished to donate a print to Town Hall. Mr. Solomon stated that he was a North Carolina native and loves rustic communities. He presented each Board Member with their own print and postcard as well. Mayor Flowers stated the Board appreciated the prints very much. He thanked Mr. Solomon for his gifts.

The next item on the agenda was a Public Hearing for the Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road. Mayor Flowers opened the Public Hearing at 7:04pm. As there were no comments from the public, Mayor Flowers closed the Public Hearing at 7:04pm.

The next item on the agenda was citizens' comments. Jim Moss, N College Street, wanted to applaud the Board for all of their hard work on the Main Street Improvements Project. He noted that we can't get the roundabout quick enough and traffic bottlenecks

on Main Street. Mr. Moss asked that the Board not take the bypass off the table yet. He stated that he felt it was the only real solution.

Mr. Moss also made a plea to the Board for the survival and repair of the old Town Hall and Police Department buildings. He noted that the costs to tear down the buildings would be approximately the same as replacing the roof. Mr. Moss stated the he believed the buildings could be useful and there was a lot of heritage in them. He stated that it took a lot of effort to establish them and felt they should be preserved.

The next item on the agenda was the Financial Report. Alex Elliott, from Winston, Williams, Creech, Evans, and Company, presented the FYE 2017 Audit. He explained that Youngsville received an unmodified opinion, which means a clean audit. Mr. Elliott showed the Net Position of \$1,807,007 in net assets and a Statement of Activities that explained the increase in net assets. He broke down the incoming revenues, of which, over half came from ad valorem taxes. Mr. Elliott stated that actual revenues were \$1,888,927. He also broke down the expenditures by fund, with total expenses of \$2,046,788. Mr. Elliott broke down the fund balance between state statutes, streets and unassigned. He noted that the percentage of fund balance decreased from last year due to the remodeling of the new building. Mr. Elliott stated that because of that remodeling, the amount of fund balance decreased to \$1,180,243. He noted that the Town had a cash balance of \$1,227,947 as of June 30, 2017. Mr. Elliott stated that the tax levy had increased to \$1,025,672, although the collection percentage decreased to 97.18%, which is close to the state average. He thanked Staff for all of their help during the audit process.

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 January 11, 2018 and the minutes from the Board Retreat on January 5, 2018. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report, the Youngsville Fire Department Report, the Annual Report of Unpaid 2017 Taxes that are a lien on real property, and the Order to Advertise 2017 Tax Liens between March 1, 2018 and June 30, 2018. A Tax Release for Youngsville Wine and Beer for 2017 taxes in the amount of \$169.41 was also included on the Consent Agenda.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was the consideration of the approval of an agreement between the Town of Youngsville and N*Focus, Inc. to prepare a Comprehensive Development Plan (CDP) for the Town of Youngsville. O'Donnell explained that the costs would be spread between two fiscal years. Mayor Flowers stated that the CDP was needed for the Town to move in the appropriate direction.

MOTION: TO APPROVE AN AGREEMENT BETWEEN THE TOWN OF YOUNGSVILLE AND N*FOCUS, INC TO PREPARE A COMPREHENSIVE DEVELOPMENT PLAN FOR THE TOWN OF YOUNGSVILLE

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

The second item under Old Business was the consideration of a proposal from the Piedmont Triad Regional Council of Governments to conduct a Pay and Classification Study for all town personnel positions. O'Donnell stated that he added the employees of the ABC Store, which increased the final cost by \$500 that would come out of ABC Store funds. The total costs of the Study would be \$7,500. Commissioner Redd asked what the Town would get from the Study. O'Donnell explained that every position, but not every employee, would be studied. He stated that they would meet with staff, one or more of each position, and interview them concerning job duties. They would then look at the market, with an emphasis on Franklin County municipalities, along with other municipalities close by. Once they have all of this information, they will figure the job worth. They would start at a mid-point range and work their way to both the low and high ends of the pay scale for each position. O'Donnell noted that this Study would include the steps to move upwards in the position as well as a range to move forward with pay increases.

O'Donnell stated that the second part of the Study would be job descriptions that are specific to the duties of Youngsville employees. This description would come from both the supervisors and the employees. O'Donnell stated that this was a very involved process that will take months to complete. He explained that this Study was being conducted by a government entity and not a private contractor. O'Donnell stated that there are other facets that we may want to get into at a later point, but making sure that the employees are paid appropriately helps to keep long term employees.

Commissioner Wiggins stated that he would rather take the money that the Study would cost and give it as raises. He stated that he's never needed a Study for his business. Commissioner Hedlund asked if raises were included in the last Budget and Patterson stated raises went into effect in July. O'Donnell stated that cost of living raises don't reward performance. He explained that most municipalities don't do cost of living increases anymore, they do merit increases based on performance.

Commissioner Stallings asked how many classifications that we have and O'Donnell stated approximately twenty five. Commissioner Hedlund asked if we had anything in place and Mayor Flowers stated that our current system didn't have anything that spelled out the steps. Commissioner Stallings asked if O'Donnell could do this Study as part of his job and O'Donnell explained that it would take him considerable time, even if he did nothing but the Study.

Commissioner Redd asked if there was any middle ground and O'Donnell stated that it could be split in half or thirds, do only a portion of the employees at a time. O'Donnell

noted that it would be more expensive to split the Study into pieces though. He noted that the Study only included sixteen positions at \$250 each. Commissioner Hedlund suggested that we spread the Study out, but focus on the Police Department first. Commissioner Stallings asked why we were including the ABC Store. O'Donnell explained that the ABC Store has two full time employees and would pay for their portion of the Study. Commissioner Wiggins expressed concerns that it would affect the profits that the Town receives from the ABC Store. When asked, O'Donnell explained that nine out of the sixteen employees were police related. Mayor Flowers stated that he felt this was needed as our current set up was not feasible. Commissioner Wiggins agreed that we need incentive for our employees but he was bothered by all of the studies that we are currently doing. Commissioner Redd explained that since we've never done any of the necessary studies, it does look like a lot is being spent now. She stated that it was important to prioritize and she felt this was a good start. Commissioner Redd stated that we needed to get these studies out of the way before more growth came our way.

O'Donnell wanted to remind the Board that once the Study was completed, there would also be possible costs of implementing the System. When asked, O'Donnell explained that it may increase salaries for employees if they are not in the correct range. Commissioner Wiggins stated that it made no sense to do the Study if the Board wasn't prepared to implement the System. O'Donnell agreed, but noted that it may be expensive. He stated that the Study would not be completed until after the start of the new fiscal year. O'Donnell explained that the new system could be implemented mid-year in January, 2019 if the Board wished.

Commissioner Redd stated that this Study would lay the basis for our employees while Youngsville is growing. O'Donnell explained that the key to a well-run municipality was to have the employees fairly compensated for the work that they do.

O'Donnell explained that the Board has three options; to continue as we are, do the Study, or break the Study up into smaller groups with the possibility of it costing more. When asked, O'Donnell stated that doing the Police Department only would cost about \$5,000. Mayor Flowers noted that they were the majority of the employees.

MOTION: TO APPROVE THE PAY AND CLASSIFICATION STUDY AS PRESENTED

The motion was made by Commissioner Stallings and was seconded by Commissioner Johnson. Commissioner Hedlund asked if this would include all employees and Mayor Flowers stated yes. Commissioner Redd expressed concerns about the higher costs of breaking the Study up. After a brief conversation, the motion was amended by Commissioner Stallings and Commissioner Johnson.

MOTION: TO APPROVE THE PREPARATION OF THE PROPOSED PAY AND CLASSIFICATION STUDY BY THE PIEDMONT TRIAD REGIONAL COUNCIL OF GOVERNMENTS FOR THE AMOUNT OF \$7,500

The revised motion was again made by Commissioner Stallings and was seconded again by Commissioner Johnson. The motion passed with four ayes and one nay from Commissioner Wiggins.

The third item under New Business was to continue the discussion on the old Town Hall / Police Department property. Mayor Flowers explained the vision he had of parking with a buffer. Commissioner Wiggins stated that he felt the Town should retain ownership. He stated that the majority of the people he has spoken with have an interest in maintaining the old Town Hall as the Youngsville Museum, where the Fire Department could house the old fire engine. Commissioner Wiggins reminded the Board that there was no parking at the current Museum. He stated that we could still sell the old Police Department for retail. Commissioner Wiggins stated that his preference would be to keep the old Town Hall and additional parking in the back lot. He stated that no one had strong feelings on the old Police Department. Commissioner Redd agreed but expressed concerns about the viability of the Museum.

Commissioner Hedlund stated that he wanted to sell both buildings “as is” so that we don’t have vacant buildings. He explained that this would bring in revenue for the Town that can be used for the mortgage on the new building or to help pay for all of the upcoming studies. Commissioner Redd wanted to clarify that if we sold the property, did it have to go up for auction and Mayor Flowers stated yes. He explained that we would have to use the upset bid auction like we used for selling the property on SW Railroad Street. Mayor Flowers stated that easements would need to be created.

Commissioner Redd asked if the old Town Hall was used for the museum, would the Woman’s Club purchase it and Commissioner Wiggins stated that they can either purchase it or the Town could retain ownership and lease it to them. Commissioner Redd stated that she would prefer to give the Woman’s Club a time frame to raise the money so that the building didn’t sit empty for too much longer and Commissioner Wiggins agreed.

Mr. Moss stated that the old Town Hall would need to be stabilized immediately, along with repairs to the roof, to prevent further damage. He stated that some of the rest of the repairs could be done by volunteers to bring the building back as it was. Mr. Moss stated that the building could also be used for other functions as well.

Mayor Flowers stated that he is a fan of preserving history but he had concerns about the Woman’s Club being able to raise the funds, as that is part of their current problem in repairing the building on Franklin Street. Mr. Moss agreed that there were legitimate concerns about funding and he was not sure how it would work until they were able to start. He noted that the Town could use the money they would spend tearing it down to repair the roof to make the old Town Hall a reasonable investment. Commissioner Hedlund agreed that he didn’t want to tear the buildings down either. Mayor Flowers stated that he would like to see the buildings renovated like the old Variety Pic Up was.

MOTION: TO SELL THE OLD TOWN HALL AND OLD POLICE DEPARTMENT BUILDINGS “AS IS” AND KEEP PUBLIC PARKING IN THE BACK LOT

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. Commissioner Redd asked if new surveys would need to be done and Attorney Bartholomew stated yes. Commissioner Stallings asked what the plan was for the maintenance shed and Mayor Flowers stated that we would need easement rights to continue using the maintenance shed. Commissioner Stallings asked how often staff was at the old property and Chief Kirts stated approximately once a day, sometimes more since the bigger equipment stored in the back lot. Chief Kirts reminded the Board that electricity for the maintenance shed was tied into the old Police Department and would need to be moved to its own meter. O'Donnell asked if the building was on water and sewer and Chief Kirts stated no, as it was just a garage. Patterson pointed out that there were two employees so that it wasn't a real issue. After a brief discussion on the museum, Commissioner Redd stated that she felt we should move forward with selling the property as we can't continue waiting for funds to be raised. Attorney Bartholomew stated that during closing, the Town could require the purchaser to display a plaque in honor of the history of the building, at the Town's expense. The motion passed with four ayes and one nay vote from Commissioner Wiggins.

The fourth item under Old Business was to adopt the Annexation Ordinance for Holden Creek Preserve, Phase 1B, on Holden Road.

MOTION: TO ADOPT THE ANNEXATION ORDINANCE FOR HOLDEN CREEK PRESERVE, PHASE 1B ON HOLDEN ROAD

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

The next item on the agenda was New Business. The first item under New Business was to appoint an ABC Board Member. Mayor Flowers stated that we have two applications, Frankie Anderson and Rick Houser. He gave a brief overview of their applications. Mayor Flowers stated that he has worked with Mr. Anderson previously, concerning the use of the armories but has not worked with Mr. Houser before. He noted that Mr. Houser was in attendance. Commissioner Redd asked if ABC Board members had to be from inside of town limits and the answer was no. Commissioner Redd noted that Mr. Houser had previous experience with ABC Boards. Commissioner Stallings asked why the ABC Board had recommended Mr. Anderson and Mayor Flowers stated that it was due to Mr. Anderson living in town limits. Commissioner Redd stated that she understood and respected that but felt that we couldn't overlook Mr. Houser's experience and Commissioner Wiggins agreed.

MOTION: TO APPOINT RICK HOUSER TO THE YOUNGSVILLE ABC BOARD

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

The second item under New Business was to set a date for a Workshop to discuss the Capital Improvements Plan (CIP). O'Donnell explained that he would present a draft of the CIP, which is a list of the wants and needs of all departments. He explained the different levels that will be assigned to all requests. After a brief discussion, Tuesday, February 27th at 6pm, was decided for the Workshop.

MOTION: SET A DATE OF FEBRUARY 27, 2018, 6PM, FOR A WORKSHOP TO DISCUSS THE CAPITAL IMPROVEMENTS PROJECT

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. 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 discuss personnel (NCGS 143-318.11 (6)).

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL (NCGS 143-318.11 (6))

The motion was made by Commissioner Hedlund and was seconded by Commissioner Stallings. The motion passed unanimously. The Board went into Closed Session at 8:02pm and came out at 8:11pm. Mayor Flowers stated that the Board went into Closed Session to discuss personnel and no action was taken.

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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that YAKS would have their opening day the first Saturday in March.

O'Donnell stated that NC DOT had re-timed the signals on Main Street and asked that the Board keep an eye to make sure that it was making an improvement. Several Commissioners stated that they have seen an improvement already. O'Donnell stated that the next phase would be to look into adding turn lanes or signal phases to improve the left turns.

O'Donnell stated that he and Clark had met with Lisa Hayes concerning downtown businesses. He stated that they would continue to work on the list from the Board Retreat.

O'Donnell reminded the Board that he would be off for the next two weeks and would return on February 27th.

Commissioner Hedlund wanted to thank everyone for reaching out. He also wanted to thank the Police Department and Fire Department for coming to the aid of his mother in law. Commissioner Hedlund was very appreciative.

Commissioner Hedlund reminded the Board that the Woman's Club Soup and Sandwich will be held on March 22nd from 11am to 1pm, or until they run out of soup.

Thomas stated that a developer has requested a Board of Adjustment Hearing for April 5, 2018. He explained that it would be for a Special Use Permit that he expects to receive within the week. Thomas stated that it would go before the Planning Board on March 6th. After a brief conversation, a date of April 19, 2018 was decided.

**MOTION: TO SCHEDULE A BOARD OF ADJUSTMENT HEARING FOR
APRIL 19, 2018**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. The motion passed unanimously. Thomas stated that there are a lot of people with interest in Youngsville.

Chief Kirts stated that he has hired the approved traffic officer, who has issued eighty eight citations in just one month. He stated that hopefully word will get around to help slow people down. Chief Kirts stated that 75% was for speeding, the remaining portion was for running stop signs and signals. There were also a few expired registrations and licenses as well.

Mayor Flowers read the Fire Department Report. He noted that they will be undergoing a full inspection by the NC Office of State Fire Marshall in March. Mayor Flowers stated that the Youngsville Elementary School Junior Jag Fun Run will be held March 24th from 9-11am. The Fire Department will again provide an engine with personnel for safety and medical standby, along with an Incident Action Plan (IAP). Mayor Flowers stated that there will be a live burn on March 24th on Tarboro Road, close to Highway 401. The Annual Installation Ceremony will be held on April 21st at 4pm at the Faith Baptist Church. Town Officials and Staff are invited.

Commissioner Johnson stated that there was only two weeks of basketball left. He stated that signup for the flag football league would end on February 28th. Games would be played Saturday nights from 6-8pm and there were about eighty players registered at this time. Commissioner Johnson stated that baseball signups were going on as well. He stated that they were looking at expanding the Parks and Recreation Department for more activities for elderly, something more than just youth sports.

Commissioner Johnson stated that there were some repairs needed at the Luddy Park and requested \$3,870 for field maintenance and a new mound.

MOTION: TO ALLOW ACCESS TO \$3,870 FROM PARKS AND RECREATION FUNDS FOR FIELD MAINTENANCE AND A NEW MOUND

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

Chief Kirts stated that they have hired another maintenance worker, who will start on Monday. He stated that they would work on getting the Christmas lights down and other jobs that one person was unable to do.

The meeting adjourned at 8:30pm.

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MINUTES

FEBRUARY 27, 2018

6:00PM

WORK SESSION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 6:00pm. 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, Zoning Administrator Bob Clark, and Police Chief Daren Kirts. Representatives of the Wake Weekly and the Franklin Times were also present.

The only item on the agenda was a presentation and discussion on the FY 2018-2023 Capital Improvements Plan. O'Donnell explained when he first came to Youngsville, he noticed the Town did not have a Capital Improvements Plan (CIP). He explained it was a good planning document to have. O'Donnell explained it was important to the budget process. He stated the CIP was a five year plan that helps to produce the budget, but was not an actual budget itself. O'Donnell stated the CIP is a policy that helps to identify the wants and needs for infrastructure, equipment, programs, buildings, etc. that cost more than \$5,000. He explained each year, the items further out will move up accordingly. O'Donnell stated the CIP would help to plan and budget appropriately and would keep the Town from having "knee-jerk" purchases and stop us from being "reactionary". He explained the CIP identifies issues ahead of time so that the Town can plan for them. O'Donnell noted the CIP would need to be updated annually. He stated that currently, the CIP is rather small, but will grow as Youngsville grows.

O'Donnell explained items were compiled from the Mayor, Board, citizens, state mandates, and staff. He stated it must be updated yearly to work properly in concert with the budgeting process. O'Donnell explained the CIP included the ABC Store, even though they were on a separate budget than the Town, because the Board has some control over that department.

O'Donnell explained how items were prioritized based on the matrix (see below) that includes the priorities, criteria and level of funding. He stated items included on the CIP cost more than \$5,000 and would have a life span of more than one year. O'Donnell stated that staffing was not included in the CIP, though it could be mentioned as an additional costs if the CIP item in question would affect the budget and staffing needs.

PRIORITIZATION MATRIX: The priority system includes a matrix shown below. This system was developed to assist in the setting of priorities for capital expenditures because not all requests can be funded in any given year due to budgetary constraints.

		Priority		
		High	Medium	Low
Criteria	1	Level A		
	2		Level B	
	3			
	4		Level C	

The matrix contains a measure of priority on the horizontal axis and a determination of criteria category on the vertical axis. **Priorities** of the capital projects are measured as high, medium or low as follows:

HIGH: Project mandated by local, state, or federal regulations, or
Project is a high priority of the Town Board, or
Project substantially reduces losses or increases revenues.

MEDIUM: Project maintains existing service levels, or
Project results in better efficiency or service delivery, or
Project reduces operational costs, or
Project improves work force morale.

LOW: Project is not mandated, or
Project improves service levels, or
Project improves quality of life.

CRITERIA CATEGORIES:

1. **Health/Safety/Welfare** - projects that protect the health, safety and welfare of the community and the employees serving it.
2. **Maintenance/Replacement** - projects that provide for the maintenance of existing systems and equipment.
3. **Expansion of Existing Programs** - projects which enhance the existing systems and programs allowing for expansion of existing services.
4. **Expansion of New Programs** - projects that allow for expansion into new programs and services.

LEVEL OF FUNDING: The grid is further divided into levels:

Level A - highest consideration for funding,
Level B - moderate consideration,
Level C - least consideration for funding resources.

O'Donnell stated that after the department presentations, the Board would come back to discuss the Funding Level Summary and the Summary by Department. He explained each department listed their wants and needs, but it did not mean that we will be able to spend the funds. O'Donnell stated that we may not be able to complete all of these projects within five years. He noted some of the projects may have to be adjusted to further years.

ABC STORE: O'Donnell explained the ABC Store only had two items. He stated that he felt a total of \$500,000 for a new store was low but was informed that it was an average cost for the needs of Youngsville. O'Donnell stated we can build a new store on the land we already owned, but he had spoken with Alan McDaniel, owner of adjoining property, who stated he would be willing to sell some of the property to the ABC Store. O'Donnell stated the second item was upgrades to the cash register system. Commissioner Hedlund asked if these were new priorities and the answer was no. Mayor Flowers explained the current building was decrepit and rather small. O'Donnell explained there was also not enough storage either. He stated they have outgrown their current building and sales have increased drastically.

ADMINISTRATION: O'Donnell explained that items which didn't belong in specific departments were also included in Administration. He stated the Annual Streets Maintenance Program cost \$300,000, paid partially by Powell Bill, and would cover all of the streets in Youngsville. O'Donnell stated we may not be able to afford all \$60,000 each year. When asked, O'Donnell stated it was based on the recent survey. Mayor Flowers asked if we could expect our Powell Bill funds to increase and Hurd explained the funds are based on population and mileage, so the Powell Bill funds will continue to increase each year.

Commissioner Hedlund noted traffic was a major problem that was acknowledged at the Board Retreat. He stated that the improvements at the 5-Points junction were needed desperately. O'Donnell explained the cost of \$75,000 was just his best guess at this time. Mayor Flowers laid out the steps as re-timing the lights, which has made traffic a little bit better, then creating the additional lanes. If the additional lanes fail, then continue looking at the roundabout. He noted the roundabout was dependent on NC DOT and has not yet been approved. O'Donnell stated that if we could get the roundabout, it would be a tremendous help, however, we need to realize the roundabout is several years down the road and we need improvements sooner.

O'Donnell explained the Town also needed a Manual of Specifications. When asked, he explained that this Manual gave the specifications on building roads, sidewalks, storm drains, etc. O'Donnell stated that we currently use the NC DOT Rural Standards, which are inadequate for our current growth and needs.

O'Donnell stated the quotes we have received for updating our website all average \$10,000.

FINANCE: O'Donnell explained all of Patterson's requests center around new computers and software. He explained Town Hall was currently working with twenty

year old software that we have outgrown. O'Donnell stated we also needed a better server setup to run the new software. He explained that currently, we have a server on an old computer that has no horsepower, which is located in a closet. O'Donnell stated the third item under Finance was updating the copier. He explained the current machine was old and out of date as well.

PARKS AND RECREATION: O'Donnell explained there was a major drainage problem at the Luddy Park. He noted the Recreation Center request for this upcoming budget year was mostly for design and land purchase. O'Donnell stated they would continue to look for funding to help pay for the Recreation Center.

PLANNING: O'Donnell explained the roundabout was placed in FY 2022-2023 with the hope that it will be able to move up. He stated we still needed help with funding from NC DOT. Commissioner Hedlund noted he had spoken again at CAMPO concerning our need for it.

O'Donnell explained the Comprehensive Development Plan has been signed and will start in early March. The CDP shows up on the CIP because the second portion of payments will be in the next FY.

O'Donnell explained the Town also needed to combine their Zoning Ordinance, Subdivision Ordinance, and Manual Specifications into one Unified Development Ordinance (UDO). Clark explained this has become standard in other municipalities and counties. He noted our Subdivision Ordinance was adopted in 1993 and is out of date. Clark stated the Zoning Ordinance was also out of date with changes being made as a reaction to problems as they come up. He noted updating the Ordinances would also make them easier to read, as our current Ordinances are complicated. Clark stated the UDO could be pushed back a couple of years if need be, or even spread out over a couple of years.

Commissioner Hedlund inquired about the Luddy Park Trail and Clark explained it was a project from the Bicycle and Pedestrian Plan. Clark stated it was up for funding at the same time as the Main Street Project. He noted this project was a necessity for safety issues. Commissioner Hedlund asked if it could be funded as a LAPP project and Clark stated it had been submitted for LAPP funding but was not chosen. Clark stated he wanted to keep this project on the Board's radar. He noted if the project does get funding, Youngsville will only be responsible for the 20% match. Mayor Flowers asked if this was Phase 2 and Clark stated yes. Mayor Flowers asked if there were additional phases and Clark explained there were several other options, including connecting to the future roundabout and linking to other greenways in Wake Forest and Holden Road. Mayor Flowers asked about developers, such as for the Preddy Property, and Clark explained we have been requesting that developers help in the creation of these greenways by installing them in their subdivisions. When asked, Clark stated the funding amounts were taken from the Bicycle and Pedestrian Plan. O'Donnell stated the Bicycle and Pedestrian Plan would also need to be updated soon, probably every five years. He stated he has been through the Bicycle and Pedestrian Plan and thinks that we need to work on the costs included.

POLICE: O'Donnell explained the CIP expounds on the yearly vehicle requests as this doubles the amount of patrol vehicles requested. He stated this would accelerate getting rid of outdated vehicles. O'Donnell stated repair costs are getting high. Chief Kirts noted we have paid off three loans this year and would not affect the upcoming budget much. He explained we can surplus the older vehicles before they become worthless and would have decent spare cars. O'Donnell explained this would build on our current policy of a new vehicle each year.

Mayor Flowers asked about purchasing our own radios and Chief Kirts explained other municipalities have done this as the radios issued by Franklin County were not very good. Chief Kirts stated Franklin County has new portable radios that he has requested but he has not yet heard back from them. When asked, Chief Kirts stated it would be better equipment that was not owned by Franklin County.

STREETS: O'Donnell explained the biggest request was for a new leaf truck. He stated the one quoted was the best out there and was very reliable. O'Donnell explained our current leaf machine was very maintenance heavy, mostly with the vacuum. O'Donnell stated there were cheaper versions out there, and can be looked at during the budgeting / purchasing process. Commissioner Redd asked if we had to offer leaf pickup and O'Donnell stated that we do not, though most municipalities do. O'Donnell explained he would recommend that we continue to pick up the leaves as it helps to keep the storm drains and gutters clear. Commissioner Wiggins asked how many staff it would take to operate and O'Donnell stated it would only take one with this machine, two with other models. O'Donnell stated this leaf truck could be driven from either side, and the hose could be operated from the cab. He noted it was the same model as Wake Forest.

Commissioner Stallings asked who maintained the lights at the Luddy Park and Commissioner Johnson stated that we do. Commissioner Stallings asked if we needed to include a bucket truck in the CIP and O'Donnell stated we did not have enough need for a bucket truck at this time. Chief Kirts stated we could rent one for a reasonable price as needed.

Mayor Flowers inquired about the snow plow and salt spreader. He had concerns about where we would keep the sand and salt. O'Donnell explained a salt barn was inexpensive and could be assembled by current staff.

FUNDING LEVEL SUMMARY: O'Donnell explained this summarizes the first years' worth of funding. He stated not everything on the list will make it into the budget as it totals \$851,500. O'Donnell explained the requests would be prioritized during the budgeting process. When asked what our projected revenues were going to be, O'Donnell stated it was too early to tell.

Commissioner Wiggins wanted to clarify that Powell Bill funds would help pay for the Streets Maintenance Program and O'Donnell stated that Powell Bill funds would cover approximately \$40,000 and the remaining \$20,000 would come from General Fund. O'Donnell stated we would continue to look for grants and other funding as well.

Mayor Flowers asked if the budget would need to go into our reserve fund balance and O'Donnell stated he would prefer to be conservative. He stated the fund balance was not where he wanted it to be, even though our net position was great. O'Donnell stated our cash in the bank needed to be higher.

Mayor Flowers stated there were a lot of needs and was glad that the Board could finally become proactive. He stated this would help staff do their jobs more efficiently. O'Donnell stated that if we needed to add items, they can be done with Budget Amendments throughout the year. He noted the only thing that can't change is the Tax Rate, once its set.

O'Donnell explained that the CIP gives the Board an idea of priorities, costs and the timelines associated with them. Commissioner Hedlund stated it was nice to have a roadmap. When asked, O'Donnell stated he wanted to have a Budget Workshop as it was both his and Patterson's first year here. Hurd clarified that the CIP would be on the Regular Board Meeting Agenda, March 8th, for approval and O'Donnell stated yes.

The meeting adjourned at 6:43pm.

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MINUTES

MARCH 8, 2018

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 invocation. 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, and Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO APPROVE THE AGENDA AS PRESENTED

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

The first item on the agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson stated she may have one more Budget Amendment before the end of the Fiscal Year. She explained she is working on the Budget, along with help from the Department Heads.

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 February 8, 2018 and the minutes from the Work Sessions on February 1, 2018 and February 27, 2018. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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

The next item on the agenda was Old Business. There was no Old Business.

The next item on the agenda was New Business. The first item under New Business was to adopt the Town of Youngsville's FY 2018-23 Capital Improvements Plan as presented at the February 27, 2018 Work Session of the Board of Commissioners.

MOTION: TO ADOPT THE TOWN OF YOUNGSVILLE'S FY 2018-23 CAPITAL IMPROVEMENTS PLAN AS PRESENTED AT THE FEBRUARY 27, 2018 WORK SESSION OF THE BOARD OF COMMISSIONERS

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

The second item under New Business was a request to refund Sandra Perry, 215 S College Street, \$2,420.40 for sewer that was billed in error.

MOTION: TO REFUND SANDRA PERRY, 215 S COLLEGE STREET, \$2,420.40 FOR SEWER THAT WAS BILLED IN ERROR

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

The third item under New Business was a discussion on the proposed Social Media Policy. Mayor Flowers explained he requested Commissioner Redd put this policy together as she handles most of the Town's social media accounts. He stated he felt this policy was all encompassing and Attorney Bartholomew agreed.

MOTION: TO APPROVE THE PROPOSED SOCIAL MEDIA POLICY AS PRESENTED

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

The fourth item under New Business was the presentation of the Annexation Petition by Holden Development LLC for Laurel Oaks Phase 2, on Holden Road. No action was required.

The fifth item under New Business was to adopt the Resolution ordering the Clerk to investigate the Sufficiency of the Annexation Petition by Holden Development LLC for Laurel Oaks Phase 2, on Holden Road.

MOTION: TO ADOPT THE RESOLUTION ORDERING THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION BY HOLDEN DEVELOPMENT LLC FOR LAUREL OAKS PHASE 2, ON HOLDEN ROAD

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

The sixth item under New Business was the Certificate of Sufficiency for the Annexation Petition by Holden Development LLC for Laurel Oaks Phase 2, on Holden Road. No action was required.

The seventh item under New Business was to adopt the Resolution to fix the date of the Public Hearing on the question of the Annexation Petition by Holden Development LLC for Laurel Oaks Phase 2, on Holden Road for April 12, 2018.

MOTION: TO ADOPT THE RESOLUTION TO FIX THE DATE OF THE PUBLIC HEARING ON THE QUESTION OF THE ANNEXATION PETITION BY HOLDEN DEVELOPMENT LLC FOR LAUREL OAKS PHASE 2, ON HOLDEN ROAD FOR APRIL 12, 2018

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

The eighth item under New Business was the presentation of the Annexation Petition by Gary and Barbara Strickland for 340 Holden Road. No action was required.

The ninth item under New Business was to adopt the Resolution ordering the Clerk to investigate the Sufficiency of the Annexation Petition by Gary and Barbara Strickland for 340 Holden Road.

MOTION: TO ADOPT THE RESOLUTION ORDERING THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION BY GARY AND BARBARA STRICKLAND FOR 340 HOLDEN ROAD

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

The tenth item under New Business was the Certificate of Sufficiency for the Annexation Petition by Gary and Barbara Strickland for 340 Holden Road. No action was required.

The eleventh item under New Business was to adopt the Resolution to fix the date of the Public Hearing on the question of the Annexation Petition by Gary and Barbara Strickland for 340 Holden Road for April 12, 2018.

MOTION: TO ADOPT THE RESOLUTION TO FIX THE DATE OF THE PUBLIC HEARING ON THE QUESTION OF THE ANNEXATION PETITION BY GARY AND BARBARA STRICKLAND FOR 340 HOLDEN ROAD FOR APRIL 12, 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 Closed Session. Mayor Flowers stated that the Board did not 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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers noted there was a lot of litter around town and wanted to set a date for Staff to clean some of the roadways. He stated it was upsetting on the amount of litter that was around town but was unsure of a solution above what we are already doing.

Mayor Flowers stated the Color Run 5K would be March 24th and there was still time to register.

Mayor Flowers reminded everyone that it was time for the Bracket Challenge. It was open to the Board, employees, and residents. The winner gets lunch with the Mayor at a restaurant of their choosing, as long as it's located within town limits.

Mayor Flowers wanted to thank the Staff and the Board for all of their hard work and extra meetings. He stated we now have a lot of plans in motion and plenty to look forward to.

O'Donnell stated the Comprehensive Development Plan (CDP) process has started. He explained that Mr. Flowe will be in town next week with a couple of people for field work. He noted they have been waiting for warmer, dryer weather.

O'Donnell stated Matt Reece, Piedmont Triad COG, will be ready to start on the pay study soon.

O'Donnell stated he felt the CIP process went well and wanted to thank Hurd for putting the CIP books together. He stated the CIP would require yearly updates. O'Donnell thanked everyone again and stated job well done.

Commissioner Wiggins wanted to mention the lighting situation at Town Hall again and Chief Kirts stated that he was working on it.

Commissioner Hedlund stated the Youngsville Woman's Club Soup and Sandwich would be held on March 22nd from 11am-1pm, or until they ran out of soup. He stated that it would cost \$8.00 and all proceeds would go towards the Youngsville Museum.

Commissioner Hedlund stated he had cleaned Youngsville Boulevard yesterday and the Kiwanis Club will be doing S Cross Street and Highway 96 this week. He stated he would like to get the Board and Staff to set up a Service Day on March 26th at 9am. Commissioner Hedlund stated he would like to target Highway 96 towards FoodLion.

He explained it should only take an hour if we have enough people to volunteer. Mayor Flowers noted Faith Baptist Church had cleaned Holden Road all the way to Sheetz. Commissioner Hedlund stated Holden Road was the only main road that has not been adopted at this time.

Clark stated the Planning Board had approved the revised preliminary plat for Holden Creek Preserve. He stated there would be the same number of homes, but they were trying to clarify phasing in concert with Franklin County Public Utilities (FCPU). Clark noted the Town has received a bond from Holden Creek Preserve for twenty more lots.

Clark noted Phase 2 of Laurel Oaks was about to start laying the groundwork for roads and are working on their final plats.

Clark stated the Board of Adjustments will meet on April 19th and there might be a second case coming before the Board. He noted that both were of significant development.

Clark stated the CDP will have dedicated staff and both he and Thomas would help as much as they can.

Clark stated he would attend the US #1 Planning Council Meeting on March 21st. He noted that it only focuses on Capital Boulevard. Clark stated that Scott Hammerbacher, Franklin County Planning, was the president of the Council.

Attorney Bartholomew stated he has started on the paperwork for the old Town Hall / Police Department property. He stated he will meet with O'Donnell concerning the areas to keep, easements, and the upset bidding process.

Attorney Bartholomew stated his firm may be willing to adopt Holden Road. Commissioner Hedlund thanked him and offered his help in getting through the paperwork process.

Mayor Flowers read the Youngsville Fire Department Report. He stated incidents continue to maintain a steady 13% increase from the previous year. Their Installation and Awards Ceremony is scheduled tentatively for April 21st. The Youngsville Fire Department will be participating in the Color Run 5K on March 24th. They will also be conducting a live fire exercise at a house on Tarboro Road, near Highway 401, on March 17th.

Mayor Flowers stated Basketball Season was over and Baseball Season was just starting.

Hurd stated projects discussed at the Board Retreat are on schedule.

Chief Kirts stated the new maintenance employee was doing great and we were almost back on track.

The meeting adjourned at 7:22pm.

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MINUTES

APRIL 12, 2018

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 7:01pm. Commissioner Hedlund gave invocation. 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, and Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO APPROVE THE AGENDA AS PRESENTED

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

The first item on the agenda was two Public Hearings. The first Public Hearing was for the Annexation Petition by Laurel Oaks Subdivision, Phase 2 on Holden Road. Mayor Flowers opened the Public Hearing at 7:02pm. As there were no comments from the public, Mayor Flowers closed the Public Hearing at 7:02pm.

The second Public Hearing was for the Annexation Petition by Barbara and Gary Strickland for property located at 340 Holden Road. Mayor Flowers opened the Public Hearing at 7:02pm. As there were no comments from the public, Mayor Flowers closed the Public Hearing at 7:03pm.

The next item on the agenda was citizens' comments. Logan Harrison wanted to propose a Youth Advisory Board for youth community service. He explained Franklin Academy required 100 hours of community service and he felt a Youth Advisory Board would be perfect for Youngsville. Mr. Harrison stated they would participate in events, adopt a road, and attend meetings and hearings. He explained the Youth Advisory Board would consist of a Chair, Vice-Chair, Secretary, and Treasurer. Mr. Harrison pointed out the youth are the future of politics. He stated they wanted to make changes and advocate for youth. Mayor Flowers stated he liked the idea and apologized for being unable to meet with Mr. Harrison before this. He asked if Mr. Harrison could get a full presentation together and meet with him and O'Donnell. Mr. Harrison stated he could get that done. O'Donnell explained that an Advisory Board would be similar to the Planning Board. He stated it would require an Ordinance change to include the bylaws of the Youth Advisory Board. Mayor Flowers agreed we should get started.

The next item on the agenda was the Financial Report. Patterson explained the final Budget Amendment was included on the Consent Agenda. She stated everything was looking good so far.

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 March 8, 2018, the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report. Budget Amendment 2018-05 was included on the Consent Agenda. Contracts with N*Focus were also included; to approve the contract between N*Focus, Inc. and the Town of Youngsville for the provision of planning and code enforcement services for FY 2018 – 2019 and approve the contract extension with N*Focus, Inc. to provide contractor personnel to serve as part-time Town Administrator to perform any / all functions related to local government administration, said extension being from September 17, 2018 to March 15, 2019. Also included on the Consent Agenda was the re-appointment of Janice Pearce to the Planning Board and to declare personal property surplus.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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

The next item on the agenda was Old Business. The first item under Old Business was to adopt Annexation Ordinance 2018-2 for Laurel Oaks Subdivision, Phase 2 on Holden Road.

MOTION: TO ADOPT ANNEXATION ORDINANCE 2018-2 FOR LAUREL OAKS SUBDIVISION, PHASE 2 ON HOLDEN ROAD

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

The second item under Old Business was to adopt Annexation Ordinance 2018-3 for Barbara and Gary Strickland, 340 Holden Road.

MOTION: TO ADOPT ANNEXATION ORDINANCE 2018-3 FOR BARBARA AND GARY STRICKLAND, 340 HOLDEN ROAD

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

The next item on the agenda was New Business. There was no New Business

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did not 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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to congratulate Ron Adkins for winning the Staff Bracket Challenge and Bryan O’Bannon for winning the Citizen’s Bracket Challenge. He stated he would take each of them out to lunch at a Youngsville restaurant.

Mayor Flowers reminded the Board that the Franklin County Chamber of Commerce would be hosting their annual Golf Tournament on April 19th. He noted the Board of Adjustment would meet on April 19th as well.

Mayor Flowers noted the Youngsville Fire Department would be hosting their annual Ceremony on April 21st at 4pm. Jason Brown will be the guest speaker.

Mayor Flowers wanted to thank Commissioner Hedlund for helping to keep Youngsville clean and beautiful. He expressed his concerns about the amount of litter that keeps occurring on our streets.

Mayor Flowers noted the Youngsville 5K Color Run was a huge success. He hoped it would become an annual event. Mayor Flowers thanked the Youngsville Police Department and Fire Department for all of their help in keeping the participants safe. He also wanted to thank all of the volunteers for making the Run a success.

Mayor Flowers stated that Corey Hilderhoff was a senior at Franklin Academy. He explained Mr. Hilderhoff’s senior project had two parts and the 5K Color Run satisfied one portion of his project. Mayor Flowers stated Mr. Hilderhoff wanted to give back to the community and chose Feeding Franklin as the recipient of the \$1,905 raised. Jay Lamm was present as a representative for Feeding Franklin. Mr. Hilderhoff presented Mr. Lamm a check for the proceeds. Mr. Lamm stated the funds would help finance the two community gardens they operate in Franklin County. He explained they produced 70,000 pounds of produce last year. Mr. Lamm stated he appreciated all of Mr. Hilderhoff’s work. Mayor Flowers presented Mr. Hilderhoff with a Certificate of Appreciation for his community efforts.

O’Donnell reminded the Board the Pay and Classification Study would start on April 23rd with orientation for employees. He stated the Study would cross two fiscal years.

O’Donnell explained the Comprehensive Development Plan (CDP) is ongoing. Mr. Flowe has been in Youngsville, with two colleagues, gathering information.

O'Donnell stated he has spoken with NC DOT concerning 5Points intersection. They have completed their survey and noted that widening would be required. O'Donnell explained the design will take a few weeks to prepare, then they will present the Town with a cost estimate budget.

O'Donnell noted there was a healthy increase in the tax base. He explained some was due to revaluations, though most was due to growth. O'Donnell stated that these numbers would be reflected in the Budget. He stated additional numbers would be coming in, mostly personal property values for the larger industries.

O'Donnell stated he would like to have a Budget Workshop. After a brief discussion, May 8th at 6pm at the Youngsville Community House was decided.

Commissioner Wiggins noted he has received calls concerning the condition of a residential property. He stated it was time for him to discuss the situation with Clark. Clark stated he would get the information to the Code Enforcement Officer after he received it. Commissioner Wiggins stated he looked at the property in question and it does look like there is a problem.

Commissioner Wiggins also wanted to note the muffler noise in town has worsened. Chief Kirts stated there was little they could do at this time. He explained some mufflers were standard issue and factory installed, which makes it hard to tell the difference. Chief Kirts explained the Ordinances / laws need more teeth to enforce. Commissioner Wiggins noted he hears them all over town and Chief Kirts stated he would look into it further.

Commissioner Hedlund noted several roads had been cleaned by their adopted organizations: Jeff Fields (40+ bags) and Youngsville Kiwanis Club (51 bags). He stated the Youngsville Kiwanis Club would start cleaning their adopted highway every six weeks instead of twelve weeks. Commissioner Hedlund stated the next cleanup would be April 28th at 10am and they will gather at the Youngsville Post Office.

Clark reminded the Board there would be a Board of Adjustment Hearing on April 19th for a Variance. He explained the second case cancelled and noted it was a good sized development. Clark stated it would be heard at the quarterly Board of Adjustment Hearing on May 3rd. He noted they were waiting on information from NC DOT.

Clark explained the Main Street Improvements Project has 65% plans based on the Public Meeting. He stated he would coordinate with Kimley-Horne to host another Public Meeting. Clark stated NC DOT wants to make sure that all easements, including temporary construction easements, are in effect so the crews will have the right to do the work required. He stated he, O'Donnell and Kimley-Horne will meet to start the formal process for the easements. Clark noted there was about thirty properties involved. He explained the agreement with CSX has been forwarded to their engineers for review.

Assistant Fire Chief Graney stated there have been 95 fire calls, which is a 1.5% increase over last year.

Assistant Fire Chief Graney noted their annual Ceremony would be held on April 21st at 4pm at Faith Baptist Church. All elected officials, staff and press are invited. He explained new and re-elected members would be sworn in and awards and citations will be handed out. Assistant Fire Chief Graney noted Mayor Flowers would speak, as well as a keynote speaker.

Assistant Fire Chief Graney also wanted to mention how well organized the 5K Color Run was and noted it was a successful event.

Assistant Fire Chief Graney noted they have completed their ISO inspection and everything went well. He explained this sets insurance premiums for their coverage area. Inspection was on March 26th and 27th and would have a 90-day turn around.

Assistant Fire Chief Graney noted there has been burning inside of town limits, where it is prohibited by Ordinance. He gave a brief rundown of the rules pertaining to burning in the Ordinance. Assistant Fire Chief Graney thanked the Youngsville Police Department for their assistance and follow up.

Assistant Fire Chief Graney noted they were accepting applications for volunteers. He explained the Fire Department pays for training and equipment. Assistant Fire Chief Graney stated there was a Junior Program for fourteen to eighteen year olds to help explore career options in the Fire Department.

Commissioner Johnson stated opening games would be April 16th for Flag Football and games would be every Saturday night.

Commissioner Johnson stated the Luddy Park was chosen for the Junior Home Run Derby, with promos running on ESPN. He explained only four sites were chosen. Commissioner Johnson stated the winner of the Junior Home Run Derby would attend the MLB All-Star Game.

Chief Kirts stated the Maintenance Department was getting caught up and there were no recent complaints. He noted the light has been installed in the parking lot at Town Hall. Chief Kirts also noted there were some lights on the building that would need to be replaced as well. Mayor Flowers agreed that the parking area is well covered. Commissioner Wiggins wanted to look into upgrading the light for the sign and Chief Kirts noted that it would require underground wiring by an electrician. Commissioner Wiggins asked that we start getting quotes so we can proceed with upgrading the lights.

The meeting adjourned at 7:36pm.

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MINUTES

MAY 8, 2018

6:00PM

BUDGET WORK SESSION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 5:58pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Finance Officer Jacklyn Patterson, and Police Chief Daren Kirts. A representative of the Wake Weekly was also present.

The only item on the agenda was a discussion on the proposed FY 2018-2019 Budget. O'Donnell explained there were three parts, the Budget Message, the actual Budget Ordinance, and the updated Fee Schedule, which will be incorporated into the Budget.

O'Donnell read the Budget Message:

Attached herewith is the Requested/Recommended Budget for Fiscal Year ending 30 June 2019. We do not have the final property tax valuation from Franklin County nor do we have the final cost of liability insurance or health insurance for FY19 and; consequently, these numbers are subject to revision.

*This budget includes **many new initiatives** which were discussed and recommended at the Board of Commissioners January 2018 retreat, along with some of the important items shown in the Town of Youngsville's first ever adopted Capital Improvements Program CIP. Consequently, the tax rate for FY19 is proposed to remain at \$0.0066 or \$0.66 per hundred dollars of valuation. The revenue neutral rate post revaluation is \$0.005104 or \$0.5104 per hundred dollars of valuation per the G.S. calculation; however, a more realistic revenue neutral rate is actually \$0.005835 or \$0.5835 per hundred dollars of valuation.*

The Requested/Recommended budget includes:

- 2.5% cost of living adjustment for all employees
- The completion of the Comprehensive Plan - \$18,000
- Completion of Pay and Classification Study - \$3,500
- Preparation of a Unified Development Ordinance, Phase I - \$20,000
- Luddy Park Flood Lights - \$17,000
- Snow Plough and Salt Spreader - \$12,000
- Second Police Vehicle Replacement - \$7,000 (debt service)

- *New Antivirus Software and New Computer Equipment - \$32,000*
- *New Accounting Software - \$15,000*
- *Office Equipment New Safe - \$2,500*
- *New Web Site - \$10,000*

It is also requested that we borrow up to \$150,000 to resurface/reconstruct streets in Youngsville. This will allow a cost saving by mobilizing a contractor to execute a sizable contract and allowing for more competitive bids. The cost of the project would be paid for by an infrastructure loan repaid over 10 years at approximately \$20,000 per year.

Revenues and expenditures have been estimated on the basis of actual experience through 30 April 2018.

A copy for public inspection is available at Town Hall.

O'Donnell explained how the revenue neutral rate worked during a revaluation year and noted per General Statute, it would be \$.51 per \$100 valuation (\$.0051). However, that number was misleading as we had a large industry also appear on the tax scroll during the revaluation year. If you figured the tax rate based on that industry having already been on the tax scroll, instead of new, it led to a revenue neutral rate of \$.58 per \$100 valuation (\$.0058), which he ran by Franklin County Tax Assessor's Office (FCTO) and they agreed this was the more logical figure. O'Donnell explained a tax rate of \$.51 would only increase funds by \$31,000, which was far too low. If the tax rate was \$.5835, then revenues would increase by \$189,000, a far more accurate number. However, O'Donnell stated he was recommending that the Board not change the current tax rate of \$.66 per \$100 valuation (\$.0066). He explained this would cover the costs of all of the items the Board had proposed. O'Donnell stated that if the Board wanted to reduce the tax rate, they would need to remove items from the above list.

Patterson stated O'Donnell touched on the needs of the Town above what we have been doing previous. She noted her goal was to get operations as efficient as possible. Patterson explained the need for new computers and server, with the hope that we can get the Police Department computers updated as well. She noted it would be more cost efficient to upgrade everyone at the same time, as well as being on the same server instead of two different ones. Patterson stated she was still working out the details.

Patterson noted the Administration budget increased \$170,000 over last year but includes the Comprehensive Development Plan (CDP), Pay and Classification Study, 2.5% cost of living raises for the Administration Department, server, software, computers (some of which may go to the Police Department), and a safe.

Patterson explained the Community House budget increased by \$4,700 over last year, mostly due to a deep clean, then a monthly cleaning contract. She noted Hurd was proposing an increase in rates. Hurd explained it currently rents for \$90 a day and was last increased in 2008. Patterson stated the rental fee would increase, as well as the deposit to cover an extra cleaning if needed. O'Donnell asked if the rental revenue we currently have would cover the costs and Patterson explained she has budgeted in such a

way that the Community House pays for itself. When asked, Hurd explained she wanted to charge in-town rate of \$100 (a \$10 increase) and out-of-town rate of \$125 (a \$35 increase), regardless of the type of event. There would no longer be a higher charge for businesses over parties, as the utility usage was always similar. Hurd noted the deposit would increase from \$50 to \$100 to cover an extra cleaning. She stated she would like to increase these fees not only to cover the costs but because of all of the repairs that have been needed over the past few years, such as replacing heating and air condition units, along with roof repairs. Hurd also noted upcoming repairs to the outside of the building in the near future. Commissioner Hedlund asked there would be any electrical work done, as he has noticed that the breakers flip often. After a brief discussion, Chief Kirts explained he felt the service was adequate but some electrical work on the box may be needed. He stated it would hold for now. Patterson stated if she averaged the proposed rates, the Community House would need to rent approximately 105 times to cover itself. She noted it was a slight increase from last year. Hurd reminded the Board that we charged half price Mondays through Thursdays for non-profit and the fees would be based on half of either the in-town rate or out-of-town rate. She noted HOA's do rent quite a bit on those days. Commissioner Stallings asked how many hours and Hurd stated we did whole days, 8am – 11pm. When asked, she explained half days were hard for Staff to keep up with which renter may have done damage or left the place a mess. Hurd stated she had called around for prices at other facilities and these rates are still one of the lowest rates around.

O'Donnell reminded the Board that the Youngsville ABC Budget would be separate from the Town's, however, it does include the profits up to \$40,000 in the General Fund. Anything over \$40,000 goes towards the mortgage.

Patterson noted the Police Department would add another officer for one half of the year but noted the Police Department was working on getting a grant to cover the costs of a new officer. Chief Kirts explained how the grant worked, covering 100% of the officer for the first year, decreasing over the next three years until the officer was fully paid for by the Town. This grant covers the purchase of a patrol car and most of the equipment as well. O'Donnell noted that as Youngsville continues to grow, the Police Department will need to grow as well. Patterson stated the budget covers two police cars. Chief Kirts noted three cars had been paid off during this fiscal year. O'Donnell explained we have been purchasing one car each year. Patterson stated there were several service contracts, to include fingering printing machine, radios and new Tasers. Chief Kirts explained the Tasers were being phased out, meaning no more repairs or new batteries. He stated they have no choice but to get new ones. Chief Kirts explained the company will finance a dozen Tasers for the price of one Taser a year or we can pay \$1,200 each out right. He reiterated they had no choice but to switch them out at this point. Chief Kirts reminded the Board that the current models were paid for by donations.

Patterson stated the Parks and Recreation Department will only take funds from the General Fund for salary and new lights at the Luddy Park.

Patterson stated the Streets and Sanitation Department was holding steady with two maintenance workers. She noted there was a request for a new snow plow, which the

Town would pay cash for. Patterson stated she had budgeted for an increase in the garbage service but the revenues will help to offset that.

Patterson stated the Powell Bill had an increase due to the proposed resurfacing project.

Patterson stated the Parks and Recreation Fund would be self-sufficient to run the programs, except for the lights. She explained she had spoken with Nash concerning raising the funds to cover the current programs, as well as any future programs. Patterson stated it needed to be run as a business and Nash told her he would look into more ways to help it grow.

Commissioner Hedlund stated he thought the lights had already been replaced and O'Donnell explained that small repairs had been made but the new lights were never installed.

Commissioner Hedlund asked for more clarification on the repaving / resurfacing project. O'Donnell explained the Pavement Analysis gives a list of which roads need repairs, which type of repairs, and an approximate cost. Based on this Analysis the Board will decide which roads to work on first. O'Donnell stated he wanted to set a price first, then see how much we can get done for that amount. He noted all of the Railroad Streets are owned by CSX Railroad but they expect the Town to maintain them.

Commissioner Hedlund asked what the tax rate was for Wake Forest and O'Donnell stated he thought it was \$.58 per \$100 valuation. He explained it was deceiving by just looking at the tax rate. O'Donnell stated \$.01 per \$100 of Youngsville's tax base would equal \$20,000. However, for \$.01 per \$100 of Wake Forest's tax base would equal \$500,000. Commissioner Hedlund just wanted to make sure that as Youngsville grows, we could think about reducing the tax rate and O'Donnell agreed the tax rate would decrease as the Town gets a handle on things. Patterson agreed as well, noting that once everything was running efficiently it would help decrease costs resulting in the ability to reduce the tax rate.

Commissioner Hedlund asked for more information on the Parks and Recreation funds coming from the General Fund as he wanted to make sure they were covering their expenses. Patterson explained salary and the lights for the Luddy Park, as it was a capital expense, were the only two items. O'Donnell explained there are more things that need to be done at Luddy Park which will show up over the next few years. When asked, Patterson stated it would cost approximately \$20,000 for the lights and \$48,000 for salary, which included benefits, payroll taxes, and workers' compensation.

O'Donnell wanted to remind the Board the Pay and Classification Study would be implemented in the FYE 2020. He explained how the procedure worked and noted there could be a large impact on payroll.

Commissioner Redd stated she appreciated the worksheets and the ability to have a work session to go over all of the information, as did the other member of the Board. O'Donnell noted Commissioner Johnson was absent but he had spoken with him earlier

in the day. He stated Commissioner Johnson was satisfied with the proposed budget. Patterson stated she had worked with the Department heads to help figure the costs and revenues. Commissioner Hedlund wanted to clarify that there were two full time maintenance staff and that was correct. He wanted to know what portion of their time was spent on cutting grass and Chief Kirts stated it depended on the time of year. Commissioner Hedlund expressed concerns that it was taking too much time away from other duties. He suggested looking into outsourcing the mowing and O'Donnell stated he could look into for next year. Hurd explained she gets estimates on their time for the Powell Bill salary transfer and noted it has been as high as \$10,000 worth. She noted about 70% was for grass cutting. Chief Kirts stated if we contracted out the grass cutting, they could save a ton of time. When asked, Chief Kirts noted it was about two days of right of way mowing each week. O'Donnell stated a personnel analysis needed to be done. Chief Kirts felt we could keep up with the mowing this year and O'Donnell explained that an analysis will also help to figure out what staff will be doing with the extra time. O'Donnell stated there will be a little time where we will need to plug the hole in the budget. Chief Kirts stated that he knows exactly how much time is spent mowing based on their daily time sheets. He explained it's broken down for each task.

Hurd presented the proposed Fee Schedule. She explained the proposed costs are the top amount needed, but if the Board felt it was too large of an increase, the Board can decide to increase in smaller increments over several years. Hurd explained the Dog Tag Fees have been brought before the Board years ago by Commissioner Yadusky and Board declined to increase fees at that time. She explained that Dog Tag Fees have never been increased and are no longer covering the costs. Hurd explained Dog Tags are due February 15th of each year. She gives them an extra month before sending notices, which includes the cost of postage. Hurd explained the costs of tags, keeping the records / copies, and time spent by employees has increased over the years. Commissioner Redd asked if this was required by the State or if it was something Youngsville did because we thought it was nice to return dogs. Hurd explained it was Town Ordinance and the biggest reason for the Ordinance was to make sure every dog had updated rabies vaccinations. She stated that if a dog was loose, she knew who's dog it was in order to be able to return, fine them, and also that the dog was safe. Hurd reminded the Board about the leash law as well. She stated most dogs in town were registered, with a few that may be missed by new residents. As we find dogs that are not registered, notices are sent to the owners. Commissioner Wiggins asked what the fine was for a dog off of its leash was, and O'Donnell explained it was a regular violation of \$50.00, each violation. Hurd noted violators were rarely fined the first time as accidents happen but repeat offenders are issued citations for the violation which comes with a court date as well. She stated the Police Department has issued citations previously. The Board was fine with the increase to \$5.00.

Hurd explained garbage fees have not increased since 2015 even though costs have increased each year. She explained she filled out a report each year for the State that included costs for all of the services provided, including Waste Industries, bulk garbage, salaries (including retirement and payroll taxes), and complete overhead including gas. Using the total costs for the FYE 2017, as the final numbers for the current year are not yet available, the actual cost was \$28.25 per account. Hurd noted the fees have not been

increasing each year as they should have. If an increase was not approved, this would be the third year without one. Hurd explained she has not yet received the increase information from Waste Industries for this year as the rate is set by the State, then goes to Waste Industries, then they inform us of the final increase in rates. She noted it was a large increase at one time but she did recommend at least raising it to a midrange rate to start recouping some of the costs. O'Donnell asked what percentage Waste Industries had increased since 2015 and Hurd stated that she did not know. Commissioner Hedlund noted it was a large increase and Commissioner Wiggins stated the Town needed to cover the costs of service. Hurd explained if we did away with the monthly billing and let the taxes cover the costs of garbage, it would equal \$.05 worth of tax rate based on the revaluation numbers received from FCTO. She noted it would be best to continue with the monthly billing system that we have in place. O'Donnell explained Wake Forest did this in the mid 2000's during a revaluation year and it was \$.04 in the taxes. However, he noted other towns are getting away from using tax money to pay for garbage services and going with the monthly billing. O'Donnell explained it was not the same as it used to be due to a change in federal law that allowed for taxpayers to claim it as a deduction on their taxes. When asked, Hurd explained the proposed amount to fully cover the costs based on last year's expenses was \$28.25, which is a very large increase. She noted the increase could be split in half, with an increase planned for next year. Hurd noted the fees should be increasing each year as the costs of service, gas, overhead, etc. increases each year. O'Donnell asked if 50% of the proposed increase would work for the Board and Mayor Flowers agreed the full increase was just too much. Hurd noted there were a lot of elderly customers on fixed incomes that only had one bag of garbage a week and the full increase may be too much for them to handle. She reiterated she wanted to cover costs but she also wanted to note it was a huge increase because we waited three years to do it. Commissioner Redd wanted to clarify that we have not yet received this year's increase from Waste Industries and Hurd stated that was correct. Hurd explained the numbers she used were from FYE 2017. Mayor Flowers asked when the last time we put the services up for bid and Hurd stated the last time we renewed the contract. She explained Waste Industries always beat the competition. O'Donnell asked when the contract expires and Hurd stated next year. When asked, the Board agreed that the midway point between the current and proposed rates would be fine.

Hurd clarified with the Board that they agreed with the proposed rate increases for the Community House and the Board agreed they were fine with them.

Hurd explained Miscellaneous Fees were set by the Town Ordinance. She explained the Permit to Dig in Streets was dictated by Ordinance but did not specify a fee. Hurd stated \$25.00 was a standard fee for various zoning permits and she would like to use that amount for this as well. She explained this would cover the amount of employee time it took to approve the Permit. Also under Miscellaneous Fees was the cost to cut grass should they not comply with their violation notice. Hurd explained the Town bills \$100.00 an hour, with a minimum of one hour, then billing in half hour increments after that. There was a discussion concerning when roads were turned over to the Town for maintenance and the need for the Specifications Manual to make sure they were built to higher standards. The Board agreed with the proposed Miscellaneous Fees.

Hurd explained penalties were set by the Town Ordinance. Unless otherwise stated, violations were \$50.00 each day the violation continues. Specific penalties per Ordinance included Public Nuisance at \$50.00, willfully engaging in disorderly conduct at \$500.00, Noise Violations with costs based on each violation and Excessive False Alarms at \$100.00 each after three warnings. When asked what constituted a Public Nuisance, examples included water / air quality violations and junked cars. Commissioner Hedlund stated it sounded like a “catch all” and Hurd agreed. After a brief discussion on yard conditions, Hurd explained the Code Enforcement Officer Danny Eudy would investigate the property / violation, send out a notice of violation, and issue fines if applicable. Commissioner Wiggins wanted clarification on the Noise Ordinance and Chief Kirts explained our current decibel levels. As an example, Chief Kirts noted that the traffic outside the building was loud enough that it violated the Noise Ordinance. Commissioner Wiggins noted some concerns about violations in his neighborhood and Chief Kirts stated they could look into it. After a brief discussion, the Board was fine leaving the current Penalty rates.

Hurd noted there were no rate increases for the Police Department fines, including parking and fingerprint charges. Both Chief Kirts and the Board were fine leaving them as they were.

Under Taxes and Fees, Hurd explained she was requesting the fees for Dog Tags increase from \$1.00 to \$5.00 as discussed earlier. When asked, Hurd stated we sell approximately 100 Dog Tags but it will increase due to the new subdivisions. The Board was fine with increasing the Dog Tag Fee to \$5.00.

Hurd explained the Beer and Wine Licenses were set by the State and could not be changed. Peddler’s Licenses were staying the same at \$25.00. She explained the Police Department did a limited background check on the applicants. Chief Kirts explained they could only check for warrants. Commissioner Stallings expressed concerns about the limited background checks. He stated he wanted to start doing a full background checks. After a brief discussion, it was decided to have a \$25.00 fee plus the costs of the background check. Mayor Flowers noted that Patterson Woods was a “No Solicitation” neighborhood and Hurd explained the Town could not enforce covenants, only the laws and ordinances. Hurd stated if the peddler didn’t leave the property when asked, the Police Department could intervene then. She explained most companies never came in after explaining they would need a background check. Commissioner Redd noted the background checks where she works were approximately \$36.00.

Hurd explained Taxi Cabs were \$15.00, plus the costs of the Hearing. She noted we have never had any Taxi Cabs wish to start business in Youngsville. This did not include Uber and Lyft as they were not considered Taxi companies.

Hurd explained the Vehicle Registration would stay the same at \$5.00. She stated this fee was billed with the motor vehicle taxes and collected by the State then paid to the Town each month. O’Donnell stated a higher rate can be charged and Hurd explained anything over the \$5.00 is designated monies.

Hurd explained the Zoning Fees were located on a separate Fee Schedule and were updated less than a year ago. O'Donnell explained this Fee Schedule can be updated throughout the year. The only thing that cannot be changed after being set is the tax rate.

Hurd wanted to clarify that the Fee Schedule can reflect \$25.00 plus the cost of the background check, instead of putting a specific cost, and O'Donnell answered yes. When asked, Hurd stated she has never charged for Boy or Girl Scouts, or school fund raisers. She noted we cannot charge for the Churches.

O'Donnell asked if there were any other questions or comments. Commissioner Redd stated this was very well presented and she appreciated all of the work. O'Donnell noted that Patterson did most of the work on the Budget. Hurd stated she appreciated being involved in the process. She explained how important the new computers and software was based on the current situation. Hurd noted the new systems would be more efficient and help streamline daily routines.

Hurd noted the Public Hearing for the Budget would be held at the June Board Meeting.

The meeting adjourned at 7:19pm.

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MINUTES

MAY 10, 2018

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 invocation. 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, and Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO APPROVE THE AGENDA AS PRESENTED

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

The next item on the agenda was citizens' comments. Amy Karlgut, owner/operator from Wine and Beer 101, spoke concerning noise complaints against her business from the bands that they have outside. She stated after looking into the Ordinance, quite a few normal activities break the law. Ms. Karlgut stated anything above a normal conversation will break the decibel level set in the Ordinance. She stated the Ordinance allows higher volumes from 9am through 9pm and requested that be extended to 10pm, since they have music outside until then.

Commissioner Stallings asked for clarification on her request and Ms. Karlgut explained she wasn't sure if it made the best sense to have the decibel level actually change so much as allowing noise, sound, life, and music until a respectable time. She stated she was not looking to ruffle the feathers of her neighbors and did not wish to make anyone uncomfortable in their own home. However, they are growing and will only get busier, so she requested that the Ordinance be extended to 10pm, only on Fridays and Saturdays when they have live music outdoors. Ms. Karlgut stated it would not be all summer long, they will move inside once it gets too hot to stay out on the patio.

Commissioner Redd asked Chief Kirts what his thoughts were and Chief Kirts explained he has received complaints from citizens in the area concerning the music, both live and speakers. He stated one citizen was very upset, as it had changed his life inside of his home. Chief Kirts stated it was not just the hours, but the amplification. He could not make any suggestions but asked the Board not to take this lightly. Chief Kirts reminded the Board that this Ordinance was updated recently because of these types of problems.

When asked, Chief Kirts clarified that parties at the Armory on 1A South were interrupting the neighboring properties with amplified sound.

Commissioner Redd asked how this compared to Cross and Main Events Center and Chief Kirts stated that he did not receive complaints concerning that business. Commissioner Redd stated she was surprised, as it can be heard a block away very clearly. Chief Kirts stated it may have to do with how close the homes are to Wine and Beer 101 and that the music at Cross and Main Events Center was not outside.

Ms. Karlgut wanted to clarify that there were no speakers outside of the property. She stated she has spoken with the bands as well, to help keep the volume down and the bands were all very receptive to the idea of lowering the volume of the music.

O'Donnell asked if the Board would like for Staff to evaluate the situation and the Ordinance and Mayor Flowers stated yes, but noted that it was written this way for a reason. Mayor Flowers stated he hoped we could find a happy medium.

Commissioner Redd asked if restrictions had been placed on Wine and Beer 101 and Chief Kirts stated he had not. He stated he was hoping to solve this situation before taking action.

Ms. Karlgut explained she looked at the upcoming schedule and they do have larger bands that will be outside. She stated she filled out the amplified sound (Special Events Permit) permit so that she would not be putting paperwork on Chief Kirts every week. Ms. Karlgut explained Wine and Beer 101 will have a series of concerts this summer to draw more business to downtown Youngsville, the first Saturday of each month; June, July, August and September. She explained they will close the front parking lot and put a stage there, like they did for Oktoberfest and Grand Opening celebrations. Ms. Karlgut stated it would be one band, 7pm-10pm.

Even though he asked for her to fill out a Special Events Permit for her next event, Chief Kirts stated he didn't think this issue could be solved with the Special Events Permits, as this was not their intended function. O'Donnell suggested that Staff could look into making exceptions to the Ordinance, such as for summer months. Chief Kirts stated he just needs to know what to tell the citizens when they call in. Attorney Bartholomew stated that Louisburg has started doing something similar and he could look into their Ordinances. Chief Kirts stated this will be an ongoing issue as other businesses move into town and Commissioner Redd agreed.

MOTION: TO DIRECT STAFF TO RESEARCH POSSIBLE AMENDMENTS TO THE NOISE ORDINANCE

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. The motion passed unanimously. Attorney Bartholomew stated 50 decibels was indeed low, as it was talking volume. Chief Kirts stated that our Ordinance was not far off from other towns.

The next item on the agenda was the Financial Report. O'Donnell noted that everything seemed to be in order on the Budget.

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 April 12, 2018, the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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

The next item on the agenda was Old Business. There was no Old Business.

The next item on the agenda was New Business. The first item under New Business was to schedule a Public Hearing for the Proposed FY 2018/2019 Budget on June 14, 2018.

MOTION: TO SCHEDULE A PUBLIC HEARING FOR JUNE 14, 2018 TO HEAR COMMENTS FROM THE PUBLIC ON THE FY 2018/2019 BUDGET, WITH A TAX RATE OF \$.66

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

The second item under New Business was to schedule a Public Hearing for a Request to Rezone 101 and 111 E Persimmon Street by Pacific Development for June 14, 2018

MOTION: TO SCHEDULE A PUBLIC HEARING FOR JUNE 14, 2018 FOR A REQUEST TO REZONE 101 AND 111 E PERSIMMON STREET BY PACIFIC DEVELOPMENT

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

The third item under New Business was to schedule a Board of Adjustment for June 7, 2018. When asked, Clark clarified there would be three cases before the Board. He noted we were getting more cases which was making it harder to stick to the quarterly schedule. Clark explained one of the cases was tied into the sewer allocations. After a brief discussion, it was decided that June 12, 2018 was a better date for attendance.

MOTION: TO SCHEDULE A BOARD OF ADJUSTMENT HEARING ON JUNE 12, 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 Closed Session. Mayor Flowers stated that the Board did not 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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers noted he had attended the Annual YFD Ceremony in April.

Mayor Flowers wanted to congratulate Commissioner Johnson for his outstanding job in coaching. The Cedar Creek Middle School baseball team went undefeated during the season and did very well during tournaments. Mayor Flowers noted that Commissioner Johnson was a positive influence on the team members.

O'Donnell stated NC DOT has completed their survey of the 5-Points intersection and are working on the design. He hoped to have a cost estimate by next month's Board Meeting.

O'Donnell noted that new development is still strong. He had Fleming compare housing permits and noted that we have twenty two as of the end of April and had twenty four last year.

O'Donnell stated he and Commissioner Hedlund had attended a Solid Waste Advisory Board Meeting concerning littering. He noted that some initiatives had been mentioned and were worth looking more into.

O'Donnell reminded the Board that he would be on vacation in Ireland for the next three weeks and would be back on June 6th. He noted he could be reached by email if he was needed.

Commissioner Wiggins stated he had received a petition from residents that he wanted to put before the Board. The petition concerned vehicle noise, mostly in early mornings and late evenings. Commissioner Wiggins read the petition.

Dear Youngsville Board of Commissioners

We are citizens who live within the jurisdiction of the Town of Youngsville. Within the past few months, there has been an increase of vehicles traveling our neighborhoods that are causing excessive and unnecessary noise. The noise begins in early morning as well

as late evening. As a result, we as well as senior citizens in our community are unable to live and rest peacefully. We respectfully request that this matter be looked into and hopefully loud muffler noises can be eliminated. Your help will be greatly appreciated.

Mayor Flowers asked Chief Kirts if he could look into this matter and Chief Kirts explained that they have been writing citations. Unless it is a faulty muffler, they cannot issue a citation, especially for factory installed mufflers. Chief Kirts explained it was a grey area. He noted the Police Department had not received calls concerning this matter. Chief Kirts explained the citizens needed to call the Police Department so the individuals can be caught in the act. He stated there were not many Statute laws that covered noise from mufflers. Chief Kirts noted they would have more information after the citations they have written go to court. He reiterated that the citizens needed to call into the Police Department so the situation can be handled at the time of violation.

Commissioner Wiggins asked if the officers on patrol had noticed the problem. When asked, Commissioner Wiggins clarified in the Pine Street area of town, as well as Winston Street. Commissioner Wiggins noted that he just wanted to bring it to everyone's attention.

Mayor Flowers asked for recommendations, such as having the residents call in when the violations were happening. Commissioner Wiggins noted there was one muffler that could be heard all over town. Chief Kirts noted the Police Officers can't fix what they don't know. He reiterated again that residents needed to alert the Police Department when the issue is occurring.

O'Donnell recommended contacting the person who started the petition and have them let the people who signed the petition know to either alert the Police Department or to record the time and place of occurrences so the Police Department can try to be on scene. He noted we only have two officers on duty and they can't be everywhere at once. O'Donnell noted Number 13 on the petition had been very specific which was helpful. He stated he would be happy to discuss this with the petitioners and have them call when the problems occur. Mayor Flowers agreed that a concentrated area would be helpful to the officers.

Chief Kirts reminded the Board again that mufflers were a grey area and the officers were doing the best they can. If they can get a call / complaint then they would have probable cause to stop the vehicle in question to see if it was a factory installed muffler.

Mayor Flowers asked that Commissioner Wiggins get in touch with the petitioners to have them start calling in for a more effective solution. O'Donnell stated good police work needs the aid of the community. He stated the residents need to be aware and call in so that we can properly look into the situation. Mayor Flowers agreed this was the most logical step.

Commissioner Johnson agreed the traffic on East Winston Street was horrible. He noted it was being used as a cut-through and speeding was really bad. Commissioner Johnson agreed that our officers were stretched thin.

Commissioner Hedlund also wanted to mention the Solid Waste Task Force meeting that he had attended with O'Donnell. He noted they had discussed areas of prevention. Commissioner Hedlund noted the Kiwanis Club had recently cleaned their road, which was down to fourteen bags, compared to the fifty one bags from last time. He stated the Kiwanis Club has changed their schedule to clean the roadways more often.

Commissioner Hedlund noted the Kiwanis Club Yard Sale would be this Saturday at the Youngsville Baptist Church. He stated the Fall Festival would be held on September 15th.

Clark noted the Planning Board will meet on May 15th. He noted they were meeting late as they were waiting for final approvals for Laurel Oaks, Phase 2.

Clark stated with all of the rain, they has been some storm water runoff issues at some of the construction sites. He stated they will be following up with the developers.

Clark stated he had a conference call with Jeff Moore for an update on the Main Street Improvements Project. There were concerns on whether full or partial easements were needed. Clark stated they would be working more on plans next month. O'Donnell noted that project was being done to fit the budget. Clark stated the comments made by the public added more detail. When asked, Clark stated they were at 75% plans. O'Donnell explained we were at a good place to decide what can and cannot be done within our budget. Clark stated Jeff Moore would get back with him. Mayor Flowers asked if there would be another public meeting and Clark stated yes.

Attorney Bartholomew stated he was looking into options concerning the sale of the old Town Hall / Police Department. He noted they were all complicated. Attorney Bartholomew noted the Board needed to figure out which portion they wanted to keep and which portion to sell. He stated there were three options that he hoped to bring before the Board in June. Attorney Bartholomew stated he has been doing research at the Clerk's office. He noted the options he chose would be budget friendly and protect the Town.

Chief Kirts went over the statistics from the Police Department Report. He noted they issued 196 citations that included 267 charges. The traffic officer alone issued 86 citations. Chief Kirts noted about 90% of the citations were for speeding, at least fifteen miles over the speed limit, and mostly on the side streets. He explained the Police Department was running campaigns in areas of town. Last month was Winston Street, this month was Nassau Street. Chief Kirts stated there were no answers to all of the traffic problems Youngsville has. He stated his officers were doing everything possible. Chief Kirts stated they have reduced the amount of warning tickets and give out citations instead, as people were not paying attention to the warning tickets. He also noted issues with people running red lights / stop signs. Chief Kirts reiterated they are doing what they can as best they can. They have tried parking patrol cars in problem areas but that does not seem to work in the long run. Chief Kirts stated there was a lot of traffic cutting through our side streets. He stated they keep Youngsville as safe, if not safer, than other

towns. Commissioner Johnson noted he hears it every night and Chief Kirts agreed that people are speeding on Winston Street, over the railroad tracks, and are running the three way stop sign.

Chief Kirts stated complaints against officers was up because of the increase in citations but thankfully the body cameras have helped to prove there was no wrong doing on our officer's part.

Commissioner Wiggins wanted to note that he was passing along the comments, not criticizing the Police Department. Chief Kirts stated he understood but wanted the Board to know they do what they can. He stated he would look into the complaints but it would be easier if the residents called at the time of the incident.

Commissioner Wiggins noted he had also heard complaints the Police Department was pulling over too many people and Chief Kirts noted that several in-town residents have received citations. Mayor Flowers noted that if they were disobeying traffic laws, then the officers needed to cite them. Chief Kirts noted they have cut back on seatbelt tickets as they have bigger problems. He reiterated again they have monthly campaigns in areas that have major problems and that mufflers were in a grey area at this time. O'Donnell asked if the problem was defective mufflers and Chief Kirts stated they have issued citations for vehicles with no mufflers. Chief Kirts mentioned it was not a bother or a problem if citizens called in, it was their job to take those calls and help fix the problems.

Chief Kirts mentioned Wine and Beer 101 had spoken earlier concerning their noise complaint. He explained he had requested for Ms. Karlgut to fill out a Special Events Permit for the upcoming weekend but she had handed him approximately five. Chief Kirts noted these types of events are not what this permit is designed for and he would not be able to sign off on them, not for regular business activities. When asked, Chief Kirts stated there was not a lot of wiggle room. He noted it was comparable to other towns. Chief Kirts stated this issue needed attention quickly.

Attorney Bartholomew wanted to note he had noticed a vast increase in tickets from the Youngsville over any other town. He stated they were doing a good job enforcing the law. Attorney Bartholomew stated he likes working with Youngsville officers as they are respectful and competent.

As Assistant Chief Graney was not in attendance, Mayor Flowers read the YFD Report. He noted there was still an ongoing issue with burning inside of town limits and Chief Kirts was working with the YFD on this matter.

Chief Kirts stated the Maintenance Department has caught up on mowing. He stated the two workers that we have are very good.

The meeting adjourned at 7:54pm.

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MINUTES

JUNE 14, 2018

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 invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Assistant Fire Chief Justin Graney, and Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO APPROVE THE AGENDA AS PRESENTED

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

The first item on the Agenda were Public Hearings. The first Public Hearing was for the Proposed Budget for FY 2018/2019 with a Tax Rate of \$.66. Mayor Flowers called the Public Hearing to order at 7:01pm. As there were no comments, Mayor Flowers closed the Public Hearing at 7:02pm.

The second Public Hearing was for a Request to Rezone 101 and 111 E Persimmon Street from Residential Single Family (RS) to Main Street Business District (MSBD) by Pacific Development LLC. Mayor Flowers called the Public Hearing to order at 7:02pm.

Jessica Stapleton, 107 Jared Way, Louisburg, wanted to express concerns about additional traffic at the intersection near her business, The Hair Vault. She noted the upcoming Main Street Improvements Project would add crosswalks but she still had concerns about safety. Ms. Stapleton stated the entire block would now be commercial. She wondered if a stop light at the railroad tracks would be beneficial. Ms. Stapleton stated that accidents happen often at that intersection and extra traffic was a huge concern for her.

Another resident had questions not concerning the Public Hearing and was asked to hold off until Citizen's Comments.

As there were no more comments, Mayor Flowers closed the Public Hearing at 7:07pm.

The next item on the agenda was citizens' comments. Attorney Bartholomew wanted to remind the public they would be limited to five minutes to allow time for everyone to be heard.

Susie Foster, 209 Spring Park Way, Wake Forest, stated she started Suzanna's Antiques about nine months ago and the first six months felt very nice and simple which was welcoming. Recently, she has had several matters come up with the Town and has met with O'Donnell and/or Clark on each matter as they came up. Ms. Foster explained she received a Warning Citation concerning clutter at her Antique Shop, which was violating the Ordinance. She stated she was extremely disappointed as she felt that she keeps a clean and orderly business. Ms. Foster stated she was surprised about the notice and met with O'Donnell and Clark, who helped her work out some things. She stated she wanted to let the entire community know that she felt extremely picked on, as it was unnecessary, since she didn't feel it was cluttered. Ms. Foster stated it was explained to her that items looked like they were just sitting around but she explained that she replaced items as they sold, for example she would replace one of the mantles with another after she sells one. She stated she feels like her business is a huge asset to the community. Ms. Foster noted the Warning Citation made her feel overwhelmed and uncomfortable. She apologized if she was a little cluttered though it was not her intention.

Ms. Foster also wanted clarification on the Main Street Improvement Project. She stated she would like to see the crosswalk closer to the railroad tracks, if at all possible. Ms. Foster stated she understood parking spaces may be lost in the process. She stated there was a lot of input by the community and then she heard differently afterwards. Mayor Flowers noted the Main Street Improvements Project's plans are about 75% and they will have another open hearing for public comments soon.

Brenda Wade, 119 E Winston Street, stated that she knows Ms. Foster from Raleigh. She stated that when Ms. Foster moved to Youngsville it brightened up the area, including the addition of the coffee shop and ice cream shop. Ms. Wade stated it has a really small town flair and she loves it. She noted the outside storage helped show the type of business that Ms. Foster runs. Ms. Wade explained having items outside make people think about what may be inside. She stated she thinks it looks good outside. Ms. Wade noted that Ms. Foster will have a Christmas Festival with music and snacks at her location. She noted she was on Ms. Foster's side.

Ms. Wade also wanted to mention the noise complaints against Wine and Beer 101. She noted the business has brought socialization to the downtown area and is bringing people together in the community. Ms. Wade stated that she loves this little town and wants to keep it safe, so she understands about having rules for zoning.

Ms. Stapleton, 107 Jared Way, Louisburg, expressed concerns about a new business going into 118 E Main Street, the Yacht Club. She noted the Planning Board did not address open consumption in the common area. Ms. Stapleton also expressed concerns that teenagers would try to go into the Yacht Club and wanted to know how the business would monitor them, especially with a sandwich shop and ice cream shop so close. She

noted that we have already lost one landmark due to a drunk driving incident in our town so she wanted to know what would be the protocol on that.

Ms. Stapleton did want to note that she loved Wine and Beer 101 and they go there frequently. She stated they handle themselves very well. Ms. Staple stated Suzanna's Antiques was great and was extremely excited for the businesses we have. She reiterated her concern that there were so many children around the ice cream shop, with the rules and regulations that were requested for Wine and Beer 101, and with the Yacht Club being just a strict bar, what kind of image that will put off being behind an ice cream shop for our children.

Doug Buttram, 116 E Winston Street, stated he has heard negative feedback about Youngsville from small businesses. He noted that during a conversation concerning the hodge podge of buildings in various stages of disrepair and occupancy, the man told him the best thing to happen to Youngsville would be to bulldoze downtown because of the way it looked. Mr. Buttram noted several buildings have been in terrible disrepair and vacant for many years. He stated that when businesses come in that are willing to take on these buildings / facilities, he felt the Town should help facilitate, and not frustrate, that for them. Mr. Buttram stated the Town should provide guidance in a respectful way to keep good relations. He stated Youngsville has a bad history for economic growth and used the Industrial Park, or what is left of it, as an example. Mr. Buttram stated the Industrial Park from over twenty years ago was mismanaged with taxation and being annexed to the point where every occupant left. He stated some of these buildings have sat empty for almost twenty years. Mr. Buttram noted the traffic was still terrible, which was not the fault of the businesses. He stated it will only get worse with the new developments, especially without a bypass in the near future. Mr. Buttram noted people used the back roads to bypass Main Street and felt Youngsville needed to get NC DOT on board to facilitate the bypass. He stated the Town needs to help people that want to start businesses, welcome them, and facilitate growth to help make Youngsville a place to be proud of. Mr. Buttram noted there was a citizen that purchased property who has yet to build on the land and felt that citizen needed help as well. He stated his point was that we needed to help these people do what they need to do in order to make a good living in this town and make it a place we don't want bulldozed so we can be proud of Youngsville.

Laura Buttram, 116 E Winston Street, agreed with everything her husband just said. She also wanted to add they walked every night and saw violations everywhere. Mrs. Buttram listed several violations that she has noticed and felt had been overlooked by the Town but yet she felt that Suzanna's Antiques was being picked on.

Mrs. Buttram also noted they went to Wine and Beer 101 every weekend for the fellowship. She did note the music was a little loud and felt that the Town should let the owners know what decibel levels they need to adhere to in order to help tone down the volume. Mrs. Buttram stated that she has to wear cotton balls in her ears when she is up there so it doesn't hurt her hearing because the bands are loud. She reiterated that the Town needed to let them know what is acceptable in a way they can measure it so they can have outside music. Mrs. Buttram stated it gets pretty crowded inside, especially in

the summer, so it's nice to be able to go outside and have a band on the patio. She stated she understood some of the neighbors complained and agreed the volume did need to be toned down a little bit.

Amy Karlgut, owner of Wine and Beer 101, wanted to follow up the discussion from last month's meeting about the bands and Noise Ordinance. She agreed it was hard to hear, which was why they wanted to move the music outside. Ms. Karlgut noted she had hand-mailed notices about the summer festivals to all of the neighboring property owners within a thousand feet. She noted there were no complaints from the June concert on the first Saturday of June. Ms. Karlgut reminded the Board that the bands were willing to manage the level of their music. She stated Officers Kimball and Zuniga came out to measure the decibel level, however, she had asked to be involved when they did and had not been notified. Ms. Karlgut stated she wanted to know when it was recorded as well as the address where the readings were taken. She also noted the first time it was done was at the gate in their parking lot instead of where the complaints had been filed. Ms. Karlgut wanted to make sure they were able continue their summer series in July, August, and September.

Carolyn Palmer, 318 N Nassau Street, wanted to discuss the budget but since the Public Hearing had already been closed, she was unable to speak. However, the Board did answer her question, noting the tax rate would remain the same as last year.

Jonathan Nichols, 45 Old Spur Road, wanted to thank the Board for their work in the community. He stated he has lived in the area for six months and has three small children. Mr. Nichols explained the reason they moved here is because Youngsville has a lot of potential and he wanted to introduce himself, as well as become more involved and give back to the community. He stated he wanted to make sure that Youngsville takes a proactive approach to accommodate the growth, be business friendly and be family oriented. Mr. Nichols reiterated he wanted to get involved in his community and he sees the value that communities like Youngsville have. He stated that he felt we have a lot of potential and we are at a crossroads with the new surge of growth and he reiterated that he wanted to make sure we are being proactive for that growth. Mr. Nichols thanked the Board and noted he appreciated all they do.

Robert Woessner, 103 Bayberry Lane, noted he has been a citizen of Franklin County since the mid 1990's. He noted Youngsville has never had a destination spot like Wine and Beer 101, which gives people a reason to stop in Youngsville. Mr. Woessner stated he enjoyed the music and adult conversations. He noted Wine and Beer 101 is a wonderful addition to the town and they care about the people. Mr. Woessner explained that he is a sound engineer so he understands. He stated traffic was louder than the music and noted the location of the bands was ideal. Mr. Woessner stated he didn't feel the music could really affect the neighborhood because of that. He reiterated he enjoyed going to Wine and Beer 101 and felt they were an asset to Youngsville.

Linda Benkin, 209 E Winston Street, stated she has lived in Youngsville for six years and she supports the music at Wine and Beer 101 as well. She agreed the music was loud at times but it makes a huge difference now that it has been moved outside. Ms. Benkin

also mentioned the traffic noise was high as well. She stated Wine and Beer 101 inspired people to come to Youngsville and is a huge social factor in this town. Ms. Benkin stated she felt Wine and Beer 101 was helping to bring Youngsville back to life.

Ms. Benkin also wanted to support Suzanna's Antiques. She noted it was not as junky as the Red Barn was. Ms. Benkin felt the shop was set up nice and orderly, as well as being kept neat and clean. She mentioned the coffee shop was also adorable and helped to bring in business to Youngsville. Ms. Benkin felt the Board and Staff should support these businesses.

Brian Tozer, 115 E Franklin Street, moved to Youngsville for the small town feel. He noted the lack of signage for emergency services, as well as signage for pedestrian crossings.

Mr. Tozer stated Ms. Foster had helped him with charity drives. He noted he and his girlfriend have refurbished several items from her shop. Mr. Tozer stated Youngsville has character and flair about it and he can't wait to see what happens. He stated he understood there were rules and regulations, along with decibel levels. Mr. Tozer stated he loved Wine and Beer 101 also. They have helped him with charity events as well. He felt the Town needed to take care of the businesses in town, as they are the heart of Youngsville. Mr. Tozer stated it was a pleasure to live in Youngsville.

The next item on the agenda was the Financial Report. O'Donnell noted the finances looked to be in good shape and above what we expected.

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

- i. Minutes from the Board Meeting on May 10, 2018
- ii. Minutes from the Budget Work Session on May 8, 2018
- iii. Tax Collector's Report
- iv. Police Department Report
- v. Youngsville Fire Department Report
- vi. Resolution amending the Town of Youngsville's Schedule of Fees and Penalties
- vii. Adopt contract to audit accounts with Winston, Williams, Creech, Evans, and Co. LLP
- viii. \$250 donation to the Youngsville Fall Festival (Kiwanis Club)
- ix. Tax Release for Modern Upholstery for 2012 – 2014 business personal property totaling \$13.92
- x. Capital Project Ordinance

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

The motion was made by Commissioner Stallings 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 to adopt the proposed Budget for FY 2018/2019 with a Tax Rate of \$.66. Commissioner Wiggins noted there was not a tax increase and Mayor Flowers agreed that it was staying the same as last year.

MOTION: TO ADOPT THE PROPOSED BUDGET FOR FY 2018/2109 WITH A TAX RATE OF \$.66

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

The second item under Old Business was a request to rezone property located at 101 and 111 E Persimmon Street from RS to MSBD by Pacific Development LLC.

MOTION: TO ACCEPT THE PLANNING BOARD'S RECOMMENDED PLAN CONSISTENCY STATEMENT AND RECOMMEND THE APPROVAL OF THE REQUESTED REZONING OF THE APPLICANT'S PROPERTY FROM RS TO MSBD BECAUSE: (1) THE ZONING MAP AMENDMENT IS A LOGICAL EXTENSION OF THE MSBD DISTRICT CONSISTENT WITH THE BUSINESS DEVELOPMENT PATTERNS ALONG THIS PORTION OF THE DOWNTOWN BUSINESS DISTRICT AND (2) CONSISTENT WITH THE GOALS OF THE LAND USE PLAN AND THE ENVISION YOUNGSRVILLE REPORT.

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

The next item on the agenda was New Business. The first item under New Business was a discussion on revising 312.4.3 of the Zoning Ordinance concerning awning colors in the Main Street Business District (MSBD). Clark noted these restrictions were added to the Zoning Ordinance about a decade ago. With the current activity on Main Street, these restrictions were very limiting. He stated this Ordinance had been looked at a couple of years ago but no movement had been made. Clark recommended removing all of 312.4.3 which restricts color and style of awnings in the MSBD. He explained the original idea had been to establish a theme for downtown but without restrictions on other things, such as paint color, it made no sense to keep these restrictions. Mayor Flowers stated he liked the idea and both Commissioners Hedlund and Redd agreed. After a brief discussion, it was decided to have the Public Hearing on August 9th to give Staff enough time to get the paperwork in order.

MOTION: TO SCHEDULE A PUBLIC HEARING FOR AUGUST 9, 2018 TO HEAR COMMENTS FROM THE PUBLIC ON THE PROPOSED REPEAL OF ZONING ORDINANCE 312.4.3

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

The second item under New Business was 1st Call Towing and Recovery. Clark explained there was a violation of the Home Occupation Ordinance due to type of wreckers that are being kept in a residential neighborhood and has requested some relief following a Violation Notice. The problem comes from wreckers not being considered basic automobiles, they are considered commercial vehicles. He stated Mr. Creager had met with Staff to see how to move forward. Because zoning enforcement has begun and the appeal process has expired, the only other option would be for a Conditional Use Permit that would go before the Board of Adjustment, which includes testimony and evidence. Concerns are that this statement could be construed as ex parte communication and violate the rules of Board of Adjustment Hearings. O'Donnell explained this meant the Board could listen tonight but everything mentioned tonight would have to be disregarded during a Board of Adjustment Hearing.

Chris Creager, 106 W Franklin Street, explained he was part owner of a towing company, 1st Call Towing and Recovery. Mr. Creager asked for clarification on what he could say and O'Donnell explained what was allowed and what would have to be disregarded if the situation came before the Board of Adjustment. However, if a text amendment was requested, then it would not go before the Board of Adjustment so comments made tonight would be fine. Mr. Creager explained he didn't think he was in violation of the Ordinance as the term automobile was not well defined and should be abided by the way it was written. O'Donnell stated he felt a Variance from the Board of Adjustment was the best course of action for Mr. Creager based on this information he just provided. Attorney Bartholomew explained how the Board of Adjustment (a judicial body) worked as compared to the Board of Commissioners (a legislative body). Mr. Creager expressed concerns about accruing fines while waiting for a Board of Adjustment Hearing. Clark stated Mr. Creager needed to meet with them as soon as possible so they could look at options and decide where to go from there. He stated fines could be suspended during the application process if an application has been filed.

The third item under New Business was a presentation by Logan Harrison on creating a Youth Advisory Board (YAB). Mr. Harrison stated YABs were nice to have and he felt it was past time for one in Youngsville. He explained the YAB would have a Chair, Vice-Chair, and Treasurer/Secretary, along with the members. There would also be subcommittees and activities, such as outreach programs, recruiting, projects, etc. Mr. Harrison stated Youngsville needed a Board to serve the youth of the area and address their issues. He explained the YAB would apply for grants. Part of their community service programs included backpacks for school children, cops and kids, bikes, etc. Mr. Harrison explained they would shadow the local government. He noted this would help raise active voters.

Mayor Flowers asked who would be members and Mr. Harrison explained the age group would be High School, grades 9-12. Mayor Flowers agreed the YAB was needed but expressed concerns that not everyone was as motivated as Mr. Harrison. He asked if interest would continue after initial group graduated and Mr. Harrison explained they would actively recruit to keep the YAB going as members' age out. Mr. Harrison felt the YAB could be life changing. Mayor Flowers asked if this would be open to all High

Schools and Mr. Harrison stated yes. Mr. Harrison explained there would be an initial fee to join to help cover the startup costs. He explained they want to get involved and have a presence.

O'Donnell stated there were two types of ways the YAB could be formed. The first was a subsidy of the Town Board, for example the Planning Board. They would be advisory to the Board of Commissioners, bylaws would be set by the Board of Commissioners and members would be appointed by the Board of Commissioners. The terms would be rotating. After the YAB was appointed, they would then elect the Chair themselves. The second type would have the blessing of the Board of Commissioners but would not be a subsidy Board chartered by the Town. Mr. Harrison stated the YAB would be service based with advisory capacity. They would solve problems in the community but would also advise the Board of Commissioners. O'Donnell stated he would like to have a more thorough conversation in a better setting. Mayor Flowers stated they would set up a meeting with Mr. Harrison to get more in depth on the creation of the YAB.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did need to go into Closed Session. General Statute 143-318.10(e) to prevent the disclosure of information that is made privilege or confidential and General Statutes 143-318-11(a) to discuss real property purchase, contracts, or leases.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS THE DISCLOSURE OF INFORMATION THAT IS MADE PRIVILEGE OR CONFIDENTIAL AND TO DISCUSS REAL PROPERTY PURCHASE, CONTRACTS, OR LEASES

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

The Board of Commissioners went into Closed Session at 8:00pm and came out at 8:13pm. Mayor Flowers stated action was taken on item 9A but no action was taken on item 9B. Attorney Bartholomew explained 9A concerned releasing minutes from previous closed sessions. He stated some Closed Session minutes are still unavailable due to their content still being confidential. Closed Session minutes that were released were June 9, 2017, August 10, 2017, and November 9, 2017.

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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to thank everyone for their help on the Budget.

O'Donnell informed the Board that the Pay and Classification Study was ongoing. He noted all of the questionnaires had been turned in and Mr. Reece is ready to begin the interview phase.

O'Donnell stated the Comprehensive Development Plan is approximately one third completed.

O'Donnell stated he received an email from Holt Kornegay of the Franklin County Library, concerning volunteers needed for the Library Development Plan. He noted they would like for the Board to nominate or identify a volunteer / member. O'Donnell stated that it could be a Commissioner or resident of the Youngsville area. He asked that names be brought either to the meeting next month or emailed to him.

O'Donnell reminded the Board he had asked NC DOT to study the 5-Points Intersection. He stated that NC DOT informed him there is a possibility they would pay for the installation of turn lanes at that intersection. O'Donnell explained they may be eligible for a mobility project due to the safety problems at 5-Points. He noted this could mean the improvements would be covered 100% by NC DOT and not cost the Town. O'Donnell stated the Town would need to donate right-of-way at the ABC Store, which would be helpful for them to receive funding. He stated another update would be available in August.

Commissioner Redd wanted to follow up on complaints about the trash at the Wilco on Main Street. She also noted it was happening at the basketball court at Luddy Park. Clark noted that Eudy has spoken with them concerning keeping up with the trash as it accumulates. He stated they are cleaning the trash up regularly but it continues to fall out of vehicles or gets blown onto their property. Clark noted he had walked the Wilco and it had been mostly clean.

Commissioner Redd stated they have delivered sixty five Welcome Wagon bags to new residents. She also noted that Faith Baptist Church also gives them to new members of their church which helps to spread the information to residents outside of town limits.

Commissioner Hedlund stated the Kiwanis Club would be cleaning Highway 96 and S Cross Street tomorrow. He noted the new date for the Fall Festival was September 29th, from 9am to 3pm. Commissioner Hedlund asked that Commissioner Redd add information to the town Facebook page concerning NC Art Museum's event on September 15th.

Clark stated they have received concerns about storm water at the intersection of US 1A South and Camille Circle. He stated they have contacted NC DOT maintenance and the developer concerning the problem and will continue to monitor the situation.

Clark explained the new statewide rules concerning development fees for water and sewer systems. He stated this went before the Franklin County Board of Commissioners for the best way to collect these fees. Clark explained the new fees would be exclusively used for improvements in the water and sewer systems. Local improvements include a new pump station in the Youngsville area and a new water tower in the Cedar Creek area. Clark stated these fees will help support the needs of the new developments. He noted that everyone, including developers were in support of these fees. Clark explained this fees would not affect current residents, but would help with long range planning.

Clark noted there was a lot of activity and development, including the downtown area. He stated some of the upcoming plans depended on the water and sewer allocations, which gives more time for planning.

Chief Kirts informed the Board he had tried to contact Ms. Karlgut concerning the decibel testing and was unable to get in contact with her, so the officers did move forward with the testing. He explained noise from vehicle traffic was not the same as amplified sound, which is what the Ordinance is concerned with. Chief Kirts also noted that all of the people that spoke in favor of Wine and Beer 101 did not live close enough to be in hearing distance of the music. He explained he had looked into other towns, both large and small, and noted that we were in line with them, though some of the towns had a lower range than we did. Chief Kirts stated there were no complaints since the initial ones.

Assistant Fire Chief Graney wanted to remind the Board and attendees they are accepting volunteers.

Assistant Fire Chief Graney stated they have received their State Fire Inspection results, which were great. He noted they dropped one level to ISO 4, which will entice more businesses to the Youngsville area. Assistant Fire Chief Graney noted the residential rates would remain the same. There was a press release in the Board packets.

Assistant Fire Chief Graney noted the Ordinances that refer to the Youngsville Fire Department were outdated. O'Donnell explained that Staff was in the process of reviewing and revising the Ordinances. He invited Assistant Fire Chief Graney to the next meeting to discuss the proposed changes.

Mayor Flowers noted the 8U All Stars were underway. He stated Parks and Recreation would be hosting a basketball camp.

Hurd reminded the Board that Ethics training was now available for those newly re-elected. She stated she would purchase the webinar in mid-July and get the information to the Board.

Chief Kirts stated the Maintenance Department was keeping up and so far nothing else had broken down.

The meeting adjourned at 8:34pm.

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MINUTES

JULY 12, 2018

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 invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Assistant Fire Chief Justin Graney, Finance Officer Jaclyn Patterson, and Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO APPROVE THE AGENDA AS PRESENTED

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

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

The next item on the agenda was the Financial Report. Patterson stated the end of the fiscal year looks good. She noted the ABC Store would have its audit next week and the Town would be audited on August 21st and 22nd. Patterson stated she has expressed her concerns about timing for this year's audit deadline to the auditors. She stated she was moving forward on the new computers and software. Commissioner Wiggins asked if the Town did better or worse than expected and Patterson stated better.

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

- i. Minutes from the Board Meeting on June 14, 2018
- ii. Tax Collector's Report
- iii. Police Department Report
- iv. Youngsville Fire Department Report

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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

The next item on the agenda was Old Business. There was no Old Business.

The next item on the agenda was New Business. The first item under New Business was the 2017 Tax Settlement Report. Hurd explained the Settlement Report was an end of year report that was more detailed than the monthly Tax Collector's Report. She stated the first report was the Preliminary Settlement Report that included a list of all outstanding 2017 taxes. The second report was a Settlement for Current Year's taxes that shows all charges (billing, interest, fees, etc.) that were placed in the Tax Collector's hands, as well as all credits (payments, releases, past due taxes, etc.). The third report was the Settlement for Delinquent Taxes included all past due taxes that were placed in the Tax Collector's hands at the beginning of the fiscal year, all fees, interest, and discovery billings, along with all payments and releases made throughout the fiscal year. This Report also included a list of Insolvent accounts, which are personal property accounts that are deemed uncollectable. Hurd explained that even if they are approved on this list, it does not mean that she won't collect them if she is able. Insolvents included businesses that no longer exist, personal property taxes for people who have moved out of Youngsville that is too costly to hunt down, and deceased tax payers.

MOTION: TO ADOPT THE RESOLUTION APPROVING THE SETTLEMENT WITH THE TAX COLLECTOR FOR INSOLVENTS

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

The second item under New Business was to Order the Collection of Taxes. Hurd explained this allowed her to bill the upcoming 2018 taxes, as well as placing all past due taxes in her hands for collection.

MOTION: TO ORDER THE COLLECTION OF TAXES

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

The third item under New Business was to select a representative to the Franklin County Library Selection Committee. Hurd explained Tucker had called a few residents and Elizabeth Wilkerson had volunteered. She stated Mrs. Wilkerson was the daughter of Elizabeth Cheatham, who had written the book "Sketches of Youngsville". Commissioner Redd stated she felt it as a good choice.

MOTION: TO APPOINT ELIZABETH WILKERSON TO THE FRANKLIN COUNTY LIBRARY SELECTION COMMITTEE

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. 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. General Statute 143-318.11 (3) to consult with the Attorney.

MOTION: TO GO INTO CLOSED SESSION TO CONSULT WITH THE ATTORNEY

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

The Board of Commissioners went into Closed Session at 7:09pm and came out at 7:25pm. Mayor Flowers stated the Board consulted with Attorney Bartholomew and no action was taken.

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 – Commissioner Redd stated she wanted to start a Downtown Revitalization Committee for the betterment of the downtown area. She explained she would act as liaison, work with O'Donnell and the local businesses. Commissioner Redd stated she has received positive feedback and hopes to have an update next month.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers reminded the Board the ethics webinar has been purchased and it was time for training. He clarified that he, along with Commissioners Hedlund, Wiggins, and Redd, needed to take the training.

Mayor Flowers noted Coffee with a Cop would be on August 9th at 8am at Charron's Café.

O'Donnell noted there was money set aside in the Budget for a loan to repair the town streets. He reminded the Board that a study was done last fiscal year. Based on that study he has asked an engineer to come out and measure so that we will have the proper information for contract bidding. O'Donnell stated he would bring the list before the Board and the Board will need to decide which roads will be repaired. He stated that engineer explained to him prices for asphalt were cheaper in the fall. If we waited for bidding in the fall, work would be in mid-March, unless it can be bid and completed before mid-December.

O'Donnell stated he has received the cost estimates for the 5-Points intersection upgrades and it was very high. He explained it exceeded the threshold and additional funds would

be needed. O'Donnell stated NC DOT will re-look at the numbers as the Town can't do more than \$50,000 - \$75,000. He noted this project may take the place of the round-a-about if it solves most of the traffic problems. O'Donnell stated NC DOT is very interested in this project and will get back with him on the revised figures.

O'Donnell noted Rick Flowe will be in town the week of July 23rd to work on the interviews for the Comprehensive Development Plan. Mr. Flowe will be talking to the local businesses.

O'Donnell stated June was the best month for building permits. He noted there were thirty five single and multi-family permits issued inside of town limits.

Commissioner Stallings asked if the Ordinances applied in the Extra-Territorial Jurisdiction (ETJ) and Clark explained the Zoning Ordinances do but the Town Ordinances did not. Clark clarified that Ordinances such as the Grass Ordinance did not apply in the ETJ but Sign Ordinances did. Commissioner Stallings noted the Haunted Forest signs for Panic Point were in disrepair and Clark stated that would be covered under the Sign Ordinance.

Commissioner Stallings also expressed concerns about the condition of a house in the ETJ and Clark stated that the minimum housing codes would apply but there was nothing that could be done about the grass at this time. After a brief discussion, Clark stated he would look into the property to see which ordinances would apply and help alleviate the problems.

Commissioner Hedlund noted Faith Baptist Church will be cleaning the litter on Highway 96 and S Cross Streets on August 10th.

Commissioner Hedlund stated a resident had requested a yellow-flashing light for when the Youngsville Elementary School was in session. Chief Kirts explained it was a NC DOT road and permission would have to be granted before anything can be added. He stated that he would look into it.

Clark noted the Board of Adjustment would meet again on August 2nd and had two cases. He explained a third case could not go through the process quick enough to be heard in August. He asked if the Board would set a date for September 6th as the next quarterly meeting would be in November. Mayor Flowers wanted to clarify that everything had been filed and Clark stated the application and fees had been received. Commissioner Wiggins wanted more clarification on why it could not be heard in August and Clark explained there was not enough time for the application to be reviewed by the Planning Board, nor was there enough time for the notification process. After a brief discussion, a date could not be settled on. Clark asked that everyone check their schedules and we could set a date at the August Board Meeting.

Clark noted Staff continued receiving inquiries from small businesses looking for spaces.

Assistant Fire Chief Graney noted there was a slight increase in calls between January 1st and June 30th. He stated June had less calls than last year. Assistant Fire Chief Graney stated they did have several fires over the past week.

Assistant Fire Chief Graney stated they have hired their first paid Chief Officer in Youngsville. The position will start in November and will be a part-time Battalion Chief, overseeing daily operations. Assistant Fire Chief Graney noted this rank was just below Assistant Chief. He stated introductions will be made at a future Board Meeting and noted the new Battalion Chief may stand in for him at meetings.

Mayor Flowers noted the World Series Little League games were this weekend. Fall Baseball registration was ongoing through August 19th. Flag Football registration was also ongoing. Mayor Flowers noted tryouts for travel leagues would be soon.

Chief Kirts stated the Maintenance Department had two very hard working employees.

The meeting adjourned at 7:44pm.

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MINUTES

AUGUST 9, 2018

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 invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Joseph Johnson, and Terry Hedlund. Commissioner Larry Wiggins was not in attendance. 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, and Planning / Zoning Administrators Bob Clark and Andy Thomas. Representatives from the Wake Weekly and the Franklin Times were also present.

Mayor Flowers explained he wanted to move Closed Session further down the Agenda, to the last item before adjournment.

MOTION: TO APPROVE THE AMENDED AGENDA

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. The motion passed unanimously. Hurd asked the Board if they wished to make this a permanent change on future Agendas and the Board agreed.

The first item on the Agenda was a Public Hearing for the text amendment deleting the regulation of awning colors and style restrictions. Thomas explained the Main Street Business District (MSBD) contains a provision that regulates the color and style of awnings in Section 312.4.3 of the Youngsville Zoning Ordinance. When the MSBD was introduced, it was conceived that there be a unified appearance in the district by regulating the colors of awnings. The code currently allows awnings that are green, burgundy or green and burgundy striped.

Over the years, some owners have desired to have other colors. In the past, some other colors have been permitted and installed in the MSBD. Staff recommends eliminating this provision. The ordinance does regulate building materials and the location of buildings but the colors of the buildings themselves are not regulated.

Staff has prepared an ordinance that, if adopted, would delete any mention of the regulation of awning colors. Thomas noted Staff received a fair number of calls concerning other color options.

Commissioner Redd asked if Staff was looking at regulating the color of the buildings in the MSBD and Thomas stated not at this time, unless the Board directed them to. Clark

explained the Comprehensive Development Plan (CDP) process will help with policy direction based on input from the local businesses. The possibility of color restrictions can be visited during this process. Thomas noted the Planning Board made a unanimous recommendation in favor of the proposed text amendments.

Mayor Flowers opened the Public Hearing for comments at 7:05pm. As there were no comments, Mayor Flowers closed the Public Hearing at 7:05pm.

The next item on the Agenda was citizens' comments. Keith Falt, Chipping Sparrow Court, stated he was taken aback by the significant increase in his taxes. He noted the Town did not raise the tax rate but the new values led to an increase in total taxes. Mr. Falt noted other communities went down on their tax rate, to include Franklin County. He expressed concerns that Youngsville did not even make a token decrease, even though they knew very well it would be a significant bump in people's taxes.

Mr. Falt handed the Board an analysis that he compiled. He asked the Board to study the financials when they go over decisions and look at the trend lines. Mr. Falt stated the trend lines did not look terrific. He stated he was not questioning how the revenues were spent as he was not privy to all of the information but the trend lines were concerning, especially with the taxes increasing this year.

Mr. Falt noted the information shows a trend of increased spending. He stated he understood the Town needed to spend money but reminded the Board he had been in Youngsville during harsh times that nearly bankrupted the Town. Mr. Falt praised Bill Tatum and Bob Clark for their help in the rebuilding process. He stated, based on the trends, he felt the Town looked to be in trouble again. Mr. Falt expressed concerns that the Town was spending faster than it was growing. He asked the Board to look at what is going on and make more rational choices. Mr. Falt noted the expenses in the Police Department were going up steadily and noted he was glad they had better vehicles than in previous years. Under Administration, he noted that salaries would be included and that employees had gone years without raises, though he knew they were needed. Mr. Falt stated he understood that a Pay Study was underway and wondered what happens if the Town needed to pay the employees more. He noted Youngsville can't compete with larger towns. Mr. Falt stated the Board needed to do what was right for the people and use their best judgement.

Mayor Flowers invited Mr. Falt to meet with him and O'Donnell to go over how the funds are being spent. He told Mr. Falt he appreciated his comments. Mr. Falt stated he would be happy to meet with them.

Irma Bode, E Franklin Street, stated she has lived in Youngsville for two years and loves it here. She expressed concerns about speeding and the lack of stopping at the four-way stop sign at N Cross and E Franklin Streets. Mrs. Bode noted the Police Department was doing the best they can. She noted that during construction, the roadway was partially blocked and this slowed the traffic down. Mrs. Bode asked the Board to consider installing speed humps again. She expressed concerns for the elderly and children in the neighborhood. Mrs. Bode implored the Board to do something to help slow the traffic

down. She noted there have been no tragedies in that area as of yet, but there have been several close calls. Mrs. Bode stated again that she loves being in Youngsville.

Brenda Wade, E Winston Street, asked what the Ordinance was concerning music in cars. She noted the music was so loud at times that it vibrated her house. She stated that she understood the Police Department was doing what they could. O'Donnell explained that lower frequencies travel slower and further making them more irritating. However, they also rarely break the decibel level based on their pitch.

James Moss, N College Street, stated that Youngsville needed a Thoroughfare Plan and it needs to be at the top of the list.

Laura Buttram agreed with Mr. Moss. She noted that she has seen semi-tractors on N Cross and E Winston Streets. Mrs. Buttram noted there was a lot of traffic on the side streets in town. She stated it was a priority that the Town do something about the traffic.

The next item on the agenda was the Financial Report. Patterson noted she had used a condensed version for the Financial Report and asked if the Board like this version better. Commissioner Redd noted that she did like the new version. Patterson stated the detailed reports will always be available but she felt this version was easier to read and gave the Board a quick sense of the finances.

Patterson noted the Auditor will be at Town Hall on August 21st and 22nd. She stated she was still looking into computer options but was moving forward.

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

- i. Minutes from the Board Meeting on July 12, 2018
- ii. Tax Collector's Report
- iii. Police Department Report
- iv. Youngsville Fire Department Report
- v. Resolution to purchase two police vehicles financed by Union Bank and Trust
- vi. Tax Release – 2018 – Donald Salkovick - \$32.01 – moved out of town
- vii. Approve contract addenda #1 between the Town of Youngsville and Jaclyn Patterson, CPA, PLLC
- viii. Approve contract between N*Focus, Inc and the Town of Youngsville for the provision of Planning and Code Enforcement services for FY 2018-2019

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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

The next item on the agenda was Old Business. The first item under Old Business was the text amendment deleting the regulation of awning colors and style restrictions. Mayor Flowers noted this was probably a good idea at the time but it was in need of being updated.

**MOTION: TO APPROVE THE PROPOSED TEXT AMENDMENT
DELETING REGULATIONS OF AWNING COLORS AND STYLE
RESTRICTIONS**

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

The next item on the agenda was New Business. There was no New Business.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Hedlund stated he and Commissioner Wiggins were updating a Human Resources policy that should be ready for next month.

Finance Committee – There were no comments.

Capital Improvement Committee – Commissioner Redd stated she was still working on getting the Downtown Revitalization Committee started. She stated she has received good feedback from the businesses and hopes to have this started by the end of the year. Commissioner Redd noted she was meeting with Lisa Harris from Wake Forest for ideas.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers noted Coffee with a Cop was earlier this morning at Charron's and was well attended. He commended Officer Kimball for a job well done on these events.

Mayor Flowers stated it was time for the 2nd Annual Color Run. He explained they were still in the planning stages but wanted to see this as an annual event. Mayor Flowers noted they still needed volunteers.

Mayor Flowers stated Faith Baptist Church was hosting a Back to School Bash this Saturday from 10am – 2pm. They will have bouncy houses and food trucks. The event was free.

Mayor Flowers stated he received a letter from a student at Youngsville Elementary School that had concerns about cigarette butts on her walk to school. He met with her earlier in the day and noted she was an awesome kid for writing the Mayor for help. Mayor Flowers explained he went to the area she had mentioned and agreed that it was covered in cigarette butts. He noted the Town maintenance crew helped him to clean the area up and Officer Taylor would speak with a potential offender.

O'Donnell noted Matt Reece would be at Town Hall on August 21st to conduct employee interviews for the Pay and Classification Study. He explained the Town wanted to make sure that their employees were compensated for their work. This helped to retain employees, with all of their knowledge and experience, for longer periods of time.

O'Donnell noted it was not budgeted for this year to increase salaries based on this Study, it would be allocated in future budgets.

O'Donnell explained NC DOT has secured some money for the upgrades at the 5-Points intersection. He explained the money would have to be leveraged by the Town. The upgrades will cost \$890,000. NC DOT has found \$750,000 but wants some funding from Youngsville. O'Donnell explained that Youngsville could spend \$50,000 to bring in the remaining \$840,000 for the upgrades, then it is money well spent. At this time, NC DOT did not need a motion to approve, just a consensus of the Board that they were willing to move forward with this project. All of the Board Members present agreed to move forward.

O'Donnell explained the Board would need to start working on the search for a new Town Administrator soon. He explained he would be leaving in mid-March and this process would take approximately four to five months. O'Donnell stated he would email potential dates for a Work Session to the Board.

Commissioner Redd stated she continues to hand out bags to new residents and noted Faith Baptist Church has also been giving them to residents outside of town limits. She stated Facebook now has approximately 3,000 likes and she continues to put as much information on the Facebook page. Commissioner Redd stated she is working on getting information out there as the lack of communication has been a problem in the past and she is working to fix that.

Commissioner Stallings asked for an update on the issues he brought forth last month. Clark explained Eudy had started his investigations into the complaints. Eudy has spoken with the owners of the Haunted Forest signs and repairs will be made shortly. The house was located outside of town limits which meant the Grass Ordinance did not apply. The house did look to pass the Minimum Housing Codes. As the Ordinances were not enforceable outside of town limits, Eudy will make a courtesy call to see if the owner would be willing to clean the property and keep the grass mowed.

Clark noted that signage was also becoming an issue concerning feather banners and gaterboard signs. He stated they try to address them as they arise. Clark stated getting the word out about what type of signs are allowed before businesses spent money would be ideal.

Clark stated one of the cases had recently had a house fire. The owners were checking into their insurance. As a result, the animals have been removed from the premises.

Commissioner Redd asked for an update concerning the litter at the Speedway and Clark stated that he, Eudy, and Thomas have all met with the manager concerning this matter. He stated this has been an ongoing situation. Clark explained the landscape contract does not include cleaning the litter in the parking lot and bushes. He stated they have asked the owner for help but the owner has not yet responded. Commissioner Redd stated she would continue to work on this as well. Clark noted there were campaigns that helped educate on litter prevention but NC DOT has cut back the funding of these programs.

Commissioner Johnson stated he understood the complaints on traffic as he lives on E Winston Street as well. He stated even the railroad tracks don't slow the traffic down and noted they speed over them, sometimes going airborne. Commissioner Johnson stated that previous conversations concerning speed bumps had come to the conclusion that they were not feasible at that time. He noted the amount of traffic was a legitimate concern, which will increase when the rest of school starts, especially since there were limited sidewalks in the area. Commissioner Johnson noted the bypass has been on the record for a long time and it will be a long time before it gets funded. He reiterated he shared everyone's concerns. O'Donnell explained the Highway 98 Bypass in Wake Forest showed a reduction in traffic by 2/3rds. However, by the time it was finished in 2010, traffic levels were back to their previous numbers.

Commissioner Hedlund noted the speed limit on US 1A South towards Wake Forest looks to have been turned to 35MPH all the way to the county line.

Commissioner Hedlund stated Faith Baptist Church will be doing road cleanup on Friday. They will be cleaning Highway 96 and S Cross Street along with their own road, Holden Road. He thanked Hurd for helping to get extra tongs for the cleanup.

Commissioner Hedlund stated the Kiwanis Club will have several events coming up. YAKS opening day, the Kiwanis Club will have hotdogs and waters. The Fall Festival and Car Show will be September 29th from 9am – 3pm. The Halloween Carnival will be held on Halloween night. Mayor Flowers noted the Youngsville Elementary School will have their 5K Neon Fun Run on the same morning as the Fall Festival.

Clark stated Kimley Horne received comments back from CSX on the 75% plans. There were no major issues noted.

Clark stated Staff was getting more interest in vacant properties that had access to water and sewer. He also wanted to commend the investors on Main Street for all of the work they are doing in revitalizing their buildings.

Clark stated traffic issues, including traffic calming tactics such as speed bumps, have been looked at by the Town before. The Town has implemented several tactics, such as the 3-way and 4-way stops to help slow down traffic. Clark stated there was nothing the Town could do to keep people from taking short cuts through the residential areas. He explained that trucks did not have to take the available truck routes and could still come through town. However, the larger trucks could not cut through residential areas unless they were doing an actual delivery. Clark noted that did not always stop larger trucks from trying. O'Donnell explained Wake Forest had tried using speed bumps in the past and found that the residents did not want them any longer in their neighborhoods as they had become a nuisance. Wake Forest no longer installs new ones at this time. O'Donnell explained they also interfered with the Fire Department and EMS vehicles, causing them to slow down drastically on their way to an emergency and hindering their ability.

O'Donnell stated Rick Flowe will be back in Youngsville on August 30th to meet with the Commissioners concerning the CDP. He noted the CDP should be completed around October or November. Clark stated Mr. Flowe has walked around town, speaking with the businesses. O'Donnell stated Mr. Flowe will next speak with civic organizations such as the Kiwanis Club and Woman's Club. He noted they will probably also speak with Faith Baptist Church as they volunteer around town often.

Chief Kirts read a memo that he had given his officers in May concerning traffic during morning and afternoon rush hours. He explained one to three officers, including himself, were out in force during these times trying to help alleviate the traffic problems. Chief Kirts noted they could not be everywhere and were targeting problem areas. He explained people obeyed the traffic laws if they notice an officer in the area, for example, when he watch the 4-way stop at N Cross and E Franklin Streets, everyone stopped. Chief Kirts stated the Police Department issued 164 citations, including 215 charges last month, all on town streets. He explained Youngsville did not have the manpower. Chief Kirts stated that calls for service have doubled as the residences in town have increased. O'Donnell noted most of the traffic coming through town was from people who lived outside of town limits cutting through and Chief Kirts stated most of the citations were for those that lived outside of town. O'Donnell stated unfortunately we have to police them, even though they aren't paying for the Police Department. Chief Kirts noted most of the times larger trucks come through the smaller neighborhood streets was because they were lost, though some were intentional. He stated there were also four drug arrests, one DWI and one warrant served.

Mayor Flowers read the Youngsville Fire Department Report. The YFD will be hosting a fundraiser on September 29th at the Fall Festival. There will be a raffle drawing for a Kubota UTV and a utility trailer for \$50 per ticket. Only 300 tickets will be sold.

Mayor Flowers stated the YFD is accepting applications for interested Youngsville residents that would like to volunteer. They will provide all uniforms, gear, and training free of charge.

Mayor Flowers stated the new ISO ratings will take effect of September 1, 2018. Inside of town limits, the ISO rating is 4. He stated there have been 597 year-to-date incidents, an increase of 2.75% from last year.

Mayor Flowers stated Faith Baptist Church had helped the Parks and Recreation Department install new dugouts in lower, lower Luddy fields.

Hurd stated taxes were mailed on July 20th. State Certifications will be mailed next month after she received the values.

Chief Kirts noted the Maintenance Staff was doing a good job of keeping up with the work load.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did need to go into Closed Session. General Statute 143-318.11 (3) to consult with the Attorney and General Statute 143-318.11 (6) to discuss personnel.

MOTION: TO GO INTO CLOSED SESSION TO CONSULT WITH THE ATTORNEY AND DISCUSS PERSONNEL

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. The motion passed unanimously. The Board of Commissioners went into Closed Session at 7:54pm and came out at 8:50pm. Mayor Flowers stated the Board consulted with Attorney Bartholomew and no action was taken. He stated the Board also discussed personnel and action was taken in Closed Session.

The meeting adjourned at 8:52pm.

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MINUTES

AUGUST 28, 2018

6:00 PM

WORK SESSION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 6:00pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Interim Town Administrator Roe O'Donnell and Town Clerk / Tax Collector Emily Hurd. Representatives of the Franklin Times and Wake Weekly were also present.

The only item on the agenda was to discuss the hiring process for the new Town Administrator. Mayor Flowers stated O'Donnell had done a fantastic job as Town Administrator but we needed to look towards the future as O'Donnell would be leaving next March. He stated there were several options before the Board. Mayor Flowers noted we could keep going as we were with part-time, experienced Town Administrators, or hire a younger, full-time Town Administrator.

As discussed at the Board Retreat in January, O'Donnell explained there were three items before the Board. The first item was the Board could hire a full-time Town Administrator and went over the list of Town Administrator salaries for other towns our size. He recommended a salary range of \$72,000 to \$115,000.

The second item was to decide if the Board wanted to have a company to do the assessments of the candidates. O'Donnell noted he had three proposals for the Board to look at.

The third item was to decide if the Board would prefer to continue with a retired, part-time Town Administrator like O'Donnell. O'Donnell noted his contract was for \$85,000 a year. He stated N*Focus could get someone with experience from a similar sized community. O'Donnell explained the candidate didn't need to be a retired Town Administrator, it could also be a Deputy Town Manager or Department Head. He noted the candidate wouldn't live close and travel expenses would also apply. O'Donnell stated if the Town went with a full-time Town Administrator, they may find a quality candidate that may have limited experience. He expressed concerns that someone with limited experience probably won't stay but a few years. O'Donnell stated another option would be to find someone that would want to finish their career in a small town. He explained an experienced Town Administrator would probably be able to do the job quicker and smoother than a rookie, which will open them up to do more. O'Donnell stated that he would highly recommend going through an assessment center if the Town wanted to hire a full-time Town Administrator.

O'Donnell went through the proposals from MAPS Group, Developmental Associates, and N*Focus. He noted that Developmental Associates also includes an EQI test and a more thorough background check. For full disclosure, O'Donnell noted that he had worked for Developmental Associates at one point but was not affiliated with them at this time. He stated that Developmental Associates would do more for a lower rate. When asked, O'Donnell stated that he had only been involved in one occasion where the MAPS Group helped in the hiring process. He noted that they did a stellar job. Commissioner Wiggins asked for more clarification on whether the MAPS Group was affiliated with the NCLM. O'Donnell explained they worked in concert with the NCLM but the company itself was separate from the NCLM. Commissioner Wiggins asked if the price range was between \$15,000 and \$20,000 to which O'Donnell stated yes.

Mayor Flowers clarified that if the Board decided on part-time, N*Focus would help locating a candidate but if the Board decided on full-time, we would need to go through one of these agencies and O'Donnell stated yes. Mayor Flowers stated that we needed someone five days a week, preferably with O'Donnell's experience, and Commissioner Wiggins agreed. O'Donnell noted that the Town Administrator is always on call. Commissioner Hedlund stated he would prefer a full-time Town Administrator over part-time. He stated that the candidate would learn and become more stable. Commissioner Stallings agreed that he would like to try for a full-time Town Administrator. He noted this would help take some of the pressure off of the Mayor.

When asked for clarification, O'Donnell explained there were two forms of government, Mayor / Council (that we currently have) and Council / Manager. O'Donnell noted this was a good time for Youngsville to switch if they wanted to. He explained the Town Manager was fully responsible for day-to-day operations and the Board sets the policies. The Town Manager serves at the Board's pleasure and is responsible for carrying out the policies and laws. Other duties included hiring, firing, and disciplinary. O'Donnell noted that the Town Manager can't spend without first being authorized but could be delegated with the authority to sign contracts should the Board desire. He reiterated there was nothing wrong with continuing as we are with the Mayor / Council form of government. Commissioner Redd asked if the form of government would affect the candidate's qualifications and O'Donnell stated no. He explained the biggest difference was the ability to hire / fire employees.

O'Donnell noted the Board would probably want a contract if they decided to hire full-time and Commissioner Wiggins agreed, as a contract would protect both sides. O'Donnell noted that even with a contract, the Board could still release the Town Administrator at any time with or without cause. He explained there were no "property rights" and the Town Administrator worked completely at the pleasure of the Board. O'Donnell reiterated that Board could change their form of government at any time.

Commissioner Redd noted that experience was valuable and Commissioners Wiggins and Stallings agreed. Commissioner Wiggins stated he felt we should go ahead and change, hire a Town Manager to run the town, and perform their duties until they want to leave. Mayor Flowers noted he was fine being involved in Town Hall duties. Commissioner

Stallings agreed that both the Town Administrator and Mayor both needed to be involved to keep from having too much back and forth. O'Donnell stated the Board needed to move in the direction they were most comfortable with and there was no need to change at this time. He did note that as Youngsville got bigger, this style of governing would not work well. Commissioner Redd stated now was a good time to change and O'Donnell agreed. Commissioner Wiggins noted that as the town grows, the staff should as well. O'Donnell agreed but noted it was not a move to take lightly. He explained the Manager form of government worked well when the Board worked well with each other and had the same vision for the town.

O'Donnell noted Developmental Associates offers a good product. Commissioner Redd wanted to clarify that we could still utilize the NCLM even if we didn't go with their option and O'Donnell stated that was correct.

Commissioner Hedlund asked if the full-time option would be an individual fresh out of school or have some experience and O'Donnell explained they should have a couple years of experience. O'Donnell gave some examples, such as an Assistant Town Manager or Department Head. He noted there may be "rookie" mistakes depending on the amount and type of experience.

O'Donnell reiterated his recommendation for Developmental Associates, noting the Town would get more for their money. Mayor Flowers asked for a time frame and O'Donnell stated about 70 – 80 days once they start. O'Donnell stated he wanted them to get started in October if possible but did request a presentation to the Board before agreeing to a contract. Mayor Flowers noted the fees included in the proposal by Developmental Associates and O'Donnell stated he recommended the EQI tests for the final five or six candidates, along with a background check. O'Donnell explained their background checks were similar to the FBI and have found details about potential candidates that lesser background checks have missed. Commissioner Hedlund stated this would save problems down the line and O'Donnell agreed.

Commissioner Hedlund asked what the Board needed to do next and O'Donnell stated he needed the direction that the Board wanted to go in. Mayor Flowers asked if the Board was in agreement on hiring a full-time Town Administrator. Commissioner Redd expressed concerns about the possibility of the candidate not having much experience. She stated that as we were in this process, we should also move forward with changing the style of government as well. O'Donnell suggested that the new Town Administrator overlap with him for at least a month. Mayor Flowers asked which direction the Board wanted to go in and the consensus was Developmental Associates. O'Donnell stated he would get a contract from them after their presentation in October. He stated they would explain the steps of this process in detail. O'Donnell stated his last day was March 15th but he could stretch it to the end of March if need be. Commissioner Wiggins agreed that the overlap would be beneficial and Commissioner Hedlund agreed it was crucial. O'Donnell noted that he did not wish to waste the Town's money.

The meeting adjourned at 6:46pm.

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MINUTES
SEPTEMBER 20, 2018
(RESCHEDULED DUE TO HURRICANE FLORENCE)
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 invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. 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, and Planning / Zoning Administrator Bob Clark. A representative from the Franklin Times was also present.

MOTION: TO APPROVE THE AGENDA

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

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

The next item on the agenda was the Financial Report. Patterson stated finances were looking good so far this fiscal year. She stated the cell phones were upgraded at no charge. Patterson noted she was moving forward with the new computers.

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

- Minutes from the Board Meeting on August 9, 2018
- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- Consideration of a proposed agreement between the Town of Youngsville and Julie Allred to provide part-time program coordination functions.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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. There was no Old Business.

The next item on the agenda was New Business. The first item under New Business was Matt Winslow. Mr. Winslow gave a presentation on the future plans and restoration process for 138 E Main Street. He gave the Board an artist rendering of the façade of the building as it should look when finished.

Commissioner Redd stated she was thankful he was willing to take the time and care for the building and Commissioner Hedlund agreed. Mr. Winslow stated his design studio would be located in the main building as they are outgrowing their current facility. Offices will be located in the back, while the front design studio will combine the cabinetry, flooring, lighting, etc. for their customers to choose from. Mr. Winslow felt this would help make customer service better.

Commissioner Stallings asked what the projected time frame was and Mr. Winslow stated he hoped to have the office portion completed by the end of the year. Commissioner Redd asked how many employees would be located on the premises and the amount of expected customers. Mr. Winslow stated there would be approximately twelve employees but he was unsure about the customer traffic. Commissioner Redd asked about parking and Mr. Winslow explained the lot extended out the back towards the Armory, leaving two rows of parking in the back and a single row along the side.

Mr. Winslow stated he wanted to host events such as Business after Hours and Home Owner Association Meetings.

Mr. Winslow stated this was only Phase 1 of the project. Eventually they want to have an outdoor area that includes patios and grills.

Mayor Flowers stated he was thankful that an eyesore would be transformed into something beautiful. He noted the Town has been waiting for investors to help with downtown and stated Mr. Winslow was outdoing himself.

When asked, Mr. Winslow stated he had purchased all the way down to Brandi's Botanicals. He stated the building fronts would all match, along with new awnings.

Commissioner Stallings asked if a wall would be erected between them and Strickland's property and Mr. Winslow stated not at this time.

Clark noted this would all be coordinated with the Main Street Project. Commissioner Redd thanked Mr. Winslow again. Mr. Winslow stated he was blessed to be a part of this project.

The second item on the Agenda was a presentation by Steve Strauss of Developmental Associates on the Assessment Center Process for hiring a new Town Administrator. Mr. Strauss stated he wanted to make sure the Board was clear on the steps and set up any meetings that are required. He stated their goal was for the Board to make all of the decisions, they were just here to help.

Starting on Page 7 of the proposal, Mr. Strauss went through all of the steps involved. He gave detailed information on each step and a projected time frame. After the applicants have gone through a thorough process, they would present approximately five or six applicants for the Board to interview. Follow-up interviews will be held for the final two or three candidates. Mr. Strauss estimated approximately seventy five days to finalize an offer. He stated their company also provides coaching to the Board concerning what they learned about the candidate to help work out any lingering issues that may have arisen.

Mayor Flowers asked the Board if they would prefer to set a Work Session to discuss this in more detail. Mr. Strauss noted he would be on vacation but another representative of his company would be available. After a brief discussion, October 2nd at 6pm was decided on for a Work Session. Mr. Strauss noted they would also like to meet with Department Heads as well. He noted he would follow up with O'Donnell.

The third item under New Business was the consideration of approving the proposal between the Town of Youngsville and Developmental Associates in an amount not to exceed \$16,650.

MOTION: TO APPROVE THE PROPOSAL BY DEVELOPMENTAL ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$16,650.00

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

The fourth item under New Business was the consideration of a proposal from Summit Design and Engineering Services, PLLC to prepare plans and specifications as well as providing bidding services, contract administration, and construction oversight for services for the Youngsville 2018-2019 Street Resurfacing Program in an amount not to exceed \$16,580. O'Donnell reminded the Board the Program was included in the Budget as a loan. He explained going through a company like this would allow for a better set of specs and bids, and allow for more uniform construction and oversight. O'Donnell noted that this would help prevent most issues as Summit Design would make sure that the roads were properly constructed. When asked, O'Donnell stated the loan payments would come from the Powell Bill Funds.

MOTION: TO APPROVE THE PROPOSAL BY SUMMIT DESIGN AND ENGINEERING, PLLC IN AN AMOUNT NOT TO EXCEED \$16,580.00

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

The fifth item under New Business was a discussion on the School Resource Officer (SRO) funding for Youngsville Elementary School (YES). Mayor Flowers noted how important it was for the Town to have one of our own officers in the local school, especially for community outreach. He stated it was disappointing that the SRO position

for a Youngsville Police Officer to be located in YES was not fully funded. Mayor Flowers explained that he understood that YES is the only year-round school in Franklin County and some of the school year has already passed.

Chief Kirts stated the SRO position was an excellent opportunity to get involved with the local children at a young age. He explained the Franklin County Sherriff's Office had a three year grant and offered a portion so that Youngsville could have an SRO. After several meetings, an amount of \$33,000 was reached. However, the Franklin County School Board released the monies to Franklin County, which in turn is only releasing \$25,000 to Youngsville. Chief Kirts stated he worked with Patterson to come up with the remaining \$8,000 in funds, which would have to come from the General Fund. He stated it was important for Youngsville to get involved as the SRO, especially this first year.

Chief Kirts did note that next year he would be applying directly to the Franklin County School Board. It is a three year grant that is renewed every year. This would put a full time SRO in YES. Chief Kirts stated he would be placing Altesha Allen as the SRO should the Board decide to fund the remaining \$8,000. He explained this would be creating a new position in the Police Department. When asked, O'Donnell explained if the Board wished, a Budget Amendment could be placed on the Consent Agenda next month to appropriate \$8,000 from Fund Balance. Mayor Flowers asked if the Board was in favor of moving forward with the SRO position, including the \$8,000 cost and the Board agreed. Commissioner Redd noted that Franklin County Sherriff's Office had a part-time SRO until this year. This year allows for the first full-time SRO.

Commissioner Redd stated she thought this was a great idea and Commissioner Hedlund agreed. Commissioner Redd noted Chief Kirts' choice of Officer Allen was perfect. Chief Kirts stated it would be good to reconnect with the school as he felt the Police Department lost some of the contact / support from YES when the Sherriff's Office took over.

Commissioner Wiggins asked about training and Chief Kirts explained that training would be constant and Officer Allen would also receive guidance from other SRO's in the area.

O'Donnell verified the Board agreed to the funding and they did. He reiterated this would show up next month as a Budget Amendment. Mayor Flowers agreed that Officer Allen was a good choice. When asked, Chief Kirts stated they hoped to start Officer Allen as of October 1st. Mayor Flower wanted to note that Sherriff Winstead advocated for the Youngsville Police Department to take over this position. Commissioner Redd thanked everyone for their efforts. Chief Kirts noted he felt this would be good for all of us.

The sixth item under New Business was to set a date for the Board of Adjustment for October 4, 2018. Both Commissioner Wiggins and Mayor Flowers noted they had conflicts. As this was a Conditional Use Application, only 3/5ths of the Board was needed for a quorum. Attorney Bartholomew noted that if only the minimum number of

Commissioners showed up, the vote would have to be unanimous. After a brief discussion, October 4th was agreed upon.

MOTION: TO SCHEDULE A BOARD OF ADJUSTMENT HEARING FOR OCTOBER 4, 2018.

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

The seventh item under New Business was the presentation of an Annexation Petition by Patterson Woods, LLC for Phase 6 of East Woods of Patterson. Hurd gave a brief summary of the petition.

The eighth item under New Business was a Resolution directing the Clerk to investigate the sufficiency of the Annexation Petition by Patterson Woods, LLC for Phase 6 of East Woods of Patterson.

MOTION: TO ADOPT THE RESOLUTION DIRECTING CLERK TO INVESTIGATE SUFFICIENCY OF THE ANNEXATION PETITION – PATTERSON WOODS, LLC – EAST WOODS OF PATTERSON, PHASE 6

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

The ninth item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition by Patterson Woods, LLC for Phase 6 of East Woods of Patterson. Hurd explained she had already moved forward with the investigation of the Annexation Petition. All of the paperwork and maps seemed to be in order.

The tenth item under New Business was a Resolution to set the date of the Public Hearing for October 11, 2018 for the Annexation Petition by Patterson Woods, LLC for Phase 6 of East Woods of Patterson.

MOTION: TO ADOPT THE RESOLUTION TO SET THE DATE OF THE PUBLIC HEARING ON OCTOBER 11, 2018 FOR THE ANNEXATION PETITION BY PATTERSON WOODS, LLC FOR EAST WOODS OF PATTERSON, PHASE 6

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

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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated he was thankful for the Youngsville Police Department and Youngsville Fire Department Staff. He noted there had been a meeting last week regarding an action plan for Hurricane Florence. Mayor Flowers noted we were fortunate to have been spared as there was minimal damage. He stated it was a great job and noted everyone had planned for the worst.

Mayor Flowers stated he had received a call from Randy Bright concerning a Welcome Parade on October 16th and asked Chief Kirts to touch base with Mr. Bright.

O'Donnell stated interviews for the Parks and Recreation Director will start next week. He noted they have approximately four really good candidates.

O'Donnell explained Rick Flowe, N*Focus, would be presenting the preliminary findings for the Comprehensive Development Plan to the Planning Board. He recommended that the Board attend.

O'Donnell stated he received a call from NC DOT concerning the 5-Points intersection improvements. He explained they are looking to reduce costs which will delay the project just a bit. O'Donnell noted that if they reduced the costs enough, the Town will no longer have to spend money on these improvements.

Commissioner Redd stated the Downtown Youngsville Promotion Committee met on Tuesday. She stated about ten people attended. Commissioner Redd explained they wish to promote the businesses in Youngsville, including events. She stated they will meet again in October. Commissioner Redd thanked O'Donnell for his help.

Commissioner Hedlund stated the Kiwanis Club event at the YAKS opening day went very well. He stated they handed out a lot of hotdogs.

Commissioner Hedlund noted the Fall Festival would be held on September 29th from 9am to 3pm. He stated the Halloween Carnival would be held on October 31st and volunteers were still needed. A time has not yet been set.

Clark explained the next phase of East Woods of Patterson were in a hilly area. He noted the final plat would go before the Planning Board next week. Clark stated there was a time constraint due to maintaining previously approved allocation.

Attorney Bartholomew wanted to inform the Board he was now the Town Attorney for the Town of Franklinton. He stated there should be no conflicts of interest at this time. The only possible conflict he can see arising would be a possible annexation agreement between the Towns, such as the one we have with Wake Forest. Attorney Bartholomew

thanked O'Donnell for helping him. Commissioner Redd congratulated Attorney Bartholomew.

Chief Kirts stated the Youngsville Police Department had passed their State Audit, mostly thanks to Missy Dillard, the Office Manager.

Mayor Flowers thanked the Youngsville Fire Department for all of their hard work. He noted a food truck had fed the different emergency service departments over the weekend of the Hurricane. Mayor Flowers noted that YFD Assistant Chief Graney worked with the State Emergency Services and had been deployed towards the coast.

Mayor Flowers reiterated that interviews for the Parks and Recreation Director would happen next week. He noted practices have started and games would start next month.

Hurd stated the new census for Youngsville showed a population of 1,421. This is as of July 1, 2017. She noted it would increase significantly next year due to the increase of homes being built.

Hurd reminded everyone of the change in service day for garbage. She noted that Youngsville was now on a Thursday schedule. However, due to Hurricane Florence, Waste Industries would be running one day behind this week and would pick up on Friday. She noted there had been some complications throughout the change in schedule.

Chief Kirts stated maintenance was catching up. He noted that he had one out sick for the rest of the week and asked for patience.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did not need to go into Closed Session.

The meeting adjourned at 8:22pm.

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MINUTES

OCTOBER 2, 2018

6:00 PM

WORK SESSION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 6:00pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Interim Town Administrator Roe O'Donnell and Town Clerk / Tax Collector Emily Hurd.

The only item on the agenda was to continue the discussion on the hiring process for the new Town Administrator. O'Donnell introduced Eleanor Green of Developmental Associates. She was formerly the Human Resources Director for the Town of Apex before coming to Developmental Associates. O'Donnell explained she was here to get the specifics on what the Board wanted to see in the new Town Administrator.

When asked, O'Donnell explained they would be hired as a Town Administrator since it would take time to switch to the Council/Manager form of government. He explained there were two ways to switch; first would be a local act passed by legislature and second would be an ordinance voted on by referendum during the 2019 election. He noted the ad would explain the Town was in the midst of changing their form of government.

Mrs. Green wanted to start with the scheduling process. After tonight, she will take the information and compose an ad. She hopes to have the ad approved by October 8th and posted by October 10th. A meeting was scheduled for November 15th, 6pm at the Community House for the first stage of applicants. The Board will need to decide which applicants will go through the Assessment Center. Anyone that is unable to attend the meeting will receive the information remotely. Another meeting was scheduled on November 28th, 6pm, at a location to be determined, to narrow the candidate pool. Assessments will happen on December 13th and 14th. The Board will then meet with the assessors on the afternoon of December 14th. It is imperative that all Board Members be involved that day.

Mrs. Green asked the Board what they are looking for in a candidate, what are the challenges / oppositions involved.

Concerns and needs brought forth included:

- Citizens that were against change, including "not the same town I grew up in".
The Town is in a growth, including more development.
- Being able to afford someone with the right amount of experience.

- Being able to assess the organization and make appropriate changes
- The Town is more reactive than proactive. We need to get ahead of the ball. We need someone that knows what needs to be done and how to do it as we currently have no baseline.
- The Town has gone from nearly bankrupt to penny-pinching to now having the money to spend to make sure we have a solid blueprint moving forward. We need to pay for that blueprint. We need to do what we can to get people in town limits. O'Donnell noted he had spoken with Mrs. Green concerning growth in the area. Mrs. Green noted the Board was looking for someone that could lead, create plans and then implement them so that Youngsville can grow effectively.
- An engineering background like O'Donnell has or at least some experience would be helpful. At this time, Youngsville is dependent on the knowledge of contractors. Knowledge of infrastructure was also requested. O'Donnell noted an urban planner would have that knowledge
- Someone who is a leader. It is important not to stagnate. We need someone with knowledge and leadership skills for the next steps.
- Contacts, knowing the right people to go to for information and help, including State and County officials, DOT, etc. Understanding, though, that some applicants may not be from this area.
- Knowledge of grants is important. Being able to seek and apply for grants.
- Public presentation, speaking and writing skills. Mrs. Green noted they would be tested during the Assessment Center process.
- Someone that makes the community feel included. Someone approachable that will get out, participate in events and mingle with the citizens. Someone that people know they can come to and feel like they can get a resolution. A community liaison.
- Parks and Recreation. The Town has just hired a new Parks and Recreation Director that has a strong background in both parks and recreation and government. We need someone with the ability to work with the new Director and help move the program forward.
- Keep ongoing projects moving forward such as the Bike / Pedestrian Plan. We need sidewalks.
- Someone that can help grow / develop Staff
- Leader versus a Manager. We need someone that inspires, not demands. Motivates employees.
- Some experience as a Town Manager or Assistant Town Manager, keeping in mind our salary range. Five years seemed to be the consensus, however, it was suggested using "preferable" in the ad so that we did not limit our options. It was noted the Assessment Center would help bring out qualified candidates that may have less experience.
- Someone assessable five days a week. This was noted as very important.
- Some financial / budgeting experience. Knowledge of how to read and follow a budget.
- Experience in smaller / medium towns seemed more preferable. Concerns about working for larger cities include a limited amount of experience with limited budgets and staff.

- Salary range, based on towns similar in size to Youngsville, was determined to be \$75,000 - \$95,000, plus benefits. Mrs. Green stated that she felt based on previous experience, Youngsville would get a qualified Town Administrator for under \$100,000 a year.
- Mrs. Green wanted to bring the possibility of a car allowance to the Board's attention. She explained that other municipalities offer approximately \$4,200 - \$7,500 a year. She was unsure about smaller towns. It was decided to not offer a car allowance at this time. If need be, it could be negotiated during the hiring process. Mileage expenses could be reimbursed for out of town meetings, etc.
- It was decided not to require the applicant to live inside of town limits due to concerns it may limit the applicant pool. Benefits of living in town included having a vested interest, being a part of the community, and paying taxes to that community.

Mrs. Green asked if there were any questions and Commissioner Stallings noted on Page 6 of the proposal, it stated that if the applicant leaves within two years, Development Associates will help find a replacement at no additional charge other than testing expenses. It was also stated that if they did not find a new Town Administrator the Board like during the first round, they would try again for no additional charges other than testing expenses.

Mayor Flowers thanked Mrs. Green for her time. He noted that their ideal candidate would be a combination of Tatum and O'Donnell, someone that can steer us in the right direction.

Mrs. Green noted that she would include pictures of Youngsville in the ad as well.

The meeting adjourned at 7:11pm.

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MINUTES

OCTOBER 11, 2018

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 invocation. 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, and Parks and Recreation Director Andrew Smith. A representative from the Franklin Times was also present.

MOTION: TO APPROVE THE AGENDA

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

The first item on the Agenda a presentation of funds for the School Resource Officer by Dr. Rhonda Schuler, Superintendent of Franklin County Schools. Also in attendance were Dr. Larry Webb and Franklin County Commissioner Michael Schriver. Dr. Schuler stated school safety was not only important to Franklin County, but was also a national focus. She explained the State of North Carolina recognizes this effort and provides grants for School Resource Officers (SRO) to be provided to our local schools. Dr. Schuler noted Franklin County already had a strong SRO presence in our schools and this grant now allows for full time SRO's at all of the Franklin County Schools. When she learned that Youngsville Police Department was interested in having their own officer in Youngsville Elementary School, they worked to get the grant money to Youngsville. Dr. Schuler stated Dr. Webb would be the point of contact for all of the SRO's. She presented a check in the amount of \$25,000 to Mayor Flowers and Chief Kirts. Mayor Flowers expressed his appreciation of the funds and noted it would be extremely helpful.

The next item on the Agenda was to recognize the Kiwanis Club volunteers for the Fall Festival. Due to Hurricane Michael, the weather was too bad for them to attend this meeting. Mayor Flowers requested this be added to the November Agenda. Commissioner Hedlund stated that the Fall Festival worked well at Faith Baptist Church. He wanted to thank the Youngsville Police Department and Hurd for all of their help.

The next item on the Agenda was a Public Hearing for the Annexation Petition for Patterson Woods LLC for East Woods of Patterson, Phase 6. Mayor Flowers opened the

floor to the public at 7:06pm. As there were no comments, Mayor Flowers closed the Public Hearing at 7:06pm.

The next item on the Agenda was citizens' comments. There were no comments.

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:

- Minutes from the Board Meeting on September 20, 2018
- Minutes from the Work Session on August 28, 2018
- Minutes from the Work Session on October 2, 2018
- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- Budget Amendment
- Approval of a proposal between the Town of Youngsville and Systech Systems in an amount not to exceed \$40,000.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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

The next item on the agenda was Old Business. There was no Old Business.

The first item under Old Business was to adopt the Annexation Ordinance 2018-4 for Patterson Woods LLC for East Woods of Patterson, Phase 6.

MOTION: TO ADOPT ANNEXATION ORDINANCE 2018-4 FOR PATTERSON WOODS LLC FOR EAST WOODS OF PATTERSON, PHASE 6

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. There was no New Business.

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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to echo Commissioner Hedlund on the success of the Fall Festival. He also wanted to commend the Maintenance crew for all of their help during the transition with the Parks and Recreation Department. Now that we have the funding in place, Mayor Flowers stated the Youngsville Police Department was ready to move forward with our SRO.

O'Donnell introduced Andrew Smith, the new Parks and Recreation Director. He noted that Smith was from Auburn and has a couple years of experience. O'Donnell stated Youngsville was fortunate to have him.

O'Donnell reminded the Board there would be a Work Session on November 15th, 6pm at the Community House for Closed Session to go over candidates. There would also be a Work Session for Closed Session on November 28th, 6pm at Town Hall to review the short list of candidates. The Assessment Center would be held on December 13th and 14th. O'Donnell explained he was trying to use Faith Baptist Church but that was dependent on when Youngsville Academy moved. He stated we would need five rooms. Another option was the Wake Forest Town Hall. On the afternoon of December 14th, the Board would meet with the assessors to hear the results of the Assessment Center.

O'Donnell noted there would be a presentation at the November Board Meeting on the change from Mayor / Council to Council / Manager Form of Government.

O'Donnell stated he would be out of town next week and unavailable during the first part of the week.

Commissioner Redd stated they had their second meeting for the Downtown Youngsville Committee, which consists of business owners that are looking to do special events downtown. She explained they are still working on goals and other information that she hopes to have ready by December. Commissioner Redd stated she felt there was good energy and synergy at these meetings.

Commissioner Johnson noted he was glad to have Smith as he was more than capable to run the Parks and Recreation Department. He stated Smith brought a new energy and it was appreciated. Commissioner Johnson also thanked the Maintenance crew for their help. He noted the Parks and Recreation Department was embarking on new sports and participation should improve.

Commissioner Johnson noted the speeders on Winston Street were still horrible but he was not sure what to do about them at this point. Commissioner Redd asked if sidewalks would help and Commissioner Johnson noted that it wouldn't stop the speeders though it would add a layer of safety for the walkers. Commissioner Johnson stated that it was becoming bad enough he worries it may become deadly.

Commissioner Hedlund stated the Halloween Carnival was cancelled due to lack of volunteers. He stated that Armory was also still mobilized from the recent hurricanes and would be unavailable. Commissioner Hedlund also noted that churches would be

unavailable as well since Halloween fell on a Wednesday. He stated they hoped to continue the Halloween Carnival next year.

Commissioner Hedlund stated the Kiwanis Club would be handing out dictionaries on October 26th and 27th to three schools, Youngsville Elementary, Long Mill Elementary, and Youngsville Academy. They will be delivering 175 dictionaries this year.

Chief Kirts stated they were excited about the SRO and felt that it was good for both the Town and the School.

Chief Kirts agreed that he didn't know what else to do about Winston Street as it is already the most worked street in town. Commissioner Johnson noted people used it as a cut-through. Chief Kirts stated there was a three-way stop sign at the intersection and the railroad tracks but neither of those seemed to be a deterrent. O'Donnell stated the Board could designate local traffic only but that brings up the issues of policing it. Commissioner Hedlund asked about speed bumps and O'Donnell noted speed tables do work but emergency vehicles despise them. O'Donnell stated he could look into speed tables if the Board wished. He noted the Town was getting ready for paving bids and we could take money from the General Fund for speed tables if we need to. Commissioner Johnson stated he would like for O'Donnell to look into the pricing for speed tables.

Chief Kirts noted there were trees down all over the county due to Hurricane Michael.

As Assistant Fire Chief Graney was not in attendance, Mayor Flowers read the Youngsville Fire Department Report. Mayor Flowers also noted that Assistant Fire Chief Graney was a new father.

Smith wanted to thank the Board for the opportunity. He stated he wished to create new leagues and programs. Smith noted that Basketball registration started today. Basketball would include four leagues for ages Pre-K through middle school. Smith noted there would be an ornament making class at the Community House on December 10th. One fee would cover the whole family.

Smith noted he wanted to start Cheerleading in the spring and they would also cheer for Winter Basketball and/or Flag Football. He stated he was looking into creating adult leagues. Smith stated he wanted to get adults involved as well. Commissioner Redd stated that it was great. Mayor Flowers noted that Movie Night was always a big hit. He also wanted to welcome Smith to the Youngsville family.

Chief Kirts noted the Maintenance crew was working hard to keep up between hurricanes. Commissioner Johnson wanted to clear up the schedule and Chief Kirts gave him a rundown.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board needed to go into Closed Session to consult with the Attorney, NCGS 143-318.11(3).

**MOTION: TO GO INTO CLOSED SESSION FOR A CONSULTATION WITH
THE TOWN ATTORNEY (N.C.G.S. 143-318.11 (3))**

The motion was made by Commissioner Johnson and was seconded by Commissioner Wiggins. The motion passed unanimously. The Board went into Closed Session at 7:26pm and came out at 7:41pm. Mayor Flowers stated there was no action taken.

The meeting adjourned at 7:41pm.

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MINUTES

**NOVEMBER 8, 2018
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 invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson, and Terry Hedlund. Others in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Planning and Zoning Administrator Bob Clark, Finance Officer Jaclyn Patterson, Assistant Fire Chief Justin Graney, and Parks and Recreation Director Andrew Smith. A representative from the Franklin Times was also present.

MOTION: TO APPROVE THE AGENDA

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

The first item on the Agenda was to recognize the Kiwanis Club volunteers for the Fall Festival. Members of the Kiwanis Club were unable to attend. Mayor Flowers expressed his appreciation for all their hard work.

The next item on the Agenda was citizens' comments. There were no comments.

The next item on the agenda was the Financial Report. Patterson stated the new computers and servers were in the process of being installed. She noted things had been a bit chaotic at Town Hall.

Patterson explained that she was working on a new Chart of Accounts due to the conversion to the new software upgrades. She noted the Parks and Recreation would be moved back to the General Fund to help simplify the accounts. Patterson stated the conversion should happen in December or January. Commissioner Redd asked if this new Chart of Accounts would continue to give itemized information and Patterson stated yes. Patterson noted this would also allow more room for growth. O'Donnell noted there would be more departments but fewer line items. Patterson explained she would consolidate some line items such as utilities for public facilities.

Patterson noted the ABC audit has come back and she should receive a draft audit for the Town soon.

O'Donnell noted the Town would be requesting authorization from the Local Government Commission (LGC) to borrow money for the paving project. He explained the loan was included in the approved Budget, but the Town still needed LGC approval to borrow the money. Mayor Flowers inquired about the timeline and O'Donnell explained bids would need to be in hand, have a Public Hearing (hopefully in December), Board approval of the financing contract, adopt a Financing Resolution, and award the construction contract contingent on financing. All of this information would then need to be submitted to the LGC approval.

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

- Minutes from the Board Meeting on October 11, 2018
- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- Resolution amending the Town of Youngsville Schedule of Fees and Penalties
- Resolution updating the Chart of Accounts, by renumbering, deleting, and adding accounts and to transfer the net assets of the Parks and Recreation Fund to the General Fund

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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

The next item on the agenda was Old Business. There was no Old Business.

The next item on the agenda was New Business. The first item under New Business was a Proclamation: Proclaiming a Moment of Remembrance on November 11, 2018 for "Bells of Peace" – a World War 1 Centennial Armistice Remembrance. Mayor Flowers read the Proclamation.

PROCLAMATION

**PROCLAIMING A MOMENT OF REMEMBRANCE ON
November 11th, 2018, for
"Bells of Peace"**

A WORLD WAR I CENTENNIAL ARMISTICE REMEMBRANCE

WHEREAS, a tolling of bells is a traditional expression of honor and remembrance; and

WHEREAS, a century ago, 4.7 million American sons and daughters put on the uniform to serve our nation and the world in this global conflict; and

WHEREAS, men and women from our own fair Town of Youngsville served selflessly and honorably in World War I; and

WHEREAS, there were 375,000 American casualties, including 116,516 deaths; and

WHEREAS, on the 11th hour, of the 11th day, of the 11th month in 1918, an armistice to the fighting was declared; and

WHEREAS, the U.S. World War One Centennial Commission has called upon all Americans across the nation to honor and remember those who served.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Youngsville in the State of North Carolina does hereby proclaim a Moment of Remembrance on November 11, 2018 and call upon the citizens and institutions of our community to toll the bells in remembrance of the Armistice at 11:00am on November 11, 2018.

This the 8th day of November 2018

The second item under New Business was a presentation by Rob Shepherd and T.J. DeLuca, NCLM, on changing the form of government from Mayor/Council to Council/Manager. Mr. Shepherd gave the Board a handout to help with his presentation. He stated the key values in municipal government included representation, governance, political leadership, and professionalism. The roles of the Board bring those key values to fruition. The Board helps to link the constituents to Town Hall. Governance includes setting the course for the community by establishing long term goals, creating the policy agenda, determining the scope of services provided, and directing Staff depending on the form of government. The types of leadership are Mayor/Council (elected, not executive) and Council/Manager (appointed executive). There is some overlap of duties between the two forms. Mr. Shepherd noted the “Strong Mayor” form of government is not available in North Carolina. An example of this style of government is seen in larger cities like New York and Chicago.

Mr. Shepherd gave a brief history of the Mayor/Council form of government. It dates back to between 1200 – 1500 AD. The first form of government implemented in the “New World”. In the mid 1800’s, cities and towns began to transition to a “strong” Mayor. They began to see corruption and the “spoils of the system”. It is still the most popular form of government. Mr. Shepherd noted this was the old form of government.

Mr. Shepherd then gave a brief history of the Council/Manager form of government. He explained this was a progressive era reform model. He stated it was intended to reduce corruption and improve the efficiency and effectiveness of local government. ICMA/NCCCMA membership and uses the ICMA Professional Code of Ethics.

The Mayor/Council form of government has two common organizational charts. The first is the Mayor/Council. The voters elect the Mayor/Council who then appoints and oversees the department heads. The second includes a Town Administrator, who then oversees the department heads based on the duties assigned by the Town Charter, with

involvement from the Mayor/Council. It is imperative the Town Charter is clear on the responsibilities the Town Administrator has.

The Council/Manager form has only one true organizational chart. Voters elect the Mayor and Council who then appoints the Town Attorney, Town Manager, and Town Clerk. The Town Manager then oversees the department heads and has the power to hire and fire all other employees.

Duties of the Town Manager are set by State Statute (NCGS 160A-14B). The manager shall be the chief administrator of the town. He shall be responsible to the Board for administering all municipal affairs placed in his charge by them and shall have the following powers and duties. 1) The manager shall appoint and suspend or remove all town officers and employees not elected by the people and whose appointment or removal is not otherwise provided for by law, except the Town Attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the Board may adopt. Mr. Shepherd noted that in some cases, this was hard for the Board to give up these responsibilities. 2) The manager shall direct and supervise the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the Board, except as otherwise provided by law. 3) The manager shall attend all meetings of the Board and recommend any measures that he deems expedient. 4) The manager shall see that all laws of the State, Town Charter, and Ordinances, Resolutions, and Regulations of the Board are faithfully executed within the city. 5) The manager shall prepare and submit the annual budget and capital program to the Board. 6) The manager shall annually submit to the council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of the fiscal year. 7) The manager shall make any other reports that the Board may require concerning the operations of town departments, offices, and agencies subject to his direction and control. 8) The manager shall perform any other duties that may be required or authorized by the council. Mayor Flowers stated that he felt this was a good idea.

Duties of the Town Administrator are set by the Board. The Board can delegate to an administrator any of its power or duty as it chooses, if no statute requires the power or duty to be exercised by the Board itself. It is recommended that the duties be clearly stated in writing, preferably by Resolution or Ordinance enacted by the Board so there is less ambiguity.

Mr. Shepherd noted all counties in North Carolina use the Council/Manager form of government. Of the municipalities, 256 use the Council/Manager form of government and 297 use the Mayor/Council form of government. The graph on page 15 shows that over 90% of municipalities with a population under 1,000 use the Mayor/Council form of government, about 50% of municipalities with a population between 1,000-2,500 use the Mayor/Council form of government, and over 70% of municipalities with populations over 2,500, increasing the percentage as the population increases, use the Council/Manager form of government.

Town Charters can be amended for nine reasons, to include changing the form of government. There are four ways to change the Town Charter. 1) Amendment by Ordinance – a Board may simply pass an Ordinance adopting the Council/Manager form of government. Public notice, a Public Hearing, and two readings will be needed before adoption of the Ordinance. 2) Amendment by Ordinance subject to a Referendum – A Board may on its own initiative make its Ordinance subject to a referendum. 3) Amendment following Initiative, Petition, and a Referendum. The voters themselves may initiate a referendum to change the form of government. 4) Amendment by Special Act – a Board may ask the General Assembly to enact a bill amending the Town Charter. The General Assembly is normally willing to adopt the changes if the community is for said change. If they hear that the community does not wish to change forms of government, they usually do not pass it. The only requirement is to keep the change for two years. The authority to change Charter and the Process is outlined in NCGS 160A-101&102.

Mr. Shepherd asked if there were any questions. Mayor Flowers felt Mr. Shepherd had covered the information well and it had eased his mind. Commissioner Hedlund stated he felt the Council/Manager form of government made the most sense and for good reasons. Mr. Shepherd stated the Board knows a lot of what is going on in the community and it becomes complex as the community grows. It makes it nice and easy when the Board hires someone with experience to handle things for the Board. Attorney Bartholomew asked what Mr. Shepherd's opinion was and Mr. Shepherd stated that he did not have any opinion, it was whatever worked best for Youngsville. Mr. Shepherd stated that he was here to help in any way.

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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated he has been hard to reach due to his new work schedule, which has included training.

Mayor Flowers noted that Cedar Creek Middle School lost but came in second place for their tournament. Commissioner Redd noted they had a good season and had done a great job.

Mayor Flowers noted the Christmas Parade would be December 1st. The Christmas Tree Lighting Ceremony would be at 5:30pm, followed by a Christmas movie at the Luddy Park. Mayor Flowers stated he was looking forward to it as it was always a great day.

O'Donnell stated NCDOT was looking to eliminate the left turn lane on Holden Road and would submit an updated proposal with the reduced costs estimate. If the cost is below \$750,000 the Town would no longer have to add funds, however adding funds would help to speed up the process. O'Donnell stated about \$25,000 - \$30,000 would be the new amount if the Town wanted to spend the money. He explained it would go before the NCDOT Board in mid-November and he should hear something soon.

O'Donnell reminded the Board there would be a Closed Session on November 15th at 6pm to discuss the Town Administrator applications with Steven Strauss. There would be a second Closed Session meeting at Town Hall on November 28th at 6pm to narrow the field of applicants. O'Donnell stated the Wake Forest Town Hall had made rooms available for the Assessment Center on December 13th and 14th. The Board would need to meet on the afternoon of December 14th to discuss the results.

O'Donnell stated the bids for the resurfacing project had come in high, approximately \$279,000. He explained the bids came in as unit prices, so the Town will be able to negotiate on the prices. O'Donnell noted the Board could also remove items from the list. He stated the speed tables for Winston Street would cost \$16,000 (\$8,000) each and the funds would come from Fund Balance. O'Donnell asked how the Board wished to proceed. Commissioner Redd stated that she understood that emergency departments were not in favor of the speed tables and O'Donnell agreed they were not. When asked, O'Donnell stated the estimated start date would be March 15th. Mayor Flowers asked what the projected start date would be for the 5-Points intersection and O'Donnell stated that would be about one and half to two years before NCDOT started. O'Donnell asked if we should wait on the speed tables until after the improvements at 5-Points to see if that would help alleviate some of the problems. Commissioner Wiggins stated that traffic was still backed up on Main Street, with a lot of traffic cutting through Winston Street. Commissioner Stallings wondered if license checks several mornings a week would deter the traffic, but Commissioner Johnson stated the problems are all day and evening, not just the peak hours. Commissioner Wiggins noted Nassau Street was become just as bad. Commissioner Johnson stated that using the police all day was not feasible, but he couldn't think of another solution. The Board decided to think it over and continue the discussion next month.

Commissioner Redd noted she had lunch with the new Parks and Recreation Director and was excited about the future of the Department.

Commissioner Redd noted the Downtown Committee will have their third meeting on Tuesday. She noted there were eight business owners involved. As of right now, they do not have an official name.

Commissioner Redd stated she has been sharing Town information and events on Facebook and we now have over 2,100 likes.

Commissioner Stallings asked about the process for selling the Old Town Hall. O'Donnell explained we getting ready to start the upset bid process. He stated anyone could call Town Hall and get more information on how to participate.

Commissioner Wiggins stated there were still issues with vehicles having no mufflers. He stated that it was a big thing to him and people must tolerate the noise. Commissioner Wiggins wanted to know if there was something that we can do about it. O'Donnell stated he would follow up with Chief Kirts. Mayor Flowers asked if this situation wasn't caught during yearly inspections and O'Donnell stated any citations would be given for improper equipment. Commissioner Wiggins noted there were vehicles with loud mufflers that drove up and down Main Street all day. Attorney Bartholomew noted that even with the citation, there would be no points on the offender's license and some owners didn't feel it was a big deal for them to be cited.

Commissioner Hedlund stated that two churches, Faith Baptist Church and Covenant Hope Church, had both volunteered to help with the parade this year. He stated the Christmas Tree Lighting Ceremony would have the Sovereign Children's Choir and would be held on December 1st from 5:30 – 6:30pm at the Youngsville Animal Hospital. Commissioner Hedlund stated the Kiwanis Club and Woman's Club would help with food, cookies, and drink. Santa would also be available that evening.

Clark stated the Comprehensive Development Plan (CDP) was underway. He stated Rick Flowe would present the draft to the Planning Board and invited the Board of Commissioners to come as well. Clark stated they hoped to have the draft approved at the December 4th Planning Board so that Mr. Flowe could present the CDP to the Board on their December 13th Board Meeting. He stated Staff was looking over the draft and would get their comments back to Mr. Flowe soon. Clark stated they have met with the Franklin County Planning Director to discuss the possible service areas to help create the CDP. Results of the surveys will also be included. O'Donnell stated the draft was thorough and felt the Board would be pleased when they saw it. He explained the biggest change was the service area. After adopting the Ordinance, it would require annexation if anyone wanted public utilities, even outside of the ETJ.

Clark updated the Board on the Main Street Project. He stated they would be coordinating with NCDOT about the 5-Points improvements. Clark stated the Town had also sent a letter to NCDOT requesting TAP funds to improve the ADA sidewalk access on Railroad Streets. He noted Jeff Moore, Kimley Horne, would bring the newer budget numbers to the Board and they were also close to the final plans. Clark stated they were trying to stay within the budget. He stated the resurfacing on Main Street was included in the plans for NCDOT to do the work and cover the costs. Clark explained we needed a formal agreement and he would bring that back to the Board. O'Donnell noted the Main Street resurfacing would also be cut back as the 5-Points project will cover some of the area that was to be repaved. Clark noted the plans were past the 75% mark and they were receiving good feedback. He explained the surveyor was working on ways to reduce the number of easements needed for the construction and sidewalk portion of the Project. Clark noted there were thirty-six at this time for a cost of approximately \$36,000. If they can reduce the number of easements and costs, then that would open more funds for construction costs.

Assistant Fire Chief Graney wanted to note the Fire Department did not like speed tables and would prefer not to have them installed.

Assistant Fire Chief Graney stated they had 950 calls with a projected 1,200 calls by the end of the year. He noted this was a 6.5% increase. Assistant Fire Chief Graney stated he met with Town Hall Staff and Officials before Hurricane Michael. He stated there were twenty-seven calls between 5pm and 3am.

Assistant Fire Chief Graney stated the Halloween event on Main Street went very well this year. He stated there were some concerns about crossing Main Street and traffic. Mayor Flowers noted it was not a Town sponsored event and stated Staff would give him the event organizer's information. Commissioner Redd thanked the Fire Department for having a fire truck at the event.

Assistant Fire Chief Graney stated they would have a controlled burn on Tarboro Road for training purposes.

Assistant Fire Chief Graney thanked Staff for the name plate and a position at the Staff tables during Board Meetings. Mayor Flowers wanted to thank both Graney and the Fire Department for all their hard work. He also wanted to thank the Fire Department and Police Department for their work during the recent hurricanes.

Smith stated the baseball season was coming to an end. He felt that it was a good season and has received positive feedback from the coaches. Smith stated basketball registration ends on November 21st. He stated information has been posted on Facebook, both the Parks and Rec and the Town's pages. Smith stated that registration for the Ornament class was ongoing.

Smith stated he has investigated offering a photo event where the photos taken would go on the Parks and Rec website.

Smith stated he hopes to offer cheerleading in the spring. He noted they would cheer for the Under the Lights football teams during the summer and fall season as well as the winter basketball teams. Smith stated Under the Lights football would end their season within the next month.

Attorney Bartholomew wanted to thank the Board for the earlier proclamation for World War I Centennial Armistice Remembrance. He explained his family has fought in every war and he appreciated our veterans.

Attorney Bartholomew stated he was working on the upset bid process, which was underway. He hoped to be ready to move forward next month.

Attorney Bartholomew stated he felt that the Parks and Rec Department was doing a great job.

Smith wanted to note that there were levels of sponsorships, and he hoped to be able to have a printed list at the basketball games. Differing levels of sponsorship include names on jersey's as well. Smith stated anyone can contact him regarding sponsoring a team. Commissioner Wiggins stated he would like to sponsor a team.

Hurd stated the yearly flyers went out with the November bills. Flyers included the Parade Day lineup. Pancake Breakfast at the Rescue, Parade at 10am, Santa at the Library at 11am, Christmas Tree Lighting at 5:30pm and Movie Night at the Luddy Park after the Christmas Tree Lighting. She stated the Decorating Contest winners would be announced at the Christmas Tree Lighting. Hurd stated garbage rules, Holiday schedules, basketball registration and ornament making flyers were included as well. She stated there was also a form included for people to sign up for the notification calls from Waste Industries should there be a disruption in services for either weather, holidays, or malfunctioning equipment.

Hurd stated that new computers were going in at Town Hall and she appreciated her new computer very much.

O'Donnell stated Leaf Season has started and the Maintenance Department was working hard on that.

Mayor Flowers wanted to confirm that confetti canons would not be allowed during the Christmas Parade. Hurd stated Staff believes they know which company was responsible and she was trying to get in touch with them to make sure the confetti canon was not used this year.

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did not need to go into Closed Session.

The meeting adjourned at 8:23pm.

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MINUTES
NOVEMBER 15, 2018
6:00 PM

WORK SESSION
YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 6:03pm. In attendance were Commissioners Graham Stallings, Larry Wiggins, and Terry Hedlund. Commissioners Catherine Redd and Joseph Johnson were not in attendance. Also in attendance was Interim Town Administrator Roe O'Donnell and Town Attorney Edward Bartholomew.

The only item on the agenda was a Closed Session to discuss personnel.

**MOTION: TO GO INTO CLOSED SESSION FOR N.C.G.S. 143-318.11A (6)
PERSONNEL – REVIEW CANDIDATE APPLICATIONS FOR TOWN
ADMINISTRATOR**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. The motion passed unanimously. The Board went into Closed Session at 6:03pm and came out at 7:10pm. No action was taken.

The meeting adjourned at 7:10pm.

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MINUTES
NOVEMBER 28, 2018
6:00 PM

WORK SESSION
YOUNGSVILLE TOWN HALL

Mayor-Pro Tem Joseph Johnson called the Work Session of the Town of Youngsville Board of Commissioners to order at 6:02pm. In attendance were Commissioners Graham Stallings, Larry Wiggins, Joseph Johnson, Catherine Redd and Terry Hedlund. Mayor Fonzie Flowers was not in attendance. Also in attendance was Interim Town Administrator Roe O'Donnell and Town Attorney Edward Bartholomew.

The only item on the agenda was a Closed Session to discuss personnel.

**MOTION: TO GO INTO CLOSED SESSION FOR N.C.G.S. 143-318.11A (6)
PERSONNEL – CONTINUE REVIEW OF CANDIDATE APPLICATIONS
FOR TOWN ADMINISTRATOR**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. The motion passed unanimously. The Board went into Closed Session at 6:00pm and came out at 7:04pm. No action was taken.

The meeting adjourned at 7:04pm.

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MINUTES
DECEMBER 13, 2018
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 Stallings gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Joseph Johnson, and Terry Hedlund. Commissioner Larry Wiggins was not in attendance. Others in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Edward Bartholomew, Planning and Zoning Administrator Bob Clark, and Parks and Recreation Director Andrew Smith. A representative from the Franklin Times was also present.

MOTION: TO APPROVE THE AGENDA

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

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

The next item on the agenda was the Financial Report. O'Donnell noted the completed audit would be in soon and the preliminary numbers look good.

Hurd noted the contract for the new website was included on the Consent Agenda. She explained that work would begin on the website in January but we needed to adopt the contract before the end of December in order to be eligible for a \$1,000 discount. Hurd stated that a questionnaire would need to be completed for the developers and she wanted to get all department heads to fill out one as well so the webpage would reflect what everyone expects for their department.

O'Donnell explained the Unified Development Ordinance (UDO) contract was also included on the Consent Agenda. He stated the UDO would follow directly after the adoption of the Comprehensive Development Plan (CDP). The first payment would total \$20,000.

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

- Minutes from the Board Meeting on November 8, 2018
- Minutes from the Work Session on November 15, 2018
- Minutes from the Work Session on November 28, 2018

- Tax Collector's Report
- Police Department Report
- Youngsville Fire Department Report
- 2018 Tax Release – Tony & Jacqueline DeLuca - \$240.97 – Value Correction
- Approval of a contract between the Town of Youngsville and N*Focus, Inc. for services rendered during FY 2018-19 to prepare a new Unified Development Ordinance for the Town of Youngsville in the amount of \$20,000
- Approval of a contract between the Town of Youngsville and Revize Software Systems for web services, including one year of service fees, in the amount of \$8,900

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

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

The next item on the agenda was Old Business. The first item under Old Business was a presentation of the Comprehensive Development Plan (CDP) by Rick Flowe of N*Focus. Mr. Flowe stated the Planning Board has worked hard to get the CDP to this point. As the CDP is rather lengthy, it will take approximately three hours to go through and Mr. Flowe requested a Work Session. He stated that he would give the Board a quick rundown of the plan tonight.

Mr. Flowe explained the CDP is about how and where the Town wants intentional growth and at what pace. The CDP will help serve property owners, residents, businesses, and investors. Zoning is easier when people can see where the Town is heading before making requests to rezone.

Mr. Flowe explained the Board would need to adopt the CDP by Resolution at a future Board Meeting once the CDP had been finalized. Adoption of the CDP will supersede other plans from the past. The CDP will be the roadmap for future rezoning. The Unified Development Ordinance (UDO) will bring more efficiency between the Plans and specifications.

Mr. Flowe stated the first chapter includes all of the relevant Statutes. The history and Statutes will repeat throughout the CDP, as most people only read the sections that pertain to their particular needs. Once the CDP is placed on the webpage, it will be searchable for fast answers. The CDP includes eight chapters, with a ninth summary chapter that includes an action list, and is consistent with the format the Division of Community Assistance and the Department of Commerce developed decades ago.

Mr. Flowe noted the CDP was developed with public participation and input. He explained he started with the business community because they are the most knowledgeable group of people, especially since they hear from a varied group of customers. Next, they spoke with the civic organizations. Mr. Flowe noted the goals are listed in the order that came from the scores that were used in the surveys, the Planning Board did not reorder them. All priorities reflect the community.

Mr. Flowe explained there was a blueprint page that summarized needed items to get started. He stated Youngsville was not in bad shape, so the blueprint was rather small. Most of the prep work is in great shape. Mr. Flowe noted it was easiest to start with the smaller items and the most essential items then move forward from there. The blueprint page will expand as Youngsville grows.

Mr. Flowe stated the CDP will come as a notebook that will be set up for the Board, Planning Board, and Department Heads as we move through the process. He stated the CDP would need to be on hand at meetings for easy navigation. Clark passed out Tab 26 which included enlarged versions of the four key maps that appear in the CDP. Mr. Flowe noted there would be larger versions for viewing at Town Hall. The first map showed future land use. Map 1 would be a guide document for rezoning requests. The second map showed the downtown core area, which is considered a catalyst area. Map 2 is a master plan level sketch. Once the CDP has been adopted, the Zoning Department will need to sit down with the property owners and talk concepts and ideas to help them see the potential their property has. This will be informative only to help them see what can be done. The third map shows growth opportunities. There are certain concentration areas for economic activity that are important to look at in greater detail. Highway #1 growth requires looking at as a catalyst area, although there are some restrictions along the highway. Mr. Flowe noted that properties change hands often as people try redevelopment. Catalyst Area #2 is Holden Road and Highway #1. The fourth map is a concept for a truck route, which is essential. Concerns about a truck route include removing traffic from downtown businesses. Mr. Flowe noted that cars are commerce. He explained visibility was key for businesses. Mr. Flowe explained the truck route would be a little bit longer but easier for the trucks. He noted they proposed truck route takes a southern route, as compared to the northern routes that Youngsville has been looking at for decades. Mr. Flowe stated car traffic should continue to the downtown area, which is an important ingredient. He stated they felt this was a good long-term solution without the negative downside of the bypass effect.

After a brief discussion, a Work Session was scheduled for January 9th at 5pm. Mr. Flowe noted the meeting should last approximately three hours.

MOTION: TO SCHEDULE A WORK SESSION TO DISCUSS THE COMPREHENSIVE DEVELOPMENT PLAN FOR JANUARY 9, 2019 AT 5:00PM AT THE YOUNGSVILLE COMMUNITY HOUSE

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

The second item under Old Business was to continue the discussion on traffic solutions for Winston Street. O'Donnell stated that due to negotiations to decrease the price for the repaving contract, the costs of two speed tables were reduced to \$13,000. He stated that if the Board wanted to move forward with the speed tables, then Staff would need to determine the best location along the blocks and bring those locations for the Board to approve. O'Donnell noted guidance would be obtained from the Police Department.

Chief Kirts stated he was on Winston Street the past two nights. He noted that traffic was a huge issue, but it was backed up, making it impossible to speed during peak hours. O'Donnell noted it was the Board's decision if they wished to move forward. Mayor Flowers expressed concerns about multiple requests for speed tables all over town if we installed these on Winston Street. O'Donnell noted there was a scientific way to go about this. He explained canvassing owners (not residents) to get a majority of square footage. O'Donnell explained that the Board could also create a Policy. Mayor Flowers reminded the Board there were also complaints about Cross Street. O'Donnell noted speed tables should not go on NC DOT streets, collector streets or thoroughfares. He stated the Board had time as it would be January before the contracts were awarded for the paving project. O'Donnell noted he was not a proponent of speed tables as they don't always work and sometimes create other issues. Chief Kirts stated that S Nassau had the same problem, though they don't often complain. Hurd stated that past conversations about traffic on S Nassau Street included closing the intersection at Highway 96 and turning it into a cul de sac.

Commissioner Johnson asked if there were any other options and O'Donnell stated enforcement. O'Donnell noted this problem normally corrects itself as people will start to avoid Winston Street once it gets too bad, though this may take years. Mayor Flowers noted that it would be about two years before 5-Points was improved and O'Donnell stated it may be sooner than that. O'Donnell explained NC DOT was also looking to improve the intersection at Cross and Main Streets. This may help move traffic off of Winston Street. Though he hasn't heard back from them, O'Donnell stated all indications look like a go and with funding by summertime. Mayor Flowers noted that everyone knows there is a lot of traffic in Youngsville and hopes that once the main intersections are corrected, this would help move traffic off of the local streets. He noted that patience may be ws in order to see if the upgrades would be helpful.

Commissioner Johnson stated that the majority of speeding was not taking place during peak hours, but during the off hours. He stated that he could wait if he had to but wanted to note that the past two years have seen drastic changes in traffic on Winston Street as people cut through to try and save time. After a brief discussion, the Board decided to take this information under advisement for a future Board Meeting or Work Session.

The next item on the agenda was New Business. The was no New Business.

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 – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated the Parade was a success, even with some scrambling by Staff. He thanked the Police Department, Fire Department, the Kiwanis Club, and all the other helpers for a job very well done. Mayor Flowers noted the Christmas Tree Lighting Ceremony went well. He thanked Commissioner Hedlund for all his prep work.

Mayor Flowers wanted to show his appreciation to Chief Kirts, who saved a life last week.

Instead of having the yearly Retreat in January, O'Donnell stated he wanted to wait until later in the year after the new Town Administrator has been hired. He would like to have it during their overlap period, maybe late February or early March.

O'Donnell noted they had to take out some items from the repaving project and reprice others to keep in line with the budget. He noted the contracts would be awarded in January.

O'Donnell stated he has been in contact with contractors to repair the slopes at the Luddy Park. He noted the costs were competitive and he hoped to complete this project during this budget year.

O'Donnell reminded the Board they would need to convene at the Wake Forest Town Hall at noon tomorrow to discuss the hiring of the new Town Administrator. The Board would be debriefed by assessors starting after lunch. O'Donnell estimated each candidate's results should take about thirty minutes to go over, so be prepared for approximately two hours plus deliberations.

Commissioner Redd noted she has delivered over two hundred welcome wagon bags and was still working on delivering more. She noted the downtown committee was still meeting and working on a game plan. Commissioner Redd stated she was not sure when they would open these meetings to the public, but they are moving along.

Clark noted there would be a Public Hearing for a rezoning request next month. He explained the property was located at the end of S Nassau Street on Highway 96. Clark stated the property was currently vacant and they wished to rezone for duplexes.

Clark stated the Main Street Project plans were almost finished. He stated they still needed the final comments. They also hope to reduce the number of easements to approximately ten. Clark stated that we may see this information in January or February.

Clark stated Hampton Downs was approved with the understanding they would apply for annexation. He noted Staff was expecting that petition for the first half, thirty duplexes, but have not yet received it. Clark explained even though this was a voluntary annexation, it was also a commitment. He noted this will help with the 2020 Census, which in turns increases allowable funding for grants.

Attorney Bartholomew stated he was working with Mayor Flowers and O'Donnell on contract negotiations for the sale of the old Town Hall. He explained it was close to being finalized and hoped it would be completed by the end of the year.

Attorney Bartholomew noted that he had fun cooking for the Christmas Tree Lighting Ceremony.

Chief Kirts noted that Assistant Chief Michael Thomas has moved on to be the Chief of Police in Sharpsburg. He wanted to congratulate Chief Thomas. Chief Kirts noted that Joe Kimball has been promoted to Captain was now second in command.

Smith noted Youngsville was now a member of the NC Recreation and Park Association. He explained that being an accredited program would help get more grants. Once the Town has been a member for a year, we can then join the national program, which will allow for another level of grants and funding. Smith stated their logo will join ours on official documents. He stated this will open Youngsville up to being involved in the NC Senior Games and Special Olympics NC, which we will need volunteers for.

Smith stated the Baseball Board had their first meeting. He noted Dixie membership is declining and they will not renew with Pony Baseball. Smith stated the American Legion is trying to start a Franklin County Softball team for girls, 8th grade through 12th grade.

Smith noted the Ornament Class was postponed due to the snow and they have reschedule for next Tuesday. He stated there was approximately a dozen people signed up. Smith summarized other items he is working on, including tournaments and black lights for the gym so they could do a black light dodge ball game.

Smith stated basketball games would start January 7th and looks to be very competitive. He noted that he likes the coaches that have volunteered. Both Mayor Flowers and Commissioner Redd agreed Smith was doing a great job.

Hurd thanked everyone who helped with the Christmas Parade, including the Kiwanis Club, Faith Baptist Church, Covenant Hope Church and the Police Department. She also wanted to thank everyone for their help at the Christmas Tree Lighting. Hurd noted the winners of the Christmas Decorating Contest: Mayor's Choice went to the Tin Pig, Best Business went to Charron's Deli and Café, Elegance went to Joshua & Heather Kerr on Corano Lane and Whimsical went to Brenda Wade on Winston Street.

Hurd stated the new utility software has been installed and Staff was being trained. Hurd expressed her appreciation for the new computers and software.

The next item on the agenda was Closed Session. Mayor Flowers stated there was no need to go into Closed Session.

The meeting adjourned at 7:59pm.

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MINUTES
DECEMBER 14, 2018
12:00 PM

WORK SESSION
WAKE FOREST TOWN HALL
ASSESSMENT CENTER

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 12:17pm. In attendance were Commissioners Graham Stallings, Catherine Redd and Terry Hedlund. Commissioners Joseph Johnson and Larry Wiggins were not in attendance. Also in attendance was Interim Town Administrator Roe O'Donnell and Town Attorney Edward Bartholomew.

The only item on the agenda was a Closed Session to discuss personnel.

**MOTION: TO GO INTO CLOSED SESSION FOR N.C.G.S. 143-318.11A (6)
PERSONNEL – CONSIDERATION OF CANDIDATE RESULTS OF THE
ASSESSMENT CENTER FOR THE TOWN ADMINISTRATOR
POSITION**

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. The motion passed unanimously. The Board went into Closed Session at 12:17pm and came out at 3:50pm. No action was taken.

The meeting adjourned at 3:50pm.

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MINUTES
DECEMBER 27, 2018
8:30 AM

SPECIAL CALLED MEETING
YOUNGSVILLE TOWN HALL

Mayor Fonzie Flowers called the Special Called Meeting of the Town of Youngsville Board of Commissioners to order at 8:56am. In attendance were Commissioners Larry Wiggins, Catherine Redd and Terry Hedlund. Commissioner Joseph Johnson joined Closed Session at 9:17am. Commissioner Graham Stallings was not in attendance. Also in attendance was Interim Town Administrator Roe O'Donnell.

The only item on the agenda was a Closed Session to discuss personnel.

**MOTION: TO GO INTO CLOSED SESSION FOR N.C.G.S. 143-318.11A (6)
PERSONNEL – CANDIDATE INTERVIEW FOR TOWN
ADMINISTRATOR POSITION**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. The motion passed unanimously. The Board went into Closed Session at 8:56am and came out at 10:17am. No action was taken.

The meeting adjourned at 10:17am.

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MINUTES
DECEMBER 28, 2018
12:30 PM

SPECIAL CALLED MEETING
YOUNGSVILLE TOWN HALL

Mayor Fonzie Flowers called the Special Called Meeting of the Town of Youngsville Board of Commissioners to order at 12:45pm. In attendance were Commissioners Larry Wiggins, Catherine Redd, Graham Stallings and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance was Interim Town Administrator Roe O'Donnell.

The only item on the agenda was a Closed Session to discuss personnel.

**MOTION: TO GO INTO CLOSED SESSION FOR N.C.G.S. 143-318.11A (6)
PERSONNEL – CANDIDATE INTERVIEW FOR TOWN
ADMINISTRATOR POSITION**

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously. The Board went into Closed Session at 12:45pm and came out at 3:02pm. No action was taken.

The meeting adjourned at 3:02pm on a motion by Commissioner Redd, seconded by Commissioner Stallings.