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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 produces 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.