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MINUTES

JANUARY 14, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was a Public Hearing for a request to amend the ETJ Boundary to exclude the area being annexed by Wake Forest based on the Intergovernmental Annexation Agreement Notice. The Public Hearing was called to order at 7:01pm. Mary Accardi stated that she had attended the Public Hearing in Wake Forest as well. She express concerns that the zoning was being changed from AR to a Conditional Use and she did not understand what that means. She stated that they are planning on building a 55+ community of single family houses on 14.71 acres that will include approximately 97 houses. Ms. Accardi stated that would put about 3.5 houses behind her home. She stated that they also mentioned that they would be building an assisted living facility. Ms. Accardi had concerns about how emergency services would get into the community, where would they be coming from, does Franklin County even know the area is being annexed, who would be getting the tax money, who would repair the potholes in their neighborhood. She stated that it upsets her that there are water concerns about the creek behind their subdivision and they are building 3.5 houses per each of the current homes in her subdivision. Ms. Accardi stated that a natural barrier of 20' would be left between subdivisions. She stated that she felt she was not getting all of the information that they need.

Duke Duquette had concerns about the acreage that Youngsville would be giving to Wake Forest in the annexation. He stated that we have 14.71 acres listed but Wake Forest and the title states 23.8 acres. Mr. Duguette also expressed concerns that the amount of homes they wish to build won't fit on the acreage. Another concern was a dam on the property that is not currently being maintained. He stated that neither the developer nor the Town of Wake Forest want to recognize or do anything about the dam. Mr. Duquette stated that the traffic was already an issue, especially with speeding, and a proposed school would be going in further down the road that will make traffic matters worse. He stated that their engineering study for traffic wasn't complete as two of the roads are just now being completed.

William Tucker stated that he had an easement for drainage across his property and he had concerns about runoff.

Robert Cluett agreed with Ms. Accardi concerning the size of the lots. He also had concerns about the creek that runs between Phase 1 and 2 as well as the 20' buffer. Mr. Cluett stated that he had concerns about the runoff and washouts. He stated that he didn't see anyone addressing the water runoff. Mr. Cluett was also concerned about the retention pond that would be located behind his home. He wanted to know if it would be standing water or runoff into the creek. Mr. Cluett had concerns about the wildlife and felt that a 20' buffer won't suffice.

Clark addressed several of the concerns expressed. He stated that the initial letter that the Town received indicated 23.8 acres of land due to a calculation of what appeared to be aerial photography. Clark asked for and received from Wake Forest a legal description and calculation by an engineer and he received the 14.71 acres, which is what was advertised for our Public Hearing. He stated that the Wake Forest engineer did the survey for the portion that is within the Town of Youngsville ETJ. Clark stated that if there was an error in the acreage discussed, it came from Wake Forest. He stated that the legal description is available and was included in the advertisement that the Town sent out to adjacent property owners. Clark stated that the description of the acreage did not include the right of ways for Gilcrest Farm Road. He explained where the ETJ boundaries are using the Zoning map. Clark stated that city taxes would be due to Wake Forest if it was annexed by them and they would continue to pay Franklin County taxes as they are still located within Franklin County boundaries.

Ms. Accardi wanted to clarify that they would be paying Franklin County taxes but Wake Forest would be supplying their water. Clark stated that was correct and explained that when Youngsville did the Agreement with Wake Forest in 2007, they were looking ahead at who would be able to furnish utilities and annexations. He explained that this agreement stated that if one Town wanted to annex into the ETJ of the other, they would then notify the other Town of the annexation so that the ETJ can be released to the annexing Town. Clark explained per state law, annexed areas are under the annexing Town's zoning jurisdiction. He stated that this was a 20 year agreement that can be modified if need be. Clark stated that this was the first request under the agreement. He explained that Youngsville has no ability to provide service to this area. Clark stated that the developer chose to petition Wake Forest for annexation and it was up to Wake Forest to accept that petition and annex the area into Wake Forest.

Clark explained that with the current zoning, the current lots in the existing subdivision are larger due to having septic tanks. Once sewer is run, smaller lots are allowed in the new development. If annexed, Wake Forest would control the services.

Clark indicated on the map the areas located within the Neuse River Basin. He explained that the developer would have to follow the State watershed rules, which are enforced by State officials.

Mr. Duquette asked for clarification of the color coding on the zoning map and Clark showed the area in question and explained about the zoning jurisdictions.

Commissioner Stallings wanted to clarify if the Agreement was between the Towns of Youngsville and Wake Forest or Franklin County and the Town of Wake Forest and why was it done. Clark stated that it was between the Towns of Youngsville and Wake Forest. Commissioner Stallings asked if this was the Franklin County Commissioners decision or the Youngsville Commissioners decision and Hurd stated that it was Youngsville Commissioners that voted on it. Commissioner Stallings clarified that the property in question was in the Youngsville ETJ and Clark stated yes. Hurd gave a brief summary of why the agreement was initiated. She explained that Wake Forest was starting to annex into Franklin County and the Board wanted to stop them from annexing right up to our town limits. At that time, Youngsville still controlled the water and sewer system for the town. Hurd explained that the line that was chosen was based on the ease of servicing the surrounding area due to the lay of the land. She stated that it was easier to service the bottom area of the line from Wake Forest so that we would not have to pump the sewer uphill back to our service area. Hurd stated that the main reason to do this Agreement was to stop Wake Forest from coming too close to the town and still give us the ability to annex southern areas as well. Commissioner Stallings stated that Wake Forest will annex everything they can as long as we let them and Hurd stated that the Agreement stops them at that line, they would have to change the Agreement if they wanted to go north of the line. Commissioner Stallings asked what would happen if we didn't approve the request and Clark stated that Wake Forest is in compliance and the Town has to accept unless that Agreement gets amended or we would be in breach of contract. He stated that it would be in the best interest of Youngsville to keep this line locked in place so that they won't be able to come any closer to town limits. Clark stated that we could look into a meeting with Wake Forest if the Board wanted adjust the line. He stated that the Town was not in a position to annex that area now or in the future as we have no services in this area. Clark explained that state laws have been changed since 2007 and that voluntary annexation petitions are the only real way for Youngsville to annex any development. He gave a brief description of the new annexation laws. Attorney Olivieri stated that this is part of a prior Agreement and if the Town did not allow this, then the Town would be in breach of contract with potential litigation.

Ms. Accardi wanted to clarify that anything the residents had to say was not relevant and Attorney Olivieri stated that resident comments were always relevant but he had to advise the Board under the prior Agreement that is now being activated and he could not advise the Board to make a negative decision. Mr. Duquette stated that he felt the same as Commissioner Stallings, that if you give Wake Forest an inch, they will take a mile. Attorney Olivieri stated that this Agreement keeps them from going any further than we allow. They won't be able to go any further than what was originally allowed.

Mr. Duquette stated that he has had personal conversations with Wake Forest and he was told that it was 23.8 acres and he keeps hearing 14.71 from Youngsville. He stated that he felt that we need to verify the acreage. Mr. Duquette reiterated that he felt that there wasn't enough acreage for the amount of homes they want to place in the development.

Clark stated that the Planning Board did give it a favorable recommendation as it was consistent with the Agreement. He stated that we advertised 14.71 acres in December based on the description we received by Wake Forest. Again, Mr. Duquette reiterated the concern about the discrepancy in acreage. Attorney Olivieri stated that there was a genuine question concerning the acreage and felt that the Board should not make a decision until that has been cleared up. Hurd clarified that the acreage being annexed was not different from the acreage that is in the ETJ and Ms. Accardi and Mr. Duquette stated that it was only the area in our ETJ that had the discrepancy.

Attorney Olivieri wanted to clarify where Mr. Duquette heard the 23.8 acres versus 14.71 and Ms. Accardi stated that she had attended the Public Hearing in Wake Forest on January 5, 2016. Mayor Flowers asked if that number appeared on any notifications that they had received from Wake Forest and Mr. Duquette gave a copy of the letter from Wake Forest to Attorney Olivieri.

The Public Hearing was adjourned at 7:30pm.

The next item on the agenda was a Public Hearing for a request to rezone all properties located in the Medium Industrial (MI) District at the intersection of US Highway #1 and US #1-A North to Mixed Use (MU). The Public Hearing was called to order at 7:30pm. Andrew Brown, 811 Park Avenue, stated that he has lived there for thirty years and has had to deal with the initial consequences of the ETJ. He stated that there were several poor families that live in the area in question. Mr. Brown stated that the area has been fragmented by industrial development. He wanted clarification on the initial request because he looked at the Franklin County Unified Development Ordinance (FC UDO) and it makes no mention of a Medium Industrial (MI) district. Mr. Brown stated that when the original ETJ was done, it was to rezone the area of Light Industrial (LI) to MI. He stated that the people were opposed to this rezoning as they felt that there had been poor stewardship of this area. Mr. Brown explained that developers have abused this area and performed activities outside of their zoning. He stated that ten years ago, there was a fire at an adjacent property because of the mulch manufactured at that facility. Mr. Brown stated that there has also been no consideration in regards to the water. There was a Quarles fuel dispensing facility and no one has taken consideration if the underground tanks have leaked into the well waters. He stated that there are currently two businesses along this area that are in violation of their current ordinances. Mr. Brown stated that they are operating on a twenty four hour basis and the other is working on high performance vehicles in the middle of the night as well as drag racing them at times. He stated that another business has a light that does not extinguish after 11pm and shines directly into his home. Mr. Brown stated another concern that everything on the northbound side is currently in the right of way of the Southeastern High Speed Rail (SEHSR) corridor. He stated that he believed that the applicants were trying to get rezoned so that they could shift out of the SEHSR right of way. Mr. Brown stated that they were not in favor of this change.

Attorney Olivieri wanted to clarify the area on the zoning map and Clark showed the MI area at the corner of US Highway #1 and US #1A-North. Attorney Olivieri asked if it extended to the residential area and Clark explained that there were two doublewides

located in the MI district. Clark stated that 811 Park Avenue is not located within the MI district. He stated that the area proposed for rezoning is located within the Youngsville ETJ and not in Franklin County's jurisdiction, which means the FC UDO does not apply. Clark explained that the area started on Highway #1 beginning at Clayton Homes up to and including the area where the Quarles site was located. On the Park Avenue (US 1A North) side, it starts behind where Clayton Homes are located and ends at the peak. He stated that the last two homes are located in this district and start with the address of 835 Park Avenue. Clark stated that it did have a mixture of industry, services, retail, vacant tracks of land, and residential. He explained that the vast majority of the surrounding area is MU district.

Clark explained that Jeff Shaw was interested in purchasing the Quarles parcel and approached the Town about putting in a retail auto shop. He stated that Mr. Shaw was looking to move from his shop further down Park Avenue to this area. Clark explained that MI does not allow for auto sales or retail of any kind. He stated that staff looked into this and noticed that all of the businesses in this MI area are non-conforming. Clark stated that on Park Avenue, the two residences are not a permitted use but are grandfathered. He stated that they can replace their mobile homes if they need to in the future and rezoning this district will not change that. Clark stated that rezoning this area would better fit the current uses and reduce the number of non-conforming businesses. He stated that there were shops on Park Avenue that were never built and under the current zoning, they would not be allowed. Clark stated that the Planning Board had given a favorable recommendation.

Clark stated that the options before the Board tonight are to rezone some, all or none of the area but they cannot go further than the proposed area without having another Public Hearing.

Mr. Brown asked if under the MU could a gas station be put between the two residences in this area and Clark stated that the short answer is yes but the two mobile homes are located on the same parcel of land which is not large enough to accommodate both homes and a service station so it would not be able to be located between those two residences. Clark explained that special permissions would be needed for hazardous materials.

Mr. Brown stated that his property has shown up in the area to be rezoned and that the proposed SEHSR right of way comes right up to his mail box. Clark stated that area was not included in this request and showed the areas in question on the map. He reiterated that this rezoning would make the MI area compatible with all of the surrounding area that is already MU. Mr. Brown stated that the water tower was right in his back yard and Clayton Homes is behind him and to the left so he believed that he was in the area to be rezoned.

The Public Hearing was adjourned at 7:47pm.

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

The next item on the agenda was the Financial Report. Tatum stated that the Police Department has become involved with a Federal E-Share Program, which means that they will be getting funds. He explained that those federal funds cannot be co-mingled with the General Fund. Tatum stated that he needed the Board's authority to open a separate account at Union Bank and Trust. Chief Kirts explained that it is all electronic transfer for federally seized funds. Tatum stated that generally there is a Resolution that he needs to type to go with the motion.

MOTION: TO AUTHORIZE A SEPARATE ACCOUNT TO BE OPENED AT UNION BANK AND TRUST SOLELY FOR THE PURPOSE OF RECEIVING FUNDS FROM THE FEDERAL E-SHARE PROGRAM

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on December 10, 2015, the Tax Collector's Report and the Police Department Report. Also on the Consent Agenda was a Tax Release for Thomas Brian Harris for 2015 personal property in the amount of \$168.30 for property located in another county. A revised Policy Manual 9.530 for the Parks and Recreation Director's job description was also included on the Consent Agenda.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to amend the ETJ Boundary to exclude the area being annexed by Wake Forest based on the Intergovernmental Annexation Agreement Notice. Commissioner Redd stated that she did have concerns over the proper acreage amount. Attorney Olivieri stated that this could be tabled if the Board wanted to look into the acreage. Clark stated that Wake Forest would be considering the annexation petition on January 19th. He explained that if we tabled it, we would notify Wake Forest so that they could either table their discussion or make the Ordinance valid on a later date. Clark stated that it should not be a problem to table it for further review. Commissioner Hedlund stated that was a big discrepancy.

MOTION: TO TABLE THE DISCUSSION TO AMEND THE ETJ BOUNDARY TO EXCLUDE THE AREA BEING ANNEXED BY WAKE FOREST BASED ON THE INTERGOVERNMENTAL ANNEXATION AGREEMENT NOTICE UNTIL THE FEBRUARY 11, 2016 BOARD MEETING

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

The second item under Old Business was to discuss the rezoning of the properties located in the MI district at the intersection of US #1 Highway and US #1-A North to MU. Clark wanted to clarify that Mr. Brown's property was not included in the area to be rezoned. He stated that Mr. Brown's property was adjacent to the area in question. Clark stated that Mr. Brown received notification as he was an adjoining property owner.

Commissioner Redd asked what the difference was between MI and MU. Clark explained that MU permits some of the same uses but does not permit heavy industry such as "smoke stack" industries. It also allows for LI such as what is in the Franklin Industrial Park on Park Avenue. MI only allows for industry and MU allows for a range of uses.

Commissioner Wiggins wanted to clarify that we would be changing the zoning to match the neighboring properties and Clark stated yes. Clark stated that all residences will be grandfathered.

MOTION: TO APPROVE THE REQUEST TO REZONE ALL PROPERTIES LOCATED IN THE MEDIUM INDUSTRIAL (MI) DISTRICT AT THE INTERSECTION OF US HIGHWAY #1 AND US #1-A NORTH TO MIXED USE (MU)

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

The third item under Old Business was a discussion concerning upgrades to Luddy Park additional fields and a related Budget Amendment upon approval of the upgrades. Tatum explained that we have been discussing improvements to the facilities at Luddy Park and Commissioner Johnson has explored what needs to be done. Fences and back stops need to be installed on the larger field in the lower section of Luddy Park. Commissioner Johnson stated that there were two options. The first included the fence and back stop for \$16,826 and the second option would switch the fencing to netting such as what they have professional and college fields and would cost \$10,449. The option for the t-ball field, with back stop, would cost \$9,126. Commissioner Johnson stated that he did not have a quote for the fencing alone. He stated that the grand plan is to move all activities from the Youngsville Elementary School to the Luddy Park. A lot of the work and equipment would be donated, which includes the poles for the netting and the equipment to move the dirt. Commissioner Johnson stated that this was a major step for the Town. He stated that the bottom field has already been staked out.

Commissioner Johnson stated that Luddy Park has a fund balance of \$15,000, not including the Parks and Recreation Director's salary. There is also a cash balance of \$20,000. Tatum stated that when it comes to the financing of this project there were a couple of options. He stated that he recommended using the lapsed salary from the month's that we did not have a Director in the amount of \$13,644 for what was not paid through December 31, 2015. Tatum explained that we can move that lapsed salary to improvements on a park that the Town owns. He stated that he felt this would be a

proper use of tax payer money to improve the recreation facilities. Tatum stated that the Parks and Recreation Fund does have a fund balance, which is equivalent to savings, of \$15,000 which the Board can vote to use some of that money to help fund this project as well.

Tatum also wanted to mention again that our tax payers are paying for a regional recreation program. He stated that he felt that if we were talking about using taxpayer funds to improve the fields, we also needed to discuss, and he strongly recommends, that there be a significant difference between what we charge residents to play as compared to what we charge people that Franklin County should be subsidizing but aren't at this time. Tatum stated that his recommendation was that our children should pay for their uniforms and let the rest of the parents, who are not taxpayers, pay the fee that we currently charge, which is based on the cost of running the program. He stated that it works out that our folks help fund the facilities and the out of town folks pay for running the program.

Tatum stated that these are two separate issues. He stated that the tentative Budget Amendment that he proposed would allow us to use the lapsed funds to go towards making improvements at the Luddy Park. He stated that any excess would need to come out of the Parks and Recreation Fund Balance and that would need to be approved on a separate motion. Tatum stated that he wanted the Board to consider both the Budget Amendment and the authorization to let Commissioner Johnson to charge a lower fee for in-town residents. He stated that may help to get more in-town children to register.

Commissioner Hedlund stated that the Board had previously talked about lighting at the Luddy Park and he wanted to know if anything had been done concerning the lighting and Tatum stated that nothing has been done yet. Commissioner Hedlund asked if it was still needed and Tatum stated that it was lower on the prioritization list. Commissioner Johnson stated that we did not have the current amount in Fund Balance to work with last year. He stated that a lot of time and sweat has been done to save as much money as possible. Commissioner Johnson explained that the lights won't be needed as much going into Spring Baseball season as we do during the Fall Baseball season. He stated that they have worked to get a lot of sponsors and donations to help build up the funds. Commissioner Johnson stated that they have approximately \$12,000 in donations lined up that hopefully can be used for lighting later on.

Tatum stated that he was requesting the approval of Budget Amendment 2016-04 which authorizes the use of the lapsed salary to go towards the costs of the fences and to authorize a substantially lower fee for in-town residents for participation in our recreation programs. Commissioner Johnson asked if there needed to be a separate motion for if / when they had to dip into the Fund Balance and Tatum stated that technically he could do that.

MOTION: TO ADOPT BUDGET AMENDMENT 2016-04

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

Mayor Flowers asked the Board if they wanted to move forward with setting a lower fee for in-town residents. He stated that he did have children in the program. Mayor Flowers stated that he felt it would give a boost to the in-town registration. Commissioner Johnson stated that the closest surrounding place that does this for baseball is Bunn or Louisburg. He explained that Louisburg's in-town rates ranged from \$25-\$35. Commissioner Johnson stated that it was done before in Youngsville and only seven children in town registered, two of them were his and two were Commissioner Redd's. He stated that he hoped this would help to get more in-town participation. Commissioner Johnson stated that more houses are going to be built in the area. Commissioner Redd stated that along with getting more participation from in-town residents, but she also felt that Tatum made a good point about tax paying residents funding the facilities and the people out of town helping to fund the operational costs of the program. She stated that this made good sense. Commissioner Hedlund also stated that this was a good idea to have in-town and out of town rates. He stated that it was a good starting point. Commissioner Wiggins agreed as well.

After a brief discussion the Board decided on a fee of \$45.00 for in-town residents which is approximately 33% of the \$125.00 rate for out of town residents.

MOTION: TO APPROVE A \$45 RATE FOR IN-TOWN RESIDENTS AND \$125.00 FOR OUT OF TOWN RESIDENTS

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

The fourth item under Old Business was an update on the status of the Town Hall project and to reschedule the related Public Hearing for March 10, 2016. Attorney Olivieri stated that he recommended moving this conversation to after Closed Session.

The fifth item under Old Business was to continue the discussion of purchasing a Christmas Tree. Hurd stated that when we tried to install the Christmas Tree this past Christmas, the tree that we had was broken. Grace Haven Baptist Church donated a live tree to the Town. She explained that though a lot of people liked the live tree, there were some maintenance issues that come with them such as watering. Hurd stated that she spoke with Mosca Designs and they have their big sales in January and February. She explained that they dropped their price from \$4,700 to \$3,300 for a 14' panel tree with a 3' star. Hurd stated that the base of the tree breaks down for easy storage as does the greenery. She stated that it has 435 lights on the tree and the Town can choose the color(s) that they want. Hurd recommended going with blue and cool white lights, with a third of the white lights twinkling. She also recommended putting on blue and silver bows instead of using ornaments. Hurd stated that none of the other towns are using blue and white, they are leaning towards red, solid white, or multicolor. She stated that the blue and white give a winter wonderland feel. Hurd also stated that having a small portion of the lights twinkle would give the tree a bit of depth and motion that will help draw the eye to it. She explained that two people can put this tree together and that even though the tree tops out at 17' tall, the base is only 8' wide. As the strapping will be hidden on the inside of the tree, the footprint of the tree will still be small enough to fit in

the area that we want to put it. Hurd stated that the cool white is the exact color of the snowflakes that we already have along Main Street. She stated that the bulbs used are very sturdy and have survived being hit by transfer trucks. Hurd explained that they are LED lights and since we are using power from Youngsville Animal Hospital, it would help keep her electric bill low. She stated that their employees did a lot of the watering and decorating as well as taking the tree down for us. Hurd stated that it would stand out and can fit anywhere else in town should we have to relocate it. She stated that the Board can choose any color or decorations that they wish but she recommended the blue and white and to go ahead and purchase now while it was on sale. Hurd stated that the proposal was \$3,300 for the tree with star. She stated that the tree would be coming from Hickory so we can pick it up for less than they were charging for shipping though they did say they might be able to get a better rate for shipping as well. Hurd stated that we have always purchased from Mosca Design. She stated that we have purchased wreathes, snowflakes, and banners from them in previous years and they have always been good to us.

Commissioner Wiggins stated that he preferred all white lights on the tree like Zebulon had on their trees and decorations. Commissioner Hedlund agreed. Commissioner Redd asked if we did purchase the tree, where would the bows come from and Hurd stated that she would as the local florist on Main Street to do the bows as she did the ones on the tree this year. Hurd stated that she wanted to purchase the tree this fiscal year and work on the bows next fiscal year. Tatum recommended spending up to \$4,100 on the purchase and delivery of a new tree.

MOTION: TO MOVE FORWARD WITH THE PURCHASE OF THE CHRISTMAS TREE WITH ALL COOL WHITE LIGHTS WITH NO TWINKLE AND SPEND UP TO \$4,100

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. Commissioner Redd stated that she was happy that it was now located on Main Street. Commissioner Johnson asked if the colors could be changed at a later date and Hurd explained that we would only have to purchase new bulbs. Commissioner Johnson asked about storage and Hurd explained that it will all stack up into one pile. Commissioner Johnson asked if the lights stayed on the tree and Hurd explained that everything stayed on and all the guys had to do was hook it together. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a presentation of the audit by James Winston from Winston, Williams, Creech, Evans and Company. Mr. Winston stated that Youngsville received a clean Opinion and stated that the Town had improved their net position. He stated that the Town had almost doubled their increase in net assets from last year. Mr. Winston gave a breakdown of revenues; 53% ad valorem taxes, 17% other taxes, 11% unrestricted funds, 4% restricted funds, 1% permits and fees, 10% sales and services, 0% investment earnings, and 4% miscellaneous. He stated that the Town had increased General Fund Revenues. Mr. Winston broke down the expenditures; 17% general government, 53% public safety, 12% transportation, 8% parks and recreation, 3% economic and physical development, 5%

environmental protection, and 2% debt services. He stated that the Town spent \$120,000 less than the final budget. Mr. Winston stated that the Town had a fund balance of \$1,167,139 with \$915,077 available for appropriation. He stated that the Town has done a wonderful job of bringing up the fund balance available as a percentage. Mr. Winston stated that we have come a long way from -1.36% in 2011 to 62.14% in 2015. He stated that there were a few proprietary funds left over from the sale of the water and sewer system that will be cleaned up soon. Mr. Winston stated that the cash balance increased \$324,000 from last year. He stated that the Town's tax collection rate improved from last year, which was already a good rate. Mr. Winston stated that car tax collection reached 100% since the DMV took over tax collections.

Tatum stated that we have accomplished a high tax collection rate and have spent three years working on getting the overtime reduced to where it is now almost eliminated. He stated that taking care of the little things has helped with finances and it has taken the entire staff to accomplish this.

The second item under New Business was to discuss accepting the gift of property from Charles Green. Attorney Olivieri handed out a copy of the Resolution. He stated that Mr. Green had delivered a map and deed to him for property that lies between W Pine Street and the railroad tracks, adjacent to land that the Town owns by the Franklin County pump station. Attorney Olivieri stated that the only cost would be to pay the taxes for the property to Franklin County if Mr. Green hasn't paid them already. He stated that this area might be part of a greenway in future plans. Attorney Olivieri suggested naming the greenway after the family if the time comes. He explained that there are some utility easements located on this property. Attorney Olivieri stated that an environmental review has been done and it came back favorable. He recommended the Board adopt the Resolution and he would personally thank the Green family should it pass. Commissioner Redd stated that she was appreciative of the gift.

MOTION: TO ACCEPT THE GIFT OF PROPERTY FROM CHARLES GREEN

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. It passed unanimously. Commissioner Redd asked how we would be able to access the property and Attorney Olivieri stated that it was adjacent to property that we already own near the sewer bed.

The third item under New Business was a discussion concerning replacing the Community House air conditioning coil. Tatum explained that we recently put in a new furnace and located it in the attic. There are now concerns about the volume of air that is channeling down a narrow passage and past the coil. This is causing the furnace to operate at a higher temperature than our heating and air contractor personally prefers, however, it is operating within the specs of the manufacturer. Tatum stated that it was recommended that we replace the air conditioning unit coil with a coil that is specifically designed to couple with this particular style of furnace at a cost of \$2,365. He stated that the contractor had the factory representative come look at the problem and they stated that it was still working in an acceptable range. Tatum stated that he wanted to make the

Board aware of a possible problem. Commissioner Hedlund asked what Tatum recommended and Tatum stated the he suggested that we let it go for right now as it was running within factory specs. Tatum stated that we could look at it again next season. Commissioner Wiggins stated that if it is running higher than it should be then it is not running efficiently, however he agreed with Tatum on waiting until next season. Mayor Flowers asked if this would end up costing the Town more if we waited and had to replace something and Tatum stated that he didn't think there was an issue at this time but there is a possibility of the coil needing to be replaced.

MOTION: TO WAIT ON THE REPAIRS TO THE COMMUNITY HOUSE AIR CONDITIONING COIL

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

The fourth item under New Business was to set a date for a Public Hearing for March 10, 2016 for a request by Patricia Anderson to rezone 102 SW Railroad Street from Residential (RS) to Main Street Business District (MSBD).

MOTION: TO SET A PUBLIC HEARING FOR MARCH 10, 2016 FOR A REQUEST BY PATRICIA ANDERSON TO REZONE 102 SW RAILROAD STREET FROM RESIDENTIAL TO MAIN STREET BUSINESS DISTRICT.

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. It passed unanimously. Commissioner Redd asked why we were having this Public Hearing in March instead of February and Clark explained that staff was still looking into the rules for the MSBD. Clark stated that she is already running the business at this point so there are no time constraints. Commissioner Wiggins asked how it could be MSBD if it is not located on Main Street and Clark stated that MSBD is name only per his interpretation. Clark explained that this would give them time to double check the information and see what we can do to help her achieve what she wants within the boundaries of the Ordinance. If this property is rezoned MSBD, she would then have to meet the stricter rules for that district.

The fifth and sixth items under New Business was the presentation of the Annexation Petition for Laurel Oaks Subdivision on Holden Road and to direct the Clerk to investigate the sufficiently of the annexation petition. Hurd stated this petition was for Phase 1 of the subdivision that Matt Winslow had requested rezoning on previously. She stated that it was a little over twenty acres that includes forty lots. Hurd stated that Phase 2 will be annexed at a later point in time. She gave a brief timeline of the annexation process for the petition. Clark stated that he has spoken with Mr. Winslow concerning the new policy for development incentives. He stated that he will be meeting with the Franklin County Tax Collector to discuss how the process works for them. Clark reminded the Board that if this property was not annexed into town limits then the policy did not apply to them.

MOTION: TO ACCEPT THE PETITION OF ANNEXATION FOR LAUREL OAKS SUBDIVISION ON HOLDEN ROAD AND DIRECT THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. Mayor Flowers stated that a lot of effort has been put into getting this property annexed. It passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that the Board needed to go into Closed Session and Attorney Olivieri stated that it was to discuss the acquisition of real estate.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS THE ACQUISITION OF REAL ESTATE

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. It passed unanimously. The Board went into Closed Session at 8:45pm and adjourned at 9:03pm. Mayor Flowers stated that action was taken. Attorney Olivieri stated that the Board directed him to make further contact with the seller's real estate agent regarding terms for a contract. He stated that a Special Called Meeting would be held if need be regarding a contract.

When asked, Mayor Flowers asked if we still needed to reschedule the Public Hearing to March 10, 2016 and Hurd clarified that the Public Hearing concerned getting public comment after the financial information from the lender and the Local Government Commission has been received. Attorney Olivieri stated that it did need to be rescheduled for March.

MOTION: TO RESCHEDULE THE PUBLIC HEARING CONCERNING THE FINANCING OF A NEW TOWN HALL FOR MARCH 10, 2016

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

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated that they are working on a formal policy for winter weather conditions in town. He asked the Board to give him any input they may have. Commissioner Wiggins stated that they did not have it formalized yet but once they had a policy ready, they would get Tatum and Patterson to look it over for comment. Commissioner Hedlund stated that they have looked at other towns to get a template for the policy. Commissioner Wiggins stated that we already have an informal plan but we needed to have a formal one in the policy.

Finance Committee – There were no comments.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that 2015 was outstanding and he was looking forward to 2016. He wanted to thank the Board, staff, the Police Department, and the Maintenance Department for all of their hard work.

Mayor Flowers wanted to congratulate Tatum on a job well done on the audit.

Commissioner Johnson stated that the cut off for the Parks and Recreation Director was on Friday and they have received approximately 10 applications so far.

Commissioner Hedlund stated that the three NC Green and Clean signs have now been installed. He wanted to thank Clark and Patterson for help in getting them. Commissioner Hedlund stated that we may get more later on but it is a start.

Commissioner Hedlund stated that the Main Street Project for the Bicycle and Pedestrian Plan has made the list so far. He stated that we are currently ranked #5 with one more phase to go through. Commissioner Hedlund wanted to thank Clark, Belk and Commissioner Redd for all of their hard work in getting us to the place.

Clark summarized the current residential development that is going on. There are a total of 548 residences that should be built through 2018. He stated that this will double the population of Youngsville over the next three to five years. Clark stated that he wanted to prepare the Board so that they will be able to plan for it in regards to the Police Department, Maintenance Department, and Parks and Recreation. He stated that this list did not include commercial or industrial. Clark stated that they have been contacted by someone that is looking at a restaurant site and another industry that is looking at possibly doubling in size. Mayor Flowers stated that adding another 548 homes over the next couple of years would create more problems with the traffic that we are already having issues with. He stated that we needed to look into the infrastructure and maybe meet with NC DOT. Clark stated that NC DOT just held a meeting this week that Belk went to. He stated that the transportation plan for this division is an ongoing process and they will look at all of this information in the process of updating it. Commissioner Stallings agreed that traffic is a problem and Clark stated that traffic studies would be required for the subdivisions. Clark just wanted to bring this to the Board's attention so that we can get ahead of any potential problems.

Clark stated that the LAPP funding by CAMPO will hold their next vote on February 17th. He stated that this would be the final recommendation on road projects as well as bicycle and pedestrian projects. He stated that Youngsville is among the top projects that are fully rated and we could possibly be funded by October 1st. He stated that the Committee looks at traffic and benefits when voting.

Chief Kirts asked Clark to clarify about the commercial development and Clark stated that it was a restaurant and one existing property that is not in town limits wants to expand.

Chief Kirts stated that the Police Department is doing all they can. He explained that he keeps two police officers on duty at all times to help keep people safe. Chief Kirts stated that if the population doubled, he would need to increase staff to help continue to keep people safe. He stated that we would want to be proactive in this manner.

Mayor Flowers stated that applications are due in tomorrow for the Parks and Recreation Director's position. He stated that Commissioner Hedlund and Tatum would sit in on the interviews with him next week. Mayor Flowers stated that they were hoping to have a new Director in place by February.

The meeting adjourned at 9:21 pm.

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MINUTES

FEBRUARY 11, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was citizens' comments. Lila Hedlund, Youngsville Woman's Club, mentioned that they would be having their Annual Soup and Sandwich Day on February 25th at the Youngsville Community House. She asked for support from the Mayor and the Board. Mrs. Hedlund stated that the Youngsville Woman's Club contributes to both Youngsville and Franklin County Arts Committees and local schools along with other projects including scholarships. She invited the women of Youngsville to join the Youngsville Woman's Club.

David Lasso, the land developer for Timberlake Preserve Subdivision, wanted to mention that some issues came up concerning sewer to the development. He explained that due to sewer infiltration, Franklin County Public Utilities (FCPU) has denied the sewer allocation for their development. Mr. Lasso stated that this was an important project for Youngsville, consisting of 172 homes. He asked for help from the Board in making sure that FCPU made this a priority. Mr. Lasso expressed a concern that if we waited too long the market may turn. There is a fear that if it takes too long for the sewer allocation to be approved, then the developers may back out of the project. Mr. Lasso stated that they would like to have a time frame for a solution so that they could move forward with starting the infrastructure in the development. He stated that he did not want this project to get lost because people are very excited about the development.

Commissioner Stallings asked who Mr. Lasso had been speaking with at FCPU and Mr. Lasso stated that he had been speaking with Bryce Mendenhall, the director of FCPU. Commissioner Stallings asked if he had gone any higher and Mr. Lasso stated no. He stated that Mr. Mendenhall explained that they would need to study the situation, get the engineers involved and that it may take some time to figure out where the problem was.

Commissioner Hedlund stated that the infiltration was coming from rainwater that overruns the pump station. He explained that it could be one big break in a pipe or several small breaks that are causing the infiltration. Commissioner Hedlund stated that

FCPU may need to increase the size of the pump station to handle the situation so that we can open that side of town to development.

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on January 14, 2016, the Tax Collector's Report and the Police Department Report.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on amending the ETJ Boundary to exclude the area being annexed by Wake Forest based on the Intergovernmental Annexation Agreement Notice. Attorney Olivieri gave a brief explanation of the property in question and the Agreement. He explained that there was a discrepancy with the total acreage and that the correct acreage was 25+ acres. Clark explained that essentially, the description of the annexation boundary line was correct. He stated that the line does not change regardless of the acreage being annexed by Wake Forest. Clark stated that the action requested is consistent with the Agreement and the description is now adequate to move forward. He recommended that the Board proceed with the request and Attorney Olivieri agreed.

MOTION: TO AMEND THE ETJ BOUNDARY TO EXCLUDE THE AREA BEING ANNEXED BY WAKE FOREST BASED ON THE INTERGOVERNMENTAL ANNEXATION AGREEMENT NOTICE

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

The second item under Old Business was an update on the status of the Town Hall Project. Attorney Olivieri stated that this would need to be discussed after Closed Session.

The third item under Old Business was the Certificate of Sufficiency for the Annexation Petition by Laurel Oaks Subdivision on Holden Road. Hurd explained that she found all information included in the Annexation Petition to be correct.

The fourth item under Old Business was a Resolution to fix the date of a Public Hearing on the question of the Annexation Petition by Laurel Oaks Subdivision on Holden Road for March 10, 2016.

MOTION: TO ADOPT THE RESOLUTION FIXING THE DATE OF A PUBLIC HEARING ON THE QUESTION OF THE ANNEXATION

PETITION BY LAUREL OAKS SUBDIVISION ON HOLDEN ROAD FOR MARCH 10, 2016

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

The next item on the agenda was New Business. The first item under New Business was a discussion of a potential salt and storage bin and spreader. Tatum stated that in order to help keep the roads cleared during bad winter weather, we would need to get a spreader for a salt/sand mixture. He stated that would include a storage barn. Tatum explained that Patterson got the information on everything that would be needed, including a storage barn that would be approximately 16' x 20' on a 16' x 26' slab. He stated that the building would cost approximately \$7,000. The spreader for the mixture would cost another \$4,000. Tatum stated that for \$11,000 we would be able to spread salt/sand on the roads before the wintery mix came. He stated that this would need to be considered in our upcoming budget. Tatum stated that we could also get another spreader for the dump truck so that would get us two trucks on the road spreading the mixture. Patterson stated that the gentleman that did the bid for the barn lives in the Youngsville area and gave the Town a \$2,000 discount on labor.

Commissioner Wiggins stated that he was pleased with how well of a detailed package Patterson had made for the Board. He suggested getting another Ford F-250 instead of replacing the dump truck. Commissioner Wiggins stated that a dump trailer would have the same capacity as the dump truck and it would give the Town more versatility. Commissioner Wiggins stated that ice was a big problem during the last wintery episode. He explained that he and Commissioner Hedlund would be presenting a new Snow and Ice Removal Policy but at this time, we didn't have the equipment to deal with the ice. Commissioner Wiggins stated that he agreed this should be considered for the upcoming year's budget.

The second item under New Business was to discuss the proposed Snow and Ice Removal Policy (6.202). Commissioner Wiggins explained that this would be part of the Policy Manual. He stated that they had researched other towns and had come up with what would work best for Youngsville. Commissioner Wiggins stated that we already had a plan of action for bad weather but this would formalize what we do. He stated that we do need a spreader to combat the ice on the roads. Mayor Flowers stated that it was very detailed and Commissioner Redd stated that it looked good.

MOTION: TO ADOPT THE PROPOSED SNOW AND ICE REMOVAL POLICY – 6.202

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

The third item under New Business was Budget Amendment BA2016-06. Tatum explained that we had approved the use of lapsed Parks and Recreation salary for grading work at the Luddy Park. He explained that the costs were more than the lapsed salary

and we needed to use Fund Balance, which is akin to profit or savings, to finish funding the grading project. Commissioner Johnson explained that they would be using the money to construct two new fields at the very lower end of Luddy Park. He stated that the company would be giving us a discount and this would also ensure proper drainage. Commissioner Johnson stated that this would cover not only the equipment but the 3,000 yards of dirt that was needed. He stated that they have done this in the most cost efficient way possible and work will start next week if approved.

MOTION: TO APPROVE BUDGET AMENDMENT BA2016-06

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

The next item on the agenda was Closed Session (if necessary). The Board needed to go into Closed Session to discuss contract negotiations, real property acquisition and personnel.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS CONTRACT NEGOTIATIONS, THE ACQUISITION OF REAL ESTATE, AND PERSONNEL

The motion was made by Commissioner Redd and was seconded by Commissioner Johnson. It passed unanimously. The Board went into Closed Session at 7:33pm and adjourned at 8:00pm. Mayor Flowers stated that action was taken regarding personnel. He stated that the Board would move forward with hiring Mike Nash as the Parks and Recreation Director subject to a final background check. He stated that no action was taken regarding Attorney / Client Privilege.

Mayor Flowers stated that it was now time to discuss the status of the Town Hall Project. He explained that the Board had settled on a piece of property. Attorney Olivieri explained that there were no problems with the terms of the contract.

MOTION: TO EXECUTE THE CONTRACT FOR THE PURCHASE OF PROPERTY LOCATED AT 134 US 1A SOUTH AS A NEW TOWN HALL

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

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated that they are working on revising the Parking Ordinance. He stated that it would take time and he would have an update at the next Board Meeting.

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 thanked Commissioner Johnson for taking over Parks and Recreation during the transition between Directors. He stated that it was run properly and was something that Youngsville could be proud of.

Commissioner Johnson stated that they were in the process of registration and the new Director has been donating his time even before his official hire date. He stated that early registration ends on February 14th and the final date of registration was February 29th. As of right now, there is over \$8,000 in registration fees and everything is moving along smoothly. Commissioner Johnson stated that it was good to see the turnout and he appreciated all of the support that they have received from the Board and Town Staff. He stated that he has worked on making sure that things were done right for what we have to spend. Commissioner Johnson stated that they have spent money wisely and are looking for donation or volunteers to help cover the costs of upgrades. He thanked the Board and Staff again for all of their support.

Commissioner Hedlund stated that CAMPO would meet on February 17th and we would find out if our Main Street Project would be funded. Commissioner Redd thanked Commissioner Hedlund for all of work on the project.

Clark stated that there would be a Special Use Application for the Board of Adjustment. He stated that he was anticipating another for the Park Avenue Apartments. Clark explained that they have redone their plans per the concerns of the previous Board of Adjustment meeting.

Clark stated that the natural gas pipeline was exempt from special permitting regulations but they do require permits for their utility substations, of which, there would be approximately two in our ETJ.

Clark stated that the Planning Board meets on March 1st and felt that a Board of Adjustment on March 3rd would be too close for Staff to complete the information needed. He stated that early April would be best or wait until the quarterly May meeting. Mayor Flowers wanted to clarify that the schedule of the Board of Adjustment meeting for May would currently be for the Park Avenue Apartments and Clark stated that nothing is scheduled for May at this time. Clark explained that we have an application in and the developers would like for it to be heard soon due to financing issues and asked for the Board's consideration at their earliest possible convenience. He stated that there may be a second case to be heard as well and if we get their information in time, we can hear them in April as well so as not to have a meeting in May. Commissioner Johnson stated that he felt hearing two cases in one night might be too much. Clark explained that if both were not complicated it would be fine to have two in one night, however, if they were complicated, then it may be best to wait to have the second one in May. Clark stated that as of right now, we only have one application and

that was for the Park Avenue Apartments. Commissioner Redd wanted to clarify that there would not be enough time between the Planning Board meeting on March 1st and March 3rd to have the meeting then and Clark explained that he felt it would not be enough time to get the information together. Clark stated that the Planning Board could make a recommendation at their March 1st meeting, however, the Ordinance does provide that the Planning Board can table the issue for up to 35 days if they need more time before making a recommendation. He stated that he felt April would be more appropriate to schedule a Board of Adjustment meeting. When asked, Clark stated that there were no other cases in March. Mayor Flowers clarified that they were asking us to move up our regularly scheduled May meeting to help them solidify their financing if it gets approved and Clark stated yes.

**MOTION: TO SCHEDULE A BOARD OF ADJUSTMENT MEETING ON
APRIL 7, 2016 FOR A SPECIAL USE APPLICATION FOR PARK
AVENUE APARTMENTS**

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

Clark stated that there were a couple of development projects ongoing. He stated that Holden Creek Preserve on Holden Road has been approved and is waiting to start. Clark explained that originally they were planning on three smaller phases, at 50 homes a year, per sewer allocation allowed by FCPU. Clark stated that there had been a delay as they has to re-secure two major builders. He explained that they are ready to build and had changed their allocation with FCPU to building in three phases of 61, 49, 40 homes each year. Clark stated that Franklin County Board of Commissioners will now have to approve this change. He stated that this development will be on a different pump station than the one with the infiltration problems. Clark stated that he will keep the Board informed on the progress.

Clark wanted to mention the Timberlake Preserve development that had been discussed earlier under Citizen's Comments. He stated that it had been approved by the Board of Adjustment but now has a problem with the sewer allocation. Clark stated that a letter from Mr. Mendenhall explains the different options and what they will need to do to fix the problems. He stated that they are using a device to measure where the water is coming from to help narrow the possible problem areas. Clark gave a copy of the letter to the Board. He stated that he hoped to have better information soon. Clark explained that at this time, the solution to the problem is unknown along with the costs associated with correcting the infiltration problem. He stated that the developer may be interested in helping with the costs to facilitate a solution. Attorney Olivieri stated that he and Clark had spoken on this matter and will also be available to help with anything that FCPU may need to speed this along. Mayor Flowers noted that it took two months for FCPU to issue a letter in response to the developer's request. He expressed concern that we need to stay on top of this. Clark reminded the Board that we have 550 lots coming into Youngsville by different developers, all of which are going into the sewer system and we need to make sure that the system works. Attorney Olivieri stated that the problem needs to be

identified first then we can coordinate with FCPU to see if there is anything the Town or the developer can do to help.

Clark stated that he has received the initial site plans for the gas pipeline that show the route. He explained that this will help when discussing projects with developers. Clark stated that it also shows the easements and it will help when making plans for greenways. He stated that some of the gas lines look to follow along the NC DOT High Speed Rail which will help in comparable planning.

Clark stated that there were two Ordinances in place that Staff is working on cleaning up. These include the Mixed Use and Main Street Business districts. He stated that they will be taking this to the Planning Board for conversation. Clark explained that these changes make sense for the future of downtown.

Mayor Flowers stated that Mike Nash, the new Parks and Recreation Director, would be attending Board Meetings starting next month.

The meeting adjourned at 8:30 pm.

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MINUTES

MARCH 10, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was a Public Hearing on the Annexation Petition for Laurel Oaks Subdivision on Holden Road. Mayor Flowers called the Public Hearing to order at 7:00pm. There were no comments. The Public Hearing adjourned at 7:01pm.

The next item on the agenda was a Public Hearing for a request to rezone 102 SW Railroad Street from Residential (RS) to Main Street Business District (MSBD). Mayor Flowers called the Public Hearing to order at 7:01pm. Patricia Anderson explained that she was requesting the change in zoning so that there would be continuity between her business and those on Main Street and help Youngsville look nice. The Public Hearing adjourned at 7:02pm.

The next item on the agenda was citizens' comments. Laurine Young handed out information concerning mosquito control and explained the hazards of not controlling the mosquito population.

Brandon McGhee, Youngsville Fire Department, wanted to invite the Board to their 1st Annual Awards Ceremony on April 2nd at 6pm. He stated that it would be held at Faith Baptist Church.

Janis Cyrus stated that the Business Expo would be held at Faith Baptist Church on March 15th. She stated that the Youngsville Friends of the Library Annual Easter Egg Hunt would be held on March 19th from 1pm to 3pm.

Mrs. Cyrus also wanted to mention that, if the Board allowed, the ECA would like to replace the lights at the Mitchell Park for ones that cannot be easily broken. She stated that they would also like to put in a porch style swing. This would still keep Mitchell Park a passive park. When asked, Mrs. Cyrus stated that there was already electricity there for the lights.

The next item on the agenda was the Financial Report. Tatum stated that he had a small Budget Amendment in December for the Police Department to purchase laptop computers through a grant. He explained that grant had been finalized today. Tatum stated that it was a reimbursement grant, which meant that we purchase the laptop computers and then the grant would reimburse the Town. He explained that this Budget Amendment would show the purchase of the lap tops and the reimbursement. Tatum explained that this Budget Amendment needed to be adopted before we can write the check.

MOTION: TO ADOPT BUDGET AMENDMENT 2016-07

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on February 11, 2016, the Tax Collector's Report and the Police Department Report.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to adopt the Annexation Ordinance for Laurel Oaks Subdivision on Holden Road. Commissioner Redd thanked Clark for his hard work on getting this Annexation Petition signed.

MOTION: TO ADOPT THE ANNEXATION ORDINANCE FOR LAUREL OAKS SUBDIVISION ON HOLDEN ROAD

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

The second item under Old Business was a request to rezone 102 SW Railroad Street from RS to MSBD. Commissioner Redd stated that she felt this was a good idea and expressed her joy that a business owner cared about the town and wants to abide by the rules and have their business fit in with the adjoining businesses.

MOTION: TO APPROVE THE REQUEST TO REZONE 102 SW RAILROAD STREET FROM RESIDENTIAL TO MAIN STREET BUSINESS DISTRICT

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

The third item under Old Business was an update on the status of the Town Hall Project. Tatum explained that the Town has contracted to purchase 134 US 1A South for \$650,000. He stated that the additional cost to upfit the property would be approximately \$200,000. Tatum proposed that the Town borrow the money to purchase the building and use Fund Balance to do the upfit. He explained that the Local Government Commission (LGC) would have to approve any loan that the Town received for the purchase of the building but not the spending of Fund Balance. Tatum stated that the building had been inspected and there was only one problem found, which was that one of the heating units was not coming on. He stated that he had MeGeeCo come out and take a look at it. Tatum stated that it only needs an ignitor and cleaning then it will be in good working order.

Tatum explained that he reached out to three banks and only two responded. He stated that BB&T had two proposals. The first proposal was for 12 years at 2.93% fixed rate. The second proposal was for 10 years at 2.79% fixed rate. However, there was a prepayment penalty.

Tatum stated that Union Bank and Trust had a 25 year adjustable rate mortgage. He explained that it was 2.5% for the first six years, after that six year adjustment, it would then adjust every five years afterwards. Tatum explained that the new rate would be no more than the five year treasury yield plus 125 basis points. He stated that Union Bank and Trust did not have a prepayment penalty.

Tatum stated that the Board had discussed a \$.05 tax increase to fund this debt. He stated that he and Commissioner Johnson had discussed several options. The loan from Union Bank and Trust would only require a \$.03 tax increase, however, if the Town did raise the taxes by \$.05, then we could double the payments. By the end of the six years, we would only owe \$339,000 instead of \$528,000. This would lower the amount subject to the adjustable rate. Tatum also stated that we could budget \$40,000 for profit from the ABC Store. He stated that we normally receive approximately \$60,000. Tatum stated that if we applied this overage as a lump payment, we could lower the amount subject to the rate adjustment to \$211,000.

Tatum stated that he wanted to make sure that people were aware that taxes may increase \$.03 to \$.06 in order to finance this debt. He asked the Board to schedule a Public Hearing to get comments from the public.

Tatum explained that originally, the plan had been to build a new Town Hall / Police Department but that cost approximately \$1.6 million. He explained that they have looked at all the ways they can to save as much tax payer money as possible.

The fourth item under Old Business was to reschedule the Public Hearing on the financing of the new Town Hall project for March 24, 2016. When asked, Tatum stated that the Board would hold the Public Hearing, then vote on the proposed financing options. He explained that he would like to have the application ready for the LGC to look at on their May Agenda.

MOTION: TO SET A PUBLIC HEARING ON THE FINANCING OF THE TOWN HALL PROJECT FOR MARCH 24, 2016

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

The next item on the agenda was New Business. The first item under New Business was a resolution to renew the contract for fire services with the Youngsville Fire Department.

MOTION: TO ADOPT THE RESOLUTION TO RENEW THE CONTRACT FOR FIRE SERVICES WITH THE YOUNGSVILLE FIRE DEPARTMENT

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

The second item under New Business was a discussion of the Town of Youngsville Service Day to clean up the sides of the roadways. Commissioner Hedlund stated that the Board did this on a small scale last year and that Wake Forest has a similar program. He stated that he would like to clean the major entry points into town and it would only take about an hour. Commissioner Hedlund asked that everyone meet at Town Hall at 7:45am and they would be through by 9am. He stated that he would bring lunch for everyone to Town Hall. Mayor Flowers stated that he liked the idea as there were still littering problems even with the new signage. Commissioner Hedlund stated that the Adopt a Highway program has been doing an audit of the organizations that are supposed to be cleaning their roadways. Mayor Flowers asked if this would be a yearly event and Commissioner Hedlund stated that he would like for it to be a Town Policy.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason 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 would be doing another March Madness Bracket Challenge. He asked that the public donate \$1 to the Parks and Recreation Department to participate.

Commissioner Johnson stated that the Youngsville Woman's Club had a wonderful Soup and Sandwich Day. He stated that everything was very good.

Clark gave a brief update to the Board on the repaving of US 1A South. Commissioner Johnson expressed concerns about the Luddy Park parking lot being blocked off during the repaving and Clark stated that he would contact the DOT office to remind them of Baseball Season. Clark stated that he also has been discussing the upcoming Main Street Project Grant so that DOT can coordinate their efforts to coincide with the plans for Main Street.

Clark stated that Hampton Downs has been making good progress.

Commissioner Johnson asked if the sewer issues had been resolved regarding the Timberlake Preserve Subdivision and Clark stated that the issue has not yet been fixed. Clark explained that Franklin County Public Utilities (FCPU) has engaged an engineering firm to figure out how to solve the problem. He stated that Hurd has provided FCPU with information on the relining of the sewer pipes. Clark stated that there is not estimated date for a solution. Mayor Flowers stated that he and Commissioner Stallings have met with Franklin County Manager Angela Harris. He stated that the Town would keep this a priority.

Tatum stated that the Main Street Project has received funding and wanted to know when we would receive official notice. Clark explained that they do not send out formal letters. He stated that the email correspondence is how notification was done at this time. Tatum asked Clark to give a brief description of the Main Street Project. Clark stated that it would be 80% funded by Federal Transportation Funds that are filtered through CAMPO. He explained that it was a reimbursement grant on a \$632,000 plan, 80% of outside funds and 20% local match. Clark stated that the Federal fiscal year starts on October 1st and the grant will start then. He stated that everything, including the agreements, will need to be in place by October 1st. Clark stated that the agreement will lock in the funds. Tatum stated that this was a huge deal for Youngsville and Clark agreed.

Commissioner Johnson stated that the new stop light at the intersection of Main Street and Cedar Creek Road created long wait times and traffic jams. Clark stated that it was a DOT project and he would speak to them about the issue.

Clark stated that there would be a new development outside of our ETJ, off of Burt Winston Road. He stated that it was approximately 600 acres. Clark stated that a traffic impact study was being done for Fleming Road as it will receive extra traffic.

Clark stated that as we have annexed Laurel Oaks, the developer now has the ability to apply for the tax credit under our new policy. He stated that he is working on the draft application and hopes to have the paperwork ready soon.

Attorney Olivieri stated that there was an environmental study under way for the property that the Town wishes to purchase. He stated that we are making progress in that area.

Chief Kirts wanted to mention the grant for laptop computers. He stated that the last time the officers had new computers was when the State donated them years ago.

Chief Kirts also wanted to mention that there were costs associated with the architect for the new Town Hall / Police Department project. He stated that approximately \$15,000 needed to be spent before we went any further and Tatum explained that was included as part of the \$200,000 Fund Balance to upfit the property.

Commissioner Johnson stated that registration has finished for Spring Baseball and all fields are accessible now. He stated that there are several soccer teams also renting fields. Commissioner Johnson stated that the new Parks and Recreation Director, Mike Nash, is doing a great job and the Town did well in hiring him. He stated that Patterson and his crew have helped a great deal as well. Commissioner Johnson stated that they are doing a sponsorship drive and things seem to be more organized. He stated that this was the second year in a row they had more registered in travel teams than regular.

Chief Kirts asked if they had looked into more parking at the Luddy Park and Mayor Flowers stated that they will reach out to Faith Baptist Church about using their parking lot.

Commissioner Johnson stated that the lower fields have been graded and are ready. He stated that they spent \$10,000 for grading and four thousand yards of dirt.

Hurd wanted to remind the Board that there would be a Board of Adjustment meeting on April 7, 2016 for the Park Avenue Apartments.

Patterson gave information to Commissioner Johnson on possible sponsors.

Commissioner Johnson stated that the Youngsville Area Business Association also donated \$3,000. He thanked Mrs. Cyrus for her help.

The meeting adjourned at 7:54pm.

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MINUTES

APRIL 14, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Larry Wiggins, Joseph Johnson, and Terry Hedlund. Commissioner Catherine Redd was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Attorney Joseph Olivieri, Parks and Recreation Director Mike Nash, and Maintenance Supervisor Sheldon Patterson. A representative from the Franklin Times was also present.

The first 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 approval of the minutes from the Board Meeting on March 10, 2016, minutes from the Special Called Meeting on March 29, 2016, the Tax Collector's Report and the Police Department Report.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Tatum stated that all documents were ready for the Local Government Commission (LGC) Application. He stated that the Town would be on their May agenda. Tatum explained that he had pre-submitted the information and the LGC stated that it looked good. He stated that we would know if our application had been approved by the LGC by the next Board Meeting.

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason 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 Chief Kirts had won the Basketball Championship Bracket Challenge and that he would be taking Chief Kirts out to lunch.

Mayor Flowers stated that he attended the Youngsville Fire Departments Awards Ceremony and had a great time.

Mayor Flowers stated that the Police Department now has body cameras for all of its officers. He stated that it cost \$2,400 and now gives us needed protection. Mayor Flowers stated that this was a great idea and thanked Chief Kirts and the Police Department for all of their hard work.

Tatum stated that he was working on getting a proposed Budget for the May Board Meeting. He stated that we would need to schedule a Public Hearing in June. Tatum also mentioned that Blue Cross Blue Shield would have an increase of about 11.5%.

Commissioner Hedlund wanted to thank everyone that participated in the Service Day Cleanup for roadside litter.

Attorney Olivieri asked the Board for some direction concerning Board of Adjustment testimony. He explained that previously, we have been fairly lenient in letting people who are not directly affected speak. Attorney Olivieri stated that he could be stricter on who was allowed testimony based on the law. Mayor Flowers stated that he trusted Attorney Olivieri's professional opinion on this matter. Tatum stated that he felt part of the problem was a lot of the verbiage in the record can't be considered evidence and it confuses the issue along with extending the time of the hearing. He asked if there was some way to pre-qualify speakers to keep the hearing from becoming cluttered. Hurd stated that she felt the signage that is being used may need to be changed. It states "Public Hearing" when in reality these Hearings, though open to the public, do not allow everyone in the public to speak. Attorney Olivieri stated that the letter he gave out at the last Board of Adjustment meeting may need to be given out to the public as they come in so that we can inquire if they are an affected person/entity. He stated that we may need to put this up on the website as well so that they can be prepared when they come to the Hearing. Attorney Olivieri stated that we may want to direct on the letters and signage that when people come, we can hold them to the rules and laws. He stated that this would help people understand that we have laws that need to be followed and that the Board of Adjustment is different from the regular Board of Commissioners. Attorney Olivieri stated that he wanted to make sure that he was protecting the Board and following procedure. Commissioner Wiggins stated that it would be easier if Attorney Olivieri

were to stop any testimony of people that were not directly affected. Mayor Flowers agreed and reiterated that Attorney Olivieri was the expert and would handle the testimony properly.

Nash stated that he was working on making the Parks and Recreation Department great. He stated that Opening Day would be held on April 16th and would include a ceremony, food and bounce houses. Nash stated that he was working on bringing in more money and helping the Department grow. He stated that we would also be hosting tournaments to help bring in more funds as well. Commissioner Hedlund stated that he was doing a nice job. Patterson agreed that the baseball fields were looking good.

The meeting adjourned at 7:12pm.

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MINUTES

MAY 12, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Chief of Police Daren Kirts, Zoning / Planning Administrators Bob Clark and Don Belk, and Parks and Recreation Director Mike Nash. Attorney Joseph Olivieri arrived at 8:01pm. A representative from the Wake Weekly was also present.

The first 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 approval of the minutes from the Board Meeting on April 14, 2016, the Tax Collector's Report, the Police Department Report and Budget Amendment 2016-09.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Tatum stated that the Local Government Commission (LGC) approved the Town's application for the purchase of the new Town Hall. He explained that Budget Amendment 2016-09, approved in the Consent Agenda, had to be approved before the money could be spent. Tatum stated that the LGC wanted the Town to change the terms of the loan from 25 years to 20 years and that has been done. He stated that he has prepared a Resolution that authorizes the execution of a financing agreement based on N.C.G.S. 160A-20. It states that we will borrow \$650,000 for a 20 year mortgage with a rate that never exceeds 10%.

Chief Kirts stated that he felt we should move forward with the architectural plans. He explained that this would help trim the amount of time needed before we could move into the new building. Chief Kirts stated that an architect has submitted a proposal and comes highly recommended. He stated that this architect has worked on Police Departments and

Town Hall projects before. Chief Kirts explained that it would take approximately a month to get the plans finished and he would need a deposit of \$1,500. He explained that once the plans are finished, then the work would need to go out for bids. If we wait until after closing to get the plans started then it would add extra time before we can start the bidding process. When asked, Chief Kirts stated that he could get the Board copies if they wanted them. Commissioner Redd asked exactly what the architect would be doing and Chief Kirts explained that this architect would only be drawing the plans which included the engineering, plumbing, electrical, heating, etc. Commissioner Redd clarified that the architect tells us what we need to do and we take those plans for the contractors to bid on and Chief Kirts agreed. Chief Kirts explained that we have to have these plans before we can go any further.

Commissioner Wiggins asked how much this would cost and Chief Kirts stated that based on the March proposal that he received, it would cost approximately \$14,875. Tatum explained that this was included in the \$200,000 that has been set aside for the total upfit. Chief Kirts stated that he needed approval from the Board to get started on the architectural plans. Hurd stated that the current Town Hall started leaking again during last week's rain, so the sooner we can get started the better. Tatum stated that we are looking at a closing date of May 24th. He explained that we would close in this fiscal year, but the first mortgage payment would be due in July, which starts our next fiscal year. Tatum stated that this puts us a month and a half ahead of what we previously thought. Mayor Flowers stated that based on Chief Kirts knowledge, he felt secure in accepting the proposal.

MOTION: TO ACCEPT THE ARCHITECTURAL PROPOSAL FROM JOSEPH ARMSTEAD, ARCHITECT, TO DRAW UP THE PLANS FOR THE NEW TOWN HALL / POLICE DEPARTMENT

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

The second item under Old Business was to adopt the Resolution authorizing the execution of a financing agreement as authorized by N.C.G.S. 160A-20.

MOTION: TO ADOPT THE RESOLUTION AUTHORIZING THE EXECUTION OF A FINANCING AGREEMENT AS AUTHORIZED BY NORTH CAROLINA GENERAL STATUTES 160A-20

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

The next item on the agenda was New Business. The first item under New Business was an update on Youngsville Animal Hospital (YAH) and to adopt an addendum to the agreement for payment of the local government match. Tatum explained that when we started this grant process last year, the Town did not want to get stuck with the possibility of owing the money back to the Rural Center, so we entered into an agreement with YAH

that we would not forward any monies to them until the Rural Center signed off that the grant was complete. However, the Rural Center won't sign off on the grant until the Town has paid their \$750 match. Once that has been paid, Tatum stated that the Rural Center would then pay the Town the \$15,000 for the completed grant. Once the Town receives those funds, we will forward them to YAH. Tatum explained that Attorney Olivieri drew up an addendum to the original agreement. He stated that the Board needed to grant the Mayor the authority to execute the addendum. Tatum explained that the grant process started on October 5th. This was five days after the quarterly cycle ended. He stated that YAH would need proof of compliance by submitting the quarterly unemployment returns for the time period, which is six months. As the deadline falls five days after the last quarter, it will be July before they can submit the proof to the Rural Center. Tatum explained that if the Town moves forward with paying their portion of the grant, then this would expedite payment from the Rural Center at the end of the quarter. He stated that he looked over YAH's payroll and bank statement history to prove that the proper amount of payroll checks have been written and cashed, which means that they have the needed amount of employees to fulfil the requirements of the grant.

MOTION: TO AUTHORIZE MAYOR FLOWERS TO EXECUTE THE ADDENDUM TO THE ORIGINAL AGREEMENT BETWEEN THE TOWN OF YOUNGSVILLE AND YOUNGSVILLE ANIMAL HOSPITAL

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

The second item under New Business the presentation of the proposed FY 2016/2017 Budget. Tatum stated that he had sent out the proposed Budget on April 26th based on an approximation of the tax valuations, as they had yet to be received by Franklin County Tax Assessors office. He explained that they arrived today and were one million dollars less in value than budgeted. Tatum stated that he has adjusted the proposed budget by decreasing motor vehicle taxes, auto tags, and contingency funds by \$8,365. He stated that no other line items have changed. Tatum explained that this was a continuation Budget, just as we've been doing since 2011. There were additions of \$64,000 in mortgage payments and \$44,000 for the Main Street Project grant. Tatum stated that as in previous year's budgets, there is the purchase of a new police vehicle as well as increases in insurance. He stated that there was a copy at Town Hall for public viewing. Commissioner Hedlund wanted to verify that the Main Street Project was included in the Budget and Tatum stated that it was included in the Administration section. Mayor Flowers asked if the Police Department would be purchasing another Durango and Chief Kirts stated yes. He stated that they were almost to the point of having the cars rotating out and being able to sell them for money. Chief Kirts stated that the Durango was helpful this winter.

The third item under New Business was to set a date for the Public Hearing for the FY 2016/2017 Budget with a proposed tax rate of \$.66 for June 9, 2016.

MOTION: TO SET A PUBLIC HEARING ON JUNE 9, 2016 FOR THE PROPOSED FY 2016/2017 BUDGET WITH A TAX RATE OF \$.66

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. Tatum wanted to clarify that the \$.05 tax increase was voted on during the March 29th Special Called Meeting. He explained that this increase would cover the costs of the mortgage and the Town's match for the Main Street Project grant. It passed unanimously.

The fourth item under New Business was to set a Board of Adjustment Hearing for June 2, 2016. Commissioner Hedlund stated that he would not be able to attend on that date. Clark stated that Staff had received a completed application that wished to be heard before the quarterly meeting in August. He stated that this type of application only needed majority vote, so Commissioner Hedlund being unable to attend would be sufficient as long as we have a quorum. When asked, Clark stated that the location was 111 S College Street, which is adjacent to residential. He stated that they wish to put in a car lot.

MOTION: TO SET A BOARD OF ADJUSTMENT HEARING FOR JUNE 2, 2016

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

The fifth item under New Business was to set a Public Hearing for text amendments to the Zoning Ordinance for the Main Street Business District (MSBD) on June 9, 2016. Belk stated that there were two amendments up for consideration. He stated that the Planning Board voted unanimously to approve both amendments. Belk explained that these amendments were in keeping with the Land Use Plan, Bicycle and Pedestrian Plan, and Envision Youngsville. He stated that the current rules are not conducive for investment in the downtown area and will conflict with improvement projects. Belk stated that residential will no longer be permitted. He explained that the Planning Board looked at parking and alleyways to help with the lack of parking. Belk stated that permitted uses are now in a table format instead of the current narrative. There are still some uses that will require the Special Use Permit.

Belk stated that there were significant changes to the dimensional requirements that are more common for downtown Main Street developments. He explained that lot sizes would be reduced from 20,000 square feet to 2,000 square feet and reduced the lot width from 100 feet to 24 feet. Belk stated that the front setback has been reduced from 150 feet to 8 feet and buildings will now be permitted to build to the property line. He stated that this would eliminate yards and open up more square footage for businesses. Belk stated that they did not change the height requirement as Youngsville did not need to have any buildings higher than four stories. He reminded the Board that MSBD is in the Class 1 Fire District. Belk stated that this also opened up property to have almost 100% coverage. He explained that the buildings would have parking on Main Street but could also create parking on the sides or back of the buildings. Belk stated that there would be

landscaping requirements and site plan reviews. He explained that they would also be adding specifications for alleyways which will vary in width based on use. He stated that if there was two-way traffic, the alley would need to be 20 feet wide. If it was used for one lane traffic, then it would only need to be 12 feet wide. Pedestrian only alleyways need only be 8 feet wide. Belk stated that buildings could share alleyways and could then be treated similar to right of ways.

Commissioner Redd expressed concerns about the lack of changes concerning the allowed color scheme for awnings. She stated that several buildings have updated their outdoor paint, which looked good, and would not match the awning colors that were allowed under the ordinance. Belk stated that it was something that could be changed.

Commissioner Wiggins asked, if a building covered 100% of the lot, where would the employees and customers park. Belk explained that under the 100% lot coverage, it could also include parking lots. The 100% coverage was total impervious area that includes buildings and parking lots. He stated that parking could be done on the back or side of the buildings. Belk explained that the requirements were flexible. He stated that there was some on-street parking but there were also some vacant lots that could be developed into off-street parking lots or a parking structure. Clark clarified that current regulations don't have any parking requirements in the MSBD. If the Town require parking in MSBD as it does in other commercial areas, it would not leave any room for a building. Commissioner Wiggins expressed concerns that people would then be parking in the neighboring business's lot. Clark explained that the lots in downtown aren't large enough to accommodate large parking lots. He stated that if the buildings could be built closer to the front property line, it will open up area in the back for parking. Clark stated that Youngsville did not have an overall Comprehensive Development Plan so there were no details concerning future plans for the downtown area. He stated that it was something that we needed to get done.

Belk stated that they were looking at getting the ordinance in line to create a pedestrian oriented downtown, which is what we want to see. He agreed that a long term plan needed to include more off-street parking. Commissioner Wiggins stated that he was concerned that if we let them build without parking requirements, we would get complaints from the new business owners about no parking for their customers.

Belk showed the Board a slideshow of examples from several towns and cities in North Carolina that had the buildings right at the front property line with alleyways and parking along the sides and backs of the buildings. Several slides also showed off-street parking lots that had the hedges / buffers that kept them from becoming eyesores.

Mayor Flowers asked, if approved, would these amendments apply only to new construction in MSBD and Clark stated yes, it would not affect the current buildings. Clark clarified that all current alleyways in downtown are private easements.

Commissioner Stallings asked about new construction projects installing sidewalks, even on blocks that didn't currently have sidewalks, and Clark explained that a previous Board had voted to have developers install the sidewalks when they were building so that the

Town would not have to pay to have them installed at a later date. He stated that the current ordinance requires four foot wide sidewalks but he was requesting that the contractors install five foot sidewalks due to the fact that the four foot sidewalks in our ordinance were out of date and against ADA rules and regulations. Commissioner Redd asked if the sidewalks on Main Street would be six foot sidewalks and Clark stated yes.

Clark stated that there was at least one month before the Board voted on these amendments and for them to contact him if they needed any more information. He reiterated that, in his professional opinion, the current requirements don't fit with our downtown.

MOTION: TO SET A PUBLIC HEARING FOR TEXT AMENDMENTS TO MAIN STREET BUSINESS DISTRICT FOR JUNE 9, 2016

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

The sixth item under New Business was to adopt a Resolution directing the Tax Collector on how to apply and / or refund tax overpayments and underpayments. Hurd explained that Session Law 2015-266 changed how municipalities handled overpayments and underpayments. She stated that underpayments normally happen shortly after January, when people pay late and forget to add the new month's interest to their payment. She explained that she was currently paying it out of pocket so that she didn't have to waste Town money trying to collect it. Hurd stated that they currently applied any overpayments to upcoming tax year. She explained that most overpayments happened before August 31st as people forgot to take their 2% discount. Hurd stated that they give the customer their discount and then apply that as an overage towards the upcoming taxes. She explained that this would bring the Town current with the new laws. Hurd stated that she had discussed this with Tatum and all of this can be handled with adjustments and not have to create a new line item.

MOTION: TO APPROVE THE RESOLUTION DIRECTING TAX COLLECTOR ON APPLYING / REFUNDING TAX UNDERPAYMENTS / OVERPAYMENTS

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason 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 – Commissioner Redd stated that most of Capital Improvement and Comprehensive Development were being handled very well by Clark and Belk. She stated that she would help them in any way they needed.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that he was looking into having a Fall Festival but was just in the preliminary stages.

Tatum asked Attorney Olivieri if there were any known problems concerning closing on the property by the end of May and Attorney Olivieri stated that he was not aware of any problems at this time. He stated that he would be consulting with a real estate attorney to get more information as this was not his area of expertise.

Commissioner Redd stated that she would like to host a Bike Rodeo. She explained that this is an event that the children could get some safety information, lessons, and have a fun time. Commissioner Redd stated that she would be delivering a letter to the Youngsville Elementary School as their parking lot would be a perfect place to host this event. She stated that it would be great to have it in conjunction with another event such as the Fall Festival that Mayor Flowers was talking about.

Commissioner Stallings expressed concerns over the traffic light at the intersection of Main Street and Cedar Creek Road. He stated that he felt the timing on it needed to be adjusted to keep traffic from backing all the way to the railroad tracks during the morning rush. Mayor Flowers asked who the best person at NC DOT to contact was and Clark stated that Jonathan Tindell oversaw the Youngsville area and would be a good place to start.

Commissioner Stallings also expressed concerns over the sewer situation that is holding up the plans for a subdivision, Timberlake Preserve, on S Cross Street. He wanted to know if there was a timeframe in which Franklin County Public Utilities needed to have the situation resolved. Mayor Flowers stated that he and Clark should probably meet with the Franklin County Manager Angela Harris and Bryce Mendenhall, the Director of Franklin County Public Utilities (FCPU). Per the article in the newspaper, the Board felt that FCPU was saying that the infiltration problem existed when Youngsville had the water / sewer system and they inherited it after they purchased the system. Hurd stated that once the sewer lines had been relined, through an ARRA Grant, the infiltration that Youngsville had experienced had decreased and we no longer had any problems. She stated that she felt that there was a new leak in the sewer lines that were not lined or in one of the pump stations that did not get upgraded. When asked, Hurd explained that the two developments on Holden Road would be using a different pump station that would pump north instead. She stated that the pump station on SW Railroad Street was the main pump station for this area. Hurd explained that through another grant, there was a bore underneath the railroad track that would allow S Cross Street properties to pump back to the SW Railroad Street pump station. She also explained that several of the smaller pump stations, such as the one at the intersection of S Nassau Street and Highway 96, also pumped back to the main SW Railroad Street pump station. Hurd stated that

with all the growth in the area, she felt that the pump station itself needed to be upgraded to handle the future growth of the area.

Clark also mentioned that Hampton Downs would be pumping to a different pump station as well and agreed with Hurd that most of the town's sewage comes back to the SW Railroad Street pump station. He stated that Staff would be ready to meet with Franklin County representatives.

Clark explained that Steve Gould was again looking into expanding East Woods of Patterson by connecting Black Swan Drive to the property behind it. It would be approximately 40 lots and they would be on septic, not sewer. Clark stated that this was in the sketching phase and no full plans have been submitted. Mayor Flowers asked if they would be cutting in another road for the construction and Clark stated that the last 12 lots in East Woods of Patterson, Phase 5, would be finished before this next phase would take place. He explained that Mr. Gould would finish the access road in both Patterson Woods and East Woods of Patterson, as well as putting in the upgrades on US 1A South, such as the turning lanes.

Clark explained that they would be looking at a full review of the Mixed Use District to get a better handle on future development. He stated that he would be looking for input from both the Board and the Franklin County Economic Development Commission.

Clark explained that we would be updating the Zoning Map to show all of the recent changes in zoning and the Wake Forest annexation.

Clark stated that Atlantic Packaging would be expanding their facilities. They will be adding a 33,000 square foot warehouse. They are located near US #1.

Clark stated that he had been working with Hurd and Attorney Olivieri on getting more information out to the public concerning the differences between Public Hearings and Board of Adjustment Evidentiary Hearings. He stated that this information would be on the webpage and would be given out during notifications.

Clark stated that he has been dealing with complaints from construction areas due to the rain and mud. He stated that he has spoken with the site manager concerning erosion control and made them aware that the issues will need to be fixed before Certificate of Compliances are issued.

Attorney Olivieri stated that he has been looking into information on conduct for the Board of Adjustment meetings and wanted to make sure that the public has been put on notice about what to expect at these meetings. Mayor Flowers agreed that it would be helpful if the people were aware of the rules so they will know if they can testify before they showed up.

Chief Kirts stated that an event at Luddy Park made him think that we might want to set a time frame for events, such as dawn to dusk.

Mayor Flowers asked Chief Kirts to show the Board his new body camera. Chief Kirts stated that it was working well and everyone likes them. Mayor Flowers stated that it protects everyone involved. Chief Kirts stated that it was not the most expensive one out there and it was manual on and off. He stated that they have to manually download the recording as well. Chief Kirts stated that it had good resolution and sound. He stated that it has already helped a couple of times.

Chief Kirts stated that they have received two new radars from the Governor's Highway Safety Program. He explained that they receive points for doing things, such as check points, and with those points they are able to purchase items like the radars. Chief Kirts stated that every car now has a new radar. Tatum stated that the Police Department was good at finding free items and Chief Kirts agreed. He stated that they recently received nine new lap tops and stated that they have never had to pay for a lap top for the patrol cars.

Chief Kirts wanted to remind the Board that with the additional growth coming into town limits, there will come a time that he will need to hire new officers. Mayor Flowers stated that they were aware that staff would need to grow as Youngsville grows.

Nash asked if Chief Kirts was talking about the baseball games and Chief Kirts stated that he was only talking about special events that required permitting through the Police Department.

Nash stated that games are underway and so far this season, everyone seems to be happy and having a good time. Tatum asked how many tournaments that they have won and Nash stated that they have won most of them. Tatum stated that it was a great program. Commissioner Hedlund stated that Nash had done a great job getting the banners and sponsors. Mayor Flowers stated that the fields look great and Commissioner Redd agreed.

Hurd stated that the Youngsville Kiwanis Club has entered Youngsville into a playground contest for \$25,000. We are currently in 2nd place. She stated that they will be building a wheel-chair accessible playground for the children of Franklin County. There nearest wheel-chair accessible playground to Franklin County is Cary, then the next closest is High Point. There are twelve more days to vote and you can vote daily.

The meeting adjourned at 8:34pm.

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MINUTES

JUNE 9, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Larry Wiggins, Joseph Johnson and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Chief of Police Daren Kirts, Town Attorney Joseph Olivieri, Zoning / Planning Administrator Don Belk, Youngsville Fire Department Assistant Chief Justin Graney, and Maintenance Supervisor Sheldon Patterson. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was a Public Hearing for the FY 2016/2017 Budget with a proposed tax rate of \$.66 per \$100 valuation. The Public Hearing was called to order at 7:01pm. Tatum stated that he had to make a couple of adjustments to the proposed budget. He explained that the retirement rate for police officers will increase and the audit contract will cost \$500 more than originally budgeted. Tatum stated that he shifted the overages from the contingency fund so that the final budget amount did not change.

Twig Wiggins, Youngsville business owner, wanted to commend the Board for being progressive and doing the right thing by raising taxes.

Carolyn Palmer, N Nassau Street, stated that she was opposed to raising taxes as she couldn't see where she benefits from the taxes she is currently paying. She stated that the Town should abolish the trash bills and include that in the taxes. Mrs. Palmer stated that there were no sidewalks and she had to walk in the streets. She stated that the only thing she could see is that the Police Department is being an equal opportunity employer as she sees different police officers but she has not seen any changes in the town overall. Mrs. Palmer reiterated that she was against the tax increase. She stated that she didn't see the Town doing anything positive in Youngsville. Mrs. Palmer wondered what the purpose of raising the taxes was as she couldn't see that the Town was doing anything positive. Tatum clarified that the \$.05 increase in taxes was specifically for the funding of the new Town Hall / Police Department and the first payment on the Main Street Project. He explained that this was the first step of implementing the Bicycle and Pedestrian Plan. Tatum stated that the rest of the increase was going solely to the new Town Hall / Police Department. He clarified that the entire \$.05 increase was going towards these two projects only. Tatum stated that these projects along with the corresponding tax increase had been discussed at Public Hearings with due notice and the Board voted to proceed. He stated that we are in the process of doing good things but it takes money to get there.

Mrs. Palmer stated that she thought there was money already allocated for sidewalks and the Town was supposed to match it. She stated that she remembered Commissioner Redd talking about bringing sidewalks down 1A to Youngsville Elementary School. Tatum explained that the Town had applied for and received a grant. He stated that it will start in October. Tatum explained that the Town will have to match approximately \$40,000 for the first year and part of the tax increase will go to fund our portion of the grant. Commissioner Redd stated that the process for government took a long time to get something accomplished. She explained that the original grant was to fund the Plan on where the sidewalks should go and now we are moving forward with grants to implement that Plan. Commissioner Hedlund explained that CAMPO would be funding 80% of the Main Street Project, as the Plan would have to be implemented in sections. He stated that there will be big changes over the next few years. Mrs. Palmer asked why the garbage couldn't be included in the taxes and Tatum explained that even if we did away with the garbage bills, the taxes would have to increase to cover the costs of picking up the garbage. Mrs. Palmer asked if there were new people coming in and Tatum stated yes. Mrs. Palmer asked if the town limits went all the way to Hill Ridge Farms and Hurd explained that only a portion of Hill Ridge Farms was located in town limits, but the houses between the main portion of town and Hill Ridge Farms was not located within city limits. Tatum explained that we have to pay Waste Industries to pick up the garbage. He stated that it can be done either by billing garbage to the residents or charge it in the taxes. Tatum stated that years ago, the Town chose to let citizens pay for their garbage. Tatum noted that the garbage bills will not be increasing this year.

Steve Brown, Anderson Park Drive, noted that Youngsville citizen's pay higher taxes. He stated that he also had concerns about the garbage bills but those have already been answered. Mr. Brown wanted to know if taxes were going to be raised every time there was a project and Mayor Flowers stated that there were approximately 600 houses ready to be built in town that will help increase the tax base for future projects. Mayor Flowers stated that we are trying to get more "rooftops" built so that we can increase the tax base and bring in more retail to the area. He stated that the town, as a whole, will change drastically over the next two to three years. Mayor Flowers explained that attending only one meeting a year does not give a full picture of the projects, and the associated costs, with moving the town forward. He stated that the Staff and Commissioners work hard to make Youngsville better. Mr. Brown asked if the population was based on the area or just inside of town limits and Mayor Flowers stated it was for the people located only within town limits, which is approximately 1,300 residents. Mayor Flowers stated that should double or triple over the next few years.

The Public Hearing adjourned at 7:12pm.

The next item on the agenda was a Public Hearing for text amendments to the Main Street Business District. The Public Hearing was called to order at 7:12pm. There were no comments so the Public Hearing adjourned at 7:12pm.

The next item on the agenda was citizens' comments. Christine Brown, Youngsville Elementary School, stated that they would have a Fun Run on September 17th. She stated that Chief Kirts told her she would need four off duty officers for their event. As they are

trying to raise funds, she was hoping that the Town would assist in some way. Mayor Flowers stated that the Youngsville Fire Department may be able to help with traffic control as well. When asked, Ms. Brown stated that they are close to finalizing the route. She explained that they would start around 8:45am but was unsure of how long it would take as some would be walking instead of running. Ms. Brown stated that they figured on it taking approximately three hours and the route was approximately 2.8 miles. Tatum asked Chief Kirts if the Town would be providing the off duty officers and Chief Kirts stated yes. Chief Kirts also suggested asking the Fire Department for assistance. Commissioner Redd asked if rerouting would decrease the amount of officers needed and Chief Kirts stated that since the Walk included both children and adults there would be a lag time in between so he didn't think officers would be able to shift from one intersection to another in a timely manner.

Janis Cyrus, President of the ECA Club, wanted to update the Board on the painting of the Coca-Cola mural at 145 E Main Street. She stated that they are making it look like the original mural from 1954. Mrs. Cyrus explained that several area residents remembered the original artwork. She stated that they would also update the Coca-Cola mural on the N Cross Street side to its original coloring.

Mrs. Cyrus stated that while they had the scaffolding, they were also looking to wash the awnings on Main Street. She noted that the barber shop had washed theirs and it looks great.

Mrs. Cyrus stated that the mulch at the Luddy Park children's playground was still good but the ground cover was coming up. She stated that they would pull back the mulch and redo the ground cover. Mrs. Cyrus stated that they would also spray for the weeds that are coming through. She stated that the basketball nets need to be replaced and the benches need to be repaired.

Patricia Anderson, E Main Street, wanted to commend the ECA Club for the wonderful job they were doing on the murals and offered to donate some paint. She stated that she wanted to express her gratitude for all of their hard work.

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on May 12, 2016, the Tax Collector's Report, the Police Department Report, The Youngsville Fire Department Report, and Budget Amendment 2016-10. Also included on the Consent Agenda was to appoint Robert E Martin to the Youngsville Planning Board.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was to adopt the Budget for the FY 2016/2017 with a tax rate of \$.66. Mayor Flowers stated that the Board has heard a lot of information at tonight's Public Hearing as well as at other Hearings. Commissioner Redd stated that she felt this was the right thing in order to move forward. She stated that we have come a long way since the previous administration was here. Commissioner Redd wanted to thank Tatum, Clark, Belk, Chief Kirts, and Mayor Flowers for all of their hard work in getting us this far and moving in the right direction. Commissioner Hedlund stated that as the tax base increases, we need to look into decreasing the rate if we can.

MOTION: TO ADOPT THE BUDGET FOR THE FY 2016/2017 WITH A TAX RATE OF \$.66

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

The second item under Old Business was the text amendments to the Main Street Business District (MSBD). When asked, Belk stated that the awning colors had not changed from the original ordinance. Commissioner Redd asked if there would be a process if someone wanted a different color and Belk explained that it could be approved in a less cumbersome way. He stated that they would really seek Board feedback and see what was in other ordinances. Belk explained that the colors were adopted in the ordinance to maintain consistency and keep garish colors from standing out. He stated that there was the ability to be flexible to see how colors would fit in and affect the streetscape.

MOTION: TO APPROVE THE TEXT AMENDMENTS TO THE MAIN STREET BUSINESS DISTRICT

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

The third item under Old Business was an update on the status of the Town Hall Project. Tatum stated that we will close on June 29th at 3:00pm. Chief Kirts presented a preliminary plan for the Board to look over and let him know of any changes that need to be made. He noted that there will be two changes from what is already on the plan. First the front hallway will have a wall taken out. Second, a room needs to be moved to the other end of the building. Tatum explained that the front side of the building was the current sales office and is where Town Hall will be located. He stated that the back side of the building is where the Police Department will be located. Chief Kirts stated that this will not be a major project. Mayor Flowers noted that there was vacant area in the back of the building that left room for growth and Chief Kirts stated yes, that it could be used as an expansion at a later time. When asked about the time frame required to complete the project, Chief Kirts stated that he was unsure. He explained that once the plans were finalized, we would then need to bid out the project. Chief Kirts stated that he figured around three months. Commissioner Stallings asked how many bathrooms and Chief Kirts stated that there would be four in total, two for Town Hall and two for the

Police Department. Chief Kirts stated that if funds allowed, he would like to install a shower for the officers, in case of emergencies. Attorney Olivier stated that there was no need to make a decision tonight and Chief Kirts agreed.

The next item on the agenda was New Business. The first item under New Business was to adopt the contract with Winston, Williams, Creech, Evans and Company, LLC for the FYE 2016 Audit. Tatum explained that this was a standard contract for the same services as last year. He stated that the fee had increase \$500 over last year.

MOTION: TO ADOPT THE AUDIT CONTRACT WITH WINSTON, WILLIAMS, CREECH, EVANS AND COMPANY LLC FOR FYE 2016 AUDIT

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

The second item under New Business the report from Tax Collector on 2015 unpaid real property taxes as required by GS 105-369(A). Hurd stated that the Board had a list of both unpaid real and personal property, though only the real property is what will be advertised. She stated that payments have come in and she has also spoken with people on the phone, who have promised payments before the list gets advertised. Hurd stated that they will be advertised on June 23rd and payments that are received after June 16th may still show up on the advertisement. She stated that advertisement fees range around \$9 and will be added to the advertised accounts.

The third item under New Business was to order the advertisement of 2015 unpaid real property taxes.

MOTION: TO ORDER THE ADVERTISEMENT OF 2015 UNPAID REAL PROPERTY TAX

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason 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 Fiesta Mexicana Restaurant was now open. Mrs. Cyrus stated that they will have their Grand Opening in a couple of weeks. She explained that they wanted to have a soft opening first. Commissioner Wiggins stated that he was told that attendance exceeded the Wakefield location. He stated that the restaurant was full when he left earlier this evening.

Commissioner Wiggins stated that he suggested to Fiesta Mexicana Restaurant that they contact White Street Brewery since their beer is made in Youngsville. He felt that it should be on their menu. Commissioner Wiggins stated that they asked him to help arrange a meeting between the two businesses.

Commissioner Johnson stated that Baseball Season will end around the middle of next week. He stated that Nash was looking into doing a summer basketball league and possibly flag football in the fall. Commissioner Johnson stated that Nash was doing an incredible job and both Mayor Flowers and Commissioner Redd agreed.

Commissioner Hedlund noted how well the fields have been maintained and Mayor Flowers agreed. Mayor Flowers noted that Nash was at the fields every morning working on them. Commissioner Johnson stated that the bottom fields should be ready for the fall. He stated that Nash also works on the fields that the travel teams use. Commissioner Johnson stated that the Concession Stand was open every night because Nash was able to get people's attention and help with volunteering.

Belk stated that over 500 lots have been approved and over 220 are under construction in Holden Creek Preserve, Laurel Oaks, and Hampton Downs. He stated that we have issued a permit for the last lot in Anderson Park Subdivision. Belk stated that Stephen's Glen, in our ETJ, is now working on their last phase. He stated that Timberlake Preserve would be updating their plans and are still waiting on their sewer allocation. Belk stated that East Woods of Patterson has submitted a preliminary plan for Phases 5, 6 and 7, which will go before the Planning Board on June 21st. He stated that by July, they expected formal requests by the developers for the Development Enhancement Policy. Belk stated that the Main Street Project agreement will be finalized soon and they will work on the plan for administering this Project on a daily basis.

Attorney Olivieri wanted to thank the Board for their patience and support during the process of purchasing a new Town Hall / Police Department.

Chief Kirts asked that the Board let him know of any objections to the presented plans by the end of the month.

Assistant Chief Graney stated that he was glad to be a part of the Board Meetings. He stated that calls were up 30% over last year which attest to the growth of the Youngsville area. Assistant Chief Graney stated that on July 1st, the Fire Department would be increasing its staff as well as adding another volunteer spot. He explained that there were currently three firemen on the engine 24/7. Assistant Chief Graney stated that they were doing their part to be ready. He stated that they had 82 incidents in May.

Assistant Chief Graney wanted to thank the Police Department for their support and back up. He explained that the scene was hectic and the Police Officers were there for them. Assistant Chief Graney stated that it was appreciated. Mayor Flowers stated that the Police Department was on point from the beginning and he wanted to commend them for a job well done. Chief Kirts stated that people were donating tarps and tents to help keep the evidence dry when the rain started. He stated that the Franklin County Sheriff's Office, Franklinton Police Department, Franklinton Fire Department, and Wake County Sheriff's Office also assisted and did an excellent job. Chief Kirts stated that they did have the suspect in custody and the investigation is still ongoing. Mayor Flowers stated it was very well done.

Patterson stated that they were behind due to the rain that we've had over the past couple of weeks. He stated that they were working on catching up.

The meeting adjourned at 7:47pm.

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MINUTES

JULY 14, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Chief of Police Daren Kirts, Town Attorney Joseph Olivieri, Zoning / Planning Administrators Bob Clark and Don Belk, and Youngsville Fire Department Assistant Chief Justin Graney. Representatives from the Wake Weekly and the Franklin Times were also present.

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

The next item on the agenda was the Financial Report. Tatum noted that he had been with the Town for five years and wanted to thank the Board. He stated that the Town's net worth had been \$171,000 when he first started here and was now up to \$1,227,000. Tatum stated that one of the biggest factors was to stop wasting money and become financially responsible. Mayor Flowers stated that it was a staggering improvement.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on June 9, 2016, the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report,

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that he had a full set of plans but there were concerns over the bathrooms for the Town Hall side becoming a unisex bathroom in order to make it ADA compliant. He stated that it would be a cost issue but they were working on it. Chief Kirts stated that there were full sets of plans at Town Hall and the Police Department. He explained that the next step would be to start the bidding process. Mayor Flowers wanted to clarify that the Town did close on the property on June 29th. When asked, Chief Kirts stated that he wanted all comments on

the plans back within the next two weeks so that he could get started on the bidding process.

The next item on the agenda was New Business. The first item under New Business was the approval of the Locally Administered Project Agreement for the Main Street Improvements Project and to authorize the Mayor to sign the Agreement. Belk reminded the Board that the Town had won a grant from CAMPO that included federal funding. He explained that this Agreement was between the Town and NC DOT to take ownership of the funds. Belk stated that this was the first administrative step. Tatum asked for clarification concerning the federal match and Belk explained that the federal money covered the grant portion not the Town's matching portion.

MOTION: TO APPROVE THE LOCALLY ADMINISTERED PROJECT AGREEMENT FOR THE MAIN STREET IMPROVEMENTS PROJECT AND TO AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT

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

The second item under New Business was to change the location of the Board of Adjustment Meetings to the Community House. Hurd explained that we have outgrown the Board Room at Town Hall.

MOTION: TO MOVE THE BOARD OF ADJUSTMENT MEETINGS TO THE COMMUNITY HOUSE

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

The third item under New Business was a Resolution to adopt the Tar River Regional Hazard Mitigation Plan. Hurd explained that the Town fell under the purview of Franklin County Emergency Services and we periodically adopted the updated Plans. Clark stated that he looked at the draft and felt that it was good coverage for Youngsville.

MOTION: TO ADOPT THE RESOLUTION ADOPTING THE TAR RIVER REGIONAL HAZARD MITIGATION PLAN

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason 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 had attended an Economic Development Commission Meeting. He stated that it was eye opening concerning the amount of growth happening in this area. Mayor Flowers stated that he was able to speak with the Franklin County Manager and one of the Commissioners at that meeting concerning the sewer problems in the southern portion of Youngsville. He stated that the response was that he would now be included in the updates on that situation, which was something he had previously asked to be included in, and they are working on getting it fixed.

Mayor Flowers stated that the 9U and 10U All Star teams had advanced to the sectional / regionals in Virginia.

Tatum reminded the Board that we had received a Rural Center Grant for the Youngsville Animal Hospital. He stated that they have met all of the requirements. Tatum stated that the money should be coming in soon, in the amount of \$15,000, which will be forwarded to the Youngsville Animal Hospital.

Commissioner Hedlund explained that there was money left over after this last round of CAMPO grants and is now available for municipalities with a population of under 5,000. This money has been earmarked to improve ADA accessibility for sidewalks. The only intersection in town that meets the requirements is at the corner of N Nassau Street and E Main Street. Commissioner Hedlund stated that they would need a letter stating our interest in the money by July 29th. Clark explained that this grant could only be used on state roads and that the LAPP Grant for the Main Street Project will cover all of the other intersections that would have been allowed under the restrictions. The State will pay the local match but the Town would have to be the sponsor and NC DOT will do the work. This grant is considered very competitive so there is a chance we may not see any money from this. Commissioner Hedlund stated that we have good standing with CAMPO and hoped that would help in receiving the money. When asked, Clark stated that we would know within a couple of weeks after the deadline and the work would be done by the end of the year.

MOTION: TO PROCEED WITH SENDING THE RECOMMENDATION FOR TAP FUNDING FOR THE INTERSECTION OF E MAIN STREET AND N NASSAU STREET

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

Clark stated that the developers for Patterson Woods subdivision would be finishing Camille Circle and Blue Heron Drive so that they complete their connection to US 1A South. He stated that they would be working on Phases 5, 6, and 7. This new entrance would also be helpful for construction vehicles to access the new phases without having to go too far into the developed portion of the subdivision. Clark stated that the Planning Board has approved Phase 6 and 7, which will be located across the creek on Black Swan Drive. He explained that they would be moving dirt from the interior to Black Swan Drive. Clark stated that NC DOT has issued all driveway / access permits for the completed roads. He explained that this will give both sides two points of access. Clark stated that the Town has a \$35,000 bond that will be released after the roadwork has been completed.

Clark stated that Hampton Downs construction is underway but the rain has slowed them down some.

Clark stated that there were some storm water flow issues that have come about due to all of the rain. He stated that they are mostly under control and they have to follow State rules concerning storm water. Clark noted that Certificate of Compliances were being withheld until the ditches have been cleaned and the sod replaced.

Clark stated that there would be two Special Use Applications coming before the next Board of Adjustment Meeting along with another that will be presented at a later point in time.

Clark stated that the Youngsville Zoning Map needs to be updated to show all of the rezoning that has been done recently. He stated that they have also started working on the Land Use Plan.

Clark stated that it has been busy for Staff as there are plenty of site plans coming in and other actions that are listed in the monthly Staff Report that Tucker sends out. When asked, Clark stated that the next Board of Adjustment meeting would be August 4th for the two of the Special Use Applications and possibly September or October for the third. As the third Special Use Application concerns the Town right of way, Clark stated that they would also be drafting an encroachment agreement for the Town right of ways, which is standard practice.

Commissioner Hedlund thanked Clark and Belk for all of their hard work and Commissioner Redd agreed. Clark stated that there was still a lot of work ahead.

Attorney Olivieri wanted to thank the Board for the opportunity to work with the Town and he stated that he looked forward to the future.

Assistant Chief Graney stated that it has been a busy month for the Fire Department. He gave a brief summary of the calls listed on the Fire Department Report and noted that calls were up 21% from this time last year. Assistant Chief Graney stated that the new staff that was added on July 1st was working great. He explained that this put three people on twenty four hours each day.

Assistant Chief Graney stated that they would be supporting Youngsville Elementary School for their Fun Run. He explained that they were working out the details for a safe route.

Assistant Chief Graney explained that they were able to locate one of the original fire trucks and are in the process of renovating it. He stated that there would be a ceremony once they get it ready. Assistant Chief Graney stated that this truck would be used as a ceremonial truck for events like parades, etc.

Mayor Flowers stated that Nash was tied up with the All Stars Tournaments and was not able to attend tonight. He stated that everything with the Parks and Recreation Department was doing well and that hiring Nash was a good decision. He stated that they were looking into some adult leagues as well.

Hurd reminded the Board that the Town had sold the water system to Franklin County Public Utilities (FCPU) over three years ago. The agreement had included a discounted rate for the residents of Youngsville for three years. She stated that the three years are up and the residents were calling about the new, higher rates. Hurd stated that since she knew that the Board was also getting calls, she wanted to remind them that there had been a discounted rate that no other residents in Franklin County were allowed. She also explained that if Youngsville still had the water system, the rates would still be higher than FCPU as we had always added extra fees to the rates to cover the Town's expenses related to the water system.

Hurd wanted to let the Board know that there had been some illegal dumping at the sewer bed and we had installed signage to help take care of the situation. She noted that the Police Department was also involved.

Hurd stated that the banners on Main Street are faded and noted that she had wanted to get through the Fourth of July with them up before replacing them. She stated that there were other banners at Town Hall that can replace them and Patterson has contacted Wake Electric to help us switch out the banners at their convenience.

Hurd stated that NC DOT had sent out an email concerning reporting potholes on DOT roads. She explained that the DOT stated that they would have a two day turnaround time for fixing potholes. Hurd stated that she was going to pass this information along to the residents that live on DOT roads in Youngsville as one of them has some major issues. She stated that it would take ten business days for other concerns and fifteen days for problems where there is not a safety concern.

The meeting adjourned at 7:32pm.

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MINUTES

AUGUST 11, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Larry Wiggins, Joseph Johnson and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Town Attorney Joseph Olivieri, Zoning / Planning Administrator Bob Clark, Maintenance Supervisor Sheldon Patterson, and Youngsville Fire Department Assistant Chief Justin Graney. Representatives from the Wake Weekly and the Franklin Times were also present.

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

The next item on the agenda was the Financial Report. Tatum explained that the Budget contained \$40,000 for the first portion of the Main Street Project Grant. He stated that he wanted to put this money in a separate account and there was a Resolution included in the Consent Agenda to start this account with Union Bank and Trust. Tatum stated that the budgeted monies would be transferred over to this account for each year of the grant process as needed.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on July 14, 2016, the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report. Also included on the Consent Agenda was a Resolution to open a Money Market Account at Union Bank and Trust for the Pedestrian Plan Grant Matching Funds.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Tatum stated that the final set of plans will include the rearrangement of some of the restrooms. He stated that we would advertise for bids as soon as the final plans come in.

The next item on the agenda was New Business. The first item under New Business was the Tax Collector's Settlement Report for FY 2015 / 2016. Hurd explained that there

were several reports involved and they covered items 6A, 6B, and 6C of the Agenda. The first report was the Preliminary Settlement Report, which included a list of people that still owed both real and personal property for 2015 taxes. The second report was the Settlement for Current Taxes for FY 2015 / 2016. Hurd explained that this report included all charges, such as billing, interest, and penalties and credits, such as payments and releases, for the 2015 taxes.

Hurd stated that the third report, the Settlement for Delinquent Taxes for Tax Years 1998 – 2014, led into the second item under New Business, a Resolution approving the Settlement with the Tax Collector for Insolvents. She stated that this report included charges and credits for previous year's taxes. Hurd explained that this report also included the insolvents in the credits to the Tax Collector. She explained that there was an attached list of personal property taxes that were over five years old that were uncollectable at this time. Hurd stated that this didn't mean that we couldn't collect them if the opportunity presented itself.

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

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

The third item under New Business was to order the collection for the 2016 taxes. Hurd explained that this also included placing past due taxes in her hands as well.

MOTION: TO ADOPT THE ORDER OF COLLECTION FOR 2016 TAXES

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason 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 recognize Alex Henderson, who was in attendance to earn his Citizen's Badge.

Commissioner Redd stated that she felt Hurd was doing a great job as Tax Collector based on the percentages collected for each year.

Clark updated the Board on the status of the formal agreement with NC DOT for the Main Street Project. He explained that it had been signed and mailed it to NC DOT but it has not yet been returned to us. Clark stated that the grant would be effective October 1st and they will be looking into a list of firms to handle the project. All of this will be coordinated with our primary contact at CAMPO.

Clark stated that Laurel Oaks Phase 1 had paved their streets and they were in their final stages of finishing their punch list. He stated that they walked the project. Clark stated that they are also working on getting the engineer to certify the structure of the streets. He explained that the Planning Board had approved the final plat with 40 lots at their August 2nd meeting.

Clark stated that they are also working on a template for the Development Agreement to reimburse the builders. He stated that they have their first draft and hope to bring it before the Board at the next meeting. Clark reminded the Board that a Public Hearing would need to be held on any Development Agreement application.

Clark stated that the water line was being installed in the Patterson Woods area and they have also started working on the construction entrances. Commissioner Wiggins asked how far they were going and Clark stated that they would tie in to the water main that was already there. Clark stated that they may go all the way to Steven Taylor Road. He stated that he and Chief Kirts had a conversation with the developer concerning the proper flagging of traffic during this construction time. Commissioner Hedlund stated that an 18-wheeler came into the subdivision at a high enough rate of speed that he almost fishtailed at the pool area. Clark stated that they are trying to get the construction entrances finished so that they trucks won't have to go through the more populated areas of East Woods of Patterson. He stated that he would mention it to the Police Department just in case.

Assistant Fire Chief Graney stated that the Jeff Fields Memorial Golf Tournament would be held on September 9th at Old Liberty Golf Club.

Commissioner Johnson stated that registration for Fall Baseball Registration was underway. He updated the Board on improvements being made at the Luddy Park, including grading and fencing.

Commissioner Johnson stated that we would be hosting three Fall Travel Tournaments which should bring in about \$1,000 each. He stated that they were looking to start a corn-hole league in September. The fee would be \$50 a team and they would need about twenty teams. Commissioner Johnson stated that there would be a whiffle ball tournament during the Fall Festival and registration would be \$25 a team. Commissioner Johnson stated that they are looking into doing a movie night at the Luddy Park during the fall.

Commissioner Johnson stated that Mike Nash hasn't been on the job for a full year yet, but he has made a major difference in the program and was doing a great job. He stated that the Town Maintenance employees, Patterson and Fuller, have also been very helpful. Commissioner Johnson expressed his appreciation.

Patterson explained that they were behind schedule due to some equipment breaking down. He stated that they should be repaired by the end of the following week.

Patterson stated that he and Chief Kirts had discussed the removal of the shrubs at the new Town Hall / Police Department. He stated that they have removed some of the shrubs by the sign and the front of the building. Patterson stated that the trees also needed trimming and he had received a bid for the trimming and chipping of three trees.

Commissioner Johnson asked for an update on the sink hole located on E. Winston Street. Patterson stated that they had come in that day to patch it.

Tatum asked for an update on the paving of the area across from the Police Department and Patterson stated that FCPU was waiting for more areas so that they can patch them all at the same time. He also stated that they mentioned maybe replacing the pipe in that area as well. Commissioner Redd stated that there was another spot next door to her that has also not been repaired in months. Tatum stated that we needed to contact them and explained that they needed to patch these areas in a timely manner. He also suggested maybe creating a policy that if something has not been patched after a certain amount of time that the Town would patch it for them and bill the company. Tatum asked that Patterson contact FCPU about getting the patches done soon.

Commissioner Johnson stated that they have added the new turn signal at the intersection of Tarboro Road and Cedar Creek Road. He stated that he hoped it would help the traffic problems

The meeting adjourned at 7:24pm.

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MINUTES

**SEPTEMBER 8, 2016
7:00 PM**

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Larry Wiggins, Joseph Johnson and Terry Hedlund. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Town Attorney Joseph Olivieri, Police Chief Daren Kirts, Zoning / Planning Administrators Bob Clark and Don Belk, Parks and Recreation Director Mike Nash, Maintenance Supervisor Sheldon Patterson, and Youngsville Fire Department Assistant Chief Justin Graney. Representatives from the Wake Weekly and the Franklin Times were also present.

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

The next item on the agenda was the Financial Report. Tatum explained that the Budget included \$2,500 for repairs to the HVAC unit at the Community House. He stated that it would need to be increased to \$3,000. Tatum noted that the bid that was used to create the Budget was approximately a year old at this time.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on August 11, 2016, the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report. Also included on the Consent Agenda were Tax Releases for Total Fire Systems for 2015 and 2016 taxes. The yearly donation of \$250 to the Youngsville Halloween Carnival was also included.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that bids for the renovation of the new Town Hall / Police Department were opened yesterday. He stated that six people were interested but only four bids were received. Chief Kirts stated that all of the companies were reputable companies and came highly recommended when he checked on their references. G & G Builders bid \$253,015, Taylor Construction bid \$272,400, Danco Builders bid \$320,101 and Focus Builders bid \$389,754.36. Chief Kirts stated that it was up to the Board to choose which company that they wished to work

with. He stated that both he, Tatum and Mayor Flowers had looked over the bids. G & G Builders, the lowest bid, had a good reputation and helped to build the Rolesville Police Department two years ago. Chief Kirts explained that he would sit down with the company before signing the contract to verify that the bids are consistent with the plans and specs for the renovations. He explained that the Board did not have to choose the lowest bid, they could pick the lowest, any of the other bids, or reject all bids and start the bidding process over. Mayor Flowers stated that even the lowest bid was still higher than the guess that they had worked out when starting this project.

Commissioner Hedlund stated that there was a huge difference between the lowest and the highest bid and Mayor Flowers explained larger builders tend to have higher bids due to more overhead. Chief Kirts stated that all bids were based on the same set of plans and specs and it is not unusual for a large variation in bids. When asked, Chief Kirts stated that the renovation bids included the complete interior of the building along with utilities such as water and electric.

Tatum stated that the money from the remodel comes from savings. He explained that the tax increase only covers the purchase of the property and not the remodel so any overages will only affect the savings account and not the tax rate. Tatum stated that even though the bids are more than expected, there is money in the savings to cover the costs of the renovation.

Mayor Flowers stated that we chose to do open bids for transparency. He stated that the Board had several options before them. They can either accept one of the bids or reject them all and start over. He stated that starting over would add another month to the process. When asked, Chief Kirts stated that it would take about three to four months to complete.

Attorney Olivieri stated that the Board did not have to take the lowest bid, they could choose any of the four before them or reject them all.

MOTION: TO ACCEPT THE BID FROM G & G BUILDERS FOR \$253,015

The motion was made by Commissioner Wiggins and was seconded by Commissioner Hedlund. 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 (if necessary). Mayor Flowers stated that there was no reason 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 YAKS would start games on Saturday. He stated that there would also be a Mud Run at Panic Point that day as well. Mayor Flowers stated that the Fall Festival would be held on September 24th. He stated that Simply Herban would have their Grand Opening the same day at 11am. Mayor Flowers stated that the Tar River Festival was this coming Saturday. Mayor Flowers stated that Youngsville Animal Hospital had finished their Grant and had received a check for \$15,000. He stated that they were doing good business and we were happy to have them in Youngsville.

Commissioner Redd stated that Youngsville Elementary School would be having their Fun Run on September 17th at 9am. She stated that the Youngsville Police Department and Youngsville Fire Department would be helping with traffic. Commissioner Redd stated that they have 85 people registered and raised \$600 for the School. She stated that Christine Brown was in charge of the Fun Run.

Commissioner Stallings asked for an update concerning the water / sewer allocations for Youngsville. He stated that he had read an article in the Franklin Times. Mayor Flowers stated that he sat in on a meeting and learned that Franklin County Public Utilities (FCPU) had a new tool that will give them instant access to whether a subdivision would be eligible for allocations for the quantity requested. He stated that this would give them real time take away. Mayor Flowers also stated that FCPU was also working on clearing up allocations from developments that are no longer in progress with the State. This would release some of the allocations to be reassigned to newer developments. Hurd stated that she had spoken with FCPU officials concerning several subdivisions in our ETJ that are no longer coming. Mayor Flowers stated that the meeting gave him some great information.

Commissioner Stallings wanted to know if we could get DOT to install a signal at 5-Ponts like they did at the intersection of Cedar Creek and Tarboro Roads. Mayor Flowers stated that Belk would be speaking soon and could may be able to give some insight into it.

Commissioner Wiggins stated that John Hill was also interested in having a light at the 5-Points intersection as he will have considerable traffic heading his way this fall.

Commissioner Johnson stated that they were finished with installing the cables on Highway 96. He stated that traffic was a disaster the entire time they were in Youngsville.

Commissioner Hedlund stated that we have received the official contract for the Main Street Project Grant.

Clark noted that the Town had received their official population estimate stating that our population was 1,317 as of June 1, 2015. He stated that this was a 13.8% increase over the 2010 census. Clark also stated that all of the developers were moving forward. He stated that there were issues with the speed limit near Patterson Woods. Clark stated that people were complaining that there was not enough warning for traffic to slow down before they reached the construction zone. He stated that the next Planning Board Meeting would be held on October 4th.

Belk stated that the development of the Land Use Plan is one of their top projects this year. He stated that they met with FC EDC to discuss the Industrial Park and surrounding areas. Belk stated that the FC EDC will work with the Town to identify priority areas and help protect the industrial area from future encroachments. He pointed out that there are areas near the Industrial Park that are residential, which is not recommended. Belk stated that the Youngsville Fire Department, through Assistant Chief Graney, have been involved as well. He explained that the FC EDC generated a report for our use that details the demographic and market place profile within a one mile radius beyond the town limits, which was terrific data that will be highly useful.

Belk updated the Board on the request for funds from CAMPO for the preliminary design and environmental documentation for the Main Street Project. He stated that we should be notified within a couple of weeks on the approval of those funds and this is the first step. Belk reiterated that the Town portion of the grant will total \$82,500 with \$16,500 being spent during this fiscal year. He stated that they hoped to have a design and an environmental firm on board by the end of this year and begin construction by next October. Belk stated that we are on schedule so far.

Belk stated that he attended the TCC meeting of CAMPO last week and it was mentioned that the Youngsville round-a-bout project was listed and ranked #9 of all projects in Division 5. He stated that it was mapped as a CAMPO priority at the staff level. Belk stated that he was unable to follow up with the presenter after the meeting but he stated that it scored well and is competitive. He stated that it probably won't happen this year but it has risen as a project that will get consideration. When asked, Belk stated that this project was estimated to cost about one million dollars but this has become a State funded project instead of a Town funded project. Belk stated that he will keep the Board up to date as he receives more information on this project. Commissioner Hedlund stated that he would try to get more information on this project as well during his upcoming CAMPO meeting.

Chief Kirts agreed that there were traffic problems at 5-Points but most of it was currently coming from the work by the power company during high traffic times. He stated that once that work ends it should ease up some of the traffic problems. Chief Kirts stated that no one would give him a completion date for this work but it was bad enough that it has almost become a public safety hazard.

Assistant Chief Graney updated the Board on incidents for the Youngsville Fire Department. He stated that they did have a life-saving event with a heart attack victim. Assistant Chief Graney stated that they were able to get his pulse back and he is alive and

currently at Wake Med. He stated that the Jeff Fields Golf Tournament would be held tomorrow. Assistant Chief Graney thanked the Youngsville Police Department for their assistance during the funeral procession for Justin Lloyd, who passed away in August. Mayor Flowers stated that we all appreciated the work done by both the Youngsville Fire Department and the Youngsville Police Department.

Nash stated that there would be a baseball tournament tomorrow. He stated that Fall Baseball is going on now and they have started registration for their first Corn Hole League. When asked, Nash stated that they would start Movie Nights when the weather cools off.

Hurd stated that information on the 2016 – 2017 Lecture Series was dropped off by the Tar River Center for History and Culture. She stated that the lectures on North Carolina's Main Street Program and Leveraging Main Street's Design: Dollars and Data sounded informative.

Hurd stated that the Youngsville Library will have a Book Sale at the same time the Youngsville Fall Festival is going on. Any books left over will be on sale at the Library during regular hours.

Hurd stated that Commissioners Johnson and Stallings both needed to do Ethics Training. She explained that this needed to be done every time you were elected or re-elected. Hurd stated that none of the other Commissioners had to this training unless they wanted a refresher course. She stated that the webinar was new each year.

Patterson stated that they have had equipment break down over the past couple of months and are playing catch up again. He stated that the bushes, shrubs, and trees that are being removed from the new Town Hall / Police Department are going to the Luddy Park. Patterson stated that doing this has saved approximately \$2,500 worth of greenery by relocating the plants. He stated that there are still some more that need to be moved.

The meeting adjourned at 7:37pm.

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MINUTES

OCTOBER 13, 2016

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation after a moment of silence for those affected by Hurricane Matthew. In attendance were Commissioners Catherine Redd, Graham Stallings, Joseph Johnson and Terry Hedlund. Commissioner Larry Wiggins was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Town Attorney Joseph Olivieri, Police Chief Daren Kirts, Zoning / Planning Administrator Don Belk, and Maintenance Supervisor Sheldon Patterson. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was citizens' comments. Lila Hedlund, Youngsville Woman's Club, stated that they would be having a Spaghetti Dinner Fundraiser on November 4th from 5-8pm at the Youngsville Community House. Plates will be \$8.00 with plates for children under 10 costing only \$5. There will also be a silent auction for a quilt to raise money for new displays at the Youngsville Museum.

Keith Falt stated that he hasn't been to a Board Meeting in quite some time and if someone did not attend the meetings, there was no good way to get information on what happened at the Board Meetings. He stated that the area was growing but the newspapers didn't always write about what happened at the Board Meetings. Mr. Falt stated that he felt the Town needed to be more proactive to get information out to the people of Youngsville. Mayor Flowers asked if Mr. Falt had any recommendations and Mr. Falt stated that he understood that the staff at Town Hall really didn't have time to work on it but he felt that volunteers could help to get press releases and other information out to the public. He stated that Youngsville had assets in Town that could be utilized. Mr. Falt stated that this is the most dynamic area past Wake Forest. .

David Jerose, Kiwanis Club, stated that there were now only two civic organizations left in Youngsville. He stated that he hoped they could team up with some events. Mr. Jerose stated that the next event for the Kiwanis Club would be the Halloween Carnival on October 29th, from 4-7pm, at the Youngsville Armory. He stated that there would be a costume contest as well.

Mr. Jerose stated that there would also be the Christmas Parade, which they help organize and with the lineup on Parade Day. He stated that the Olde Time Christmas, which is normally held after the parade, would not happen this year as there were not enough

volunteers at this time. Mr. Jerose also agreed that we did need a better way to get information out.

David Williams, candidate for Franklin County Commissioner - District 5, wanted to introduce himself. He stated that he's lived in the Youngsville area for eight years, has a wife and two children, who are involved in the local athletics. Mr. Williams stated that he wants to run because of the growth in this area and feels it's the right thing to do.

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on September 8, 2016, the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report. Also included on the Consent Agenda were Tax Releases for Kay Chemical Company, Samuel L Williams, and Interface Security Systems LLC for 2016 taxes. Budget Amendment 2017-02 and a Resolution to purchase a four-wheel drive patrol vehicle for the Police Department and finance through Union Bank and Trust were also included on the Consent Agenda.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that they have received their building permits and that they were almost done with the demo. He stated that they have a timeframe for completion that is within 120 days after getting the permits.

The next item on the agenda was New Business. The first item under New Business was Budget Amendment 2017-03. Tatum explained that the Parks and Recreation Department needed a new mower. He stated that they have been using an old John Deere that the Town had. Tatum stated that it would cost \$8,200 and it would be financed through Union Bank and Trust. He stated that it would be funded by the increase in the fees for field rentals. Tatum explained that after the Budget Amendment was approved, the Board would need to approve the corresponding Resolution.

MOTION: TO APPROVE BUDGET AMENDMENT 2017-03

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

The second item under New Business was to adopt the Resolution to purchase a commercial grade mower for the Parks and Recreation Department and finance through Union Bank and Trust.

MOTION: TO ADOPT THE RESOLUTION TO PURCHASE A COMMERCIAL GRADE MOWER FOR PARKS AND RECREATION DEPARTMENT AND FINANCE THROUGH UNION BANK AND TRUST

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

Tatum stated that we have made the final payment on one of the police cars. He also wanted to mention that the audit for the ABC Store has been completed. Tatum explained that per previous discussions, any profit over \$40,000 would be used to make a payment on the loan for the new Town Hall / Police Department. He stated that we would be able to make a direct payment of \$30,457 against our mortgage. Tatum explained that this overage would show up in the audit revenue for FYE 2016 under the Fund Balance as of June 30, 2016. Commissioner Johnson asked if this was more than we expected and Tatum stated yes. Tatum explained that Budget Amendment 2017-04 provides for the appropriation to pay down the principal.

MOTION: TO APPROVE BUDGET AMENDMENT 2017-04

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason 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 had attended three Grand Openings within two and a half weeks. They included Simply Herban, Shavonne’s Sugar and Spice Cakery, and Sabre Networks.

Mayor Flowers stated that Youngsville will host a Meet and Greet Candidates’ Forum on October 27th from 7-9pm at the Youngsville Community House.

Mayor Flowers wanted to thank the community, Chief Kirts, and staff for all of the well wishes he received when his father was ill. He stated that he was honored to be the Mayor of Youngsville and felt that this kind of generosity spilled over into the community.

Commissioner Redd stated that she was excited about the Woman's Club Spaghetti Dinner and Museum.

Commissioner Johnson stated that the Fall Festival was fantastic. He stated that due to Hurricane Matthew there were some areas that were still flooded. Commissioner Johnson thanked the Woman's Club and the Kiwanis Club for their support. He stated that Youngsville will only get bigger and better.

Commissioner Johnson stated that the Corn Hole League will start in two weeks. He stated that Fall Baseball was almost complete and registration for Fall Basketball was about to get underway. Commissioner Johnson stated that Nash was doing a fantastic job.

Commissioner Hedlund stated that he has joined the Kiwanis Club, which has dual focal points; children and the community. He stated that we need more volunteers to help us grow.

Commissioner Hedlund stated that he was able to get a youth choir for the Tree Lighting Ceremony for Christmas.

Belk stated that we have approved the final plat for Hampton Downs and were in the process of setting up a bond for improvements. Hurd asked if they had mentioned annexation and Belk stated that they did not but it was a requirement.

Belk stated that 107 Jeffrey Way was looking to expand. He stated that as there was a lack of impact on the surrounding area, they did not need to apply for a Variance.

Belk stated that he is working with the owner of the former Variety Pic Up location. He stated that they would need a Special Use Permit and would be on the November Board of Adjustment agenda.

Belk stated that they are looking into engineering firms for the Main Street Project and hope to have one selected by early January. He stated that the schedule has been pushed back as there is a holdup with NC DOT. Belk stated that it was time to get the Steering Committee back together, hopefully early next year.

Belk stated that Holden Creek Preserve was moving along. He stated that they are making the final touches and have received a permit for their amenities center. Belk stated that they will have crosswalks, sidewalks, and pathways that will tie into a future greenway.

Belk stated that Laurel Oaks is moving along.

Belk stated that several properties owned by Neil Holden's heirs are now up for sale. He stated that some of those are located within city limits.

Belk stated that the Planning Board has received a draft for a Telecommunications Ordinance from Staff. This Ordinance will clarify rules and regulations, including those for towers. He stated that this will be reviewed by the Planning Board next month and then it will come before the Board of Commissioners for final approval.

Belk stated that he and Clark have been extremely busy on the days that they are at Town Hall. He stated that they see the tangible growth, especially from Wake Forest. Belk stated that the rent and costs of businesses is different in Youngsville, which is drawing interest. He stated that Youngsville is on an active upswing. When asked about sidewalks, Belk answered that the residential developments will be installing the sidewalks inside of the subdivisions at their expense, the Main Street Project will help fix and install sidewalks on Main Street, and the Pedestrian and Bicycle Plan will help in future grants to install other sidewalks throughout town.

Attorney Olivieri alerted the Board that one of the properties that the Town has a tax lien on was being foreclosed on by the Franklin County Tax Collector's Office.

Chief Kirts gave the Board an update on issues from Hurricane Matthew. He stated that some of the roads flooded but there was no major damage.

Chief Kirts asked that the intersection at E Persimmon and S Nassau Streets become a three-way stop. He stated that the one at N Cross and E Winston Streets worked well. Chief Kirts stated that he has had numerous complaints as people use this road as a cut-through and they often speed. He stated that this should alleviate some of the problems.

Chief Kirts pointed out to the Board that with all of this growth, he would need to hire additional police officers. Tatum asked if the Town could get another grant to cover the positions and Chief Kirts stated no. He explained that since we had already received one grant for an officer, we were now at the bottom of the list for another. Chief Kirts stated that they would still look around to see if they could find another grant. Tatum asked how soon he would need a new officer and after a brief discussion, it was determined to look at it for the upcoming budget year.

Chief Kirts stated that they received their annual report from the State Bureau of Investigation (SBI). It showed they had 69 arrests last year. They had an index rate of 1901 which is an increase from last year. Chief Kirts stated that all of their stats had increased from last year. He explained that this was normal as the population increases. He stated that it was not bad news and Youngsville was still a safe place to live.

Mayor Flowers stated that Assistant Chief Graney was unable to attend. He explained that they had mobilized for the riots in Charlotte and then again for Hurricane Matthew. Mayor Flowers read the information from the Youngsville Fire Department Report.

Patterson stated that he had come in Saturday and Sunday to check on things during Hurricane Matthew. He stated that the Police Department had closed off two roads. Patterson stated that he cleared out the storm drains again as they were stopped up from all of the debris the hurricane had blown down. He stated that there were four trees down

in town. Patterson stated that he checked on some of the elderly while he was in town. He explained that two of the trees were almost cleaned up on S College Street and the others should be finished up tomorrow. Commissioner Johnson stated that he had to clear the ditch in front of his house to help the creek flow into the drain pipe better under E Winston Street. Patterson stated that he has asked NC DOT to clear some of the ditches on S Cross Street but they have not yet done them. He stated that the main ones are in good shape. Patterson stated that the problem on N Cross Street and E Winston Street is that the pipe under the road is not big enough. Tatum stated that he has put out the ditch work for bid several times but no one has been interested enough to bid on the projects. Patterson stated that NC DOT did state that N Nassau Street was on their list for ditch repairs and cleanup.

The meeting adjourned at 7:54pm.

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MINUTES

**NOVEMBER 10, 2016
7:00 PM**

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Joseph Johnson and Terry Hedlund. Commissioner Larry Wiggins was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Town Attorney Joseph Olivieri, Police Chief Daren Kirts, Zoning / Planning Administrator Don Belk, Parks and Recreation Director Mike Nash, and Maintenance Supervisor Sheldon Patterson. Representatives from the Wake Weekly and the Franklin Times were also present.

The first item on the agenda was citizens’ comments. Carolyn Palmer, N Nassau Street, stated that she was offended by comments concerning the Charlotte protests at the last Board Meeting. She explained that she felt everyone had the right to protest. Mrs. Palmer stated that similar events had occurred in Youngsville in the 1960’s to a family member. She stated that people are hurting and taking to the streets to be heard. Mayor Flowers responded that his concerns were that the local first responders had been deployed to Charlotte to deal with riots and left our area shorthanded. He explained that creates delays in getting to emergencies in Youngsville when they are away dealing with the effects of riots.

Mary Jo Buffaloe, Youngsville Woman’s Club, stated that they have had a good relationship with Youngsville for over sixty two years and wanted to thank the Board for their support. After giving a brief history of the Youngsville Woman’s Club and all of their efforts in Youngsville, Mrs. Buffaloe explained that they started, and continue to maintain, the Youngsville Museum. She stated that costs, including mortgage, insurance and utilities run around \$8,300. Mrs. Buffaloe stated that fundraising was not sustaining the project. She stated that the Youngsville Woman’s Club was asking the Board for financial help by partnering with the project. Mrs. Buffaloe explained that the building that houses the Museum was built in 1889 and had varied uses throughout the years. She stated that they have trophies and scrapbooks that include a lot of history. Mrs. Buffaloe explained that she was asking for help saving the history of Youngsville. She asked that the Board think on the matter.

Keith Falt stated that he wanted to follow up on his comments at the last Board Meeting about helping make the public aware of what is going on in Youngsville. He thanked the Wake Weekly for their article covering the three new businesses that opened in Youngsville. Mr. Falt stated that he felt having a Town meeting where people could

come in and see what is going on in the Youngsville area. He stated that we could also invite NC DOT, FC Economic Development, and anyone else that contributes to the growth in Youngsville. Mr. Falt asked that the Board consider doing this within the next couple of months.

Mr. Falt asked who was the Bicycle / Pedestrian Plan Coordinator for the Town and those Coordinators are Commissioners Hedlund and Redd and Zoning Administrator Belk. He asked about the status on sidewalks and he was told that they were in the design phase. Mr. Falt asked if they would be ADA accessible and the answer was yes. He stated that the lights should be timed at both intersections on Main Street so that the flow of traffic would stop and allow people to cross the street. Mayor Flowers stated that the Board was open to suggestions. He explained that situations like that do not always have an easy fix but they will follow up on it.

David Williams, Wine and Beer 101 - Youngsville, stated that he had spoken with NC DOT earlier in the day and had concerns about the driveway permit for the entrance of his new store. He stated that NC DOT was not willing to compromise and allow him a left turn into his parking lot. Mr. Williams also expressed concerns about the upcoming round-a-bout. He stated that he wanted confirmation that he would retain access to his parking lot from Main Street. Mr. Williams stated that safety was important and he understood that the intersection had an F rating at this time. He noted that the speed limit was 25 MPH in the area. Mr. Williams stated that he didn't think it would be feasible to start up a new business without the left turn access to his property. He wanted to ask the Board to help in any way they can to allow that left turn. Mr. Williams stated that he looked forward to being a part of Youngsville and he appreciated the Board's time. Mayor Flowers stated that we would send a letter of support from the Town concerning the round-a-bout. Chief Kirts stated that the Variety Pic Up had the same problem. He stated that perhaps a turn signal, such as the one at Cedar Creek, would help the situation some.

Hurd explained that she had received a request from Irma Lawrence concerning acknowledging her pastor's community service with a certificate or plaque. She explained that it was the first time that a request such as that had been made. Hurd stated that she told Mrs. Lawrence to come to the Board Meeting to speak about her pastor and let the community know what he's been doing. She stated that Mrs. Lawrence was unable to attend and had sent a letter to be read before the Board, which Hurd read for the record.

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

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Board Meeting on October 13, 2016, the Tax Collector's Report, the Police Department Report, and the Youngsville Fire Department Report. Also included on the Consent Agenda was a Resolution to open a Money Market Account for the sole purpose of holding the Performance Maintenance Bond in the amount of \$278,025 for Hampton Downs of Youngsville.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that they were doing well and had started the framework. He stated that they have a projected finish date of January 2nd and looked to be on target. Chief Kirts stated that there had been some cost overruns but he had bartered that amount down from \$4,250 to \$336.

The next item on the agenda was New Business. The first item under New Business to set a Public Hearing for December 8, 2016 for text amendments to the Zoning Ordinance concerning telecommunications towers. Belk explained that the Planning Board had considered these text amendments and recommended moving forward with the Public Hearing. He stated that this had recently become an issue at a Board of Adjustment Hearing and there has been an uptick in interest in these types of towers.

MOTION: TO SET A PUBLIC HEARING ON DECEMBER 8, 2016 FOR TEXT AMENDMENTS TO THE ZONING ORDINANCE CONCERNING THE TELECOMMUNICATION TOWERS

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no reason 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 mention the announcement by Governor McCrory concerning the expansion at K-Flex. He stated that they will be building a 366,000 square foot expansion, costing approximately \$45 million and creating 100 new jobs.

Mayor Flowers stated that Fiesta Mexicana will have their Grand Opening, hosted by YABA, on November 19th at noon. He stated that the Youngsville Christmas Parade would be on December 3rd and lineup was from 9am – 10am. Mayor Flowers stated that

the Christmas Tree Lighting Ceremony would start at 5:30pm at the Youngsville Animal Hospital.

Mayor Flowers stated that Scoops on Main was moving along in their renovations and he was excited to have them move to Youngsville.

Tatum stated that the Town audit was finished on October 26th and the Board could expect a report from Mr. Winston around December or January. He stated that we received routine results.

Commissioner Hedlund wanted to thank the Youngsville Woman's Club for their Spaghetti Dinner Fundraiser. He also wanted to thank Commissioner Redd for attending and Commissioner Redd stated that she had a great time. Commissioner Hedlund stated that the Halloween Carnival went well this year and the Kiwanis Club had plans for bigger and better next year. He stated that the Kiwanis Club would be selling hot dogs after the parade even though the Christmas Cheer event will not happen this year. Commissioner Hedlund stated that they would have that back next year though. He stated that Santa would be at the Library after the parade. Commissioner Hedlund stated that they would be doing some more road cleanups before the parade. He stated that the Christmas Tree Lighting Ceremony would start at 5:30 at the Youngsville Animal Hospital. Commissioner Hedlund stated that the Youngsville Woman's Club would provide refreshments and the Grace Haven Baptist Church Choir would be singing Christmas carols.

Belk wanted to update the Board on the progress of the Main Street Project Grant. He explained that November 18th was the deadline for consulting firms. He explained that they have heard back from some of the 85 notified firms and expect approximately six to twelve responses. Once staff has filtered through the responses, the Planning Board would then look over them. Belk stated that this would be pretty straight forward. He explained that there were four criteria that would need to be met. Belk stated that he would update the Board in December and hoped to have a selection before the end of the year.

Chief Kirts stated that the new three way stop signs on S Nassau Street and E Persimmon Street have helped cut down the speeding. Hurd stated that everyone she spoke with was very happy to have them. She stated that she has not received a single complaint.

Assistant Chief Graney stated that calls have increased approximately thirteen percent, total incidents are now 765 to date. He stated that Firefight Justin Lloyd and Chief Tommy Lloyd were awarded the Franklin County Firefighter of the Year Award for 2016. Assistant Chief Graney reminded the Board that Justin Lloyd had passed away recently. He stated that several members were in Florida doing the first inspection on the new Engine 41 for Station 1. Assistant Chief Graney stated that this would replace the current engine, which is the busiest in Franklin County. He also wanted to remind everyone that it was time to check the batteries in smoke detectors and carbon monoxide detectors.

Nash stated that Basketball Registration was ongoing. He stated that after the Christmas Tree Lighting Ceremony, there would be a Christmas movie shown at the Luddy Park. There would be popcorn and hot chocolate at the Concession Stand.

Hurd wanted to remind everyone of the events on Parade Day. She stated that the Rescue would host their Pancake Breakfast again this year. Parade lineup started at 9am and the parade would pull out at 10am sharp. Santa would be at the Library after the parade and the Gingerbread House Contest winners would also be on display there. The Christmas Tree Lighting Ceremony would start at 5:30pm and last about an hour. Hurd stated that the winners of the Decorating Contest would be announced there. Afterwards, a Christmas movie would be shown at the Luddy Park. She stated that flyers would be in the garbage bills containing the Holiday Schedule and Parade Day activities. Hurd stated that the Kiwanis Club now had nineteen families consisting of seventy one children. She stated that donations were still needed to help give Christmas to children in need.

Patterson explained that one of the Christmas Stars on Main Street was missing as Duke Progress did not replace the electronic box when they switched out the poles. He stated that Wake EMC had put up our decorations again this year for free and would be unable to come back this year to put it up at a later time. Patterson stated that they are scheduled to install the new Christmas Tree next week. He stated that they would also be getting leaves up on Thursday of next week as he would be out on Wednesday.

The meeting adjourned at 7:46pm.

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MINUTES
DECEMBER 8, 2016
7:00 PM
REGULAR MEETING
YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave the invocation. In attendance were Commissioners Graham Stallings, Larry Wiggins, Joseph Johnson and Terry Hedlund. Commissioner Catherine Redd was not in attendance. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Town Attorney Joseph Olivieri, Police Chief Daren Kirts, Zoning / Planning Administrators Bob Clark and Don Belk, Parks and Recreation Director Mike Nash, and Maintenance Supervisor Sheldon Patterson. A representative from the Wake Weekly was also present.

The first 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 approval of the minutes from the Board Meeting on November 12, 2016, the Tax Collector's Report, and the Police Department Report.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that they were moving along with the construction and look to have a completion date of February 1st.

The second item under Old Business was to reschedule the Public Hearing for January 12, 2017 for text amendments to the Zoning Ordinance concerning the telecommunications towers. Belk stated that due to the Thanksgiving Holiday, they did not meet the requirements for publishing the notice.

MOTION: TO RESCHEDULE THE PUBLIC HEARING FOR JANUARY 12, 2017 FOR TEXT AMENDMENTS TO THE ZONING ORDINANCE CONCERNING THE TELECOMMUNICATION TOWERS

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

The next item on the agenda was New Business. The first item under New Business to discuss the request by the Youngsville Woman's Club Museum of History. Attorney Olivieri stated that Commissioner Hedlund was recusing himself from this discussion and vote due to the fact that his wife was the President-Elect of the Youngsville Woman's Club. He summarized the request from last month and explained that the Board can't just give money to organizations, even if they were non-profit. Attorney Olivieri explained that the general rule was to issue grants for public purposes or to have a contractual arrangement for public service. He stated that the Board could either address the situation by dealing with the building or by taking ownership of the collection. If the Board took ownership of the collection, then they could contract with the Youngsville Woman's Club to maintain the museum. Attorney Olivieri recommended that the Board create a committee consisting of two Commissioners and two staff members that would meet with the Youngsville Woman's Club to come up with options. Mayor Flowers stated that he felt that was a good option as he loved the idea of having the museum to honor Youngsville's history. Commissioners Wiggins and Stallings volunteered. Commissioner Stallings asked about any liabilities to the Town and Attorney Olivieri stated that depending on the decision, the liability insurance could be something that the Youngsville Woman's Club would need to cover. Attorney Olivieri stated that there were ways to work that out and not expose the Town. When asked, Hurd stated that Tucker would be a good staff member for this committee. Chief Kirts also volunteered. Attorney Olivieri clarified that the Committee would consist of Commissioners Wiggins and Stallings and Staff members Chief Kirts and Tucker.

MOTION: TO APPOINT A COMMITTEE CONSISTING OF TWO COMMISSIONERS AND TWO STAFF MEMBERS TO REVIEW THE REQUEST BY THE YOUNGSVILLE WOMAN'S CLUB CONCERNING THE YOUNGSVILLE MUSEUM

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

The second item under New Business was to present the Annexation Petition by Holden Creek Preserve, Phase 1 on Holden Road. Hurd explained that they wish to only annex Phase 1 at this time, which includes the community center. She stated that there was no action needed for this Petition.

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

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

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

The fourth item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition by Holden Creek Preserve, Phase 1 on Holden Road. Hurd stated that she knew that the Board would order her to investigate, so she had already looked into it. She explained that she looked into the signatures on the Annexation Petition and compared them to the information on the Secretary of State's website for corporate information. Hurd stated that she felt everything was in order to the best of her knowledge.

The fifth 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 Creek Preserve, Phase 1 on Holden Road for January 12, 2017.

MOTION: TO ADOPT THE RESOLUTION TO FIX THE DATE OF THE PUBLIC HEARING ON THE QUESTION OF THE ANNEXATION PETITION BY HOLDEN CREEK PRESERVE, PHASE 1 ON HOLDEN ROAD FOR JANUARY 12, 2017

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 (if necessary). Mayor Flowers stated that there was no reason 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 the Parade was awesome this year. He stated that they also had a Grand Opening for Sew Soft and Sweet Gifts on Saturday, December 3rd as well. The Christmas Tree Lighting Ceremony went very well and they have a great time during Movie Night at the Luddy Park.

Commissioner Hedlund stated that the Christmas Tree Lighting Ceremony was a success due to the help of the Kiwanis Club, Youngsville Woman's Club, Youngsville Area Business Association, Grace Haven Church and Youngsville Parks and Recreation. He stated that it will be bigger and better next year.

Belk stated that thanks to Holden Creek Preserve, Youngsville was continuing to grow.

Belk explained that we received three letters of interest for the Main Street Improvement Project. He stated that these firms will be reviewed by Staff and the Planning Board. Once the Planning Board has decided on two finalist, Staff will check on their references. The Planning Board will reconvene on December 20th to make a recommendation. After the Planning Board has made their recommendation, NC DOT will confirm their selection and then give the Town approval to move forward on the cost proposals. Belk stated that there was an \$82,500 budget for this year, with the Town's portion consisting of \$16,500. He stated that we still looked on target to start construction in November of 2017.

Belk stated that we would have a Board of Adjustment Meeting on January 5th. He stated that there may be a possible second application.

Belk stated that Wine and Beer 101 – Youngsville was ready to move forward including Franklin County Inspections Report and the Driveway Permit was in progress.

Clark stated that Hampton Downs was moving forward and had placed a \$278,025 cash bond with the Town for the project. He explained that as they were moving forward quickly, they have completed approximately 75% of the work. Clark stated that they are requesting a release of \$189,800 of their bond. He explained that they would need a certificate from their engineer as well as Staff review before the Town could release the requested portion of the bond. Clark stated that the balance of the remaining work will take longer. He stated that they have also damaged Wolfpack Lane which they fixed themselves. Clark stated that we have not yet received their Annexation Petition but he would be reminding them about it. He stated that they will become Town streets once completed. Clark stated that he was asking the Board to authorize the Staff to proceed subject to the guidelines and proper documentation. Tatum asked if the Town engineer would be involved in this process and Clark stated that he would be.

MOTION: TO AUTHORIZE STAFF TO PROCEED WITH THE COLLECTION OF DOCUMENTATION AND COLLABORATION PRIOR TO RELEASING THE \$189,800 TO HAMPTON DOWNS

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. Tatum clarified that after receiving the proper documentation, Staff would not need to come back before the Board before releasing the funds. The motion passed unanimously.

Clark stated that the streets in Holden Creek Preserve are coming along. He stated that the Club House has already received their zoning permit and Phase 1 should contain approximately 52 lots. Clark stated that they are working on a few improvements.

Chief Kirts stated that the body cameras for the Police Department worked really well. He stated that they have helped reduce complaints 99% and unfounded claims are down 100%. Chief Kirts explained that there were a few problems with this type of device,

including storage and short battery life. He stated that they could trade them in for a better style. Chief Kirts stated that after trading in the older models, the new ones would cost \$5,999. He stated that there was \$3,663 in the bank and a \$350 donation from Southern Door and Trim would leave the Police Department requesting \$1,977 to upgrade all twelve cameras. Chief Kirts stated that there was also an annual fee of \$1,000 a year, which is a discounted price. When asked how long they have had the current body cameras, Chief Kirts stated about one year. Chief Kirts explained that the newer model will have better storage and security. They will have docking stations and only administrators will be allowed access to the recordings. Commissioner Stallings stated that this was a good idea and we should move forward. Commissioner Wiggins agreed and stated that we would be remiss to not upgrade them.

MOTION: TO PURCHASE THE NEWER MODEL BODY CAMERAS

The motion was made by Commissioner Wiggins and was seconded by Commissioner Stallings. The motion passed unanimously. Tatum stated that he would have to wait until after the audit was complete for the Budget Amendment.

Commissioner Wiggins noted that 1A South had been blocked earlier in the day and traffic was diverted onto Camille Circle. He stated that larger trucks like the Fire Department and Rescue had a hard time navigating around cars and trucks that were parked in the street. He stated that we had discussed this issue before. Chief Kirts stated that the current Ordinance does allow parking in the street as long as it does not block the entire street or prevent emergency services from coming through. He explained that they cannot enforce no parking in the street until the Ordinance has been updated. Commissioners Wiggins and Hedlund stated that they would look into updating the Ordinance as they were on the Ordinance Committee.

Commissioner Wiggins also stated that there was some construction debris that was not in the proper container. Tatum stated that Town Hall had not been informed of the problem. He explained that once we knew the problem existed we could better take care of it. Clark clarified the location of the problem. He stated that he had met with them last week and would contact them concerning the trash problem.

Chief Kirts stated that the new 3-way stop at S Nassau Street and E Persimmon Street was working well. He explained that he was looking at doing a 4-way stop at N Cross Street and E Franklin Street. Chief Kirts explained that there were a lot of speeders and once the Police Department moved, he had concerns that it would get worse. He stated that they would monitor the situation and make a recommendation soon.

Chief Kirts wanted to remind the Board that he would need more officers with all of the annexations and building going on. He stated that the call volume was up as was the traffic. Chief Kirts stated that he wants to have two officers on the streets at all times as it is no longer safe for it to be just one officer at a time. He stated that he needs at least one officer but would prefer two. Chief Kirts stated that he has looked into grants but there are none to cover what we need.

Chief Kirts stated that everyone did a great job for the Parade. He stated that there were more people this year than any other year which created more issues, especially concerning traffic. He stated that Town Staff, Hurd and Fuller, did an awesome job. Commissioner Hedlund stated that he wanted to have a post Parade meeting to discuss how to improve and fix any problems that arose this year.

Hurd stated that they had a large amount of help for the Parade this year, especially from the Kiwanis Club, Commissioner Hedlund, Nash and Dillard along with Chief Kirts helping with traffic, which helped it flow a lot smoother. She stated that there were a few hitches. Hurd thanked everyone that came out to help. She stated that there were forty two entrants to sign up but approximately one hundred showed up. Hurd stated that a lot of this will be worked out in the post Parade meeting.

Hurd stated that they were still working on the Kiwanis Club Christmas Care. She stated that they will be delivering presents next Saturday, December 17th. Hurd explained that any donations would be helpful as there have been a few more families to come in. She stated that they were up to 26 families with a total of 81 children. Any help is appreciated. Mayor Flowers asked if he needed to pick up the turkeys and Hurd stated that Mr. and Mrs. Whitehouse were still trying to get in touch with the people about the turkeys. She stated that she would let him know once they found out. Commissioner Hedlund wanted to clarify that gifts would be handed out on December 17th and Hurd stated that they would be handing them out at the Town Hall starting at 10am. She stated that she would have Town Hall open for volunteers by around 9am and it would end around 1pm.

Hurd stated that she has sent out the Debt Set Off letters for this year. She wanted to inform the Board that over the years since we started using the Debt Set Off Program, we have received \$40,970.80 in past due bills. Hurd stated that it was a great program. She explained that once a bill was over \$50 and sixty days past due, she could take the money out of lottery winnings or state refund checks. Hurd stated that she uses this for past due garbage, taxes, ordinance violations, and water / sewer when we had it.

Patterson stated that the Parade was great but there was one float that had a confetti canon and Hurd stated that she was looking for which float had the confetti canon so that they can make sure that they don't do that next year.

The meeting adjourned at 7:51pm.