



Town of Youngsville

Board of Commissioners

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MINUTES BOARD OF COMMISSIONERS

DECEMBER 12, 2019
7:00PM

REGULAR MEETING

YOUNGSVILLE TOWN HALL CONFERENCE ROOM

Mayor Fonzie Flowers called the Board Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Catherine Redd, Larry Wiggins, Joseph Johnson, Terry Hedlund and Commissioner-Elect Scott Brame. Commissioner Graham Stallings was not in attendance. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief J. G. Whitley, and Assistant Fire Chief Justin Graney. A representative from the Franklin Times was also present.

MOTION: TO APPROVE THE AGENDA

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

The next item on the agenda was to swear in the newly Elected Officials. Hurd swore in Commissioner Joseph Johnson and Mayor Flowers swore in Commissioner Scott Brame.

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

The next item on the agenda was the Financial Report. Lee Grissom, S. Preston Douglas & Associates, LLP, presented the FYE 2019 Audit Report. Audit Reports, Graph Handout and the Report to the Board were handed out. Mr. Grissom stated it was a seamless transition for the audit which was a pleasant surprise. He noted that Patterson did a good job and things were great with Staff overall. The financial records were in good shape and management provided everything they requested in a timely manner and there were no disagreements with management.

Mr. Grissom stated it was a good fiscal year for the Town as it related to the last four years. He stated there are two independent auditor opinions in the report. The first is the Financial

Statement Auditor Opinion, which the Board should be used to seeing all the time. They issued a clean Audit Opinion. The second is referred to as a “Yellow Book Opinion” that is in the back of the report. Mr. Grissom stated overall it was a clean audit. He explained that management oversees the financials, as well as internal controls. Mr. Grissom stated the auditors only give an opinion based on certain thresholds.

Mr. Grissom touched on some of the highlights of the audit. FYE 2019 the governmental funds increased Fund Balance by \$626,000 which was good. The General Fund was under budget by \$286,000 in total. The Tax Collection Rate was 97%, which was very good. The current ratio, which is assets divided by liabilities, is 5.3. Mr. Grissom noted that anything above a 2 is considered good.

In the Graph Handout, page 1 gives a five-year analysis of Fund Balance. Mr. Grissom noted the Fund Balance increased this year. He explained the difference between restricted and unrestricted funds.

Page 2 was an analysis of unassigned Fund Balance as a percentage of General Fund expenditures. Mr. Grissom explained this needed to be approximately 8%, or one month of emergency funds. The Town currently has 61.98% or the equivalent of seven months emergency funds.

Page 3 showed the total cash for all funds. The Town had \$1,911,089, which was a good year.

Page 4 showed the breakdown of revenue and Page 5 showed the breakdown in expenses.

Page 6 showed the long-term debt, which included the purchase of the new Town Hall / Police Department in 2016.

Mr. Grissom explained the two findings. Everything so far has been positive. He noted that he has discussed these issues with both Patterson and Cordeiro, noting Youngsville has not had a Yellow Book Report in the past. The first finding concerned the segregation of duties, found on page 53 and 54 of the audit report. Page 55 showed the proposed corrective action plan for both findings. Mr. Grissom noted that with a town our size, there is always a problem with the segregation of duties based on the size of staff. The four elements of segregation of duties is authorization, custody, recording and reconciling. He stated that none of these duties should overlap. However, in smaller offices it is almost impossible not to have this finding. The other finding pertains to form. Mr. Grissom stated Staff did a great job of staying under budget, \$286,000 in the general fund. He explained the preaudit process and noted some of the paperwork trail was missing. Mr. Grissom reiterated that Staff did follow the budget and spend the funds appropriately but there was some procedural paperwork that was missing. He stated he didn't think this would be a problem for next year.

Mr. Grissom encouraged the Board to read the beginning of the report, pages 3-10 for a good summary of FYE 2019. He reiterated there was good financial information to report and there were only minor findings. Mr. Grissom stated he enjoyed working with

Youngsville as Staff was organized and capable. He noted that Patterson did not have an extensive government background and recommended she get some training as it is different from regular accounting.

Mayor Flowers thanked Mr. Grissom for coming out. He noted this was the first time they have received the audit report this early in the year. Mayor Flowers appreciated their due diligence and thanked them.

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

- Minutes from the Regular Board Meeting – November 14, 2019
- Minutes from the Rescheduled Regular Board Meeting – November 21, 2019
- Tax Collector's Report
- Police Department Report

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was a presentation by the Old Town Hall Upset Bid Winner. Twig Wiggins noted he is a lifelong resident of Youngsville. He stated he was hurt by the Town when he found out he didn't buy what he thought. Mr. Wiggins explained that he has already hired a lawyer and architect because he trusted the Town.

Mr. Wiggins explained he had met with the original bidder, which he was fine with. Once he found out there was another bid, he went higher than he should have because it was Youngsville. He had already gone to Benchmark for the loan. Mr. Wiggins explained he went through a lot of trouble. He had looked at other sites, but they didn't fit with his vision or the owners weren't interested in selling. Mr. Wiggins referenced the rehabilitation in Franklinton, some of which were close to a million.

Mr. Wiggins stated he has spoken with restaurant owners, along with other tenants, that are interested in that location. Matt Winslow helped to put this deal together and Mr. Wiggins noted that Mr. Winslow has the best building on Main Street. He also noted that Mr. Winslow helped to remodel the Cross and Main building.

Mr. Wiggins stated he wanted to be treated the way the Board would like to be treated. He stated he was upset that after two years of deciding what to do with the building the Board refused the bid that was \$20,000 over the minimum bid. Mr. Wiggins stated he went through a lot of trouble and could beat what the Town wanted to do with the building. He stated he was planning on giving the tenants a year's worth of free rent. Mr. Wiggins stated he wanted the Board to look at him and do the right thing.

Commissioner Hedlund stated he was in a meeting last week with Mr. Wiggins and his understanding was that Mr. Winslow would be the contractor. Mr. Wiggins explained that Mr. Winslow would help with the renovations, but they have hired a different contractor, the same one Mr. Winslow used. He noted the restaurant would probably use a different contractor since they would need one that specialized in restaurants. Mr. Wiggins explained they would not use the building for warehouse space and understood why the Board would not want the buildings to be used that way. He stated the parking lot in back would be ideal, but it was not included. Mr. Wiggins stated he had been naïve.

Commissioner Hedlund wanted to clarify renovation costs would be approximately \$300,000 - \$400,000 and Joan Tuton stated that was correct. Commissioner Hedlund asked if a barber shop would be in the first building and Mr. Wiggins explained that Mrs. Tuton would have office space and a barber shop would occupy some of the remaining space. Mr. Wiggins stated they would have to upgrade the building, including plumbing. He explained the property would belong to his daughter, Joan Tuton, because he wanted an investment for his daughters. Mrs. Tuton reiterated they would not use the property as warehouse space.

Commissioner Redd noted that Mr. Wiggins never stops working and noted he had paid his dues to society. Mayor Flowers stated it was a big decision.

MOTION: TO PROCEED WITH THE SALE OF THE OLD TOWN HALL / POLICE DEPARTMENT PROPERTY

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. Commissioner Johnson stated that Mr. Wiggins' family has been a part of Youngsville for a long time. He understood the Board had concerns about the use of the property but felt the Board should take Mr. Wiggins at his word. It was all about giving him a fair shot. Commissioner Johnson stated a restaurant in that location would be a vital addition to the Town and he's all for that. Commissioner Hedlund stated he was grateful they were able to meet with Mr. Wiggins and Mrs. Tuton to clarify that they want to turn the area into something good. He stated the Board has done nothing in the area for the past three years. Commissioner Hedlund stated Attorney Bartholomew has also put in a lot of work and he hated to walk away from this opportunity.

Mayor Flowers explained the Board has a vision for what they want for the Town. He noted there had been a lot of vacant buildings on Main Street at one point and we have turned that around. The idea of having something that didn't fit with their vision was off-putting. Mayor Flowers stated this was nothing against Mr. Wiggins and Mrs. Tuton, it was just about the vision. He explained when the Board first started this process, they were unaware there were options other than selling the property, which included developing the property, leasing it, or swapping the land. Mayor Flowers stated that the Board was not trying to negatively impact Mr. Wiggins but felt they needed to investigate all other options.

Commissioner Wiggins asked what the time frame was and Cordeiro stated that Mr. Wiggins has been aggressive about the process and was excited to get started. Cordeiro

hoped to have a contract negotiated by the next Board Meeting. He explained they still needed to get the agreements for the easement and use of the shop, but his understanding was that Mr. Wiggins was ready to proceed immediately.

Attorney Bartholomew wanted to clarify if the Board had officially turned down the bid and Cordeiro explained they have not taken any action after fulfilling the upset bid process. Cordeiro noted we still had the deposit on hand. Based on that information, Attorney Bartholomew noted the Board was where they needed to be.

The motion passed with three ayes from Commissioners Wiggins, Johnson, and Hedlund and two nays from Commissioners Redd and Brame. Mrs. Tuton thanked the Board and noted they were ready to move forward.

The next item on the agenda was New Business. The first item under New Business was a discussion on the CAMPO Executive Board and Alternate Members. Commissioner Hedlund stated he has been doing the CAMPO Executive Board for six years. As he's also on five other Boards, he's become overwhelmed. Commissioner Hedlund stated he would like to step back from CAMPO if possible, noting that Commissioners Redd and Johnson have both already been on the CAMPO Executive Board previously. After learning the schedule, Commissioner Brame stated he would be able to attend the CAMPO Executive Board Meetings since he worked in Raleigh. Commissioner Hedlund stated he would help him through the learning process. Commissioner Redd stated it was very important that Youngsville be heard, especially for the traffic conversations. Hurd stated she would have a Resolution for next month's Board Meeting.

The next item on the agenda was Reports and Other Business. Mayor Flowers gave a big "Thank You" to the Christmas Parade Staff and Volunteers. He understood it was time consuming but felt the community benefited from it. Mayor Flowers stated most of the people really enjoyed the Christmas Parade and noted he loved it. He wished everyone in attendance a Merry Christmas and Happy New Year.

Cordeiro reminded the Board there was a Special Called Meeting for a Public Hearing on the Youngsville Development Ordinance (YDO) on January 7th, 6pm at the Community House. He noted Staff mailed postcards to all taxpayers alerting them to this Public Hearing with the hopes of having a better opportunity to engage more people. Citizens can contact Town Hall for individual appointments. Cordeiro explained all the information gathered will be incorporated into the final maps. He clarified the YDO is not all about zoning as it also included other standards that are important.

Commissioner Wiggins explained he voted to approve the sale because he felt the Board had gone into this in good faith and he did not feel right to change at this stage of the game. In light of the new information regarding possible options for the buildings, he cautioned the Board for the future. Mayor Flowers stated timing was everything. He explained the Board was unaware of the other options that were available to the Town. Mayor Flowers stated this was no one's fault, they just didn't know those options were out there. Commissioner Johnson didn't think the Town was in the business to own real estate, but he agreed they didn't want to sell the property if it was only going to be used as a

warehouse. He stated all the Board can do now was hope Mr. Wiggins does the right thing. Commissioner Hedlund stated he changed his mind after meeting with Mr. Wiggins and Mrs. Tuton to find out more about their plans. He stated he didn't see the Town getting \$300,000 in debt to renovate the buildings. Commissioner Wiggins stated he would have voted against it if he had found out they were not going to renovate the buildings for businesses.

Commissioner Redd stated the Christmas Parade was great and thanked the Staff and volunteers for all their hard work. She asked that everyone shop locally this holiday season, noting there were a lot of great places to shop. Happy Holidays!

Commissioner Johnson requested the speed limit in his neighborhood be lowered to 15MPH. Commissioner Redd noted the speeders were affecting quality of life in the area. When asked for clarification, Commissioner Johnson stated the speed limit needed to be reduced to 15MPH in the quadrant around the railroad tracks; Cross to Nassau to Railroad Streets. Cordeiro stated that if the main problem was speeders, he felt that increasing enforcement would be the first step before lowering the speed limit. He stated that people won't be happy, noting State Law allows for tickets to be issued if they go one mile over the speed limit. Cordeiro stated if the intention was to reduce the speed limit to 15MPH with the intention of not ticketing speeders until they go ten miles over, they would need to talk about what would work best. He felt the best way to solve the problem was through enforcement at this time. Chief Whitley agreed and recommended allowing his officers to enforce the current speed limit before reducing it. He explained that enforcement gets an immediate net reduction in the speed. Commissioner Wiggins stated his son lived on N Nassau Street and noted that a car almost hit him because it didn't stop at the intersection at Main Street. The new business on N Nassau Street has increased the traffic. Commissioner Wiggins stated that cars have loud mufflers and speed up N Nassau Street. Attorney Bartholomew recommended getting the District Attorneys' (DA) Office on board before they start the enforcement. He expressed concerns that some of the speeding tickets will get dismissed and the speeding will continue to be a problem. If the DA's office knows that Youngsville is trying to solve this problem, they will work with the Police Department. Chief Whitley agreed, noting the best practice is to get on board with the DA so they understand the real problem. Cordeiro stated the DA's Office might also be able to suggest other solutions. Mayor Flowers also agreed and felt that if people could see the Police Officers present in the trouble areas, then speeders would start slowing down. Attorney Bartholomew clarified the State Law as it concerned improper equipment and speed limits. He also explained the consequences for drivers.

Commissioner Hedlund thanked everyone for the Christmas Tree Lighting Ceremony, stating that everything went well. Commissioner Redd stated the hot dogs were fantastic. Commissioner Hedlund thanked the Woman's Club, Kiwanis Club, local churches, and the Choir. He also thanked Cordeiro and Chief Whitley for their help and Attorney Bartholomew for cooking. Commissioner Redd noted the Choir was great this year. Mayor Flowers noted that everyone had a great time. Commissioner Hedlund noted it had been mentioned in the past about moving the Ceremony to Luddy Park but felt they were not yet big enough to have to move. Commissioner Wiggins expressed his concerns about not having the Town Christmas Tree on Town property. Mayor Flowers explained the

Board wanted the Christmas Tree to be on Main Street so that it can be seen. Commissioner Wiggins stated that there was nothing other than the Ceremony that suggested it was the Town Christmas Tree. Mayor Flowers noted that some people have also made comments they thought the Christmas Tree went with the Youngsville Animal Hospital. Commissioner Hedlund stated the plan was to move to the Luddy Park once the Ceremony became bigger. Commissioner Redd expressed concerns that people won't see it at the Luddy Park and Mayor Flowers agreed. He explained the whole reason it was moved from the Mitchell Park to Main Street was so that it could be seen. Commissioner Hedlund felt that safety concerns would be the only reason to move the Christmas Tree from Main Street but there are not enough people at this time to make it a problem.

Commissioner Brame stated he was happy to be here and was looking forward to the opportunity. Mayor Flowers stated they were glad to have him.

Attorney Bartholomew stated he would work with Cordeiro and Mr. Wiggins' attorney on the contract for the old Town Hall property. He thanked the Board for allowing him the opportunity to continue to serve Youngsville. Attorney Bartholomew stated he always enjoys helping with the Christmas Tree Lighting Ceremony and wished everyone a Merry Christmas and Happy New Year.

Mayor Flowers formally introduced the new Chief of Police, J. G. Whitley. Chief Whitley stated he was thankful and appreciated the Board's show of faith and trust.

Chief Whitley stated the Youngsville Police Department received 327 calls in the past month. He defined what a call for service was and explained the new Police Reports. There were 27 crimes reported. Of those, 14 were reportable incidents.

Chief Whitley stated the Youngsville Police Department was conducting a survey with a deadline of January 1st. The first question was on closing off the intersection of S Nassau Street and Highway 96 with a removable barricade. This will allow the use of the street as needed. The second question concerned a right turn only from Persimmon onto Cross Street. Due to the high volume of traffic, accidents were common in that area. Chief Whitley stated this was his recommendation, but it can be discussed once they get the feedback from the citizens.

Chief Whitley stated that Shop with a Cop would be on December 17th. There were 12 local elementary school children that will participate. Each child will have \$125 to shop with and Youngsville Police Officers will shop with them. There was a short list of items they must buy, including clothes, then the rest of the money can be spent on toys. Cordeiro noted participants will have dinner that evening at the Community House and local businesses have volunteered to cater the meal. When asked, Chief Whitley stated they will post an announcement on Facebook to help bolster their exposure. Commissioner Redd stated she would share the information on the Town's Facebook page as well. Chief Whitley stated that Officer Parrish took it upon herself to head this project. He noted that she has been involved in a tremendous amount of community activities and has become a community liaison. Chief Whitley stated that Officer Parrish has just completed General

Instructor School and she can now teach material. He explained these classes were very intensive, college level material.

Assistant Fire Chief Graney welcomed Chief Whitley to the Town's Public Safety Team. He looked forward to continuing the collaboration they have built over the past couple of years. Assistant Fire Chief Graney stated he has worked with Officer Parrish when she was at RDU and was very pleased to see her in Youngsville. He stated she understood community policing and would be good for the Town.

Assistant Fire Chief Graney noted they had 1,020 calls for the year so far.

Assistant Fire Chief Graney thanked Hurd and Cordeiro for all their hard work on the Christmas Parade. He stated this was his first year participating as a spectator and he had a great time. Based on the comments from the crowd, everyone had a wonderful time. Assistant Fire Chief Graney stated Youngsville had a fantastic spirit of community to be able to work in the participants from the canceled Wake Forest Christmas Parade and thinks it shows in the teamwork, collaboration and spirit of the Town. He stated it makes him happy that he lives here.

Assistant Fire Chief Graney stated they hired three new firefighters that brings 24/7 staffing to three full-time personnel at Station 1. They still have part-time personnel and volunteers that help supplement nights and weekends. He noted there are always 4-5 personnel on shift at Station 1. They are working on solutions for the higher call volume.

Assistant Fire Chief Graney noted the cold weather creates more outdoor burning. He explained Youngsville Ordinances did not allow for burning other than commercially built chimneys. Assistant Fire Chief Graney asked that residents not burn their leaves or trash as it was a danger to the town.

As for the speeding issues on Winston Street, Assistant Fire Chief Graney stated he has witnessed people speeding and noted that it was a public safety issue.

Assistant Fire Chief Graney stated the Youngsville Fire Department was in the process of adopting a core set of values as they move forward; honor, integrity, pride, duty, respect. This will pave the way for them to create a vision for the next decade, where they are going based on those core values.

Assistant Fire Chief Graney stated he participated in the Kickball Season. He thanked Smith for all of his hard work. Assistant Fire Chief Graney noted his team fell to Main Street Flooring in the Championship game. He stated he was looking forward to spring.

Assistant Fire Chief Graney wished everyone a safe and Happy Holiday Season.

Cordeiro stated they had a successful start to the basketball season. He noted they have taken on Faith Baptist Church's leagues. Cordeiro stated they have more participation than previous years and the new participants have been pleased with the service. He stated this was a credit to Smith.

Hurd thanked Faith Baptist Church, Covenant Hope Church, Kiwanis Club, Commissioner Redd, Cordeiro, Smith, and everyone else that helped make the Youngsville Christmas parade a success. She noted there was a picture in the Franklin Times of Mayor Flowers, Commissioner Brame and Smith in their Christmas suits. Mayor Flowers thanked everyone as well, noting that having a strong plan of action, including traffic and timing, helped make things flawless this year. He thanked Cordeiro for his help as well.

Cordeiro noted we have entered leaf season and stated that Maintenance Staff members are doing an excellent job. He explained they are limited by their equipment and are doing the best they can. Cordeiro explained there were some cases where only half a pile of leaves was picked up, this was due to the leaves being too far from the hose. It was difficult for the employees to rake the leaves to curbside in their allotted amount of time. Cordeiro requested that the Board explain this to any citizen that may mention it to them. If possible, leaves should be rake close to the road. Hurd explained that it has started taking two days to pick up leaves due to all the new houses. She noted that she tells residents to rake the leaves in long, skinny piles along the curbside instead of one big pile that goes to far back into the yard.

The next item on the agenda was Closed Session. Mayor Flowers stated there was no need for the Board needed to go into Closed Session.

The meeting adjourned at 8:20pm.