



Town of Youngsville
Board of Commissioners
P. O. Box 190 / 134 US 1A South
Youngsville, NC 27596
(919) 925-3401 – Town Hall / (919) 925-3402 – Fax
CustomerService@TownofYoungsville.org
www.townofyoungsville.org

**MINUTES
BOARD OF COMMISSIONERS**

**MARCH 19, 2020
7:00PM**

SPECIAL CALLED MEETING

BUDGET PRESENTATION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Special Called Meeting of the Town of Youngsville Board of Commissioners to order at 7:03pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Cat Redd, Larry Wiggins, Joseph Johnson, Terry Hedlund and Scott Brame. Others in attendance were Town Administrator Phillip Cordeiro, Town Clerk / Tax Collector Emily Hurd, Assistant Planning and Zoning Administrator Erin Klinger, Parks and Recreation Director Andrew Smith, Finance Officer Kari Patton-Motluk, and Maintenance Supervisor Randy Smith. A representative from the Franklin Times was also present.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

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

The first item on the agenda was the FYE 2021 budget preview presentation by the Town Administrator. Cordeiro presented a slide show for the Board. He stated he wanted to highlight the important parts of the proposed budget. Cordeiro told the Board to interrupt him with questions as needed.

The first slide showed the changes in revenue.



Revenue



Cordeiro reviewed the proposed changes, noting the tax rate, vehicle fees and garbage fees would stay the same. The Community House rentals would increase based on a study Cordeiro conducted. When asked, Cordeiro felt the overall revenue would increase even with the loss of a few rentals. He stated we were currently well below the market rate. Commissioner Redd asked about half day rentals and Cordeiro explained the complications involved. Cordeiro explained his plan was to do this first and continue to make changes as we move forward. He stated he only increased rental revenue by 50% even though the price doubled. The money will be used to make improvements on the building. Cordeiro noted the non-profit organizations will still be able to rent for half price. Mayor Flowers stated friends and coworkers were staggered at how cheap it was to rent and Commissioner Hedlund stated it was still inexpensive for a full day.

Commissioner Hedlund inquired about the vehicle fees, noting he did not remember ever paying for them. Cordeiro explained they were collected with the vehicle taxes at the DMV when renewing tags.

Cordeiro explained the Permit to Dig in the Streets has been on the record; however, it has not been utilized. The fee was being increased to cover the costs associated with processing the permits. He noted that Franklin County Public Utilities (FCPU) and other utilities have historically dug up the streets for repairs. We're coming to a point where they are doing a substandard job when they are backfilling the cuts which then creates a depression in the streets. In anticipation of requiring them to follow this process, especially since we've never enforced it, Cordeiro explained he did an analysis and increased the application fee to cover the costs. He stated we may also charge a bond, or deposit, so that if the street

has not been repaired to the previous condition, the Town will be able to cover the costs of the repairs. Commissioner Hedlund stated this was a great idea.

Cordeiro explained the Special Events Permit was a new fee. He set the cost at \$50 based upon Staff effort and noted this was the standard most other municipalities charged.

Cordeiro stated tax revenue generated \$1.3 million last year and we expect about \$1.65 million in revenue based on the increased development, which is a sizable increase.

The next Slide showed the expenses that were funded.



Expenses – Funded



- Pay & Classification Study
 - Fully funded for second year (DI + COLA)
 - Re-aligned Police Department structure
- Police equipment + training
- Convert half-time Public Works position to full-time (advertisement to be published soon)
- CIP
 - Community house kitchen remodel
 - Luddy Park basketball court lights, pedestrian improvements (e.g. stairs), and gate repair
 - Town Hall Completion
 - New Public Works Facility

Cordeiro explained the Pay and Classification Study was fully funded for the second year. For the second year, each employee would receive a developmental increase (DI) and a cost of living adjustment (COLA). Cordeiro explained the COLA is based on information from the Department of Labor and the DI is a concept designed to award an employee who is at the apprentice level to get them up to the journeyman level of their trade, within a set period; six steps in seven years, with year one being their initial employment. The employee would go from minimum of their paygrade to the middle of their paygrade within seven years. From the middle to the maximum is based on performance. All the Police Officers that were brought up to the minimum paygrades in the Pay and Classification Study will receive a DI this year. He noted the Police Department would realign their structure. The additional Captain position was also funded. Cordeiro explained the Police

Department now had a Patrol Captain, a Support Services and Community Policing Captain, and two Sergeants with squads of four Police Officers under each Sergeant. Advertisement for the new position will start soon with the new hire starting the first week in July.

Chief Whitley explained he had identified gaps in training for the officers and some gaps in necessary training for the command staff after realigning their structure. This training is essential for success and he has increased the training budget from \$1,500 to \$4,600. As these opportunities haven't been afforded in the past, the costs should level out in the future. Chief Whitley noted the Police Officers should have already had this training.

Chief Whitley explained the budget for equipment would increase from \$2,700 to \$19,000. This includes essential medical equipment they did not currently have. These life saving devices will help save the lives of not only the Police Officers, but the citizens as well. Chief Whitley stated another significant purchase was ammo. He explained the Police Department currently purchases enough ammo for training but does not have a lot of ammo in supply. He would like to purchase ammo by the case with a three-year inventory for training and duty. Having this inventory on hand will negate any problems the market may experience.

Cordeiro stated the proposed budget also includes a training budget for tuition assistance for classes that are directly relevant to their job. This includes professional education at a college level. Cordeiro stated Chief Whitley and Administrative Specialist Wammock are working on grants for the medical equipment and other items.

Cordeiro stated they would convert the part-time Public Works position to full-time. This position would also become our fleet mechanic so they will need to have automotive and diagnostic training. This will help save money on basic maintenance for our vehicles. Cordeiro felt this position will help pay for itself in the long run.

Cordeiro stated Capital Improvements included remodeling the Community House kitchen, approximately \$15,000. At the Luddy Park, the basketball court will get lights, stairs will be added near Field 3, and the gates at the main parking lot will be upgraded. These gates will help the Town block off the parking lot as needed for special events such as the Christmas Parade.

Cordeiro also proposed completing the back section of the Town Hall complex. There is also a proposed Public Works facility as the Town will have to be out of our current facility by the end of February.

The next slide showed the Public Works Facility Site Plan.



Expenses – Funded

Public Works Facility Site Plan

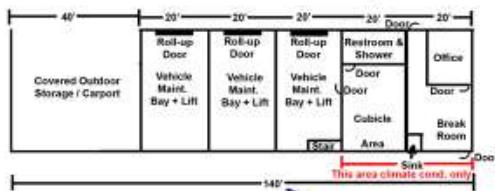


Cordeiro noted the property outlined in red belonged to the Town. The area marked in blue on S College Street is where the proposed Public Works Facility will be located.

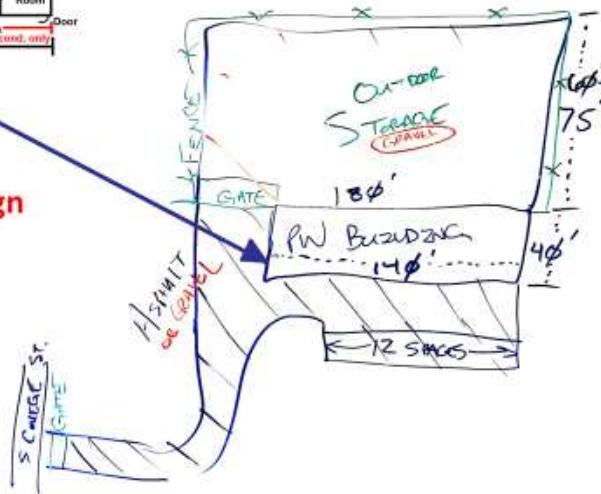
The next slide showed the Public Works Facility Design.



Expenses – Funded



Public Works Facility Design



Cordeiro explained the concept. The building structure would be premanufactured 40' x 140'. The left side would include storage where we can park some equipment. There will be three maintenance bays, that will not be airconditioned. The maintenance bays will have lifts in them. The right side of the facility will be airconditioned with cubicle areas, a restroom with shower, an office for the supervisor, and a breakroom / meeting space.

Commissioner Redd inquired about the need for three maintenance bays and Cordeiro explained it would be more difficult to add additional maintenance bays later. Depending on the budget and costs, we may only stock one maintenance bay at a time. Cordeiro felt it was best to take advantage of the costs savings now.

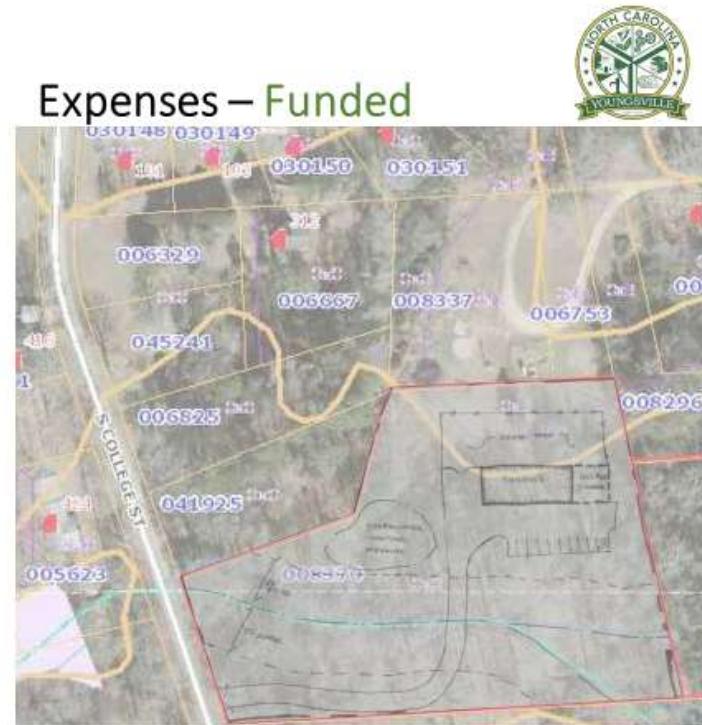
Commissioner Hedlund inquired about maintenance costs and Cordeiro stated the Town spent approximately \$60,000 - \$75,000 a year. A mechanic on staff with a maintenance bay could reduce those costs to approximately \$15,000 - \$20,000 a year. Emergency or large repairs would be taken to the shop, but the mechanic should be able to handle the rest.

Mayor Flowers inquired about storage for sand and salt for inclement weather and Cordeiro stated there will be an area for that type of storage. The back area of the facility will be fenced with a gate for outdoor storage. Cordeiro gave a brief overview of the layout for the back-storage area of the Facility. Cordeiro noted there will be twelve parking spaces at the front. Though he would prefer asphalt, based on costs, they may have to use improved gravel surface.

The next slide showed the site Public Works Facility Site Plan.



**Public Works
Facility
Site Plan**

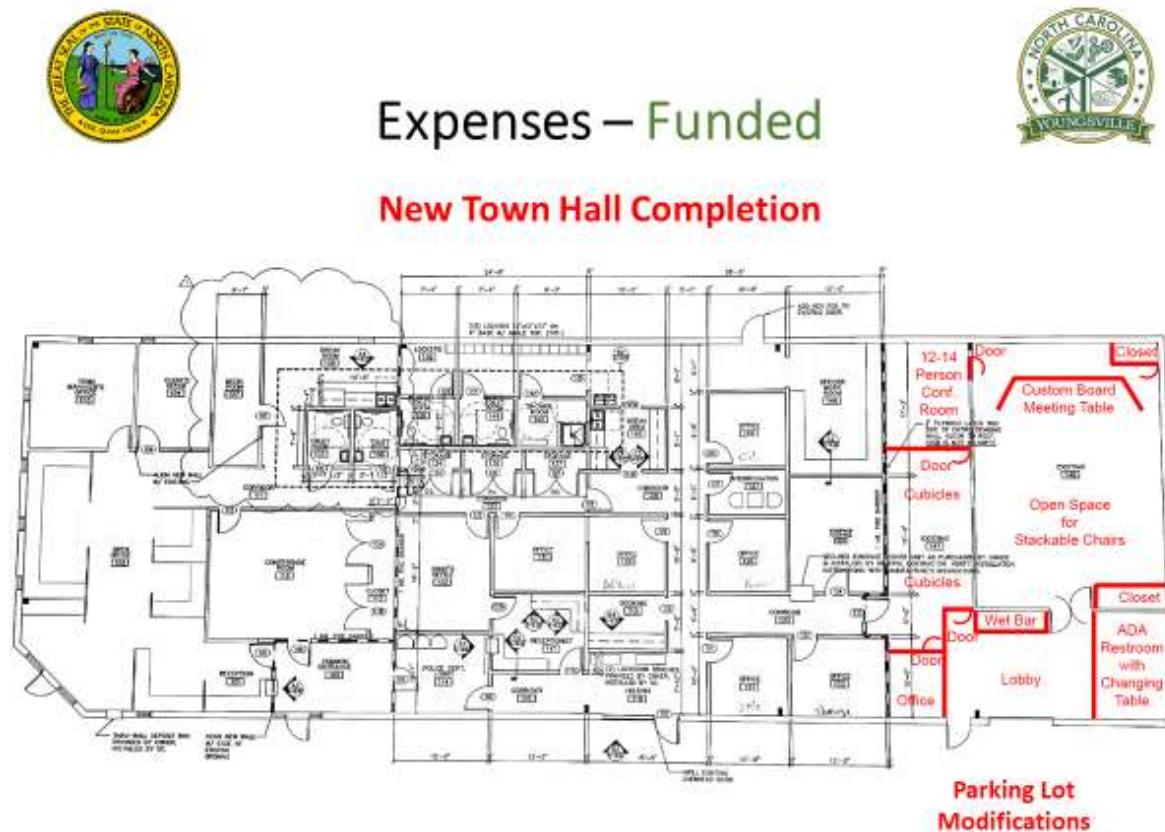


Cordeiro explained the blue line was a stream that had a buffer requirement and there would also be a storm water control pond. He explained the drawing was to scale. When asked, Cordeiro showed the location of the current pump station. Cordeiro explained there would be access and noted we may have to improve the surface, which should not be that expensive.

Commissioner Wiggins asked for more clarification on the storage of sand and salt as the weather would affect them if left in the open. Cordeiro stated they would probably be stored in the covered area or an outdoor storage shed.

Commissioner Hedlund asked if the mechanic would also help with public works and Cordeiro felt they would spend approximately 15% – 20% of their time on fleet maintenance and the remainder would be public works / solid waste duties.

The next slide showed the new Town Hall completion.



Cordeiro noted the map showed the improvements on the right side. The intention is to move the Board meeting space into this area. There will be a custom table, audio/video equipment and additional conference rooms. The space can also be used for training or offered to other government agencies. There is a small room that can be used for smaller training classes, conferences or Closed Sessions. The entrance will include a lobby and offer a kitchenette. The restroom will be ADA accessible. There will be a door that

separates the lobby from the workspace area. There will be a private office that could possibly be used for a future Human Resources Officer. Cordeiro stated these spaces will be needed as the town grows. He explained the parking lot would need to be improved. Hopefully, materials from the construction of the Facility can be used to raise the parking lot. Mayor Flowers noted the severity of the slope for the parking lot and expressed concerns about elderly people not being able to maneuver easily. Cordeiro stated this issue has been expressed to the engineer. Once the improvements have been made, the slope will not be that low, but we can install a ramp to make sure the meeting room will be accessible to everyone. Commissioner Wiggins asked for clarification on raising the grade of the parking lot and Cordeiro explained they will work with all options and try to keep the costs manageable.

Commissioner Brame inquired about the space as he has not yet had time to view the area. Cordeiro explained the previous owner used the room for manufacturing and the Town only finished the area where the Police Department was, using the remain space for storage and public works. Commissioner Wiggins asked if the area had heating and air. Cordeiro stated he was working with the architect to see if the current units could handle adding the new space. Commissioner Brame asked how the new meeting room compared to the Community House and Cordeiro stated it would be approximately the same size, possibly bigger. Commissioner Redd asked how people would enter this area of the building and Cordeiro explained they would use the door at the back of the building. When asked, Cordeiro clarified Town Hall Staff would probably enter the meeting room area from the outside instead of going through the Police Department. He stated he will speak with Chief Whitley and the engineer to see if there is another solution while maintaining the security of the Police Department. Commissioner Redd asked if there would be an awning or some sort of covering and Cordeiro stated they were planning to install one. Mayor Flowers stated a meeting room was one of things the Board wanted when purchasing a new Town Hall. He noted this would limit some of the problems with outside noises like the train and Main Street traffic. Mayor Flowers appreciated Cordeiro making this meeting space a reality. Commissioner Wiggins asked if there would be an additional emergency exit and Cordeiro stated another one will be added in the final plans. Mayor Flowers inquired about the capacity and Cordeiro estimated about 120 occupants.

When asked, Cordeiro explained he was using the Site Group as an architect for the site plan and he has been impressed with their work so far. He proposed the Site Group do the site design, which includes the layout, environmental, and stormwater. Their proposal was approximately \$31,000. For the actual architectural design, construction and administration, Cordeiro recommended using Integrated Design, which is a firm out of Raleigh. He explained the state law models the federal law concerning the regulations on how government agencies procure architects and engineers; the limit for exemption is \$50,000. Cordeiro explained that later in the agenda he was asking for approval to have the authority to delegate this as exempt for the site work that the Site Group is doing as it is under the \$50,000 threshold. He stated the construction administration and design includes all the drawings for the buildings, meetings between the engineer and the builder while the project is ongoing, and the bidding process. This contract is estimated at approximately \$130,000 worth of work, which is above the \$50,000 threshold. Cordeiro has been working with Patton-Motluk and Smith to issue a request for qualifications,

which is the public solicitation process for architectural and engineering services. Information will be released in the next couple of weeks and a pre-bid conference will be held for contractors to ask questions. The Town will then accept closed bids and choose the most qualified firm to conduct the work.

Commissioner Hedlund inquired about the grand total for professional services and Cordeiro stated it would be approximately \$170,000 with the total project costs of \$1,000,000. Cordeiro noted part of the funds will come from the sale of the old Town Hall / Police Department.

The next slide showed Capital Improvements that were unfunded this fiscal year.



Expenses – Unfunded



- CIP
 - Leaf truck
 - Street sweeper
 - Recreation center
 - Police department vehicles
 - 2 Ford Explorers
 - 1 truck for investigator and special events
 - School Resource Officer (→ Franklin County Sheriff)

Cordeiro explained the leaf truck would not be purchased this year even though we do have an employee with a CDL. The street sweeper was not necessarily needed at this time. He stated the recreation center would also go unfunded. Cordeiro stated the Police Department requested three vehicles but they will also go unfunded this year, noting that seven were purchased during the current fiscal year. He explained the School Resource Officer (SRO) will be unfunded this year and the Franklin County Sheriff's Office will fill that position. Commissioner Hedlund noted it used to be this way and Cordeiro explained this was the result of the position being less than half funded through the State grant.

Commissioner Redd stated she was thankful to have a Capital Improvements Plan (CIP), noting how helpful it was for planning and Mayor Flowers agreed. He stated the street sweeper would be good to have once Main Street has been improved. Cordeiro stated he could see it being funded next fiscal year.

Mayor Flowers noted the recreation center would be good to have soon as there is a need. Cordeiro stated he wanted to pave the lower kids play area for more basketball courts. He explained this may happen when we pave the streets to help save money on asphalt.

Cordeiro stated he planned on updating the CIP every other year.

Mayor Flowers stated the basketball program has grown. He noted the gym at Youngsville Elementary School was old and worn out. At some point, the Town will need to add a recreation center.

Commissioner Brame inquired about the Main Street Improvements Project (MSIP) and Cordeiro explained it already had its own fund. Cordeiro stated it is approved at inception and lasts for the life of the project. He stated the total cost would be approximately \$1.4 million with the Town only being responsible for 12%. The remaining costs were covered by federal and state funds.

Commissioner Redd inquired about Powell Bill Funds. Cordeiro stated he was expecting about \$45,000 for the next fiscal year, some of which will be used to satisfy the debt for the resurfacing program. As Youngsville gains more homes and tax revenue, we may issue more debt for another major repaving project. Commissioner Johnson asked if the Powell Bill was being used to fix the streets that utility companies had dug up and Cordeiro noted we were. Cordeiro explained he was working with Franklin County Public Utilities to pay for their street repairs. He stated he would continue to work with their Director along with Franklin County Manager Angela Harris. In order to make the repairs, the Town would have to hire / bid out the work and the Board will discuss this further at a future date. Cordeiro stated that one spot has been repaired but there are five others that still need to be fixed. Commissioner Wiggins noted there was a large area on Main Street and Cordeiro noted they had done a small repair. Commissioner Hedlund stated there was a hole in the sidewalk on W Main Street and Cordeiro stated those repairs were included in the MSIP. Mayor Flowers asked if it could be repaired or patched sooner and Cordeiro stated he would investigate it. Mayor Flowers noted there had been a sink hole under Main Street and wondered if that could be the underlying problem. Commissioner Johnson inquired about the construction of the brick sidewalk in that area and Hurd stated that was the first area done when changing the sidewalks on Main Street to brick. Cordeiro stated he would get Smith to look at it, including improving awareness and warnings about the hole.

Mayor Flowers asked what would happen if the tax rate was reduced by \$.01. Cordeiro explained the Town would lose approximately \$60,000 in revenue. Commissioner Hedlund wondered what could be reduced and Mayor Flowers stated that everything on the budget was needed. Mayor Flowers asked which items would be lost first and Cordeiro stated he would recommend cutting the Community House renovations and Luddy Park improvements. Cordeiro stated the need for the improvements at Town Hall and the Public Works Facility were too important, especially since we were losing the space at the shop on N Cross Street. Another item to be cut would be the tuition assistance. Mayor Flowers stated it was good to know what was gained or lost by changing the tax rate. Cordeiro felt the Town needed to grow more before we can reduce the tax rate. Mayor Flowers wanted to make sure the Board did their due diligence and noted that as Youngsville grows, we need to continue with a high level of service, which includes more staff.

Mayor Flowers thanked Cordeiro for a great presentation. Cordeiro introduced Finance Officer Kari Patton-Motluk to the Board. He also wanted to thank Smith, noting he was

working hard, and public works was moving into mowing season. There were no comments from the Department Heads.

Commissioner Redd asked about the timeline for a garbage truck and Cordeiro stated he was still thinking on it. He explained he has been working with Smith on finding the right size rear-loading garbage truck for the right price. Cordeiro didn't feel the Town should purchase a new one. He explained that he has requested the CIP's from other towns. Once you know when they plan to upgrade, you can plan on possibly purchasing one of the trucks they are getting rid of. Cordeiro stated he hoped to purchase one within the next couple of years under the right circumstances. Commissioner Redd asked if the right situation presented itself today, how would he handle that. Cordeiro stated he was confident he could find the funds, possibly using the savings in Fund Balance. When asked, he felt a used one would cost approximately \$30,000.

Commissioner Wiggins wanted to clarify the location of the Public Works Facility and Klinger stated it would be on the same side of the street near the new apartment complex. There would be a 100' buffer between the facility and the apartments. Commissioner Wiggins stated the developers of the apartment complex had noted they would have a rear access that would connect to a greenway towards the streams. Cordeiro stated he would work with the developers to come up with a mutually beneficial decision.

Commissioner Redd inquired about the area on the proposed location that contained yellow stripes. Cordeiro stated that was earmarked for future use, possibly for parks and recreation. The only challenge would be continuing the street which would be complicated due to railroad right of way and the expense of paving streets. Cordeiro stated he did see several different things they could potentially do on this site. He would also like to continue the road to the other side of the property.

The next item on the agenda was an Ordinance authorizing the Town Administrator to exempt specific projects from the requirements set forth in NCGS 143-64.31.

MOTION: TO APPROVE THE ORDINANCE AUTHORIZING THE TOWN ADMINISTRATOR TO EXEMPT SPECIFIC PROJECTS FROM THE REQUIREMENTS SET FORTH IN NCGS 143-64.31

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

The next item on the agenda was to direct the Town Administrator to execute a contract with the Site Group for engineering services related to the construction of a new Public Works Facility.

MOTION: TO DIRECT THE TOWN ADMINISTRATOR TO EXECUTE A CONTRACT WITH THE SITE GROUP FOR ENGINEERING SERVICES RELATED TO THE CONSTRUCTION OF A NEW PUBLIC WORKS FACILITY

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

The next item on the agenda was to direct the Town Administrator to execute a contract with Integrated Design for engineering services related to the construction of a new Public Works Facility. Cordeiro explained the Town would need to go through the request for qualifications process first but this action would allow for us to move forward if Integrated Design is the most qualified firm. If another firm was to win the bid, then he would present another action item for approval.

MOTION: TO DIRECT THE TOWN ADMINISTRATOR TO EXECUTE A CONTRACT WITH INTEGRATED DESIGN FOR ENGINEERING SERVICES RELATED TO THE CONSTRUCTION OF A NEW PUBLIC WORKS FACILITY

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

The meeting adjourned at 7:59pm.