

Town of Youngsville
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MINUTES

JANUARY 9, 2014

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:10pm, immediately following the Public Hearing. Commissioner Stallings gave invocation. In attendance were Commissioners Terry Hedlund, Joseph Johnson, Larry Wiggins, Catherine Redd, and Graham Stallings. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative / Zoning Assistant Kathryn Tucker, Attorney Joseph Olivieri, Zoning Administrator Bob Clark from N*Focus, Police Chief Daren Kirts, Police Assistant Melissa Dillard, Parks and Recreation Director Pete Gibson and Maintenance Supervisor Sheldon Patterson. Representatives from the Franklin Times and the Wake Weekly were also present.

The first item on the agenda was the presentation of Service Awards to outgoing members of the Board of Commissioners and the Parks and Recreation Department. Mayor Flowers stated that the outgoing members of the Board left a mark on this community that would last for a long, long time. He stated that he didn't know everyone personally so former Mayor Hardwick helped him gather information on awards and accolades. Mayor Flowers wanted to acknowledge Andy McGhee, former Parks and Recreation Director first. He stated that Mr. McGhee came into the situation where the Optimist Club was disbanding and the Town took over the Parks and Recreation Program and built it into one of the premiere programs in the area. Mr. McGhee helped to provide a place for the children to learn to be a part of a team and be a better athlete. Mayor Flowers stated that our children are better because of this program. He stated that Mr. McGhee left the program in a position to prosper. Mayor Flowers stated that Mr. McGhee has also served this community, along with his three sons, as volunteer firemen. Mr. McGhee was not in attendance so Commissioner Johnson accepted the plaque on his behalf.

Mayor Flowers wanted to recognize Leelan Woodlief next. He stated that Mr. Woodlief served this community more than most people knew for over 50 years. Mayor Flowers stated that Mr. Woodlief had served as both Mayor and Commissioner. His impact was not only in politics but also in the local economy as well at Woodlief's Supply selling a little bit of everything. Mr. Woodlief was a much respected Democrat. He took care of the problems in Town as best he could with his political connections. Mr. Woodlief was a faithful Christian at Youngsville Baptist Church, where he served as a Deacon. Mayor Flowers stated that all the things that people have come to love about Youngsville, Mr. Woodlief had a hand in establishing. Mr. Woodlief was not in attendance so former Mayor Hardwick accepted the plaque on his behalf.

Mayor Flowers wanted to honor Marvin Roberts next. He stated that Mr. Roberts had also served this community for more than 50 years. He too has served as both Mayor and Commissioner. Both he and Mr. Woodlief grew up in Youngsville and have dedicated years to this community. When looking back on the history of Youngsville, you will find Mr. Roberts involvement attached to everything. Mayor Flowers stated that Mr. Roberts was also an important part of the economy as well. Mr. Roberts worked at the Youngsville Bank and is currently in the insurance business on Main Street. He is also a very active member of Youngsville Baptist Church. Mayor Flowers present the plaque to Mr. Roberts.

Mayor Flowers then wanted to honor former Mayor Samuel Hardwick. He stated that Mr. Hardwick has been an elected official for 18 years; six of those were as Commissioner followed by twelve as Mayor. Prior to that, he had served on the Zoning Board of Adjustments, making a total of approximately 21 years of service. Mr. Hardwick is an active member of YABA and served as a Board Member on the Region K Council of Government. Mr. Hardwick still tries to participate in all of the events in Youngsville that he can. Mayor Flowers stated that Mr. Hardwick had told him once that only Mr. Roberts and Mr. Woodlief were born here, the rest of the Board moved here for a reason, because it was a great place to raise their children and call home. He stated that Mr. Hardwick considered his years in office successful and the Town had grown and the majority of the citizens were happy. Mr. Hardwick felt that this is where the Town is now and he looks forward to seeing it grow even more. Mayor Flowers presented the plaque to Mr. Hardwick.

Tucker wanted to speak about Mr. Hardwick. She stated that a few years ago, this Town had a mess. She stated that the morning after, Mr. Hardwick was there at Town Hall and has had the back of Youngsville, both the staff and the whole Town. Tucker stated that he has been behind the employees and citizens both. She stated that the incident did not affect anyone more than she, Hurd and Mr. Hardwick. Tucker stated that to see him standing there that morning was priceless and that Mr. Hardwick was priceless to this Town. She stated that she hoped the people of this Town knew that too.

Former Mayor Hardwick wanted to say that it has been an honor and a privilege to serve this community. He stated that he wouldn't trade it for the world. Mr. Hardwick wanted to thank the people that he worked with. He stated that the Town staff has been unbelievable. He stated that he felt the people in town don't realize how good the staff at Town Hall is as they are the ones who keep the Town going. He wanted to say thank you to the Staff and everyone else as well.

The second item on the agenda was citizen's comments. There were no citizen's comments.

The next item on the agenda was the Financial Report. Tatum stated that we have collected 94% of the current budgeted taxes through December 31st. He stated that everything is looking good and we need to keep on managing our expenditures.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of approval of the minutes from the Regular Board Meeting on December 12, 2013. Also included on the Consent Agenda were Tax Releases for Balloon's Etc, LLC, Removable Dental Lab, and the Town of Youngsville. There was also an appointment of Samuel K Hardwick to the ABC Board and a Budget Amendment 2014-8.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Redd 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 continue the discussion on the sale of land and storage building located on SW Railroad Street. Attorney Olivieri explained that we still needed a survey with a modern legal description of the property. He stated that there was a delay due to some lost paperwork but the surveyor should have this finished before the next Board Meeting and we can start the bidding process soon. Tatum wanted to clarify that we already have one bid on record and that we would have to advertise for upset bids once this was taken care of.

The second item under Old Business was the discussion of text amendments to the Zoning Ordinance.

MOTION: TO APPROVE THE PROPOSED TEXT AMENDMENTS TO THE ZONING ORDINANCE.

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. Commissioner Redd wanted to thank Clark for helping get us in the right direction. Commissioner Wiggins wanted to know if there was a limit on the time and Clark explained the original 180 days stayed in place if the conditions aren't met but it allows for clear intention to continue the purpose of the lot and it doesn't specify a time limit then. Clark clarified that the time is unlimited if intentions are same and the lot is maintained for the same use. Commissioner Wiggins wanted clarification on the 180 day time frame and Clark stated that under current Zoning, replacing the mobile home could only be done within the 180 days. After that, a stick built home would need to be placed on that lot. This current proposal would allow for property owners to replace the mobile homes under an unlimited time frame as long as the property is maintained for that purpose to include the water and septic systems. Commissioner Johnson asked if the time was affecting Mr. Smith and Clark explained that since the lot has been maintained the time would not affect him unless there is paperwork showing that the facilities such as water and septic are not viable. When asked, Clark stated that Mr. Smith would be able to get his permit as soon as they were ready to move the mobile home onto the property. Clark wanted to mention that the other option was to request a rezoning of the property and the Planning Board and staff felt that would end up with too much spot zoning. This method works to help keep that from happening and won't affect the overall policy which is the area is not zoned for mobile homes unless they are in a mobile home park. Commissioner Wiggins stated that within the first 180 days they could take it out

and replace it and Clark stated yes. Commissioner Wiggins then stated that after the 180 days, as long as everything has been maintained, it could go on indefinitely and Clark stated that was correct. The motion passed unanimously.

The next item on the agenda was New Business. The first item under New Business was to set the date for a Public Hearing for Ordinance changes for sections in Chapters 6, 9, and 12. Clark stated that the proposed changes were for the Minimum Housing Code, Nuisance Abatement, Junk Car Ordinance, Penalty Provisions, and a new code for Minimum Non-Residential Building Code. He asked that the Board look at setting a Public Hearing for February as John Ganus, the Code Enforcement Officer working on these, would be available to answer questions at that time. Clark explained that this would add a provision that garbage containers would need to be on all construction sites to help with litter problems.

Clark wanted to introduce Danny Eudy, one of Youngsville's Code Enforcement Officers. He stated that Mr. Eudy has been working with the community and has been both fair and firm.

Tatum stated that we would have a Public Hearing before the regular Board Meeting for comments concerning these updates and Clark agreed. Clark stated that Mr. Ganus would be here and better able to answer questions concerning them. Hurd stated that she would have them posted on the Town's webpage and a copy at Town Hall. Clark stated that they have been hindered a bit due to some of the older codes and they wanted to make sure that they were done well. Attorney Olivieri stated that his concern was that law enforcement would have issues enforcing them but after reviewing them with Chief Kirts, these are not something that would take away from keeping the community safe. He agreed with Clark that this was modernizing the Ordinances and was a much better way of cleaning them up.

MOTION: TO SET THE PUBLIC HEARING FOR PROPOSED CHANGES TO THE TOWN ORDINANCE FOR FEBRUARY 13, 2014

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

The second item under New Business was a discussion of Committee Appointments. Mayor Flowers stated that there were a few openings that needed to be filled. He stated that there were two positions open for Policy and one opening for Capital Improvement. Mayor Flowers started with Policy and asked who wanted to volunteer for that Committee. Commissioners Hedlund and Wiggins volunteered for Policy. Mayor Flowers asked Commissioner Johnson if he wanted to continue on with the Finance Committee and he stated yes. He stated that there was an opening in Capital Improvement and asked for a volunteer and Commissioner Redd volunteered. Commissioner Redd also wanted to discuss the Committees. She stated that she had proposed them in 2011 and none of them were currently meeting. Commissioner Redd stated that once Robbins left most of the Committees stopped meeting but now we had Clark to help. She stated that she would like to know exactly what is expected of each

Committee. She stated that she would like to see something in writing about the duties and expectations of each Committee. Commissioner Redd stated that she didn't want to see them sitting dormant like some of the older Committees were. Hurd asked if there were previous descriptions and Commissioner Redd stated that she thought she still had them. Hurd stated that we could table this discussion in order to gather more information and Commissioner Redd stated that she felt that we should also discuss how often they should meet and when, along with who should be involved in these Committees along with the Commissioners. She stated that she knew Clark had a lot going on but the Commissioners didn't have enough knowledge to do this on their own. She stated that she would get the information to Hurd and they could work on getting something before the next Board Meeting.

MOTION: TO ADOPT THE COMMITTEES AS STATED

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

The third item under New Business was to appoint the Mayor Pro-tem. Mayor Flowers stated that Commissioner Johnson has been willing to help out and asked if he was still willing to fulfill those duties and Commissioner Johnson stated that he was.

MOTION: TO RE-APPOINT COMMISSIONER JOSEPH JOHNSON AS MAYOR PRO-TEM FOR ANOTHER TERM

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

The fourth item under New Business was a discussion on the bidding process for the garbage contract. Tatum stated that the contract with Waste Industries ends on June 30th and that it has been mentioned before about putting the contract out for bid. Tatum stated that with Board approval, he would like to advertise for bids for the garbage contract. He stated that an advertisement would run in the Franklin Times over the next couple of weeks with a deadline of February 12th. Tatum stated that we would call around to the surrounding communities to see who did their service and would send copies to those companies as well.

MOTION: TO SET UP THE BID PROCESS FOR THE GARBAGE CONTRACT

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. 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 to discuss an ongoing employee matter along with civil and criminal investigation.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS AN EMPLOYEE MATTER WITH A CIVIL AND CRIMINAL INVESTIGATION

The motion was made by Commissioner Stallings and was seconded by Commissioner Johnson. It passed unanimously. The Board went into Closed Session at 7:46pm and came out at 7:55pm. Mayor Flowers stated that no action was taken.

The next item on the agenda was Committee Updates. Mayor Flowers asked that we bypass this as the Committees have not had time to meet yet.

Policy Committee –

Ordinance Committee –

Finance Committee –

Capital Improvement Committee –

Comprehensive Development Committee –

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that he has been trying to learn all of his Mayoral duties and appreciates everyone's patience. He wanted to thank Samuel Hardwick, Leelan Woodlief, and Marvin Roberts for their years of service. He stated that it was an incredible 150 years worth of experience.

Tatum stated that last month, the former Mayor requested that the Franklin County District Attorney's office allow outside parties to assist in the investigation and possible prosecution of matters that were investigated by the SBI for the last 2 years. He stated that the Town has not received an official reply to that request; however, the staff at the Franklin Times spoke with them according to an article. Tatum stated that the article states that when the investigation first began years ago, the SBI was not called in because the matter was too trivial. However, between that time and now the matter has been investigated by the SBI. At that time, they chose not to do anything but at this time they may be able to let an agency other than theirs prosecute but maybe not. Tatum stated that what we were trying to do was to let the local District Attorney know that there are other resources available to help prosecute white collar crime. He stated that we were asking our District Attorney to allow these other agencies to assist in this effort. Tatum stated that when they referred to this matter as being trivial, he was unsure of what they considered trivial as there was a theft of only \$4,000 from an ABC Store just up the road that the District Attorney's office did not consider trivial. Tatum wanted to express his frustration on behalf of the Town staff that we are not getting much cooperation on this matter and would also like to point out to the citizens that this is an election year. For citizens that are concerned about what is not happening in regarding this matter, that they might politely call the District Attorney's office to express their concerns. He stated that we are not getting anywhere so if they understood that this was of some concern to the citizens, we might get better action. Chief Kirts wanted to clarify that he was the one who was told that this business was trivial. He stated that he was the one who took this to

the District Attorney for them to take to the SBI and both he and Assistant Chief Mike Thomas were told it was trivial. Chief Kirts then requested that the SBI investigate in writing. He stated that the District Attorney's office never requested them.

Commissioner Redd wanted to thank Chief Kirts for going to the SBI and all of his work on this. She stated that this was not trivial and hopes that this will go somewhere.

Commissioner Redd also wanted to talk about Novant Health. She stated that the Public Hearing for the Certificate of Need (CON) would be held at the Youngsville Library on January 16th at 1:00pm. Commissioner Redd stated that this was to move one of the operating rooms from Louisburg to Youngsville. She stated that we need support and hopes that everyone will come out as this is a big deal. She stated that this would be great for both Franklin County and Youngsville as this would help Novant Health branch out. Commissioner Redd recommended that the Board come out and bring more people with them. She explained that people would be allowed 3 – 5 minutes and they needed to have what they wanted to say in writing. There would be a sign in sheet when you get there and then you will be called to speak. Commissioner Redd stated that the decision on the CON won't come until the end of March or early April. She explained that this would help to keep people in Franklin County instead of going to medical facilities in another county. Commissioner Redd reiterated that she felt this would do good things for both Franklin County and Youngsville.

Commissioner Johnson agreed with Commissioner Redd about how important it was to comment about the CON. He stated that there were several representatives from the Youngsville area at an earlier meeting. He stated that there were a lot of good reasons to move the operating room to the Youngsville area. Commissioner Johnson stated that the biggest thing that he noticed was that 85% of all surgeries done on Franklin County residents were done outside of Franklin County. He stated that there would be opposition from medical facilities from Wake County. Commissioner Johnson stated that it was very important because it would bring medical care closer to us but also bring subsequent medical practitioners to this area. He stated that they would need to get referrals from surgeons for the CON and it has been overabundant of physicians that state they would use this facility. He stated that it was very important to this area.

Commissioner Johnson also wanted to mention that the Parks and Recreation Director had meetings with the parents to talk to them about upcoming changes to the Program. He stated that Mr. McGhee did a lot for this area in both the Parks and Recreation Department and the Fire Department. He stated that Mr. McGhee was the face of that organization for about a decade. Unfortunately Mr. McGhee found another calling, that of a family business, but we should be appreciative of all that Mr. McGhee had accomplished during his tenure. Commissioner Johnson stated that it is a better community because of all that he has done. He stated that a new chapter has started and Gibson did a fabulous job of explaining what is expected of both coaches and parents. Commissioner Johnson stated that the Board made the right decision when they decided to hire him.

Commissioner Hedlund agreed that Gibson did an excellent job. He stated that he was pleased with what he had heard and seen so far and what he believes Gibson will be able to accomplish.

Clark wanted to brief the Board on several items. First, he attended the CAMPO meeting. He stated that he just sat in and they did adopt the Resolution in support of the Bicycle and Pedestrian Grant request for Youngsville. He stated that we were the only Town in this area to submit one, meaning less competition for us.

Next Clark wanted to mention that there were prospects coming in all the time looking for office space, etc. He stated that he was not at liberty to say who but he did want to mention that there was a business looking to expand. During this process he was put in contact with DOT concerning the formal agreements with CAMPO about maintaining the corridors along the highways. He is learning the Town's obligations concerning these matters.

Clark stated that Michael Shriver, who had the property at the corner N Cross Street and Winston Street rezoned a couple of years ago, was looking to start the process of surveying the property to put in four duplexes. He stated that it would be a staff review of the individual plans.

Clark stated that a citizen had requested the Town abandon an unused road, Marsh Street. A couple of adjoining property owners was concerned about the future of that street and may be interested in gaining that property. He stated that staff would prepare information for both the Town Board and Planning Board when things like this come up.

Also, Clark stated that he was approached by a development group that is looking to take six to eight acres of land in the Mixed Use zone for an apartment complex near Park Avenue.

Clark stated that he hoped to have an analysis of the Ordinances by February.

Clark stated that Hampton Downs, owned by Mark Hurt, was hoping to get started soon. He stated that there will be a request to either amend the Conditional Use Permit or apply for a new one for Phase 1 and possibly Phase 2 in February or March.

Clark wanted to mention that a local business wanted to open a topless bar in town and the answer was no. The location prevented this venture.

Clark stated that December was a pretty busy month. He wanted to thank Tucker for all of her help and information gathered. He stated that all of the Town Hall staff was a great help. He stated that they should be able to start some of the planning soon and he's looking forward to that.

Also, Clark stated that Mr. Eudy had some comments he would like to make. Mr. Eudy stated that he was a retired Fire Fighter and Police Officer with 30 years of experience in Creedmoor. He stated that he has also served as an assistant Magistrate and has a good

understanding of criminal and civil law. Mr. Eudy stated that in 2013, we had 47 cases, of which 42 have been closed. He stated that two are still open because he does not have the authority at this time to enforce the Ordinance. He stated that the other three are zoning cases. Mr. Eudy stated that one is on Pine Drive concerning illegal burning and violations of home occupation regulations. He stated that they have not responded to any of his attempts to contact him. He stated that today he has spoken with the Fire Marshall's office and they will investigate the illegal burning and we will be looking at the home occupation problems.

Mr. Eudy stated that we have done two sign sweeps and collected 90 signs. He stated that he tries to write a letter explaining the violations. Mr. Eudy handed out a progress report to the Board and explained the information contained in it. Commissioner Stallings stated that he likes this, both the idea and the approach. He asked how many cars someone could have in their yard, especially cars that haven't moved in years. Mr. Eudy stated that if he receives a complaint, he would first come to talk to the owner. If he doesn't get anywhere with that, he would then send a notice of violation that includes a deadline to remedy the problem. The vehicle would need to be either operational or relocated. If there is a second notice sent, there would be a final deadline given. If that has been violated and the vehicle is still located on the property or is not operational, then he would have a company tow the vehicle. The company that tows the vehicle would be responsible for collecting the fees for towing and storage. Failure to pay the company would result in the company contacting DMV to gain title to the vehicle in order to strip or sell the vehicle. Commissioner Stallings asked the time frame for leaving a pile of brush in a back yard and Mr. Eudy stated that if he gets a complaint on that and has the authority by Ordinance, he will follow the same process basically. The only difference would be before having the property cleaned he would approach the Finance Officer to make sure that there was money appropriated to have it cleaned. The property owner would then have to pay the fees to Town Hall and if they fail to do so, a lien can be placed on their property. Hurd asked if the authority issue would be addressed during next month's Board Meeting and Mr. Eudy said yes. Commissioner Stallings asked if this would also cover barking dogs and Mr. Eudy stated that he would have to check. Hurd stated that she thought it was included in the Nuisance Ordinance. Commissioner Redd asked if the home occupation regulations were in the packet and Hurd stated yes. Hurd then corrected herself and stated that it was Minimum Housing Code that would be up next month and that home occupation was under the Zoning Ordinance. Commissioner Redd stated that she couldn't find them and Clark stated that he has read them but the Zoning Ordinance is hard to navigate. Mr. Eudy stated that he would be taking care of things like non-residential, substandard housing, junked cars, public nuisances such as tall grass and debris, and Zoning Ordinance issues. Commissioner Wiggins asked if the changes in the Ordinances would give him the authority that he needs and Mr. Eudy stated yes.

Commissioner Stallings wanted to ask Chief Kirts about an issue at the railroad tracks a few days previous. He explained that as they were mowing on the tracks, the safety arms would lower and rise constantly. Chief Kirts stated that it was due to the motion. He stated that they reset it but the arms kept continuing to rise and fall. Chief Kirts stated

that there was nothing he could do about that. Commissioner Stallings stated that he had concerns about emergency vehicles trying to get across the tracks in a situation like that.

Commissioner Redd wanted to mention that the Clark Family Dentistry would have their Grand Opening on January 22nd at 9am. They are located near the Med Access on Capital Boulevard.

Chief Kirts wanted to talk about police vehicles. He stated that one of the loans is coming to term and being paid off and he would like to roll over into a new loan for another car. Chief Kirts explained that there were two 2000 Chevrolets that are off service because they are no longer fixable. He stated he wanted to surplus those vehicles and sell them. They have over 200,000 miles on them. Chief Kirts stated that he has several cars that have close to 100,000 miles. He explained that if he can get a new vehicle to replace the one that is being paid off and get another vehicle next year, he will then be able to rotate a vehicle out every year. This would allow them to be able to sell a working vehicle instead of junking them. Chief Kirts requested that the Board allow him to purchase a new vehicle. Tatum stated that he didn't see spending the money to repair a vehicle that we would have to junk in a few months. He stated that their request was to allow Chief Kirts to see what vehicles were available. Chief Kirts stated that the proceeds from the sale of the two older vehicles would help equip the new one. He stated that this would allow a rotation of one vehicle a year when they reach about 90,000 miles instead of 200,000 miles. Tatum stated that once Chief Kirts found a vehicle and they knew what the terms would be, he would present a resolution to purchase.

MOTION: TO MOVE FORWARD WITH THE PURCHASE OF A NEW POLICE VEHICLE

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

Patterson stated that he has injured his knee and has been out but everything is going good while he's been gone.

Gibson stated that all is well in the Parks and Recreation Program. He stated that the two open forums were well attended by approximately 60 people. Gibson stated that he was in the process of making rules and policies. Mayor Flowers stated that he liked how it was handled when he sat in on one of the meetings.

Hurd stated that when we were doing Committees earlier in the meeting, we forgot to designate a CAMPO representative. Hurd explained that it was during the day and has to be an elected official. They last approximately 2 hours and are located in downtown Raleigh. Commissioner Johnson asked if Clark could go to the meetings and Hurd explained that there were two committees for CAMPO, one for elected officials (who have voting privileges) and one for staff. Commissioner Hedlund volunteered to represent Youngsville at the CAMPO meetings. Hurd stated that she would bring a Resolution, under the Consent Agenda, next month.

Hurd also wanted to mention the Ethics Training. She stated that she was having issues purchasing the webinar for the Ethics Training. She explained that new training would take place this summer and she would be able to purchase that training in June. Hurd stated that this was in line with the twelve month period the newly elected officials have to take the course. She stated that this training was for both newly elected and re-elected officials so she would give the information out to all of the Board. Hurd explained that the Board would have it for 30 days, there would be a small training session and then a question and answer section. Once that has been completed, there would be a form that they will need to sign and turn into Town Hall. Hurd stated that she would get that taken care of in June. Attorney Olivieri asked if he would be able to watch it as well and Hurd stated that he could but there was a note that stated that Attorneys would have to purchase separately for the CLE credit. Attorney Olivieri asked to be informed when training happened for the Board and Hurd stated that she would let him know and the fee was \$125.00 this year. He stated that he would like to see the training that the Board does as it would help him keep him in the know. Hurd stated that she would send it to the Planning Board as well even though they don't have to go through the training. She stated that she felt some of them would probably like to have that knowledge.

The meeting adjourned at 8:34 pm.

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MINUTES

JANUARY 23, 2014

SPECIAL CALLED MEETING YOUNGSVILLE COMMUNITY HOUSE

TO CONSIDER EXECUTING A MERCHANT BANK CARD AGREEMENT WITH INDEPENDENT BANKERSBANK IN ASSOCIATION WITH UNION BANK AND TRUST FOR THE PARKS AND RECREATION PROGRAM

Mayor Fonzie Flowers called the Special Called Meeting to order at 7:00p.m. In attendance were Commissioners Terry Hedlund, Joseph Johnson, Larry Wiggins, Catherine Redd and Graham Stallings. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, and Attorney Joseph Olivieri.

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

The next item on the agenda was to discuss executing a Merchant Bank Card Agreement with Independent Bankersbank in association with Union Bank and Trust for the Parks and Recreation Program. Mayor Flowers stated that the Board has the information and asked if there was any discussion.

**MOTION: TO APPROVE THE MERCHANT BANK CARD AGREEMENT
WITH INDEPENDENT BANKERSBANK IN ASSOCIATION
WITH UNION BANK AND TRUST FOR THE PARKS AND
RECREATION PROGRAM.**

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

The Special Called Meeting was closed at 7:01 p.m.

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MINUTES
FEBRUARY 20, 2014
RESCHEDULED FROM FEBRUARY 13, 2014
REGULAR MEETING
YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Terry Hedlund, Joseph Johnson, Larry Wiggins, Catherine Redd, and Graham Stallings. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Attorney Joseph Olivieri, Police Chief Daren Kirts, Police Assistant Melissa Dillard, and Parks and Recreation Director Pete Gibson. A representative from the Franklin Times was also present.

Mayor Flowers explained that February’s regularly scheduled Board Meeting had been rescheduled due to inclement weather. Due to General Statues, the Public Hearings would have to be rescheduled to the March 13, 2014 Board Meeting in order to meet the advertising requirements.

The first item on the agenda was citizen’s comments. Keith Falt, East Woods of Patterson, wanted to mention the new fence at the National Guard Armory. He stated that he felt it was inappropriate to have a barbwire fence so close to the baseball fields. Mr. Falt stated that it now looked industrial and not appropriate for the neighborhood. He stated that it was open on two sides and not very secure, making the extreme measures of the area with barbwire ineffective. Mr. Falt also wanted to state that the roof of the other Armory building was an eyesore.

Patricia Anderson, E Main Street, stated that she has been working with Attorney Olivieri on purchasing the property on SW Railroad Street. She stated that it was concerning how much time has elapsed during the process and that there was a lengthy delay in correspondence with the attorney. She stated that this has been going on for over eight months. Mrs. Anderson stated that she would help if needed but mentioned again how concerned she was over the length of time it has taken.

Mary Margaret Norman, Patterson Woods, wanted to mention that during the recent snow storm, the Town snow plow had messed up two areas in the Patterson Woods neighborhood. She stated that the maintenance crew has been working on fixing one area and may have missed fixing the other area. She stated that she felt the areas needed to be resodded instead of just reseeded.

Janis Cyrus, YABA, wanted to mention that the grand opening of Clark Family Dentistry would be on March 19th. They are located on Capital Boulevard near MedAccess Urgent Care.

Mrs. Cyrus also wanted to mention that the YABA Business Expo would be on March 20th and would have approximately 35 – 40 vendors and non-profit organizations. She stated that this was an excellent time to meet the local business owners. Mrs. Cyrus stated that there would be prizes and free giveaways.

Mrs. Cyrus wanted to mention that YABA would host a Candidates Forum for the people of Youngsville to come out and meet the candidates for Sheriff and Clerk of Court. They are hoping to hold this at either the Youngsville Community House or at Hill Ridge Farms.

Mrs. Cyrus stated that she had attended a meeting earlier with several State Legislators. This concerned turning 401 into a four-lane highway. She explained that they have been working on this for several decades. At this meeting, ideas were presented about the new way roads are rated for upgrades of this magnitude. Once a road meets the three standards, the most important ones are picked. Mrs. Cyrus stated that if 401 could be widened, it would help with traffic in Youngsville on 96.

Mayor Flowers asked where the Business Expo would be held and Mrs. Cyrus stated it would be at the Armory from 4pm until 8pm.

Laurine Young, E Franklin Street, stated that she had recently moved into Youngsville and has a water runoff problem. She stated that she has met with Bob Clark and Bill Tatum and both men have gone out to her property to check on the problem. She explained that water was standing beneath her house located at 204 E Franklin Street. Mrs. Young explained that the Town Engineer, Robert Graham, has also come out to look at her problem. She stated that he came and met with her on February 11th and then came out on a rainy day, February 19th, to see how the water was flowing. Mrs. Young stated that she can't move on this until other problems are fixed. She stated that a swell has been suggested. She stated that she has a meeting with another engineer next week. Mrs. Young explained that the problem became evident in November. She stated that she has had the moisture barrier under her house replaced. She explained that it had been dry but now it is extremely muddy. Mrs. Young stated that on many occasions she has had standing water under the northeast side of her house. She explained that Mr. Graham had suggested she get a sub pump which she will do. She stated that she has dug troughs to channel the water away from her home. Mrs. Young stated that she wasn't sure where to turn to next but she needs help to rectify the situation. Commissioner Stallings asked for clarification about the location of the house and Mrs. Young explained where she was located. Commissioner Stallings asked if the runoff was coming from behind the house and she stated yes. Mrs. Young stated that some of the culverts needed to be cleaned out to help the flow and suction of water from her yard and the Town's maintenance crew has started working on that. Tatum stated that Mr. Graham would be submitting a written report for the Board. He explained that the water started back from the church then runs downhill across the Town's property into hers. He stated that there is no easy fix. Tatum explained that originally we thought a ditch could be placed on the edge of her yard but that would kill her trees. He stated that Mr. Graham's report would include recommendations to help fix this problem. Mrs. Young stated that her neighbor has tried

using cinderblocks but this hasn't stopped the flow of water. Commissioner Wiggins stated that he has property in that area and knows that drainage is a problem. He stated that it comes from Youngsville Baptist Church's parking lot. Commissioner Wiggins stated that there wasn't a proper ditch for drainage. Mrs. Young stated that it might be a place to start. Mayor Flowers stated that the Board would take a look at the report once they've received it.

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 Public Hearing on January 9, 2014 for the proposed text amendments to the Zoning Ordinance, the Regular Board Meeting on January 9, 2014 and the minutes from the Special Called Meeting on January 23, 2014 for the merchant contract agreement with Independent Bankersbank in association with Union Bank and Trust for the Parks and Recreation Program. Also included on the Consent Agenda was a Resolution to purchase a new Police Car. Commissioner Wiggins asked about the car being purchased and Tatum explained this was for the new Police car that the Board had voted on purchasing last month. Chief Kirts explained that it was a 2013 Dodge Charger.

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 to continue the discussion on the sale of land and storage building located on SW Railroad Street. Attorney Olivieri stated that the paperwork has been done and is in the hands of the neighboring property owners, Trico Investments and the Jenkins brothers. He explained that there was an issue getting in touch with the property owners as the tax records did not have current contact information for either of them. He stated that the survey was done and the deeds have been drafted. Attorney Olivieri apologized for the delay but assured everyone that it was done and once he gets the signed paperwork back from the owners, it would not sit on his desk. After all of this has been completed, the Town would have a clear title to the property. He explained that this was a 70 year old problem so it did take a while to fix. Commissioner Stallings asked what happens next and Attorney Olivieri stated that the work has already been done for advertising. Tatum explained that there was already a bid on the property so the Town would be advertising for upset bids. Attorney Olivieri stated again that he was waiting for the paperwork and once he had them, they could be recorded for a clear title to the property. Once that is completed then the advertising for the upset bids could begin. Commissioner Stallings asked if people would have their answers by the next Board Meeting and Attorney Olivieri stated yes. He did state that it was dependent on getting the paperwork back from the neighboring property owners in a timely manner. Scott Anderson asked what would happen if they didn't sign the paperwork and Attorney Olivieri stated that the Town could sue them for it. Attorney Olivieri stated that best case would be for us to get the

paperwork soon and the worst case was that the paperwork could get ignored or they could refuse to sign.

The second item under Old Business was the discussion of text amendments to the Town Ordinance. Mayor Flowers stated that this would be held during next month's meeting after the Public Hearings.

The third item under Old Business was a discussion of committees and their duties. Commissioner Redd stated that she had met with Hurd to discuss changes to the committees. She explained that in 2011 she had proposed to change the older committees, that were unused at that time, to five committees; Policy, Ordinance, Finance, Capital Improvement and Comprehensive Development. Commissioner Redd stated that she felt that Policy and Ordinance should be combined into one committee as they are very similar. As this committee would be doing double duty, this would be the only committee that Commissioners Hedlund and Wiggins would need to be on. As Clark and N*Focus would also be working on updating the Ordinances, this shouldn't be an overwhelming task like it used to be. Commissioner Redd stated that she felt the Finance Committee could stay the same. She stated that even though N*Focus would be helping the Town with their planning, the Capital Improvement and Comprehensive Development would need to provide them with outlines of where they want the Town to head in the future. She reminded the Board that the interns had completed a downtown plan to help these committees move forward. She didn't want this effort to be to wasted. Commissioner Redd stated that she felt that these committees should start working on their outlines to give to N*Focus. Commissioner Stallings wanted to know how the other Commissioners felt about their committees. Commissioner Wiggins stated that he was willing to stay on the Policy / Ordinance committee with Commissioner Hedlund. He agreed that both Policy and Ordinance were closely aligned. Commissioner Hedlund agreed. He asked for clarification about attendance at both the CAMPO meetings and the NEAS meetings. Commissioner Redd stated that she would attend the NEAS meetings as she has been involved in that for about a year now and Commissioner Hedlund would continue on as the Town's CAMPO representative. Commissioner Hedlund stated that he would attend the NEAS meetings when he could. Commissioner Johnson agreed that he was fine continuing on with the committees that he is currently on. Commissioner Redd suggested that Commissioner Johnson be on the Capital Improvement as he had knowledge about where the Town would like for their Parks and Recreation Department to head in the future. The proposed committees were Policy / Ordinance for Commissioners Hedlund and Wiggins, Finance for Commissioners Johnson and Stallings, Capital Improvement for Commissioners Redd and Johnson and Comprehensive Development for Commissioners Redd and Stallings.

MOTION: TO ADOPT THE COMMITTEES AS PROPOSED

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

The next item on the agenda was New Business. The first item under New Business was a request from Woody Vondracek to pave the dirt road that he lives on, the 300 block of

NW Railroad Street. Tatum explained that this would be a good time for a discussion on all of the roads in town that may need to be paved or repaired. He stated that there was Powell Bill money that needs to be spent within two years or the Town would have to pay it back to the State. Tatum explained that we have been holding this money back for sidewalks but it will need to be spent before we finalize the grants for the sidewalks. Commissioner Hedlund clarified that they would need to put a list together of roads and analyze them to put them on a priority list. Commissioner Redd stated that this would be a good project for the Capital Improvement committee. Hurd stated that she could give everyone a copy of the Powell Bill map to see which roads are covered by the Powell Bill money as well as which ones are paved and the length of each road. She stated that each Commissioner is assigned a section of town and they could give the Capital Improvement a list of the problem roads in their areas. Commissioner Wiggins asked if the number of homes and businesses on each road could be included. Commissioner Stallings wanted clarification on the time needed to spend the money as we have been talking about this for a long time. Tatum agreed and stated that we have been waiting to spend the Powell Bill money on sidewalks. Commissioner Redd stated that we were going to use it to put in the sidewalks but now we have applied for the Pedestrian Grant that would help us get a plan as to where to put the sidewalks in town and which will in turn lead to other grants that will help us install the sidewalks. Commissioner Redd explained that by the time those grants come to fruition the Powell Bill money will have hit its deadline. Hurd explained that the Powell Bill deadline for spending money was ten years but had been reduced to five years. She stated that the Town gets about \$38,000 a year with about \$110,000 in the savings account. Hurd stated that we didn't have to spend all \$110,000 but we did need to spend some to cover that one year that is getting close to its five year deadline. Commissioner Stallings wanted to know why we couldn't go ahead and install the sidewalks instead of holding the money for years waiting on the plans to be made. Tatum stated that it would not be easy as there were issues in some areas where we want to install the sidewalks, such as telephone poles in the way. Hurd stated that the Town would need an engineer to fix some of the problems before sidewalks could be installed. Commissioner Stallings stated that we have been talking about them for years and it needed to get done. Commissioner Redd agreed that we have been talking about them for a while but that was why she helped to get this Pedestrian Grant started. She explained that we would find out in May if the Grant has been accepted and once we have the Grant then we can get someone to plan out how and where to install our sidewalks for free. She stated that it had been discussed about installing sidewalks here and there but why should the Town spend the money to piecemeal sidewalks when we can get a grant that will give us a cohesive plan. Commissioner Stallings stated that he understood. Mayor Flowers clarified that Hurd would get the maps together for the Commissioners and they would report back to the Capital Improvement committee. Tatum asked that this project was being referred back to the Capital Improvement committee and Mayor Flowers stated yes. Commissioner Redd asked if Tatum would get back with Mr. Vondracek and let him know that they were in the process of looking into paving roads and his request would be considered and Tatum said yes.

The second item under New Business was a discussion of Parks and Recreation Policies and Standard Operating Procedures. Gibson stated that he was presenting two

documents, Coaches Code of Conduct and Parents Code of Ethics, for the Board's approval. Commissioner Redd stated that they looked good.

MOTION: TO ADOPT THE PRESENTED COACHES CODE OF CONDUCT AND THE PARENTS CODE OF ETHICS POLICIES FOR THE YOUNGSVILLE PARKS AND RECREATION DEPARTMENT

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

The third item under New Business was to set a date for the Public Hearing for proposed Ordinance changes, Sections 1.008 and 6.206. Mayor Flowers stated that the first available date for the Public Hearing would be April 10, 2014. Commissioner Hedlund asked why it could not be done during the March Board Meeting and Hurd explained that it had to be done in April due to the advertising restrictions as we would not be able to meet the deadlines for March. Hurd explained that if we hadn't postponed the Board Meeting she would have been able to advertise for the March Board Meeting. Commissioner Hedlund stated that one of these Ordinance changes would help to put a little structure on the Planning Board.

MOTION: TO SET THE DATE FOR PUBLIC HEARING ON PROPOSED ORDINANCE CHANGES FOR 1.008 AND 6.206

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 the Board needed to go into Closed Session to discuss personnel and a legal matter.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL AND A LEGAL MATTER

The motion was made by Commissioner Johnson and was seconded by Commissioner Stallings. It passed unanimously. The Board went into Closed Session at 7:45pm and came out at 8:11pm. Mayor Flowers stated that no action was taken.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Hedlund wanted to mention that in addition to Standard Operating Procedures (SOP) and job descriptions, he and Commissioner Wiggins were discussing coming up with a training session for new Commissioners to help with procedures. This would help to keep from stumbling through the Board Meetings. Mayor Flowers agreed.

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 Woman’s Club Soup and Sandwich fundraiser was held earlier today and it was top-notch.

Commissioner Stallings stated that he agreed with Mr. Falt’s comments earlier in the meeting concerning the roof at the Armory. He stated that it is an eyesore and has been mentioned before.

Commissioner Johnson wanted to state that Gibson is doing an excellent job. He stated that there would be a coach’s clinic on Saturday and tryouts were the weekend after. The season will start April 5th.

Commissioner Hedlund stated that he has been to a couple of meetings over the last month. One was the NEAS where they talked about the maps concerning pedestrian trails and greenways. He stated that he talked to Shelby with CAMPO about the 96 Bypass. It is not funded at this time but she did tell him that it might be best to approach this from a safety perspective. Commissioner Hedlund stated that they will be presenting the final assessments to the Board.

Commissioner Hedlund stated that he went to a meeting yesterday and it was a great meeting. He explained that the State used to divvy up the funds equally but now they are using a scoring system. Originally 401 did not score out but they will re-grade 401. They think with the airport it may help 401 to score better.

Hurd asked the Board for permission to change the format of the agenda. She explained that she wanted to do them like Franklin County Board of Commissioners agenda. Instead of having separate agendas for Public Hearings and the Regular Board Meeting, she would like to have them all inclusive. She explained that it would start with the Call to Order, Citizen’s Comments, and then the Public Hearings. She stated that this would condense everything into one agenda and one set of minutes. Hurd stated that this didn’t need to be voted on but she did want to get the Board’s opinion on it. She stated that she would like to start this in March and Mayor Flowers clarified that this would streamline everything. The Board agreed and Hurd stated that she would start the new format with the March agenda and Public Hearings.

The meeting adjourned at 8:17 pm.

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MINUTES

MARCH 13, 2014

7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Terry Hedlund, Joseph Johnson, Larry Wiggins, Catherine Redd, and Graham Stallings. Also in attendance were Town Administrator Bill Tatum, Administrative Assistant Kathryn Tucker, Police Assistant Melissa Dillard, Maintenance Supervisor Sheldon Patterson and Parks and Recreation Director Pete Gibson. Representatives from the Franklin Times and the Wake Weekly were also present.

The first item on the agenda was citizen's comments. Woody Vondracek, NW Railroad Street, stated that he built his house eleven years ago. He stated that he had sent a letter to the Board last month explaining that the road was gravel when he moved in but today there is more traffic on this road due to the garbage trucks and delivery trucks. Mr. Vondracek explained that the road has deteriorated and is now below grade and has pot holes. He is requesting that the Town look into paving the road. He stated that he didn't want anything extravagant with lines on it, he just wanted it paved. He stated that he would pave his driveway if we did pave the road. Mr. Vondracek appreciated the Board taking the time to listen and put this to serious consideration.

Laurine Young, E Franklin Street, stated that Robert Graham had sent a letter to the Board evaluating her property for the water problems. She wanted to ask Clark where we go from here. She stated that there were some suggestions of a swell around the south and east part of her property to capture the runoff and to install a sump pump. Mrs. Young stated that she had no problem installing a sump pump in the eastern part of her property but as far as doing a swell filled with large rocks, she felt that this would hinder her in making her property look nice. She stated that she had a quote for putting in 230 feet of French drains. Mrs. Young wanted to know if Commissioner Wiggins, who also has water problems, he had any ideas of the origins of the problem after reading the letter from Mr. Graham. She stated that she felt that even if she did all of the improvements suggested, if the origin of the problem wasn't dealt with, it would continue to cause problems. Commissioner Wiggins stated that he had looked at the ditches and drainage since the last Board Meeting and explained that the problem as he saw it was that the drainage ditches were nonexistent. He stated that the Maintenance Department would need to clean them out. Commissioner Wiggins also stated that the driveways were not draining properly either as they were blocked and needed to be cleaned out as well. Mrs. Young stated that culverts would help capture the water but she would like to get the source of the problem fixed so as to prevent the water from coming onto her property to

start with. She explained that as of right now the water is coming on her property and eroding it. The dirt that has been washed away from her property is what is clogging the culverts.

Mrs. Young invited the Board to come by her house on Saturday to see the problems first hand. Commissioner Wiggins stated that he has a similar problem with his property in Patterson Woods. He stated that drainage from the Library comes onto the back of his lot and gets ankle deep in some places. Commissioner Wiggins stated that they had to install some berms and drain pipes to help divert the water down the driveway. They built a natural area around the outside of it to help beautify it. He stated that they did spend a considerable amount of money on it. Mrs. Young explained that she too has spent considerable money to get this particular house, which was abandoned, empty and not taken care of, and she wants to take care of it and it is all for naught.

Tatum wanted to bring everyone up to date and explained that this is a problem that we have been looking at for quite some time. He stated that we asked Robert Graham, the Town Engineer, to come out and look at the problem. Mr. Graham looked at the property and gave a report. Tatum stated that he forwarded the report to the Board and Clark. Clark explained that the letter describes where the water comes from. He explained that our desire was to get the engineer to give us some solutions. Mr. Graham is in touch with the State about N. Cross Street. Some of the water can stay in the drainage system where it should be. Clark explained that the water coming into Mrs. Young's yard comes from a number of different sources. He stated that easement arrangements would be needed between Mrs. Young and her neighbors. He explained that most of the flow goes through Mrs. Young's side yard and the neighboring property on E Franklin Street. Clark explained that this has become a major issue with all of the rain we've had over the last year. He stated that Mrs. Young has done a great job trying to control the water on her property.

Clark stated that we need more suggestions on possible solutions that both the Town and Mrs. Young can do to help with this issue. Clark stated that he has some ideas but Mr. Graham is more qualified to make these recommendations. He stated that we could ask Mr. Graham which solutions that the Town could start working on. Commissioner Redd asked if Mr. Graham was going to provide solutions and would the Board be voting on who would carry the cost of these solutions. She also wanted to know how long this would take as the spring rains were coming. Mrs. Young stated that the east side was where most of her problems were coming from not the west where Mr. Graham is getting the State to look at. She stated that getting the State to do anything was time consuming. Mrs. Young stated that she was disappointed in Mr. Graham's response as he only described the problems but no solutions. Commissioner Redd asked if Mr. Graham would be able to give the Town solutions and Clark stated that he felt Mr. Graham could come up with a solution if the Town authorized him to come up with something short term for right now and start looking at the long term solutions that require more extensive drainage. Clark stated that there was a significant amount of water coming from the properties uphill from Mrs. Young's property. Clark stated that his recommendation would be for the Board to ask Mr. Graham for recommendations and what it will take to get this done. He also wanted to get a clarification of whose responsibility these

upgrades will be. Commissioner Hedlund asked if we could get a rush on short term solutions so that the Board could have them before the next Board Meeting so that Mrs. Young could have some sort of resolution. Clark stated that he didn't think that would be a problem. Mayor Flowers stated that we would get solid recommendations from Mr. Graham to take care of this problem. Tatum stated that several options have been discussed, including Mrs. Young's recommendation of digging a big ditch, but that option will kill the trees. He stated that there shouldn't be a problem getting a response before the next meeting from Mr. Graham but short of underground piping or ditching he may not be able to give us any other solutions than what he has already suggested in the letter. Clark stated that we were guessing where the property lines were between the properties and that was something that the Town would need to be clear on before doing anything as well. He also stated that we would need to make sure that whatever we do doesn't cause more problems and that it is reasonably aesthetic. He stated we need to get real solutions sooner rather than later. Tatum asked Mrs. Young if she has spoken with the neighbor and if she was receptive to improvements and Mrs. Young stated that she was except that she didn't want her pecan trees damaged. Tatum and Clark both stated that any type of digging would disturb the root system and Mrs. Young agreed that was why she had to modify her original design of where she wanted to put the ditch. Clark stated that another question was where else can the water be directed. He stated that if it was toward the street, you need to consider what else will be affected. Clark stated that uphill there was a berm that was put in behind the pecan trees that directs the water in Mrs. Young's direction. Mrs. Young stated that she had the information on the owners of that property and is working on a letter to them to see if they would be willing to remove the berm.

Commissioner Johnson stated that after the water leaves E Franklin Street it comes to his house. He stated that he lives downhill from there. He explained that he's been there for eleven years, and as he lives downhill, he understands that he has to live with it. Mrs. Young wanted to know if it went under the house and warped the floors like it did for her house. Commissioner Johnson stated that it was creating other problems but Mrs. Young stated that his problem could be fixed if the culverts were cleaned and helped to suck the water faster. Commissioner Johnson stated that there was a culvert there and he explained that there was a bare ditch that ran through everyone's yard and ended in his.

Commissioner Redd stated that it was time to move on and she hoped that Mr. Graham could get some good solutions to the Board. She did want to say to Mrs. Young that she appreciated her coming in to speak to the Board and there were many things that we love about her being here and she hopes that we can help Mrs. Young with her problems.

The next item on the agenda was the Public Hearings for text amendments to the Town Ordinance for Chapters 6, 9, and 12. The sections for amendments were Chapter Six – General Regulations 6.101 – 6.108, Chapter Six – Nuisance Ordinance 6.104.1 – 6.104.5, Chapter Six – Abandoned, Nuisance & Junked Vehicles 6.109.1 – 6.109.16, Chapter 9 – Minimum Housing Standards 9.416, Chapter Nine – Non-Residential Building Standards 9.601 – 9.629, and Chapter 12 – General Penalties 12.101. The Public Hearing was called to order at 7:22pm. There were no comments from the public. The Public Hearing was closed at 7:24pm.

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 Regular Board Meeting on February 20, 2014. Also included on the Consent Agenda were the Tax Collectors Report and a Tax Release for Triangle Pond Management for \$503.05. Budget Amendment 2014-10 was also on the Consent Agenda.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Johnson 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 continue the discussion on the sale of land and storage building located on SW Railroad Street. Mayor Flowers stated that Attorney Olivieri was unable to attend but he did have an update from him. He stated that Attorney Olivieri has sent out the forms and made follow-up calls to the property owners. Mayor Flowers stated that one of the owner's is having their lawyer look over the paperwork. He stated that Attorney Olivieri has updated Mrs. Anderson. Tatum wanted to remind everyone that a bid has been received on this property and we are trying to get the title straight so that we can advertise for upset bids.

The second item under Old Business was the discussion of text amendments to the Town Ordinance. The proposed changes were to Chapter Six – General Regulations 6.101 – 6.108, Chapter Six – Nuisance Ordinance 6.104.1 – 6.104.5, Chapter Six – Abandoned, Nuisance & Junked Vehicles 6.109.1 – 6.109.16, Chapter 9 – Minimum Housing Standards 9.416, Chapter Nine – Non-Residential Building Standards 9.601 – 9.629, and Chapter 12 – General Penalties 12.101. John Ganis, N*Focus, has prepared the proposed text amendments to the Town Ordinance. Ganis stated that there were six text amendments proposed and asked if the Board had any questions concerning them. He stated that they went through the existing Ordinances and has updated them per the State statutes. Ganis explained that they have added some things that Legislation has made available since the last time the Ordinances were updated. Commissioner Redd stated that hiring N*Focus for Youngsville was the best thing that we have done for the Town. She wanted to thank them for helping to update the Ordinances and she felt that we were moving in the right direction.

Commissioner Hedlund stated that he thought Ganis had done a good job but he wanted clarification about the Minimum Housing Standards concerning the Housing Inspector being appointed by the Board. Ganis stated that the current Code Enforcement Officer, Danny Eudy, would be appointed by the Board partly through the contract and partly through the adoption of this Ordinance to be the Housing Inspector. He explained that Eudy was the Code Enforcement Officer but he was there to back Eudy up. Commissioner Hedlund just wanted to make sure that we would not have to hire someone

to do that job and Ganis stated that N*Focus would also take care of the administration and enforcement of these Ordinances.

Commissioner Stallings stated that if all of these amendments would be enforced by Eudy and Ganis and what part does the Town Administrator play. Ganis explained that complaints would come into Town Hall just as they have then the Town Administrator would pass them on to the Code Enforcement Officers. Once they receive the complaint, they will go out and evaluate the situation based on the Ordinance. If it is a violation of the Ordinance then notices will be sent to the property. If it is not a violation of the Ordinance then that finding will be given to the Town Administrator.

Commissioner Redd asked if N*Focus stayed with Towns for a long period of time. The reason for the question was that they were updating the Ordinances as well as enforcing them. What happens if the Town decides to move past N*Focus, if we feel like the Town is where it needs to be, could the Town hire someone to be the Inspector / Code Enforcement Officer. She stated that N*Focus is doing a great job and not that she wants to end the contract but she just wanted to know for future reference. Tatum stated that we are taking things in steps. He stated that yes the Town could hire our own Planner but it was not as effective as what we have right now with N*Focus.

Commissioner Redd agreed that they were doing amazing things but where does that leave us in the future. Tatum compared it to his job, once he gets things up and running anyone can do the job. Commissioner Redd just wanted to make sure that we were still moving towards what we want and that we didn't get stuck in the future. Ganis explained that N*Focus comes in to help the Town get established and functional. They help update the Ordinances and put the processes in place so that the Town can get what they are after, which are regulations that put some rules in place that everyone can understand. Ganis stated that they hope they are here long term but they are trying to establish a program should the Town decide to hire someone permanently, they can follow what's been done. He explained that N*Focus tried to help with the needs and wants of the Board.

Commissioner Stallings stated that we are really getting what we need from N*Focus, especially moneywise. He explained that we can't afford to hire the people individually to do what N*Focus is doing for us. Tatum stated that for what we were paying for N*Focus, the Town could only afford to hire a planner right out of college with no experience.

MOTION: TO ADOPT THE PROPOSED TEXT AMENDMENTS TO CHAPTER SIX – GENERAL REGULATIONS 6.101 – 6.108, CHAPTER SIX – NUISANCE ORDINANCE 6.104.1 – 6.104.5, CHAPTER SIX – ABANDONED, NUISANCE & JUNKED VEHICLES 6.109.1 – 6.109.16, CHAPTER 9 – MINIMUM HOUSING STANDARDS 9.416, CHAPTER NINE – NON-RESIDENTIAL BUILDING STANDARDS 9.601 – 9.629, AND CHAPTER 12 – GENERAL PENALTIES 12.101

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

The next item on the agenda was New Business. The first item under New Business was a request from the Boondocks Boys for permission to install a four foot sidewalk between the Police Department and their building to help control water runoff. Matt Winslow explained that their property stops at the building corner and there was a strip of land, owned by the Town, across the back of the building where the water runs between their building and the Police Department. He stated that the water running between the buildings could damage the foundations of both buildings. Mr. Winslow stated that they wanted to put a sidewalk between the buildings that will have a dual purpose. It would be a sidewalk as well as helping to direct the water into the street. He stated that there would be no cost to the Town though they needed permission to do the work.

Commissioner Redd asked if it would be completely concrete between the two buildings and Mr. Winslow explained that it would mostly be concrete.

Commissioner Wiggins asked where the water would be routed to and Mr. Winslow stated it would drain out to the street. Commissioner Wiggins then asked how they would keep the water from going into the buildings. Mr. Winslow explained that it would have a swell to it so that it would funnel the water to the roadway.

Clark explained that when the plans first came in, they went out to look at that area. He stated that the water runs back towards Main Street into the storm drain. Clark explained that this would not flow back down Cross Street towards Franklin Street and therefore would not add to the current drainage problem there. Clark stated that the designs would have to keep the drainage in mind especially near the sidewalks. Mr. Winslow stated that they were going to redirect the water and would have the concrete against the building so that it would not drain underneath it. He stated that this was a recommendation from their architect.

Commissioner Wiggins asked how they were going to get the water over the sidewalk at the Police Department and Mr. Winslow stated that it would taper to the sidewalk. Commissioner Wiggins clarified that they would be dumping the water out on the sidewalk and Mr. Winslow stated that was where the water was going now. He explained that the property was already designed to slope in that direction, but as it stands now it's washing the dirt out from behind both buildings. Commissioner Wiggins stated that he felt this would multiply the problem of the water going across the sidewalk and that needed to be resolved. He suggested moving the water under the sidewalk. Mr. Winslow stated that throughout town, rainwater runs over most of the sidewalks, including on Main Street. He explained that the water runs off the sidewalks and into the gutters along the streets. Mr. Winslow stated that they wouldn't be asking for anything different than what the rest of the town is like. Commissioner Wiggins stated that with the water coming from two roofs, it would be a strong flow of water.

Commissioner Redd stated that she didn't feel that it was enough of an issue to deny the request. She stated that this would solve a problem and help save the two buildings, one of which was in disrepair that the Boondock Boys are doing so much to update and maintain.

Mayor Flowers stated that he's gone to personally look at the sidewalk between the two buildings. He also wanted clarification of what the Boondocks building would be. Mr. Winslow stated that the large section and the section next to it would be an event center which will hold around 225 – 250 people. The space next to it will be for overflow and it will have two doors that could possibly be used for serving/buffet at these events. Mr. Winslow stated that there would be a dressing room and a space for caterers. He stated that the back of the building would have some warehouse space. Mr. Winslow explained that the building is 7200 square feet. He stated that there would also be about 5 – 6 offices in the back corner as well. All of this will be separate from the event center. Mayor Flowers stated that he appreciated the clarification as everyone keeps asking. Mr. Winslow explained that they added more to the original plan which is why it has taken them so long to get started. When asked if this would be a meeting / catering facility, Mr. Winslow clarified that they would not provide the catering but would have an area for hired caterers to work in.

MOTION: TO ACCEPT THE REQUEST TO INSTALL A SIDEWALK BETWEEN THE POLICE DEPARTMENT AND THE BOONDOCKS BUILDING TO HELP CONTROL WATER RUNOFF

The motion was made by Commissioner Stallings and it was seconded by Commissioner Redd. The motion passed with four ayes and one nay from Commissioner Wiggins. Mrs. Young asked what the noise would be like during functions at the event center and Commissioner Redd explained that there was a Noise Ordinance that set the limit on how loud they can get and she didn't think anything would be allowed after 11pm so it shouldn't be a problem. Mr Winslow stated that the walls were fourteen inch brick so that should help muffle any sounds and there would be a fence up outside of the property to contain guests. Mayor Flowers stated that since it was located right beside the Police Department, they would be on top of any problems coming from an event.

The second item under New Business was another request from the Boondock Boys. They wished to request that the Town replace the sidewalk and curbing in front of the Boondocks building on E Main Street. Mr. Winslow explained that he was requesting to replace the sidewalk along Main Street only. He stated that the sidewalk along N Cross Street was still in good shape. Mr. Winslow stated that the sidewalk is a hazard. He explained that it was broken into pieces in some areas and other areas had concrete sticking up. He proposed that they would do the work while they were working on their building. The estimate that he had worked up was for \$6,000 - \$7,000, which he tried to overestimate just a little. Once they had completed the work, they would present the receipts to the Town for reimbursement. Mr. Winslow stated that this was just an option, the Town could do the work themselves if they wanted but he felt it might be cheaper to have one contractor do all of the work instead of having two companies do it as separate jobs.

Commissioner Redd explained that the Town has been in discussions over the past months concerning money and sidewalks and she was looking for an update later in the meeting.

Clark stated that he met with both owners and the entrance area would be about eight inches above the sidewalk. He stated that they have had conversations about the sidewalk and their need to make the building handicap accessible. He stated that he suggested that they replace the entire sidewalk and this is a good time to look at this area and see what works for everybody. Clark stated that the committee that is looking at the Powell Bill spending may want to look at improvements in the downtown including sidewalks to include the types of material that would be needed as we have the brick pavers in other parts of town. Clark stated that the sidewalk was about six and a half feet wide without the curbing and there were driveway entrances that were used decades ago that need to be closed in. Clark asked if closing those driveways was part of the estimate and Mr. Winslow stated yes. He explained that the quote was to tear out the existing sidewalk and replace it from the building to the curb. Clark recommended that there be a gradual rise of the sidewalk to compensate for the eight inches from the floor height and the height of the sidewalk for the landing. Mr. Winslow stated that the handicap entrance would be coming from the side street but in the front, the steps would be at the front of the building. He explained that they were not looking to change the grade of the sidewalk.

Mayor Flowers wanted to make sure that the replacement sidewalk would be built to standards and Clark explained that it would.

Commissioner Redd asked if the sidewalks would be brick and Mayor Flowers asked if that would cost more and asked if the overestimate in the quote would allow for brick sidewalks. Mr. Winslow stated that doing pavers would be more expensive. Clark stated that this was a good time to consider this and it would be a win/win for everyone. He stated that he thought Powell Bill might be able to cover the costs of sidewalk improvements. Clark stated that there were about three or four sections of sidewalk along the other side of the building in the same condition, it might be good to get all of that fixed at one time.

Tatum explained that he and Clark had discussed an alternative to using the Powell Bill funds. He explained that the Boondock Boys were making a substantial investment in upgrading the property which will increase the tax value. Tatum stated that we could offer a rebate, for lack of a better term, on their property taxes in appreciation to help cover some of these costs. Mr. Winslow stated that they would be willing to negotiate. Tatum stated that they would need to meet to discuss these options and report back to the Finance Committee who can make a decision if the money involved is less than \$7,000. Commissioner Stallings stated that we needed to move forward with this. Commissioner Redd stated that she felt the entire Board needed to discuss the paving of streets and sidewalks and this falls under the discussion from last month. Tatum stated that he agreed but if we paid for this out of the tax rebate it wouldn't cut into the Powell Bill funds needed for the rest of the maintenance. Commissioner Redd stated that this was a good motivator that there are some sidewalks that need repairs around town. Tatum

stated that the sidewalk issue has been referred to one of the committees and Commissioner Redd stated that it would be discussed later this evening. Tatum stated that if the Board would authorize the Finance Committee and the Town Administrator, up to \$7,000 participation in the project, they could go ahead and start moving forward.

Commissioner Johnson expressed concerns about parking and traffic during events. Mr. Winslow stated that they have that mostly worked out and explained the plans for dealing with parking and traffic.

Commissioner Hedlund stated that he thought it was a great idea and that it would fit well with the downtown area. He stated that it did need to fit in aesthetically with the other areas and sidewalks in town. Commissioner Redd agreed and stated that was why the Board needed to go ahead and figure out where the Town wants to go with these types of plans.

MOTION: TO GRANT AUTHORITY TO THE FINANCE COMMITTEE, MAYOR AND TOWN ADMINISTRATOR TO DISCUSS WITH THE BOONDOCKS BOYS UP TO \$7,000 IN TAX GRANTS FOR REPAIR OF THE SIDEWALK, WITH CONSIDERATION OF BRICK PAVERS, ON EAST MAIN STREET IN FRONT OF THEIR BUILDING LOCATED AT 201 E MAIN STREET

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

The third item under New Business was to set a date for a Quasi-Judicial Hearing for Mark Hurt for the Hampton Downs Complex for an amendment to the Special Use Permit. Clark explained that in 2002 the Board approved a Special Use Permit for a major development opportunity that included Hampton Village Apartments and Hampton Downs duplexes along with some businesses and billboards. He explained that this property was located off of Wolfpack Lane. Clark stated that Mr. Hurt came back with the same idea but a different layout that has a few changes. He explained that there needed to be an update or amendment to the original Special Use Permit. In order to grant that amendment, it would need to be handled by the Board of Adjustment, which the Board of Commissioners act as when needed. Clark stated that half of the current Board was not in attendance when training was done last year but he did have some materials for the new members. Clark asked for the Board to meet as the Board of Adjustment as soon as possible so that this project can proceed forward. He requested that the Board not have it on the same night as the normal Board Meeting as this procedure is rather lengthy. Clark stated that the Planning Board meets on April 7th and will have an opportunity to make the recommendation on this property to the Board of Adjustment. The Town Board will meet on April 10th so Clark recommended the week after. Clark explained that typically the Mayor serves as the Chairman for the Board of Adjustment and can call the meeting.

Mayor Flowers asked how long the training was and Clark stated that he thought it was about an hour and a half. Clark stated that he would like to get Bill Dustin to come back

and do another training session. He explained that it was important to the developer who has invested in the development as well as the Town to make sure that there is good documentation from a legal standpoint. Clark stated that would help answer any questions that may come along about how this project got approved.

Tatum asked what the notice requirement for the Hearing and Clark stated once a week for two weeks and letters would go out to the adjacent property owners. Clark estimated about three weeks before the Hearing should suffice to get the advertisement out. Commissioner Redd asked if we could plan this for April 17th, the Thursday after the Board Meeting and Clark stated that would be fine. Clark suggested that the Hearing be at Town Hall. Commissioner Hedlund wanted to clarify that it would be at 7:00pm at the Town Hall and Clark stated yes.

MOTION: TO HOLD THE QUASI-JUDICIAL HEARING FOR MARK HURT'S AMENDMENT TO THE HAMPTON DOWNS SPECIAL USE PERMIT ON APRIL 17, 2014 AT 7:00PM AT THE YOUNGSVILLE TOWN HALL

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. It passed unanimously. Tatum stated that the Town had a recording of the training session and Clark stated that there was a power point that went with it. Clark stated that may be the easiest way to train and would help refresh those that were at the original training. Clark stated that he would answer any questions that the Board may have.

The forth item under New Business was a discussion of bids for the Garbage Collection Contract. Tatum stated that we had asked for proposals for a new contract on the garbage contract and we received two bids, one from Waste Industries, whom we have our current contract with, and Republic. Tatum explained that each of the two bids were less than the current rate we are paying. Republic bid three percent less than we are currently paying for the collection service and Waste Industries was one percent less than we are currently paying for the collection service. He stated at this time, Waste Industries provides the Town with three cardboard collection containers that we rent for \$60 a month so it evens out. Tatum recommended that the Town stay with Waste Industries as the bids were very close and we have a history of good service from them.

Commissioner Redd asked if the cardboard units were being utilized. She stated that she has seen them overflowing. Tatum stated that he was unsure but as they were emptied on a regular schedule and still seemed to overflow at times, he thinks they are being used. Commissioner Redd stated that she knew there was recycling at the convenience center on Park Avenue and maybe we didn't need the cardboard bins right in the middle of downtown. She stated that it's not very attractive. Commissioner Redd stated that she knew they were a convenience to our residents but if they weren't being utilized or were too costly that maybe we should do away with them. Tatum clarified that we were not paying anything for them to be dumped. Commissioner Redd stated that she just wanted to make sure that they were being used if we were going to have something that

unattractive in the downtown area. Commissioners Hedlund and Johnson stated that they did use them.

MOTION: TO ACCEPT THE BID FROM WASTE INDUSTRIES FOR THE GARBAGE COLLECTION CONTRACT

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

The fifth item under New Business was to authorize the Town Administrator to enter into the Memorandum of Agreement in the N.C. Administrative Office of the Court's (NCAOC) Magistrate Video Project (MVP). Tatum explained that this was a request to have the Board authorize him to enter into an agreement with the NCAOC to provide the Town with free software such that when our officers detain someone they can have direct access to a magistrate through video chat.

MOTION: TO AUTHORIZE THE TOWN ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH NCAOC FOR THE MAGISTRATE VIDEO PROJECT

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

The next item on the agenda was Closed Session (if necessary). There was no need to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Wiggins stated that they were proceeding with a Town Policy and will have some results in the next couple of weeks.

Finance Committee – There were no comments.

Capital Improvement Committee – Commissioner Redd stated that she and Commissioner Johnson were getting ready to meet for a discussion.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Tatum stated that Gibson, Parks and Recreation Director, has requested a new piece of equipment to better service the fields. Gibson explained that we do not have the proper equipment to maintain the fields. He requested that the Board give both he and the Town Administrator approval to investigate equipment and prices. Gibson explained that he needed approval from the Board to bring them more information. Commissioner Redd stated that this was a good idea and asked if Gibson could put together a list of things he may need over the next five to ten years. She stated that this would help when they start working on the Capital Improvement Plan. Commissioner Wiggins asked for a general idea of what type of

equipment that he would be looking for and Gibson stated that he would like a John Deere 300A which is three wheeled, similar to an ATV, with a rake underneath it and it comes with a detachable drag. He stated that retail was about \$13,000 but with the government discount would bring the price down to \$11,300. Gibson stated that we could trade in the Gator, as it's only good for hauling and dragging but not for prepping the field itself. Commissioner Wiggins asked if this one piece of equipment would do everything that he needed and Gibson stated yes. Tatum stated that another option would be to finance it. He stated that payments would be about \$200 a month which would be covered by the Parks and Recreation fees. Commissioner Redd asked if the Maintenance Department uses the Gator and Patterson stated that we did when we had to read meters but not so much anymore. Gibson explained that he made a call to ask about the equipment and went to Tatum who explained that he needed Board approval to go any further. Tatum stated that we could also sell the Gator online in lieu of trading it in.

MOTION: TO APPROVE FURTHER RESEARCH ON THE REQUEST BY PARKS AND RECREATION TO LOOK INTO PURCHASING NEW FIELD MAINTENANCE EQUIPMENT

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

Commissioner Redd wanted to talk about paving sidewalks. She wanted to know what the process was in spending Powell Bill money on sidewalks. Commissioner Redd wanted to know how the Board could get together and talk about plans and improvements. Tatum stated that the Board could hold a work session and Commissioner Redd felt that the Board should plan a work session to talk about things that are going on, how we can move forward with Policy, Ordinance, and Capital Improvement and what the next steps are. She stated that there was a lot of good movement but we need to know which direction we want to move in. Clark stated that N*Focus staff could help with a work session and get them some information. It would help them in creating the long range plans for Youngsville. Commissioner Redd stated that she felt only meeting once a month wouldn't help get things to happen.

Tatum went back to the original question of where we were on sidewalks with the Pedestrian Improvement Plan and Clark stated that we haven't heard a final word on that. Commissioner Redd stated that it would be in April or May before we heard anything. Clark stated that this Plan would go a long way in planning key sidewalks and routes and would also help to get other grants. He stated that he felt this was a priority and would be a helpful tool. Clark explained that it would take about a year to complete the Plan. This would help in creating the Capital Improvement Plan as you could then outline which sidewalks needed to be done and in what order. It would also address immediate needs of sidewalks that are in disrepair. Commissioner Redd stated that this was several years off and she was afraid that some of the Powell Bill money would run out in the meantime. Tatum stated that the Board had discussed using that money in the interim to pave streets because we have an accumulation of several years' worth of money. Commissioner Redd stated that needed to be discussed as well and she felt that should be a group discussion. Tatum asked if the Board would like to set a date for a workshop or

wait until we have heard the results of the grant for the Pedestrian Improvement Plan. He stated that he agreed that we did need to do some brainstorming. Commissioner Hedlund wanted to mention using an outside facilitator.

Commissioner Wiggins stated that there was not a procedure to maintain drainage ditches in town and Tatum agreed that he was not aware of any formal schedule or system of maintaining them. Commissioner Wiggins asked if that meant that they were not being maintained and Tatum stated that they were normally maintained when a problem occurred. Commissioner Wiggins stated that he wanted to establish a policy to maintain the ditches. Tatum stated that they could get together to come up with a system that would entail identifying or prioritizing situations. He stated that we have the equipment and staff so we just need to come up with a plan.

Commissioner Hedlund stated that Oak Level Church Food Pantry needed more recipients and people that could donate more food. They are located on Cedar Creek Road. He stated that he worked with them about a week previous and they had served fourteen families with a total of 37 people helped.

Commissioner Hedlund stated that they would also be doing some trash pickup this coming weekend along the roadways. He wanted to encourage the residents to take an active role in helping.

Clark wanted to introduce Don Belk, who is a Senior Planner with N*Focus and would be Clark's backup. Mr. Belk introduced himself to the Board and gave them a brief description of his qualifications.

Clark also wanted to recognize Dillard for all she's done for the Planning Department while Tucker was out. He stated that it was a team effort to make it through all of the activity that is going on.

Clark stated that they have already started working on the dumpsters required for construction and possible problems that may arise. Tatum asked for clarification that they were required to have a dumpster instead of a wire cage and Clark said yes they would need a dumpster. Clark stated that Eudy has already gone out to look at the areas that were a concern.

Commissioner Wiggins asked if the Enforcement Officer could bring the Board up to date on the issues in the center of town. Clark stated that with the new Ordinances, as updated, will now give them the authority they needed. Eudy stated that he will be starting the process soon but as of right now nothing has been done.

Gibson stated that he wanted Board approval for the Town Administrator to sign a contact with the NC Umpires Association. Currently our umpires are deemed employees, which meant that every time we get a new umpire they have to fill out all of the paperwork for new employees. Gibson stated that with the NC Umpires Association, all umpires will be their employees and they are independent from the Town. He explained that this would alleviate some of the problems and costs of having to do payroll for these

seasonal employees along with the unemployment and worker's compensation. Gibson stated that pricing would be a better deal when you took into consideration the time it takes getting everything ready for payroll. Tatum stated that this would get them off of our payroll and is a good idea. He explained that this gets the Town away from liability as well. Tatum stated that this would come out of the Parks and Recreation funds. Mayor Flowers asked if that was the standard price and Gibson stated yes. Gibson explained that if they did more than one game a day, the fee was lower for the additional games. He stated that the fee was lower than what we were paying when you took into consideration the fees involved in payroll.

MOTION: TO AUTHORIZE THE TOWN ADMINISTRATOR TO SIGN THE CONTRACT WITH THE NC UMPIRES ASSOCIATION

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

Tatum stated that Hurd was out due to her husband's surgery but she did want to report on the Debt Set Off. He stated that we have collected over \$6,000 so far this year on outstanding bills.

Patterson stated that he was just getting back to work and has seen a few things that need to be done. He stated that the guys did a good job while he was out. Patterson stated that he would go around town to see which ditches need to be fixed so that they will drain better. He wanted to know who was responsible for the driveway pipes and Tatum stated that he thought it would be the homeowner's responsibility but he would have to check on that. Tatum stated that we could help them if they needed as there aren't that many in town. Commissioner Redd wanted to know why the homeowner would be responsible if they were in the right of way and Tatum stated that the property owners were to maintain their yards to the roadway. Patterson stated that some of the pipes are stopped up and needed to be replaced. Tatum stated that he didn't think we'd be able to replace the pipes. Commissioner Redd asked if Patterson would get a list for the Board. Mayor Flower stated that the Board would need to check with Attorney Olivieri on who's ultimately responsible for the maintenance of these driveway pipes. Tatum asked if Clark knew anything about this problem and Clark stated that if it was in the right of way of an accepted town street, there was a possibility the town would have to replace it. Clark stated that it would be good to get another opinion. Tatum stated that we can work it out either way. Mayor Flowers asked Patterson to get that list or some photos so that the Board will have an idea of what needs to be addressed. Patterson stated that the pipe at the entrance to the 300 block of NW Railroad Street gets cleaned out about four times a year because Waste Industries crushes the pipe. He explained that was why that pipe clogs and floods the road. Patterson stated that he could not make that entrance any wider at this point. He stated that the problem will continue if they keep running over it. Patterson stated that if they came straight down NW Railroad Street instead of turning from Winston Street, this may solve the problem and he would talk to them next Tuesday. Mayor Flowers reiterated getting a list to the Board of needed maintenance. He stated that this would help the Board address these issues.

Commissioner Redd stated that the Board was glad that Patterson was back.

The meeting adjourned at 8:45 pm.

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MINUTES

APRIL 10, 2014

7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The next item on the agenda was the Public Hearings for text amendments to the Town Ordinance for Chapters 1 and 6. The sections for amendments were Chapter One – Board and Commissions, 1.008 and Chapter 6 – Commercial Establishments; Multiple Housing Developments, 6.206. The Public Hearing was called to order at 7:01pm. There were no comments from the public. The Public Hearing was closed at 7:01pm.

The first item on the agenda was citizen's comments. Laurine Young, E Franklin Street, wanted to let the Board know that she was pleased with the response she was getting for the drainage problem she was having. She stated that she doesn't have any proposals as of yet but she was planning to consult with a soil specialist. Mrs. Young is hoping that he will be able to provide enough information to help determine what to do next. She wanted to thank the Board for their consideration of her problems and was pleased that they were working on it.

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 13, 2014. Also included on the Consent Agenda were the Tax Collectors Report and Budget Amendment 2014-11.

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 continue the discussion on the sale of land and storage building located on SW Railroad Street. Attorney Olivieri stated that he has had conversations with both of the neighbors.

One of them wants him to walk the property with them as they have some concerns. The other neighbor has concerns about the driveway on the property since his tenants use that driveway to access the back of the properties on Main Street. Attorney Olivieri stated that the driveway is also used for utilities such as reading water meters. He stated that he has spoken with some of the potential buyers and they are agreeable to adding easements. He explained that this would not require another survey and he could add this to the documents when the property sold. Attorney Olivieri stated that this should not interfere with the selling of the property. He stated that both neighbors have taken their paperwork to their attorneys and he is getting weekly updates about the situation. He stated that he hoped to have this matter taken care of shortly. Attorney Olivieri stated that there wouldn't be a delay when asked to meet with the property owners on site and he could get the paperwork notarized at Town Hall should he need to.

The second item under Old Business was the discussion of text amendments to the Town Ordinance. The proposed changes were to Chapter 1 – Board and Commissions, 1.008 and Chapter 6 – Commercial Establishments; Multiple Housing Developments 6.206. Commissioner Hedlund explained that 1.008 would give structure to the local Boards and Commissions going forward. He stated that there are no known issues and Commissioner Redd stated that it looked good to her.

**MOTION: TO ADOPT THE PROPOSED CHANGES TO CHAPTER ONE –
BOARDS AND COMMISSIONS – 1.008**

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

Commissioner Hedlund explained that 6.206 lay out the standard for commercial dumpsters or compactors going forward.

**MOTION: TO ADOPT THE PROPOSED CHANGES TO CHAPTER SIX –
COMMERCIAL ESTABLISHMENTS; MULTIPLE HOUSING
DEVELOPMENTS – 6.206**

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

The third item under Old Business was to continue the discussion of the Boondock Boys sidewalk project. Tatum stated that the Board had authorized Commissioners Johnson and Stallings as well as himself to meet with the Boondock Boys to discuss our participation in the repaving of the sidewalk in front of their building on E Main Street. He explained that the Board had authorized them to commit no more than \$7,000 to the project. Tatum stated that they will be doing repairs that the Town needed to do anyway. He stated that they all agreed upon \$6,000 which will take the form of a rebate of property taxes. He explained that they would pay their taxes then the Town would rebate the tax amount to them. Tatum stated that it may take more than one year to rebate the full amount.

The next item on the agenda was New Business. The first item under New Business was a presentation by Mike Rutkowski for the Northeast Area Study (NEAS). He wanted to commend Commissioners Hedlund and Redd for their participation and support. He explained all of this information is located on their website, www.neareastudy.com. Mr. Rutkowski stated that the drafts have been completed. He explained that he was not asking the Board to adopt anything tonight but they did want for the Board to endorse moving ahead. Mr. Rutkowski stated that this plan was based on the Comprehensive Development Plans of various Towns and would help some of the overburdened roadways in the area. This would make improvements to Highways 96, #1, and 401. This study includes bike and pedestrian improvements. Mr. Rutkowski explained that these were future plans and it would take years to see them completed. He stated that they would update the Boards as things changed in the plans. Each community has its "hot projects" which are the most important improvements needed. Mr. Rutkowski stated that there would be a yearly review and the Town's would need to lobby for their projects to get funded, which these project sheets should help. He explained that the Towns would lobby to CAMPO as they handled the monies needed in our area. Mr. Rutkowski stated that these were "real world" applications and were easy to understand. He stated that the key was to do it right the first time. He explained that Youngsville shouldn't give up on the bypass but should look at other solutions that can be completed sooner, such as a roundabout at the 5-Points intersection. Mr. Rutkowski explained that a roundabout would help to reduce the waiting time, reduce accidents and would be safer for pedestrians. This roundabout would accommodate the tractor trailers that come through town following Highway 96.

Commissioner Hedlund asked what the time frame and costs would be associated with the roundabout and Mr. Rutkowski stated that it would be a one-lane roundabout that would be wide enough to accommodate the trucks. The cost would be approximately \$400,000 to \$500,000. He explained that this was not funded at this time. Shelby Powell from CAMPO explained that they had a program through federal funding to help local governments with projects such as this. She explained that it was an 80/20 match but would be a worthwhile investment. Mrs. Powell stated that she understood that the Town had declined a roundabout years ago. She stated that CAMPO funded annual projects such as bicycle and pedestrian as well as transportation and that she would be willing to discuss in further detail any projects. Commissioner Redd asked about the costs of repairs and was informed that this layout would not be heavy on repairs. Mr. Rutkowski stated that this roundabout would close off the S College Street exit. Commissioner Redd stated that this was a long process but they were getting there and this was a great step to work towards.

Commissioner Stallings stated that crosswalks should be our first priority and the Town shouldn't try to have too many things going on at one time. Commissioner Redd explained that we should hear about the results of the Bicycle and Pedestrian Grant within the next month or so. She stated that if we get this grant, Alta will design the sidewalks for the Town which will help get the grant money for the installation of sidewalks. Once the sidewalks get installed, then we can get the crosswalks. Commissioner Redd stated that she felt the Town shouldn't install them without a plan as it may affect future funds and sidewalk locations and she feared that it may end up

wasting money. She also stated that the Town could handle doing two projects at once. Commissioner Stallings agreed but he still felt that the crosswalks were more important and Commissioner Redd agreed but she felt that we couldn't put off other projects while we waited on the grants for sidewalks. She stated that she felt the Town needed to move forward as these projects will take years to complete.

Mr. Rutkowski thanked the Board for their time.

The second item under New Business was another request from the Kerr Tar Regional Council of Government to adopt a Resolution supporting the remediation of water contamination related to coal combustion waste and remove of coal combustion waste. Attorney Olivieri reminded the Board about the recent coal ash spill and stated that that the Kerr Tar Regional COG was asking for support from the local towns to support the cleaning up of the ash that was spilled and to prevent further spills and contamination from happening. Commissioner Redd asked if they were looking for financial support and Attorney Olivieri responded no.

MOTION: TO ADOPT THE RESOLUTION FROM KERR TAR REGIONAL COUNCIL OF GOVERNMENT SUPPORTING THE REMEDIATION OF WATER CONTAMINATION RELATED TO COAL COMBUSTION WASTE AND REMOVAL OF COAL COMBUSTION WASTE

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

The next item on the agenda was Closed Session (if necessary). There was no need to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioner Hedlund explained that they have worked on a few Ordinances and were now starting to work on the Policy manual. They plan to divide the Policy by departments. He stated that they were also working on job descriptions. Commissioner Hedlund explained that this would be a lengthy process. Commissioner Redd wanted to clarify that the Town did not currently have a Standard Operating Procedure Policy and Commissioner Hedlund stated that they did not but that was what he and Commissioner Wiggins were working on.

Commissioner Hedlund also wanted to discuss the trash situation on E Main Street. He explained that the Board had received a letter from the Code Enforcement Officer and he wanted to remind the Board there was a deadline of April 22nd. He stated that if there had been no progress the Town needed to do something, even if it meant renting heavy equipment. Commissioner Hedlund stated that this was an embarrassment and the owners' didn't seem willing to clean it up. Commissioner Redd stated that the final obligation lay with the Town. She asked how the process worked with the new

Ordinances in place. Commissioner Hedlund stated that the letter described the process but if the Town stepped in they would have to pay for the cleanup. Tatum explained that the Town would have to put a lien on the property in order to recover the costs. Commissioner Redd stated that the building has always been detrimental and it was time to move forward. Commissioner Hedlund stated that no one wanted to do it but it needed to get done.

Commissioner Hedlund also wanted to report that the lots under construction by Peachtree had been cleaned up but no actual dumpsters had been placed onsite.

Finance Committee – Tatum explained that he was working on the budget and would present the proposed budget at the May Board Meeting to be voted on in June. He explained that with the preliminary budget work, there was no reason to raise taxes. He did want to mention that he had not yet received the final insurance quotes but he's figuring the budget on the high end of increases.

Capital Improvement Committee – Commissioner Redd stated that she would love to get started on the Capital Improvement Plan and the Comprehensive Development Plan. She stated that it was important that we move forward with these plans and felt that a workshop to get everyone's input on these plans would be a good idea. After a brief discussion a workshop date for June 14th at 9:00am was set. There was a question of having someone from N*Focus to facilitate the workshop and Tatum stated that he would look into it.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to remind everyone that Fireman's Day was this Saturday at 11am at Hill Ridge Farms. He also mentioned that the Easter Egg Hunt by the Friends of the Youngsville Library was from 1pm – 3pm on Saturday. Mayor Flowers also wanted to mention that the Museum of History would have an event on April 13th at 3pm and the Franklin County Chamber of Commerce Golf Tournament will be held on April 17th.

Hurd explained that several of the ditches needed to be repaired and cleaned out. She stated that Patterson went out with Robbie Oakes from Oakes Grading and took a look at some of the ditches. Four of the ditches on the quote are on DOT roads and would be their responsibility to repair. She recommended a letter to DOT to do some of the needed repairs on the ditches though she was unsure what remains of their funding for this year. Hurd explained that the repairs on our roads totaled about \$4,600. She stated that she verified through Powell Bill that it will cover those types of repairs as long as they are within the right of way. The quote mentions work can't be done if there are utilities within the ditches and Hurd stated that she knew some utilities were located in or near the ditch line and she needed to get more clarification on what work can be done around those utilities. Hurd stated that she didn't see any repairs for the 200 block of East Franklin Street where some of the bigger problems are and she needed more information about that area as well. She explained that it would be expensive to have utilities moved

if we were even allowed to do something like that. Hurd stated that she would meet with Robbie Oakes to get that information.

Commissioner Stallings wanted to mention that the new roof on the Armory looks good.

Commissioner Redd asked if there was going to be a Grand Opening for the Allstate located at Shops on Main. Hurd stated that she hasn't heard about one being scheduled. She stated that the bakery opened today for a soft opening with a Grand Opening scheduled soon. Hurd stated that she would get with Janis Cyrus of YABA to see if she could get better dates for the Board.

Commissioner Wiggins stated that he has met with Mrs. Young and made two follow up visits during rains. He stated that the problem originates at the top the hill. He stated that he felt that part of the problem was that the Youngsville complex has paved and also compacted the soil so that nothing soaks into the ground and instead runs into two yards. Commissioner Wiggins stated that the water running down Cross Street runs into the same two yards from a different direction. He stated that in addition to cleaning out the ditches, we needed to do something to take the water from the Town's property without draining onto other people's property. Tatum stated that Clark has been conferring with Robert Graham, the Town engineer, and they have concluded that there is a possibility of putting a twelve to fifteen inch pipe to carry the water off but in order to do that you need to get easements and there is also the possibility of killing the trees in the process. Tatum stated that it takes time to correctly fix problems such as these. He stated that this is an ongoing project and there has to be some way to carry it across. Commissioner Wiggins stated that it was also running across the curbing in front of Town Hall and Tatum stated that they are checking with DOT on that problem as well. Commissioner Wiggins explained that the curbing stops and that let the water run across the sidewalk. Tatum stated that it was all in the process but there was not a quick answer to these problems. He explained that Mr. Graham had suggested that Mrs. Young slope the land away from the side of her house so that the water doesn't flow under the house. He stated that it would take some sorting out. Tatum explained that the water started over by the church's parking lot and from across our land. Commissioner Wiggins stated that in one area on the north side of Franklin Street, the water was coming up through the pipe into standing water that wasn't flowing correctly.

Commissioner Wiggins stated that Clark said he would have a written agreement with Hampton Village regarding the trash compactor and Tatum stated that the Ordinance was approved earlier in the meeting. Commissioner Wiggins asked Mark Hurt to give some information to the Board. Mr. Hurt explained that he had spoken with several people about this and gave a brief description on how the garbage was being handled to date. This included the Town billing the 226 units of Hampton Village for the compactor that was supplied to them. Mr. Hurt stated that this new Ordinance no longer allowed for that and that they would now be responsible for it. He explained that there was never a written agreement but the verbal agreement was that the Town would bill and take care of the compactor. Tatum stated that he had planned, on adoption of this Ordinance, to send Mr. Hurt a letter that effective July 1st the Town would no longer be responsible for the

compactor. Mr. Hurt stated that this was fine and agreed that July 1st was a reasonable date.

Commissioner Hedlund wanted to talk about the litter on the highways. He explained that the State was supposed to take care of these highways but their litter pickups were infrequent. He stated that we needed to take care of these ourselves and get our residents to step up. Commissioner Hedlund stated that he would lead the charge in this endeavor. He stated that he and some of his neighbors have already started on US 1A South. The two main areas that he wishes to work on are Highway 96 from Foodlion to Jeffrey Way and US 1A South. Commissioner Hedlund stated that he's asking for help. Short term we need to get out and get the roads clean. He stated that we need to educate people so that they don't throw out the litter in the first place but he wasn't sure how successful that would be. He stated that signs may help. Basically the Town needed to clean it up themselves at this point and he needs help. He stated that they would be writing something about the road trash into the Policy that he and Commissioner Wiggins are working on. Attorney Olivieri stated that we may need to contact the Sheriff's Office as they did road cleanup on rotation and we could request our area be put on their schedule. He also stated that youth groups needed community service work and this could count towards that for them. Hurd stated that if Commissioner Hedlund wanted to write a letter requesting help, she could ask Janis Cyrus to forward it in one of the YABA newsletters to the business owners to get them involved in this. Commissioner Hedlund stated that doing this every couple of months would make a difference. Commissioner Stallings suggested talking to Mr. Faulkner with Franklin County Solid Waste since he was in charge of the litter program in Franklin County. Commissioner Redd and Mayor Flowers mentioned that Jim Moss picked up litter on a regular basis and Mr. Moss stated that there are plenty of groups that would volunteer to contribute their time and divide the labor amongst them. He stated that we could coordinate with them and get the town looking nice. Mr. Moss stated that signage when entering town might help to deter people from littering. He explained that he had contacted the Adopt a Highway Program and about half the streets in the Youngsville area have been adopted by some organization but it doesn't look like all of them do it on a regular basis. Mr. Moss stated that he's been trying to clean the un-adopted roads. Mayor Flowers stated that we appreciated all the effort that he has put forth in keeping our roadways clean. Commissioner Wiggins stated that prevention was key and Mayor Flowers agreed.

Attorney Olivieri stated that he noticed a major water break in town and stated that it had shown good forethought by both Mayor Hardwick and Tatum and that it had been a good idea for Youngsville to sell their system to Franklin County. He stated that Youngsville was grateful that the sale went through.

Patterson stated that he and Clark would be meeting with Robbie Oakes next week to show him the suggested drainage pipe at Town Hall. He stated that Mr. Oakes had pointed out that when the Boondocks graveled their parking lot it would increase the amount of water draining down the hill. Patterson stated that he will ask if grading the back area would help with the drainage.

The meeting adjourned at 8:19 pm.

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MINUTES

MAY 8, 2014

7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Terry Hedlund, Larry Wiggins, Catherine Redd, and Graham Stallings. Commissioner Johnson entered the meeting at 7:40pm. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Police / Administrative Assistant Melissa Dillard, Town Attorney Joseph Olivieri, and Maintenance Supervisor Sheldon Patterson. Representatives from the Franklin Times and the Wake Weekly were also present.

The next item on the agenda was the Board of Adjustments. The Board of Adjustments was called to order at 7:01pm.

MOTION: TO ADOPT THE MINUTES FROM THE BOARD OF ADJUSTMENT HEARING FOR HAMPTON DOWNS' REQUEST FOR AMENDMENT ON 2002 SPECIAL USE PERMIT HELD APRIL 17, 2014

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

The Board of Adjustments closed their meeting at 7:02pm.

The next item on the agenda was citizen's comments. Janis Cyrus, YABA and ECA, wanted to announce that the Family Fest, formerly known as Lake Donna Party, would be held at the Luddy Park on May 10th from 4pm – 8pm. She explained that they had moved the date forward a week due to a conflict with another similar event. Mrs. Cyrus stated that there would be a DJ, food vendors and two free bouncy houses. She explained that the event has expanded over the years and has become more of a family event, hence the name change.

Mrs. Cyrus also wanted to mention that the YABA Business Directory would be closing ads this month and going to print. She explained that members got their businesses listed in three different places and patrons were listed in back registry. Mrs. Cyrus stated that all of the YABA members were volunteers.

Mrs. Cyrus mentioned that the Fall Festival was coming up on September 27th. They have been having the Fall Festival for over ten years and it gets bigger and better every

year. This year we will be hosting part of the “50 years of Mustang” celebration. This will help draw in more people and cars. The “Mustang Mania” will include banners, 100 posters and some collector’s items. She explained that they have ordered the “Celebration Kit”. The car show will be held at the Youngsville Elementary School in the paved area and the vendors will be at Luddy Park. They have over seventy vendors, a food area, and free activities for children including face painting.

Keith Falt, Chipping Sparrow Court, stated that he had noticed that DOT had picked up some of the trash on the roadways. He also noticed that the Armory’s roof had been repaired but thinks that they should now paint the door to make the building look better. Mr. Falt stated that the Boondocks building looks well and that the store fronts on Main Street are filling up. He stated that he noticed that dumpsters were going up in Patterson Woods and there was no more trash all over the place. He wanted to thank Commissioner Hedlund and Mayor Flowers, as well as the rest of the Board, for their support in getting that accomplished. He stated that he felt we were moving in the right direction.

Mr. Falt stated that the house next door to him had been under construction for a year and has had their trash container in the roadway, along with bricks from construction, and the port-a-potti was also still there. He stated that he didn’t understand how these things could be put in the street and left there all this time. Attorney Olivieri stated that the Town Code Enforcement Officer, Danny Eudy, had been out there and he thought that there may have been a citation issued but Commissioner Redd stated that she thought those citations were for lack of dumpsters only. Mayor Flowers asked if there was a dumpster out there instead of the wire container and Mr. Falt stated that it was still the wire container. Mr. Falt stated that a dumpster can’t be put on that location unless they moved the load of gravel that has been put in the driveway. Attorney Olivieri recommended taking pictures to give to Mr. Eudy so that he can get this taken care of. Commissioner Hedlund stated that there were two homes that didn’t have dumpsters at this time and Commissioner Redd stated that Mr. Eudy had gone around town checking on the violations and the deadline was May 22nd. Mayor Flowers stated that we would follow up on this. Commissioner Hedlund stated that he had seen Clark out in that area and felt that they were aware of the problem. Attorney Olivieri reminded everyone that the Board had only updated these Ordinances just a couple of months ago but they do set a clear process to address these issues. He stated that he felt N*Focus would do a good job in enforcing these Ordinances and making sure that we have the proper paperwork to go along with it.

George Dillard wanted to reiterate that he felt that the Town was heading in the right direction. He stated that there had been a lot of discussion about cleaning up Woodlief’s Supply Company. He stated that everyone wants to see it cleaned but Mr. Dement was of limited means both physically and financially. Mr. Dillard stated that he would be willing to help supply the dumpster and maybe find someone to help with a tractor. He stated that it would be a good gesture from the Town to let him know that we aren’t just picking on him. He stated that he felt the Town should be proactive and solution based instead. Mr. Dillard stated that it has been a long standing ordeal and Mr. Dement has been making as much headway as he can. He stated that he would be willing to help as

much as he can but it would be a good thing for the Town to help him as well. Attorney Olivieri stated that it would be discussed later in the meeting.

The next item on the agenda was the Financial Report. Tatum stated that several pieces of equipment have broken this month. He explained that Commissioner Johnson is helping to find replacement equipment.

Commissioner Wiggins wanted to mention that the Town has been looking into solutions for the drainage problem. He explained that the problem exists from East Franklin Street all the way up to the Town property and the Boondocks parking lot. He stated that there were two solutions presented to him and both cost about the same. Commissioner Wiggins stated that the first solution was to install catch basins with drainage pipes that cross citizens' properties down to the non-existent ditch on East Franklin Street. The second solution was to install curb and gutter around the Town's property and route the water to North Cross Street. Then install curb and gutter along North Cross Street to just past Mrs. Young's driveway. Commissioner Wiggins stated that both solutions would cost around \$15,000 to \$17,000 dollars.

Tatum stated that we have two options and the next step would be to get formal bids on the second item as we already had a formal bid on the catch basin option. Once we get the bids then we can bring it back to the Board. Mayor Flowers asked if it would be better to go ahead and spend the proposed amount instead of short term fixes. Tatum stated that this has to be fixed, it can't be patched.

Commissioner Redd stated that this was why the Town had been working hard for the past few years to set aside a "rainy day fund" for problems like this and Tatum agreed. Hurd stated that the Powell Bill could help cover the portions done on North Cross Street but can't help in the actual parking lots.

Commissioner Wiggins stated that one of the fixes involves catch basins which are open devices to contain water and he felt that they were a safety hazard. He felt that the curb and gutter option was the best fix in his opinion as it also addresses the drainage down North Cross Street. Tatum asked if Commissioner Wiggins could get a contractor to give the Town a bid on the second option and Commissioner Wiggins agreed. Commissioner Wiggins suggested that once the bid was received that it be emailed out to the Board for them to review so that they will have an opinion on it by the next Board Meeting.

Commissioner Stallings stated that this would be a good project for a grant and he understood that it would be a long, drawn out process but wanted to know what the possibility would be of us doing the repairs then applying for a grant to get the money back. Tatum stated that he could look into that and that Clark may have some ideas on that as well.

Commissioner Wiggins stated that he had checked with surrounding counties and towns and almost all of them have regulations that require water does not leave the property faster than it comes on it and no more water can leave the property than comes from rainfall. He stated that Raleigh does not give a building permit without a drainage plan.

Commissioner Wiggins stated that this was something that we will have to address as time goes on. He stated that he felt we were having this problem now because it has never been addressed. Tatum stated that Clark would be better suited to correct these problems. Attorney Olivieri stated that we would also need to look into if the Town has the statutory requirements to require that drainage regulations and if it doesn't exist then the Board can adopt one. Tatum stated that he felt this was something that the Board would have to adopt but he would follow up with Clark on it.

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 10, 2014. Also included on the Consent Agenda was the Tax Collectors Report.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Redd 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 progress by White Street Brewing Company. Ritchie Duncan, Franklin County Economic Development wanted to introduce the owner of White Street Brewing Company, Dino Radosta, to update the Board on the progress at the Park Avenue facility. Mr. Radosta stated that they were expanding from Wake Forest to a manufacturing facility on Park Avenue. He stated that he wanted to be involved in the local communities and find a neat and fun idea that would be good for the town which ended up being rehabbing older buildings. Once he rehabbed one of the buildings on White Street in Wake Forest, they decided to put a business in there. They figured that a brewery, not a pub, would be good for the town. He stated that they have won awards for the preservation of buildings.

Mr. Radosta stated that there was nowhere for them to grow or expand so they started looking for a building that had about 30,000 – 35,000 square feet and found one in Youngsville that suited them. He explained that Mrs. Duncan had brought him to the area and found them a building for sale which has worked out well. He explained that they would be putting in a factory only. Mr. Radosta explained the measuring and taxing facts for breweries and stated that they currently produce about 2,000 barrels a year but could produce a maximum of about 3,000 barrels. The new factory would start around 20,000 barrels a year for the first three to five years and grow to approximately 100,000 barrels a year within a decade.

Mr. Radosta explained that this was a unique industry and that he manufactures with local materials. He stated that there were limited byproducts and they weren't bad for the environment. He explained that the spent barley that had been soaked in water went to a local farmer, meaning there were no items to fill the local landfills. Mr. Radosta explained that they did go through a lot of water and produced some steam that did not give off an offensive odor; it was described as smelling like a bakery.

He stated that they were scheduled to open in August and are going through the permitting process. He explained that there was a little bit of construction that would be needed on the building but nothing to be built. Mr. Radosta stated that they were hoping to be producing by October. He stated that they currently have nineteen employees and twelve of them would move to the Youngsville facility. He explained that they would eventually double the staff. Mr. Radosta stated that they always look locally for services such as printing. He stated that they would continue to keep the Board apprised of the growth. He stated that they would be operational this year.

Mayor Flowers asked if the labels would state that it was manufactured in Youngsville or Wake Forest and Mr. Radosta stated that it would originally be kept as Wake Forest since that is considered the primary manufacturing site at this time due to ATB rules and regulations. Eventually it will switch to Youngsville. He stated that they are proud to be in Youngsville. Both Mayor Flowers and Mr. Radosta stated that it would bring benefits to the town and help to put Youngsville on the map. Mr. Radosta stated that they have competed worldwide against over 7,000 other beers and have won the gold ribbon as best in the world. He stated that this helped to solidify their business.

When asked, Mr. Radosta stated that he has a passion for small towns and older buildings that need to be rejuvenated. He stated that the White Street Brewing Company was an experiment as he had been told that no one would come to a business in Wake Forest. He explained that towns needed businesses that attract people to their downtown areas. Mr. Radosta stated that people like to gather and have a good time in a safe atmosphere. He explained that they have over 1,000 people come in over the weekend evenings and it's only getting better. He stated that he would like to see that happen on Main Street in Youngsville like it did in Wake Forest.

Mr. Radosta thanked the Board for their time.

The second item under Old Business was update on the sale of the land and storage building. Attorney Olivieri stated that he has a meeting with one of the neighboring owners, Mr. Jenkins, on Tuesday and he was hoping to get the other owner to meet at the same time as well. He explained that he hoped to have the papers signed that day. He stated that he did want to address some issues in Closed Session. He explained that they wanted to look at the property and have him point out what the issues were. Attorney Olivieri stated that he would have the paperwork with him just in case they were ready to sign after their meeting.

The next item on the agenda was New Business. The first item under New Business was to set a date for the Public Hearing for June 12, 2014 for Paul Adrian Popescu's request to rezone from Residential Single Family (RS) to Commercial (C) for property located at 207 S Cross Street. Hurd clarified that this would be a regular Public Hearing and not a Board of Adjustments Quasi-judicial Hearing. Commissioner Redd asked if she had to wait until the Public Hearing to get more information or could she talk to Mr. Adrian before then and Hurd stated that it would have to be at the Public Hearing.

MOTION: TO SET THE DATE FOR THE PUBLIC HEARING FOR JUNE 12, 2014 FOR PAUL ADRIAN POPESCUE’S REQUEST TO REZONE FROM RESIDENTIAL SINGLE FAMILY (RS) TO COMMERCIAL (C) FOR PROPERTY LOCATED AT 207 S CROSS STREET

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

The second item under New Business was a discussion of proposed policy manual including job descriptions. Commissioner Wiggins stated that this was part of the effort of the Policy Committee, with Commissioner Hedlund, and over time it will become all inclusive with all of the departments. He explained that it will be flexible enough for us to add to it as needed. Commissioner Wiggins explained that they have currently put together a few items for the Board to review and check over the format and content. He explained that they only recently became aware that there was already a Personnel Policy in place and they will incorporate that as well. Commissioner Wiggins stated that his main concentration was to get the job descriptions and assisting Commissioner Hedlund with the policies.

Commissioner Hedlund stated that the first area they wanted to address was Human Resources. He stated that he liked the format as it was easy to read and showed a clear progression. He explained that he wanted to make sure that the Board was good with the format and the answer was yes. Commissioner Hedlund stated that it was similar in numbering which helps it to tie in with the Ordinances. He stated that this first draft of the policy included a three or four step process if there is an issue so that everyone is treated fairly. Commissioner Hedlund stated there was also a non-harassment policy and that some of these things were already included in the current Policy. He stated that there was also a retaliation policy. Commissioner Hedlund stated that he didn’t want to go over all of the policies included but did want to mention that there was an employee recognition policy. He explained that they did want to recognize when employees do a good job. He explained that supervisors would nominate an employee and everyone would vote on it quarterly. The winning employee would get a \$25.00 gift certificate to the establishment of their choice. Commissioner Hedlund explained that there would be a letter from the Mayor and the award would be handed out at the Board Meeting. At the end of the year, they would recognize an “Employee of the Year”, which would follow the same nominating process but would get a \$100.00 gift certificate to the place of their choice. He stated that we needed to start looking for the good in employees instead of always just seeing the bad. Commissioner Hedlund stated that there was a discipline policy with the different steps which are pretty standard. He explained that they will look at other policies that we have and try to incorporate them. He stated that they want this to be easy to understand and follow as well as concise.

Commissioner Wiggins stated that they started with Human Resources but this manual will cover everything. He stated that there will be policies on things such as purchasing and he wanted to encourage the department heads to get their ideas to them. Commissioner Redd asked if this would become the Standard Operating Procedure (SOP) and Commissioner Wiggins stated yes, it would include all departments for the Town of

Youngsville. Commissioner Redd stated that they did a lot of work and it was really good. Commissioner Hedlund stated that each policy had its own procedures which were the Standard Operating Procedures that would need to be followed. He explained that they would need help with the details on daily activities that go on in the departments and they will be asking the employees for help on the procedures that are already in place.

Chief Kirts stated that the Police Department already has an SOP and that they were in the process of updating it. He wanted to make sure that these policies did not conflict with each other. Commissioner Hedlund stated that they want it all in one SOP and Chief Kirts stated that they will always have a separate SOP because they were a Police Department but the management portion can't conflict. Commissioner Hedlund stated that the manual would have a separate section for the Police Department and they would like for it to all be in one manual and Kirts replied that it would have to refer to the Police Department SOP. Commissioner Hedlund stated that they will work on it and Kirts agreed that they would have to work together. Tatum asked why the Police Department would have a separate SOP and not be a part of the town wide SOP. Chief Kirts explained that every Police Department in the state has a separate SOP because they have a different standard that they have to work by and are governed by the State as well as the Town. Tatum clarified that they have statutory rules that apply to the Police Department and Chief Kirts stated yes. Tatum stated that it could still be part of the SOP and Commissioner Hedlund stated that it would have its own section. Chief Kirts stated that it can refer to their SOP. Attorney Olivieri asked to have the two documents emailed to him to look over and he was handed a copy of the job descriptions by Commissioner Hedlund.

Commissioner Hedlund stated that he was excited about this project. Mayor Flowers stated that they did a good job and Commissioner Redd agreed.

The third item under New Business was a discussion of Budget Amendment 2014-12 and an affirmation of the overtime policy. Tatum explained that the Budget Ordinance that was passed authorized him to move money except when it concerns salaries and benefits. He stated that he needed to move money in the overtime accounts. Tatum stated that he wanted the Board to approve the reallocation of funds and to reaffirm the overtime policy as outlined in the Personnel Policy. He also wanted them to reaffirm his authority, as given by the general statutes, to decide whether to pay cash or compensatory time for overtime. Commissioner Redd asked what the Town currently did and Tatum explained that all employees take compensatory time except for the Police Department. Commissioner Redd asked if this was an issue with the previous Town Administrator and Chief Kirts stated yes. Commissioner Redd wanted to make sure that taking compensatory time was the right thing to do. Tatum explained that overtime is governed by the Fair Labor Standards Act and it has a procedure which is tracked in our Personnel Policy on how overtime is treated. He stated that the default for overtime is to give time off in the same time period so that we don't have to pay overtime. Commissioner Redd clarified it had to be taken in the same time period and Tatum said yes. Commissioner Hedlund stated that he would recommend paying overtime versus compensatory time. He stated that it can get confusing if not done properly. Tatum agreed but the Town has to operate under a budget and once the budgeted funds are expended, it creates problems.

He explained that what he wants to accomplish is to get people to stay within the budget. Tatum stated that he didn't want to take money from other people to cover the overtime that could be better managed. Commissioner Stallings stated that he would prefer for it to be managed properly instead of paying it. Commissioner Redd asked Tatum for clarification on what he was asking of the Board. Tatum stated that he wanted the Board to approve the Budget Amendment as the money has already been spent, affirm the overtime policy as set forth in the Personnel Policy about what overtime may be incurred and how it is to be paid and to affirm his authority as Finance Officer to determine if the budgetary line item has been expended and there is no more money left to be spent for it.

MOTION: TO ADOPT BUDGET AMENDMENT 2014-12

The motion was made by Commissioner Johnson and seconded by Commissioner Stallings. Commissioner Hedlund wanted to clarify that we were voting to keep it as compensatory time. Tatum explained that the Board was voting to provide money to cover overage in a line item. Commissioner Redd asked why the other two items were on there and Tatum stated that they were to reaffirm the policy on what overtime may be incurred to begin with, such as emergencies or unusual circumstances, and it can't be a recurring salary enhancement. When asked if this was only for the Police Department, Tatum stated that this was for everybody. He stated that this was only affirming policies that have already been passed. The motion passed with four ayes and one nay from Commissioner Hedlund.

The fourth item under New Business was to present the proposed budget for FY 2014/2015 with a tax rate of \$.59 and to set the date for the Public Hearing on June 12, 2014. Tatum explained that he had to make an educated guess as he has not yet received the valuations from Franklin County. He stated that he had budgeted to retain the current tax rate. He stated that the only expansion to the budget that he was proposing was to expand the scope of the zoning and planning contract with N*Focus. He stated that they came on last year for six months to see if we liked how things were going and then extended the contract for another six months. Now we will be expanding the contract by 50% as we are having a flood of development that is coming. Tatum stated that they are good at what they do and have done a good job for us so far. Tatum stated that he had also budgeted for the purchase of one police car and one backhoe. Everything else that is in our control is projected flat. He stated that health insurance had a 12.5% increase, a 12% increase in property insurance, and a 7% increase in workman's comp insurance. He stated that this adds up to a lot of money and there's nothing that can be done about these items. Tatum stated that we are controlling the expenses that we can control providing for a modest expansion for the things we need.

Commissioner Redd wanted to clarify that there were no changes in personnel and Tatum stated that was correct. Commissioner Redd asked what we were changing to get the money to cover the extra cost for the N*Focus contract and Tatum explained that Tucker has retired and part of her salary would help to cover the N*Focus contract. Tatum also stated that to make up for the need in Town Hall, we are using the position in the budget for the Police Department to cover that position. Commissioner Redd asked if the Police Department was covering that and Tatum stated that it was in the budget.

Commissioner Wiggins asked what we were getting for the extra time from N*Focus and Tatum referred to the work plan that Clark had submitted. Commissioner Redd explained that it included the Comprehensive Development Plan.

Attorney Olivieri stated that N*Focus was doing things that will help keep things in a regulated and predictable framework. He stated that they are doing an excellent job. He explained that they knew things that he would have to study and learn. Commissioner Stallings agreed that they did a great job. Attorney Olivieri stated that it let him focus more on protecting the process of what we do as a governing body.

Commissioner Hedlund asked what our contract with N*Focus gave us at the present time and Tatum stated that what we have now is 2/10's of an employee which includes Clark for zoning and planning, Eudy who is here every other week and Ganus who writes the Ordinances as we need him. This contract will bring us to 4/10's of a full time employee. He stated that Clark will continue doing what he's currently doing but also allow him to expand into the planning efforts. The other two will continue on as they are. Tatum explained that we spent the first year cleaning up to get to where we can enforce the Ordinances that need to be enforced. They will keep on doing that as needed but Clark will now be able to expand into planning. Attorney Olivieri stated that getting this kind of expertise on a part-time basis would be impossible. He stated that the years go on and the Town gets to a point where we need a full time employee for that this position, things are already in place to go forward.

Chief Kirts wanted to clarify that N*Focus was being paid through an ex-employees salary and one of his employees is now working for Town Hall and that salary was still coming out of his budget. Tatum stated that they had discussed this in depth and Chief Kirts stated that he didn't agree to it. Tatum stated that he did agree to it as did his secretary. Chief Kirts stated that he changed his mind and Mayor Flowers asked them to hold off on this conversation. Chief Kirts stated that we needed to do something about this and Mayor Flowers stated that he understood but he was asking for him to hold off on that right now. He stated that the present item on the table right now was the proposed budget and Tatum stated that we needed a motion to set the date of the Public Hearing for the budget.

MOTION: TO SET THE DATE FOR THE PUBLIC HEARING FOR THE PROPOSED BUDGET, WITH A TAX RATE OF \$.59 FOR JUNE 12, 2014

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 requested a Closed Session for personnel issues and legal matters.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL AND LEGAL MATTERS

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. It passed unanimously. The Board went into Closed Session at 8:05pm and came out at 8:57pm. Mayor Flowers stated that the Board went into Closed Session to discuss personnel and a legal matter. He stated that he would entertain a motion to temporarily modify the Personnel Policy. Attorney Olivieri clarified that the most updated version was updated on February 14, 2013 and Hurd stated yes. Attorney Olivieri stated that the section in the Personnel Policy that states when there is a grievance by an employee the Town Administrator is to conduct an investigation and hearing on the issue. This is located in Section 9, page 34 of the Personnel Policy. The issue that has been raised is that two letters written by employees creates a conflict in having the Town Administrator address that issue. Attorney Olivieri is proposing, as the Personnel Policy doesn't address if there is a potential conflict, to appoint the Mayor with the same powers and responsibilities as the Town Administrator as outlined in the Personnel Policy.

MOTION: TO APPOINT THE MAYOR TO INVESTIGATE A GRIEVANCE WITH THE SAME POWERS AND RESPONSIBILITIES AS THE TOWN ADMINISTRATOR AS OUTLINED IN THE PERSONNEL POLICY

The motion was made by Commissioner Johnson and was seconded by Commissioner Hedlund. It passed unanimously. Attorney Olivieri stated that he would coordinate with the Mayor as soon as possible to start the process and make sure the Mayor is aware of what needs to be done. Now that the motion has been made by the Board, the actual process starts now.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments

Finance Committee – Tatum stated that the backhoe has broken down and we have been renting equipment to help pick up the garbage. He explained that the local businesses, such as Triad Equipment and Louisburg Tractor, did not have the proper equipment so we have had to rent them from the company that Commissioner Johnson works for. Commissioner Johnson arranged for us to use a skid steer loader under a standard contract for one day. Tatum stated that they also needed a piece of equipment to trench around the ball field, so they also rented a mini-excavator from their company as well after trying locally to rent one. He wanted to make sure that everything was done at arm's length and everything was paid for at fair market value. He wanted to make sure all of this was in the record and done properly. Tatum stated that this is what we had to do to get the job done.

Commissioner Johnson stated that the proposed budget has money set aside for a residential backhoe to replace the one that broke down. He stated that he was in the process of getting several quotes for him and Tatum to look at, with vendors other than his company. He stated that they were looking to have that solidified for the

Maintenance Department within the next few weeks. He stated that the equipment would be ordered locally through Louisburg Tractor because they are the closest vendor with discounts. He stated that the deal that they have made verbally when they looked at it makes this the best route to go. Tatum clarified that it would be financed through them at 0% interest and Commissioner Johnson stated that is correct. Tatum stated that we would need a Board approved resolution and asked if this would be ready before next month's Board Meeting. Commissioner Johnson stated that it would be.

Tatum wanted to let the Board know that we have some items for sale on Govdeals.com including the backhoe that broke down, which has received a \$3,500 bid at this time.

Capital Improvement Committee – There were no comments.

Comprehensive Development Committee – Commissioner Redd wanted to remind the Board that there was a work session scheduled on June 14th and she is working on the agenda for that meeting. She stated that the two big topics for that meeting are moving forward with the Comprehensive Development Plan and the SOP. She stated that she was hoping to have the agenda sent out within the next week and if anyone wanted to add to that agenda, let her know soon. Hurd stated that the work session would be at Town Hall as the Community House is rented on that Saturday. Attorney Olivieri asked if he was required to be there and Commissioner Redd stated that this was a talking session to work things out. Attorney Olivieri stated that he didn't think he would be needed.

The next item on the agenda was Reports and Other Business. Commissioner Redd wanted to state that the Luddy Park was covered in trash. She stated that she had walked both fields and the swing area. Commissioner Johnson stated that he would address it with Gibson. He stated that it needed to be done on a daily basis, especially after the weekends. He has picked up some of the garbage himself on Saturday mornings.

Commissioner Stallings wanted to mention that the Boondocks project has been completed quickly. He stated that they held a wedding last weekend and he could not believe how much they accomplished in such a short amount of time. He stated that this is going to be a nice building for this town. Commissioner Stallings did have some concerns about traffic issues. He stated that you can see the town equipment from the road and wanted to suggest finding some money to put up a fence. Hurd stated that the Boondock Boys will be installing a fence soon.

Commissioner Wiggins stated that he had been asked by residents to ask the Board to support a resolution to request the State put a stop light at the intersection of Tarboro Road and Cedar Creek Road. He stated that the traffic during school hours is heavy to the point of being hazardous.

Commissioner Wiggins wanted to know where we stood on the ditches and Tatum stated that Patterson would be calling the contractor that Commissioner Wiggins recommended earlier that day to get another quote. Tatum stated that we have made an effort and received a bid to which we had asked for an update and not yet received a reply on that.

Commissioner Wiggins wanted an update on when the openings on the Planning Board would be filled and Hurd stated that they would be on the agenda for next month. She stated that some of the applicants wanted to attend a Planning Board meeting to make sure that this was something that they would be able and willing to do. Commissioner Wiggins stated that we may need to tell all the applicants as one had asked him what was going on with the applications. Hurd explained that the ETJ applicant would be recommended by our Board to the Franklin County Board of Commissioners and they would have to appoint him at one of their meetings within 30 days. Commissioner Wiggins stated that he felt we were spending a lot of time filling spots that need to be filled. Tatum explained that we had to wait until the Board adopted the updated Ordinance on Boards and Commissions which was only adopted at last month's Board Meeting. Tatum stated that there was also a vacancy on the ABC Board and Hurd stated that she has not received an application for that position.

Commissioner Johnson wanted to apologize for his tardiness. He stated that he was unable to find a replacement coach for his ball game tonight.

Commissioner Hedlund wanted to update the Board on the road cleanup. He stated that DOT had sent a couple of guys and they did a real nice job. He stated that he also has about eight to ten volunteers for May 17th from Oak Grove Baptist Church. He stated that they will meet at the ball fields at 9am. Commissioner Hedlund explained that this was part of their "service day" and they had several other events that day as well. He stated that he would drive the roads on the day before to see where the big problem areas are for them to pick up. He stated that he spoke with Mr. Williams at FC DOT who will help them to get vests, pickup sticks, and bags. Commissioner Hedlund stated that he felt that they were moving in the right direction. He stated that Mayor Flowers would also get some of the YAKS members to help pick up on Hicks Road near Stephen's Glen subdivision.

Attorney Olivieri wanted to clarify the language for the motion concerning the investigation and Personnel Policy. He asked that the Board revote on this clarified motion.

MOTION: THE BOARD RESOLVES TO TEMPORARILY APPOINT THE MAYOR AS THE INDIVIDUAL RESPONSIBLE FOR CONDUCTING THE GRIEVANCE PROCEDURES OUTLINED IN SECTION 9 OF THE CURRENT POLICY MANUAL FOR ISSUES RAISED IN LETTERS BY EMPLOYEES. THIS APPOINTMENT IS TEMPOARY ONLY FOR THE PURPOSE RAISED BY RECENT LETTERS AND FOCUSES JUST FOR THESE ISSUES.

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

Attorney Olivieri wanted to mention the issues with Woodlief Supply Company. He stated that as per the Ordinances by N*Focus that were adopted recently, there are two

ways to address this issue. He stated the first is under the Business Structures and the second would be under Public Nuisances. Attorney Olivieri stated that the Code Enforcement Officer has already started the process. He stated that he wanted to make sure that things were clear and that the Board goes ahead and appoints Danny Eudy as the Code Enforcement Officer. Hurd stated that the Board had already appointed Mr. Eudy as the Code Enforcement Officer along with John Ganus as his backup and Bob Clark as the Zoning and Planning Administrator. Hurd stated that she would double check in the minutes but was pretty sure that they have been appointed by Resolution. Attorney Olivieri asked when it was done and Hurd stated that it was done shortly after the start of the fiscal year. She stated that they then had to work the Ordinances to give them the authority. Attorney Olivieri just wanted to make sure that we address the issue in a fair and open way. Hurd stated that Mr. Eudy has talked to the owner's and has an appointment to inspect Woodlief's Supply Company on May 20th for the building. She stated that they are still moving forward on the Public Nuisance complaint and are getting bids to clean it up. Attorney Olivieri stated that he would get up with Mr. Eudy for an update just in case hearings or litigation come about.

Patterson wanted to thank Commissioner Johnson for getting them the equipment. He stated that it was cheaper than getting it from other companies. He stated that Commissioner Johnson had another one scheduled for Monday morning and this should help to get the town back straight.

The meeting adjourned at 9:20 pm.

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MINUTES

JUNE 12, 2014

7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was two Public Hearings. The first Public Hearing was for Paul Adrian Popescu, a request to rezone property located at 207 S Cross Street from Residential Single Family (RS) to Commercial (C). The Public Hearing was called to order at 7:01pm. Clark gave the Board an overview of the request. He explained that this property was located across the street from the Post Office and was adjacent to other commercial property. He stated that this was a highly visible lot in an area approaching downtown. Clark stated that the Planning Board has reviewed the request and made a recommendation consistent with the plans of the Town. He explained that Commercial allows retail and service establishments and the applicant was interested in placing a restaurant on the property. Clark did want the Board and the public to note that Commercial did allow for a full range of activities. He stated that the Planning Board gave a Favorable Recommendation. He stated that the property is currently being used as Commercial since it has a plumbing business.

Clark stated that there were several factors to consider such as the busy highway, a complicated intersection and any driveway permits need to be approved by DOT. Clark explained that this property was over 9/10's of an acre and has had a recent survey. He stated that notices were sent out to the adjoining property owners as well as a sign posted on the property and a notice in the local newspaper. Clark stated that there have been no comments registered at the Town Hall at this time. Clark stated that he has prepared a draft Ordinance for consideration that mentions the Planning Board's recommendation.

Commissioner Wiggins asked if the plumbing business would stay on site. Mr. Popescu explained that he has been in town for twenty four years and purchased the property about ten years ago. He stated that the building is going to stay on the property and that only the offices for the plumbing business were being used at this time. He stated that there was no storage for the business located on this property.

Commissioner Redd asked for clarification on the square footage and Mr. Popescu stated that it was five thousand square feet. He stated that there would be a porch outside as well. Commissioner Redd asked if the property backed up to property owned by Franklin County and Clark stated that it didn't go as far back as the pump station property. Clark explained that this property stopped across from Pine Street. Clark stated that Mr. Popescu is aware of the parking and buffering requirements and he would need to commit to a substantial design and deal with a number of issues concerning with the driveway permits. He stated that even though the restaurant is a permitted use, Mr. Popescu would still need to meet all of the requirements.

Mayor Flowers wanted to clarify that the Planning Board has reviewed and endorsed this request and Clark answered that it had.

Commissioner Johnson asked if the sign would come down if the restaurant were to open and Mr. Popescu stated that he was keeping the sign but was willing to change the colors on it if need be.

Commissioner Stallings wanted to clarify that of all the residents behind this property, no one had complained. Mr. Popescu stated that he owned the house directly behind this property. Commissioner Stallings asked if any of the other residents had any comments and Clark stated that there were no complaints as of this time.

Commissioner Redd asked if there were requirements in our Ordinance for parking and buffering and Clark stated yes. He stated that he has reviewed these requirements with Mr. Popescu. Commissioner Redd wanted to clarify that, as he also owned property on S Nassau Street that was adjacent to this property, he would not be allowed an entrance from S Nassau Street. Mr. Popescu stated no and Clark explained that our Ordinances do not allow for that.

A resident from S Nassau Street wanted to verify that this would not include the residential house that Mr. Popescu owned on S Nassau Street and the answer was no.

The first Public Hearing was closed at 7:16pm

The second Public Hearing, regarding the proposed Budget for FY 2014/2015 with a tax rate of \$.59, was called to order at 7:16pm. Tatum stated that he had presented the proposed Budget at the last meeting. He explained that there was a minor change of \$1,100 due to the final tax values being more than estimated, so he switched them between two revenue accounts. He stated that the total Budget was exactly the same. Commissioner Hedlund stated that it looked like an offset of expenses versus revenue for the Luddy Park account and Tatum explained that the program is participation driven. He stated that if they didn't have the revenue coming in, then they would not be able to expend the money.

The second Public Hearing was closed at 7:17pm.

The next item on the agenda was citizen's comments. Carolyn Palmer stated that she wanted to address a concern that she had. She explained that she had spoken with the Town Administrator some time ago. She stated that she had received a letter in the mail about the Town Ordinance concerning the grass not being taller than eighteen inches. Mrs. Palmer stated that there was an eyesore next door to her. She explained that her yard was kept clean but the yard next door was shameful. Mrs. Palmer stated that it looked like the Town was going up on taxes and she stated that she felt like the residents were getting nothing for their tax money. She stated that she has gone to Tatum before and explained that the property's back yard was full of trash, the grass is more than eighteen inches, and there is wood is stacked up. Mrs. Palmer stated that Tucker had gone to the property to look at it before but the Town hasn't done anything about it. She stated that there had to be snakes over there. Mrs. Palmer stated that they pay their taxes diligently every year and she doesn't feel that it's right that she lives next door to something like this. She stated that there are three-wheelers that are loud and dangerous at this property. Mrs. Palmer stated that this would hinder them selling their property as things stand now. She stated that she has been to the Town Hall more than one time about this so she figured that she would come and get the new Mayor to address it. She stated that she didn't think it was fair to her or the other neighbors as citizens of Youngsville, especially since they keep their property up. Mrs. Palmer stated that it was horrible and felt that there had to be snakes in the woodpile in their back yard. She stated that there were tractors dumping things on this property. Mrs. Palmer stated that when she spoke to Tatum, he stated that just because one person thought it looked bad, didn't mean the owner thought it looked bad. Mrs. Palmer stated again that she was upset about the talk of raising taxes since nothing is being done about properties like this.

Mayor Flowers thanked Mrs. Palmer for her comments and asked if it was one of the properties on the Code Enforcement Officers list and Tatum stated that he was unsure if it was on the list. Tatum explained that this was a similar problem to the property up the street from the Community House. He explained that we knew the mess was there but the Town did not have the legal authority to enforce the cleanup until the Board passed the Ordinances a couple of months ago. Tatum stated yes the mess was there but the Ordinances did not allow for us to clean them up but we now have that authority. Tatum thanked Mrs. Palmer for bringing it back to our attention.

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 8, 2014. Also included on the Consent Agenda were the Tax Collectors Report and Budget Amendment 2014-14.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. Mayor Flowers stated that Commissioner Johnson had to leave early so he wanted to change the order of items under Old Business.

The first item discussed under Old Business was the adoption of the proposed Budget for FY 2014/2015 with a Tax Rate of \$.59. Tatum stated that the Town was not raising taxes.

MOTION: TO ADOPT THE PROPOSED BUDGET FOR FY 2014/2015 WITH A TAX RATE OF \$.59

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

The second item discussed under Old Business was to adopt a Resolution to purchase maintenance equipment from Quality Equipment, LLC. Tatum explained that the backhoe blew up and we were planning on purchasing a new one. He stated that we have since found that the remaining tractor can be outfitted to do the job for less than purchasing a new backhoe. Tatum stated that we sold the broken Kabota for \$5,800 and suggested that we use that money to fix this other tractor. He stated that the net cost was approximately \$7,100 and can be financed for 36 months at 3.4% at Union Bank. Commissioner Johnson stated that he helped negotiate the deal and explained that the tractor had been purchased new eight years ago. He stated that the Town was eligible for government discounts for the proposed attachments, which will help to keep this under budget. Commissioner Johnson stated that the parts could be purchased within ten days after approval. He explained that this now makes the tractor we own usable.

MOTION: TO ADOPT THE RESOLUTION TO PURCHASE MAINTENANCE EQUIPMENT FROM QUALITY EQUIPMENT, LLC

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

The third item discussed under Old Business was the Request to Rezone from Residential Single Family (RS) to Commercial (C) by Paul Adrian Popescu for property located at 207 S Cross Street.

MOTION: TO APPROVE THE REQUEST TO REZONE FROM RESIDENTIAL SINGLE FAMILY (RS) TO COMMERCIAL (C) BY PAUL ADRIAN POPESCUE FOR PROPERTY LOCATED AT 207 S CROSS STREET

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Commissioner Redd stated that she was glad to have more businesses. It passed unanimously.

The fourth item discussed under Old Business was a status update on the Ordinance violation at Woodlief Supply Company. Tatum explained that the Board had recently passed an Ordinance giving the Town the authority to clean up properties. He stated that the issue at Woodlief Supply Company has gone through the process and had even been granted extensions. He explained that the Ordinance has been fulfilled and there was a bid of \$2,740 to clean up the property. Tatum explained that if they failed to follow through on the order to clean the property, then the Town has to clean up the property, demand payment, then put a lien on the property. He stated that we have received only one bid on the project and that was from Oakes Grading.

Commissioner Redd wanted to take into consideration what George Dillard stated at last month's Board Meeting about helping them out. She stated that she did want all of the businesses to look better but it pained her to go through this process as this business has been in the town for decades.

Commissioner Stallings asked if there were other options and Tatum stated no. Commissioner Redd stated that the only other option she could see was to get people from around town to help clean the property at a designated date and time. Tatum explained that it wasn't that simple as there were liability issues of moving merchandise off of other people's property. He explained that the Ordinance the Board recently adopted clearly states that enforcement requires us to follow a set of rules and regulations. He stated that everything has been done except for the enforcement of the cleanup. Tatum stated that he agreed with Mr. Dillard about helping but the Ordinance has to be enforced. He stated that he suggested to the family to get other family members who own heavy equipment to help and that didn't happen. Tatum stated that we have tried to work with the family. He suggested that if we passed the Ordinance, we need to stick with it. Commissioner Redd stated that she wasn't suggesting that we back off but that it was an unfortunate situation. Hurd asked if the payment had to be done in one lump sum or could it be done in payments. Tatum stated that was at the Town's discretion but if they didn't pay, then a lien needed to be recorded against the property.

**MOTION: TO MOVE FORWARD WITH THE ENFORCEMENT OF THE
ORDINANCE VIOLATION AT WOODLIEF SUPPLY COMPANY**

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

The fifth and sixth items to be discussed under Old Business were an update on the sale of the land and storage building and a Resolution to convey the property at 102 SW Railroad Street with an easement for adjoining land owners to continue to use the existing driveway. Attorney Olivieri stated that he had walked the property with Mr. Jenkins and has talked to the other adjoining owners and will be adding the easement wording to the document. He explained that the driveway on the north side of the property has been used for a very long time by utility companies to gain access to the back of the buildings. He stated that the neighboring businesses use it to have deliveries made to the businesses as well. Attorney Olivieri explained that he had a Resolution that he would like for the Town to consider adopting. He stated that when we sell the property, we would allow for

an easement to be created so that the north and west neighbors can continue to gain access to that driveway. He stated that he has spoken with the original bidder and they did not have a problem with creating this easement. Attorney Olivieri stated that this was the final step and everyone has agreed to sign the paperwork once this is done. Attorney Olivieri read the Resolution to the Board.

MOTION: TO ADOPT THE RESOLUTION TO CONVEY THE PROPERTY AT 102 SW RAILROAD STREET WITH AN EASEMENT FOR ADJOINING LAND OWNERS TO CONTINUE TO USE THE EXISTING DRIVEWAY

The motion was made by Commissioner Wiggins and was seconded by Commissioner Redd. Commissioner Stallings stated that this has taken a long time and has been continued for 12 months. Attorney Olivieri stated that this helps to keep the Town from future litigation. It passed unanimously. Attorney Olivieri stated that he would send this to the adjoining property owners to show them that the Board is ready to move forward.

The seventh item discussed under Old Business was to continue the discussion of the drainage bids. Tatum explained this concerned the drainage problem on E Franklin Street and the water draining onto Mrs. Young's property. Commissioner Wiggins referenced a map that was handed out to the Board. He stated that it showed the property lines for the Town Hall property and noted that the neighboring property owner's fence was five feet over the property line so we don't have a problem with right of way for this project. Commissioner Wiggins explained that we have requested proposals for fixing the drainage and the conclusion is that if we go along the Town's property line for 225 feet with curbing, put a catch basin at the back of Mr. White's property, have 15" of reinforced concrete to the front of the Town property on N Cross Street, and have two catch basins due to the handicapped access for the sidewalk. Then we will run 18" reinforced concrete past Mrs. Young's driveway and the ditch from there to Franklin Street will be re-graded to a 1% grade. This should give enough elevation to get the water moving down the ditches. Commissioner Wiggins stated that Mr. Murphy noted that the pipe under Franklin Street is a 12" pipe and it has deteriorated and was probably not adequate for the water flowing in that direction. This project will increase the flow but will remove the large amount of water that is running behind Mr. White's property and onto Mrs. Young's. He explained that a surveyor had taken elevations up to the Boondocks' property and this shows that the water drains downhill from the area around the big oak tree back towards the Town property. Commissioner Wiggins stated that if we don't do something, Mrs. Young is going to have more water running onto her property than she currently has. He stated that we have asked for bids for the Board to consider. He explained that the bid from Johnny King has not yet come in but the bid from J&M Grading was for \$25,010. Commissioner Hedlund stated that there was another bid in the packet for \$16,000 from Oakes Grading and Commissioner Wiggins explained that was for a different type of project to put in catch basins and two drain lines running across the resident's properties. He explained that we have already run into conflict with that proposal. He stated that catch basins will have open standing water that could breed mosquitoes and could create a tripping hazard. There would also be no curbing to funnel the water to those basins making this not an adequate solution.

Commissioner Redd wanted to know why this was the Town's responsibility to correct the issue and Commissioner Wiggins stated that the Town created the problem by hard surfacing the Town property where water can't soak in, so now the water drains off onto other properties. In addition to that, water drains down Cross Street in front of Town Hall and hits the walkway in front of Mr. White's property and runs across their property and into Mrs. Young's.

Mayor Flowers wanted to clarify where the water flowed once it gets past Mrs. Young's property and Commissioner Wiggins stated that it goes down Cross Street and flows through an 18" pipe under Cross Street and then drains behind the houses to Winston Street and then crosses under Winston Street.

Tatum asked if there was any legal basis to ask adjoining property owners to help fund this project as some of the water is coming from their property and Attorney Olivieri stated that he would look into it and wanted to clarify if all of the water was coming from the Town property due to the hard surfacing of the property. Commissioner Wiggins stated that the water was coming from both the Boondocks property and the Town property. Attorney Olivieri reiterated that he would have to research it.

Clark stated that the Boondocks are moving along with their plans. He stated that the parking lot as it stands was not an approved plan and that has been communicated with the developer. He stated that they are under a limited occupancy permit for the building. Clark explained that prior to the Town releasing their Certificate of Compliance they will have to revisit the problem areas including drainage. He stated that the original plan that was signed off on showed a smaller gravel parking area and the surveyor will help to submit corrected plans. Clark stated that for the most part, it is workable such as the buffering between their property and the Town's. He stated that he expected to see those plans soon. Clark stated that except for the natural drainage that was already occurring, the new drainage will need to go either back to Main Street or behind the building towards Cross Street. Commissioner Hedlund asked if Clark thought that it would be fixed and Clark stated that it would be fixed one way or another. Clark stated that he felt there was a willingness to move ahead but we are still waiting on the plans. Commissioner Wiggins wanted to note that one of the drainage facilities they installed on Main Street at the corner is dumping water on the sidewalk and Clark stated that has been brought to their attention as well. He stated that he met with them today and they are looking at making some minor changes and we should see some improvements made between now and the end of July.

Tatum wanted to remind the Board that we are waiting on another bid and the attorney needed time to research if we can ask the other property owner to help fund the project. Clark wanted to mention that Mr. Winslow stated that they had contractors that would be happy to put in a bid as well. Tatum asked Clark if he could mention that to Mr. Winslow so that we could have all of the bids in by the next Board Meeting.

Mayor Flowers asked if Clark felt that the Boondocks would have their information in prior to the next Board Meeting as they were having an even at the end of July. Clark stated that in order to move ahead with a full Certificate of Compliance they will need to

move very quickly and finalize the plans. He stated that he felt it would happen pretty soon.

The eighth item discussed under Old Business was a discussion of the proposed changes to the Policy Manual. Commissioner Wiggins explained that he and Commissioner Hedlund have been working on the creation of the Town Policy Manual. He explained that the layout makes it easy to add to it as needed. He stated that they were requesting approval of any or all of the policies that have been presented. Commissioner Wiggins stated that they have based most of these policies on research they did on several other towns.

Mayor Flowers asked if the remaining Board members have had a chance to read through these policies and Commissioners Stallings and Redd stated yes. Commissioner Redd stated that it was impressive. Commissioner Stallings asked if they were asking to have it approved tonight and Commissioner Wiggins stated that they wanted to have it approved as they go through the policies. When asked about revisions, Commissioner Hedlund explained that this would be a “living document” that would be revised as needed. Commissioner Wiggins stated that changes would need to be made as time goes on to include updating them in the future or adding things that were forgotten.

Commissioner Hedlund stated that their main focus was on human resources with some job descriptions. He stated that they are working on converting the existing personnel policy to the new format as a lot of the current policies are good. He stated that he hopes within the next couple of months to have a rough draft of the old personnel policies done.

Commissioner Redd wanted to ask about Section 9.540, the Chief of Police job description, where in the summary it changes so that the Chief of Police is to report to the Town Administrator instead of the Board of Commissioners. Commissioner Wiggins stated that was what they were presenting and Commissioner Redd asked if the Board wanted to approve that change and to make sure that everyone was on the same page. She asked what the logic was of moving the Chief of Police under the Town Administrator and Commissioner Hedlund explained that the original job description had it set up so that position would report to the Town Administrator. He agreed that there was a good reason to change it at the time and to note that most other towns have their Chief of Police reporting to that same type of individual. Commissioner Hedlund stated that was why they made the change and that the old reason was gone. Commissioner Wiggins stated that it can be changed later and Commissioner Redd stated that it was a big deal to change bosses so she just wanted to make sure that there would be no flip-flopping on the subject. Commissioner Wiggins stated that they did consult with a couple of people on the Board prior to making this revision. Commissioner Redd asked if Tatum was good with the change and Tatum stated that he was because in a team effort it all flows together. Tatum stated that he was hired with no restrictions on his authority and it has not been a problem because he and Chief Kirts work well together even if they don't always agree on things. He stated that any employee can bring anything to the attention of the Board at any time, it is an absolute right. Tatum stated that in terms of organizational structure of any business, you have a Board, then a CEO, then department heads and it all flows up. He stated that he felt that 99% of the towns in North Carolina

are structured this way. Tatum reiterated that he was fine with it and that it shouldn't be a problem. He stated that he won't suddenly assert that he has some authority that he doesn't have since the Board hired him specifically with full authority and he has been here three years and has not had any problems. Attorney Olivieri stated that we may want to put a clause concerning any criminal issues, the Board could temporarily place the Chief of Police directly under the Board of Commissioners with regard to an investigation. Commissioner Wiggins reiterated that in their research, eight cities and towns, including Raleigh and without exception, were laid out in this manner.

Commissioner Stallings also had questions about Section 9-510, the Town Administrator position. He read the job description summary that stated "This position is primarily responsible for all aspects involving the operation of the Town. This position will answer to the Mayor and the Board of Commissioners". Commissioner Stallings stated that he liked it but can it be expected that he have veto powers over all other departments. He stated that this gives him the authority to veto anything or any request that comes to him from anybody in the town and as Finance Officer he has the right to veto any request that's made. Mayor Flowers asked if Commissioner Stallings was referring to paying the bills and Commissioner Stallings clarified the Town's revenue. Tatum explained that the Finance Officer has the authority to refuse to pay any bills, which is statutory.

Commissioner Redd stated that she felt Commissioner Stallings was concerned that if someone came to Tatum with a purchase request, that Tatum could say no.

Commissioner Wiggins stated that there was a purchasing policy included in the manual. Commissioner Redd stated that she just wanted to make sure that any one person does not have too much authority and that the authority is spread out. Tatum stated that what happened before has nothing to do with the reporting. Commissioner Redd stated that she was no longer referring to that. Tatum explained that in general reporting has very little impact on internal control. He stated internal control is separation of duties and the capacity of the employees to report wrong doing to a higher authority. He reiterated that anyone in this organization can go the Board to report any wrong doing. Commissioner Hedlund stated that there was also a policy that includes fair treatment and Tatum stated that in respect to fraud, most fraud is discovered when it is brought up by employees and not auditors.

Commissioner Redd stated that she was glad that the new Board Members and the new Mayor were working hard and were involved.

MOTION: TO APPROVE THE PROPOSED POLICY MANUAL AS PRESENTED

The motion was made by Commissioner Stallings and was seconded by Commissioner Hedlund. Commissioner Redd stated that it was a really nice job and thanked Commissioners Hedlund and Wiggins for all of their hard work. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was the audit contract with Winston, Williams, Creech, Evans and Company, LLC. Mayor Flowers asked if this was the same company we have used before and the answer was yes.

MOTION: TO APPROVE THE AUDIT CONTRACT WITH WINSTON, WILLIAMS, CREECH, EVANS AND COMPANY, LLC

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Tatum stated that they do a great job and know what they are doing. Things run like clockwork when they come. It passed unanimously.

The second item under New Business was the contract with N*Focus. Tatum stated that this has been discussed before. He explained that they would be increasing the service by 50% to help in the Planning area. He stated that the first year was spent cleaning up Ordinances and now they are trying to move into the Comprehensive Development Plan and will continue to refine the current Ordinances.

MOTION: TO APPROVE THE CONTRACT WITH N*FOCUS

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

The third item under New Business was to make a recommendation to the Franklin County Board of Commissioners for an ETJ Planning Board Member. There was only one position open and one application received from Mark Hurt.

MOTION: TO RECOMMEND MARK HURT AS THE YOUNGSDALE ETJ PLANNING BOARD MEMBER TO THE FRANKLIN COUNTY BOARD OF COMMISSIONERS

The motion was made by Commissioner Wiggins and seconded by Commissioner Stallings. Tatum wanted to clarify that this would be a recommendation to the Franklin County Board of Commissioners and Hurd explained that we would send them a letter and that hopefully it would be done at their next meeting. She explained that they had 30 days to appoint him. Tatum stated that the point was that Franklin County appoints the ETJ members and what we are doing is just asking them to appoint this gentleman. It passed unanimously.

The fourth item under New Business was to appoint an In-town Planning Board member. Mayor Flowers stated that there was one position open and two applications, George Dillard and Mary Margaret Norman. He asked if the Board wanted to form a Committee to make a recommendation or did they want to vote tonight. Commissioner Redd asked what the dynamics were on the Planning Board concerning the other members, for example are there any other businessmen, retired people, how many men and women. Mayor Flowers stated that part of his recommendation was to get with the rest of the Planning Board to see what they are comprised of and see what they think about the applicants and what they need. Commissioner Wiggins asked who was the president of the Planning Board and Clark stated that Donnie Tharrington was the Chairman. Tucker listed out all of the other members of the Planning Board. They are Scott Anderson, John Cyrus, Janis Pearce, and Ron Edwards. Commissioner Hedlund asked if it would make

sense for the Planning Board to give the Board a recommendation and Tatum stated that there was nothing wrong with that if the Board wanted to do that but generally the Board goes straight ahead and appoints them. Mayor Flowers asked when the next Planning Board meeting was going to be held and Hurd stated that they should have one on the first Monday in July. Commissioner Stallings stated that he felt the Board should make this decision instead of the Planning Board and Commissioner Redd agreed. Commissioner Redd stated that this application doesn't really inform the Board of the applicants' qualifications. When asked how long there have been vacancies on the Planning Board, the answer was approximately six months. Mayor Flowers stated that he felt that two Commissioners could create a committee, talk to the two applicants and come back with a recommendation. Commissioner Hedlund stated that he felt they could make a decision tonight as most of the Board members knew the two applicants.

MOTION: TO VOTE ON THE PLANNING BOARD MEMBER TONIGHT

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

MOTION: TO APPOINT MARY MARGARET NORMAN TO THE PLANNING BOARD

The motion was made by Commissioner Hedlund.

MOTION: TO APPOINT GEORGE DILLARD TO THE PLANNING BOARD

The motion was made by Commissioner Wiggins but as there was currently a motion on the floor, Hurd stated that both Commissioners could withdraw their motions, then a poll could be taken of the Board to see where they stood. Then a motion could be made to appoint based on that.

Commissioner Hedlund withdrew his motion as did Commissioner Wiggins.

A poll was taken showing that one Commissioner voted for Mary Margaret Norman and three for George Dillard.

MOTION: TO APPOINT GEORGE DILLARD TO THE PLANNING BOARD

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

The fifth item under New Business was a discussion on crosswalks. Mayor Flowers asked if there was any need to discuss this and Commissioner Hedlund stated that he had spoken with Commissioner Redd and had all of his questions answered. Commissioner Redd explained that at this time we don't qualify for new crosswalks but we will be getting funding to redo the current crosswalk on E Main Street.

The sixth item under New Business was a report from the Tax Collector on 2013 unpaid real property taxes as required by GS 105-369(A). Hurd explained that last year the advertisement was over \$40,000, mostly because of Welsh Realty. She stated that this year, we were at \$9,545.79, meaning we have made a good deal of progress. Hurd explained that Welsh Realty is selling some of its property which has helped in getting those taxes paid. She stated that all but two of the past due real property owners were on Franklin County Tax Collector's list of non-paid property tax as well. Hurd explained that any payments made by June 20th will be taken off of the list but those made after the 20th may not make it in time to be taken off the list due to press time. She stated that this was explained in letters mailed out. Hurd reiterated that this was for real property taxes only and the cost of advertising is then split amongst the advertised accounts. She stated that there was no action needed for this agenda item.

The seventh item under New Business was the Order of Advertisement of 2013 unpaid real property taxes.

MOTION: TO ORDER THE ADVERTISEMENT OF 2013 UNPAID REAL PROPERTY TAX

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 requested a Closed Session for personnel issues and legal matters.

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL AND LEGAL MATTERS

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. It passed unanimously. The Board went into Closed Session at 8:19pm and came out at 8:39pm. Mayor Flowers stated that the Board went into Closed Session to discuss personnel and a legal matter and that no action was taken.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments

Finance Committee – There were no comments

Capital Improvement Committee – Commissioner Redd stated that this would be discussed at the upcoming Work Session on June 14th.

Comprehensive Development Committee – There were no comments

The next item on the agenda was Reports and Other Business. Mayor Flowers said Commissioner Johnson wanted to remind everyone that the Coach Pitch Tournament would be held at the Luddy Park starting next Friday through Tuesday.

Mayor Flowers also wanted to mention that he had received a letter from DOT stating that the Town was approved for the Bicycle and Pedestrian Planning Grant. Mayor Flowers read the letter stating that we were approved for \$27,000 grant and that a packet will be mailed with more information. He stated that this was really good news and Commissioner Redd stated that she was very excited. She stated that it was definitely a team effort to get this grant.

Tatum wanted to mention that under our current procedure, our grass cutting notices are for eighteen inches with a ten day notice period. He suggested reducing that to ten inches and a seven day notice period. He stated that this would require a text amendment to the Ordinance and asked the Board to consider that at the next meeting.

Tatum stated that he also wanted to change how the process of grass cutting notices worked. He explained that Patterson finds the lots that are in violation and we send the information to the Code Enforcement Officer, Danny Eudy, who then sends the letters out. Tatum suggested that Town Hall send out the notices to help save some of the time we pay N*Focus to be used for more important issues. He explained that the Ordinance states that either the Code Enforcement Officer or someone appointed by the Board can send out the notices. He stated that he has spoken with Eudy and his only concern was to make sure that we do it right. Eudy will come by Town Hall to show how the notices need to be handled. Tatum stated that N*Focus would still enforce it. Mayor Flowers asked if the Board was good with this. Commissioner Redd asked if this would be a form letter and the answer was yes. Tatum stated that a text amendment needed to be advertised and Hurd stated that it would require the advertisement and a Public Hearing. Tatum stated that if this was good with the Board we would advertise to change from eighteen inches to ten inches in height and from ten days to cut to seven days to cut.

Commissioner Hedlund asked how we came up with ten inches. He stated that since we were already at eighteen inches now, maybe we should go with twelve inches. Tatum stated that other towns were as low as six inches and Commissioner Wiggins stated that another town states that grass should be cut every two weeks regardless of height. Mayor Flowers stated that we should go ahead. Hurd clarified that we would be changing to ten inches and seven days and Tatum stated yes.

Commissioner Redd stated that she has been working, for almost a year, on putting a sign up at Cross and Main Streets, that says "Youngsville Revitalization". She stated that she wanted something to let people know that we are moving forward in downtown. She stated that Mr. Winslow donated the materials and Sarah Peters, on W Persimmon Street, will be drawing and painting the sign. Commissioner Redd stated that the owners have given permission to install the sign on their property. She stated that she has paid the money for the sign permit and wanted to remind everyone that the sign can be changed to update people on what's going on in town. She stated that this should be up by Saturday. Attorney Olivieri stated that if we were going to advertise community events or business events we may want to have some kind of a procedure for how people can request to be on there. He stated that this would be a public space that included First Amendment rules. He stated that if they were specifically Town announcements we would be good

but if we start announcing business functions then we would have to figure out how to include all businesses. Commissioner Redd asked who owned the sign and permit. She stated that it was in her name and she paid the fees for it out of her pocket. Attorney Olivieri stated that it was her sign and asked who owned the property. Commissioner Redd stated that it was owned by Shane White and Ernie Holden and Attorney Olivieri stated that was fine. Tatum asked if there was a problem of her being seen as doing that in her official capacity and Attorney Olivieri stated yes, then it becomes a Town sign but if it's just a sign that Commissioner Redd wants to do on her own just to let people be aware of what's going on around town, then we should be good.

Commissioner Stallings wanted to mention that the Armory has been repaved and had the doors painted. Commissioner Hedlund stated that he would let Mr. Falt know as he had complained about the property previously.

Commissioner Stallings stated that he had heard a real good comment about our Parks and Recreation Department and the Director concerning what he was doing for the youth in this town. However, it was mentioned that the scoreboard had lights missing. Patterson stated that they were putting up the new banners on Main Street, and then they would use the truck from Wake Electric to change out the lights at the Luddy Park.

Commissioner Hedlund mentioned that they have done a few road cleanups the past couple of months. He stated that he does have a draft for a policy to do the cleaning up of the roadways. He stated that he has spoken with Jim Moss who is helping to get some support. Commissioner Hedlund stated that DOT had come out and mowed the right of ways. He stated that he would like to have three to four major clean ups on the highways each year in addition to what the DOT and Adopt a Highway programs do. Commissioner Hedlund wanted to thank everyone, especially Jim Moss, for their help.

Clark stated that there was a Variance Application request by Williams Signature Homes that would need to be heard by the Board of Adjustment. This is for a lot in Ballantyne Subdivision for consideration for a setback matter. He asked that the Board look at having this hearing sometime in July. Clark stated that there was only one application and it should not be as lengthy as the last hearing. He clarified that this would be for a small corner lot that does not have a lot of room but did not want to give too many details before the hearing. Mayor Flowers stated that he would need to look at his schedule before being able to commit to a date today. Attorney Olivieri asked what the advertising requirements were and Tucker stated that it needed to be advertised twice so they would need about three weeks notice before the hearing. Attorney Olivieri encouraged the Board to get with Clark about available dates as soon as possible.

Clark wanted to recommend that the Board pick out yearly dates, maybe quarterly, and if there is no action needed, then we can cancel that meeting. Attorney Olivieri asked if quarterly would meet the requirements and Clark stated unless something comes in that is an appeal or has a time constraint then we can schedule another meeting in between.

Clark stated that something that keeps coming up is storm water. He wanted to mention that the main part of Youngsville is on a hill but we are located in two different river

basins. This means that there are different rules and regulations for each basin. Clark stated that our current Ordinance only covers storm water in the Subdivision Ordinance but existing small lots are not covered in our Ordinance nor are lots under one acre covered by State regulations. He stated that Franklin County has an excellent Ordinance for storm water.

Clark stated that he has been working with some industrial clients. He stated that he is still waiting on some information from one and that the White Street Brewery has gotten their permits for upfitting.

Hurd mentioned that the ethics training is now available for purchase and she was looking to get that purchased within the next week or two. She stated that the Board had until October 31st to complete this training. Once she gets it ordered, she will give everyone the login and password. After completing the training, each Commissioner will need to print out a form that needs to be signed and then return the bottom half to her for her records.

Hurd also wanted to mention that the State has changed the laws on Privilege Licenses. She explained that Privilege Licenses run for the fiscal year. She stated that she sends out invoices in the middle of May and they are due on June 30th. Hurd stated that after she sent the invoices out, the State changed the law. The new law states that only businesses that are physically located in the town limits can be taxed with a Privilege License. She explained that this takes out companies, such as plumbers and electricians, which come into town to do work but were located in another city. Hurd stated that it takes away about \$800 worth of revenue for this upcoming fiscal year. She stated that starting next fiscal year, the State has done away with Privilege Licenses completely which takes away over \$3,000 worth of revenue. She stated that the only licenses that we can do then will be for beer and wine which will be about \$100 total. Hurd stated that when it states physically located it does not get specific concerning food carts but it does look like we can continue to tax them their Privilege License for this fiscal year. She stated that this went through the State really fast and was done at a time when most budgets were under consideration or already adopted.

Patterson wanted to mention that Mr. Wilson from Wake Electric would help us put up the new banners on Main Street. He stated that the storm has pushed back the install date but they are hoping to get them up by the first of next week along with getting the lights at Luddy Park repaired. Patterson stated that they are helping Gibson to get ready for the tournaments. He stated that Luddy Park was looking really nice this year. Mayor Flowers stated that the new swing looks real good. Patterson explained that there would be two entrances to the tournament, one from US 1A South and one on Holden Road. He stated that they should have the fields finished by early next week.

The meeting adjourned at 9:03 pm.

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MINUTES

JUNE 14, 2014

9:00AM

WORK SESSION

YOUNGSVILLE TOWN HALL

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 9:04am. In attendance were Commissioners Terry Hedlund, Joseph Johnson, Larry Wiggins, Catherine Redd, and Graham Stallings. Also in attendance were Town Administrator Bill Tatum and Town Clerk / Tax Collector Emily Hurd. Jim Moss was also in attendance.

Commissioner Redd opened the meeting by stating that she felt that the Town needed to work on the future plans for Youngsville. She used the Envision Youngsville report as a guide for what needed to be done. This report also included ideas on how to improve the downtown area.

Following a discussion, the Board settled on six projects to start with. Tatum would contact CSX Railroad about possible parking on the right of way near the railroad tracks. He would also contact the Ms. Paulsen about purchasing the property they have up for sale for future projects. Tatum would also contact the ABC Commission regarding the sale of liquor for restaurants inside of town limits. Commissioner Hedlund would approach CAMPO regarding the LAPP program to help in funding the round-a-bout that was proposed by the Northeast Area Study. Commissioner Redd, with the help of Commissioner Johnson, would start working on a Downtown Strategic Plan. Commissioner Stallings would approach the owners of Woodlief Supply to discuss purchase of that property for future development.

The Board agreed to have these work sessions quarterly and scheduled the next one for September 20th at 9:00am.

The work session adjourned at 10:57 am.

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MINUTES

JULY 10, 2014

7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was a Public Hearing. The Public Hearing was for text amendments to Chapter Six, Sections 6.104.2 and 6.104.3 of the Town Ordinance. The Public Hearing was called to order at 7:00pm. Clark explained that the requested changes were to reduce the height of the grass / obnoxious weeds from eighteen inches to ten inches. He stated that both Code Enforcement Officers were fine with that and suggested maybe even going as low as eight inches due to the time frame for notices and appeals. Clark stated that there had been no comments received at Town Hall concerning these changes and that they were consistent with other Towns. Tatum asked if Clark had the suggested wording for the Ordinance and Clark stated that it would be the same as presented in the agenda packets with one suggestion of making the length eight inches instead of eighteen and to keep the ten day notice period. Commissioner Redd stated that she would be fine with ten inches and ten days notice.

The Public Hearing was closed at 7:04pm

The next item on the agenda was citizen's comments. Thomas Dement, Woodlief's Supply Company, stated that they had been cleaning up and trying to save piles of lumber, cinderblocks, and tin that was stacked in neat piles. He explained that last week, the Town had all of that taken off, accusing the Town of stealing the materials. He stated that without that material, they would not be able to fix the building. Mr. Dement explained that all of the piles were stacked nice and neat except for one. He stated that they then received a bill for \$2,700 for "stealing" lumber. He stated that the public was behind them. Mr. Dement stated that he felt the Board was made up of good, honest people but this was done wrong.

Evelyn Allen, one of the owners of Woodlief's Supply Company, stated that they tried hard and did the best they could over the recent years. She explained that business has gone down and they have spent all of their money trying to keep the business going. She

stated that it has been hard times for everyone. Mrs. Allen explained that they were saving the materials to work with underpinning the floor, as it wasn't level. She stated that their hope was to fix it up in order to sell it so that they could get some of their money back. Mrs. Allen stated that they went down when the Town was loading things up to try to get them to leave the cinderblock and tin and just take off the trash, but they took everything. She explained that they had tried to get a dump truck but that it had broken down and the weather became a hindrance. She stated that there were only two piles that were not being used. Mrs. Allen stated that she was so upset and was told by Tatum that he was only doing what the boss told him. She stated that she went by Town Hall but there was no one there for her to talk to. She explained that she didn't think that it was even a full dump truck load of trash. Mrs. Allen stated that the bill was for \$2,740 for taking off the building supplies they were using as well as two piles of trash. She explained that some of the timber taken off was from the old blacksmith's shop and they were selling that wood. Mrs. Allen stated that she didn't think it was right and thanked the Board for listening.

Brian Dement, a family member, stated that they had received a bill for \$2,700 but he thought that he had seen a previous letter stating that it would only cost \$100 an hour for the cleanup and it did not take that long to load the materials behind the business. He stated that charging an elderly woman over \$2,000 to clean up the piles of bricks was not right.

The next item on the agenda was the Financial Report. Tatum stated that the Town had received grant money today from the Franklin County Health Department to enhance the crosswalk at the intersection of Highway 96 and Cross Street. He explained that the money would cover enhancing the existing crosswalk on Main Street and would let us get the markings for one on Cross Street and have a little bit left over. Tatum stated that he was asking the Board for the authority to contract the work with the company that he received a quote from.

MOTION: TO AUTHORIZE THE TOWN ADMINISTRATOR TO PROCEED WITH ENHANCING THE CROSSWALKS ON HIGHWAY 96 AND CROSS STREET WITH THE MONEY RECEIVED FROM FRANKLIN COUNTY HEALTH DEPARTMENT

The motion was made by Commissioner Redd and was seconded by Commissioner Hedlund. 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 June 12, 2014 and the Work Session on June 14, 2014. Also included on the Consent Agenda were the Tax Collectors Report, a Resolution to purchase a new police car financed by Union Bank and Budget Amendments 2014-16 and 2014-17.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Stallings 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 a status update on the Ordinance Violation at Woodlief Supply Company. Tatum stated that the order to remove the violation was entered and done. Eudy stated that the structure at Woodlief's has been inspected and they would be setting a hearing date under the Non-Residential sections of the Ordinance. Commissioner Stallings asked what the value of the supplies that were taken was and Mr. Dement responded that he wasn't sure of a total but 180 concrete blocks, three or four sheets of tin (some old and some new), and some old lumber were taken. Mr. Dement stated that they had been selling the concrete bricks for about \$5.00 a brick. Commissioner Redd explained that this process has been going on for a long time. She explained that this has been attempted several times previously and has been discussed for months. She stated that no one wanted to do this but in order for the Town to move forward, we cannot do so with the junk, trash, and broken windows at businesses on Main Street. Commissioner Redd explained that this all started about three to four years ago and that it happened in the right order. She stated that the Board did not do anything wrong. Mr. Dement stated that there was over 90 years of history in that building. He explained that they didn't like the broken window any more than other people but they couldn't afford to get it fixed. Commissioner Redd stated that it was an unfortunate situation. Mr. Dement reiterated that it was a piece of Youngsville history.

The second item under Old Business was a discussion of text changes to Chapter Six, Sections 6.104.2 and 6.104.3.

MOTION: TO CHANGE THE ORDINANCE 6.104.2 TO TEN INCHES FOR VIOLATION HEIGHT AND 6.104.3 TO BE LEFT AT TEN DAYS NOTICE OF VIOLATION

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 sale of the land / storage building. Attorney Olivieri stated that everything was done on our part, we were just waiting to hear back from the adjoining property owners. He explained that if we didn't hear back from them, the next step would be to file a title action. Tatum asked if we could go ahead and send a letter informing the adjoining property owners of what the next step would be and to give them a deadline and Attorney Olivieri stated that he could.

MOTION: TO INFORM THE ADJOINING PROPERTY OWNERS THAT THE TOWN WOULD FILE A TITLE ACTION IF WE HAVE NOT HEARD BACK FROM THEM BY JULY 31, 2014

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

The fourth item under Old Business was to continue the discussion of drainage bids. Commissioner Wiggins stated that there had been three bids based on the plans submitted by Jimmy Murphy last month. He explained that this would take the water from the Town property to Cross Street and would also re-grade the ditch to the Franklin Street intersection. The three bids were from Oakes Grading for \$23,422.80, Johnny King Grading for \$24,800.00 (that does not include rock if needed) and JMD Grading Inc for \$25,010.00. Commissioner Hedlund stated that the last item on JMD Grading's bid also mentioned additional cost for rock with a \$5,000 minimum.

Attorney Olivieri stated that there was a question about the legal issues of getting other property owners to assist in paying for these repairs. He stated that his research showed that the Town had no legal obligation to fix these problems but he recommended that the Town move forward as it was being a "good neighbor". Attorney Olivieri wanted to clarify that the water was coming from other sources than just the Town's property and Tatum stated that was correct. Attorney Olivieri explained that the Town wasn't obligated to fix the problem but there was the possibility of a claim by the property owner being flooded against the Town. Commissioner Stallings asked why the Board was just hearing this information and Attorney Olivieri stated that he just found out himself through some research. Clark stated that he had spoken with the Town Engineer, Robert Graham, and they provided a letter to the Board a few months back explaining the source of the water. The three main places the water is coming from is the Town's property, the church and Main Street. Clark explained that the grades of the property already allowed for water to flow downhill towards Franklin Street and that the recent work done on the Boondocks parking lot has made an impact on the amount of water as well. He stated that the Boondocks Boys were revising their plans to deal with the site specific storm water problems. Clark stated that it was part of their permit and the Town would be holding all permits until this was completed. He stated that they are looking at different options. Clark stated that he was not a design engineer but it appears that a good amount of the water is coming from the Town's property which mirrors what Mr. Graham had reported.

Commissioner Redd asked about financing this work and Tatum stated that it would need a budget amendment. He explained that the money would be taken out of a contingency fund which is budgeted at \$34,000 this year. Hurd stated that some of the work along the right of way on Cross Street could be paid for out of Powell Bill. Commissioner Redd asked how much and Hurd estimated around one third to one half of the amount.

When asked, Attorney Olivieri clarified that if this problem wasn't resolved, the affected property owner could take legal action if they were able to prove that Town action caused this problem. He explained that the Town did not have a legal obligation to fix these problems but it will prevent possible litigation down the road. Attorney Olivieri stated that this was at the Board's discretion but did note that it was an expensive repair. He stated that it was not a bad idea to go ahead and fix the problem as it will help prevent potential legal problems down the road.

Commissioner Johnson stated that he felt that the neighbors know we have already put out bids to fix this problem and they are expecting the Board to move forward. He stated

that everyone has seen the problems at Mrs. Young's house from the drainage issues. Commissioner Johnson stated that he felt we should help fix this problem. Tatum stated that from the conversations at the start of this was that it was a "good neighbor" fix to the drainage that comes from our property. He explained that there was some drainage from other properties but most of it came from the Town's property. Tatum clarified that he had asked Attorney Olivieri at the last meeting was if the Town could recoup some of the financial costs of fixing this drainage problem the answer was no, we could not. Tatum stated that his understanding from the beginning was that the Town may not have a clear legal obligation to fix this problem, but there was a good neighbor obligation. He stated that if we don't fix this problem now, we could have legal problems down the road.

Commissioner Hedlund stated that he felt the Board needed to take action on this matter.

Mayor Flowers wanted to clarify that the bid by Johnny King Grading had an extra charge for rock and Commissioner Wiggins agreed that it would be extra. Commissioner Wiggins stated that Oakes Grading did not have that wording on it and it was the low bid. Mayor Flowers asked if that was included and Commissioner Wiggins stated yes.

MOTION: TO ACCEPT THE BID BY OAKES GRADING AND PROCEED WITH THE DRAINAGE PROJECT

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

The next item on the agenda was New Business. The first item under New Business was to adopt the NC 457 (Deferred Compensation) Plan. Tatum stated that this was a program that was made available to municipal employees by the State Treasurer's Office. He explained that this was similar to 401(K) plans but there was no early withdrawal penalties and allows part-time employees, including elected officials, to participate. Tatum stated that this program would not cost the Town anything as there were no matching funds needed to participate. Mayor Flowers stated that this was a good plan.

MOTION: TO ADOPT THE NC 457 (DEFERRED COMPENSATION) PLAN

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

The second item under New Business was to discuss setting the Board of Adjustment Meetings. Hurd explained that the Board needed to set a date for an upcoming Board of Adjustment for property located in Ballentyne Subdivision. The Board agreed on August 7, 2014. After a brief discussion, the board set dates for the Board of Adjustment on a quarterly basis which would be held on the first Thursday of those months.

MOTION: TO SET THE BOARD OF ADJUSTMENT MEETINGS QUARTERLY, STARTING AUGUST 7, 2014, TO BE HELD ON THE FIRST THURSDAY OF THOSE MONTHS

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

The third item under New Business was to request a Public Hearing be set on August 12, 2013 for a Petition for Zoning Amendment for Hampton Downs of Youngsville and Hurt Investments, LLC to rezone from Mixed Use (MU) to Residential Single-multifamily (RSM) use.

MOTION: TO SET THE DATE FOR THE PUBLIC HEARING FOR A PETITION FOR ZONING AMENDMENT FOR HAMPTON DOWNS OF YOUNGSVILLE AND HURT INVESTMENTS, LLC TO REZONE FROM MIXED USE TO RESIDENTIAL SINGLE-MULTIFAMILY USE

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

The fourth item under New Business was the Tax Collector's Settlement Report. Hurd explained that this report was a more detailed version of the monthly Tax Collector's Report. She stated that it included the taxes that were billed, amounts paid, and the amounts that are currently past due. Hurd explained that no action was needed on this item but the following item would need a motion.

The fifth item under New Business was the Order of Collection for 2014 taxes.

MOTION: TO ORDER THE COLLECTION OF TAXES FOR 2014 TAXES

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

The sixth item under New Business was Budget Amendment 2015-1. Tatum explained that we had a situation where the Parks and Recreation Department had an all-star team going to tournament. He explained that there was no money budgeted in this fiscal year to cover the expenses of sending the team. Tatum stated that this Budget Amendment gives permission to take money out of the fund balance, basically savings, to help pay for these tournament expenses. Tatum explained that another team was also going to a tournament and he was requesting to take money that the Parks and Recreation Program has accumulated over the years, that is on hand, to spend in this fiscal year. Tatum explained that when you close a fiscal year, whatever money is left over goes into the fund balance (retained earnings) to be spent in this fiscal year.

Gibson stated that the money Tatum was talking about was a check in the amount of \$500 and was due to the select team going to a State Tournament. He explained that this expense did not come up until after the end of the fiscal year and that was the reason he was requesting a Budget Amendment.

Gibson also stated that there was another team, a coach pitch team consisting of seven and eight year olds, which are the NC Machine Pitch State Champion and has earned the right to compete in the Dixie Youth World Series in Texarkana. He stated that it was a great opportunity but it was costly. Gibson explained that this was a once in a lifetime event but families were having a hard time affording to travel to Arkansas. He stated that they have started fund raising with the help of the Franklin County EDC. Gibson stated that the trip would cost approximately eighteen to twenty thousand dollars. He explained to the parents that they would have to cover some of the expenses themselves. Gibson stated that he was asking the Board to support the team and help with the financial burden. Mayor Flowers pointed out that they would need the money quickly and Gibson agreed, explaining that the tournament was next week. He stated that they would need to leave either next Tuesday or Wednesday. Gibson stated that he was prepared for “trailing money”, which are donations that come in after they leave for the tournament, to help reimburse after the tournament. Gibson explained that some of the concerns he has is that some of the families do not have the money in either their bank account or the limit on their credit cards.

Commissioner Redd asked how much Gibson was looking for from the Board and he stated \$10,000. Commissioner Redd stated that was too much. She stated that she sees where he is coming from but she felt that the Town has been working hard over the years to separate the Town and the Parks and Recreation Department. She stated that as a mother of four she still felt that it was the parents’ responsibility to pay for the costs of their children’s fees.

Commissioner Wiggins asked what the fund balance was as of June 30th and Tatum stated that it was at \$7,000 and shouldn’t change during the audit. Tatum explained that the Parks and Recreation funds were separate from the General Fund. Gibson stated that he did want to save some money to help with projects at the park. Gibson proposed that, since he has already started fund raising, that he be allowed to use some of the fund balance to get the families to Texarkana. He stated that they would have more information next week on where they stood with incoming donations.

Tatum wanted to clarify again that there were two requests; the first was Budget Amendment 2015-1 for \$500.00 for a different tournament and the amount being requested for the World Series tournament. He explained that both of these requests would be coming out of the same fund balance.

MOTION: TO ADOPT BUDGET AMENDMENT 2015-1

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

Gibson stated that the difficulty with the request was that they don’t have all of the answers yet. He explained that families were traveling in different ways. Gibson stated that the Dixie Youth Baseball League would only donate \$500 and stated that no one else from this district had gone this far. Gibson requested \$3,000, which was half of the fund balance.

Commissioner Johnson recused himself from voting as he was a coach on this team. He stated that there were families making hard decisions on if they can go and which parent will be going since both won't be able to attend. Commissioner Johnson stated that the costs to travel are about the same whether it was by bus, minivans, or cars. He stated that we want people to come to Youngsville for the family atmosphere and make this their home. He explained that there were twelve players' families and it was a big deal to them and all they were getting from Dixie Youth were jerseys. Commissioner Johnson stated that they would be representing the whole state and it was a big thing.

Tatum wanted to clarify that this was not being funded out of taxpayers' money. The fund balance was made up of money the Parks and Recreation Department had received.

Commissioner Johnson reiterated that the cost would be approximately eighteen to twenty thousand dollars with twelve teammates, with at least one parent, and four coaches. He stated that they have looked at every option. This would be about an eighteen hour drive.

Tatum stated that the Board could adopt the \$3,000 to be considered as Budget Amendment 2015-2, so that the funds can come from Fund Balance to be applied to the World Series.

MOTION: TO APPROVE BUDGET AMENDMENT 2015-2

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 – Commissioner Redd stated that the sign for Youngsville Revitalization had been installed. She stated that the plan was to help keep the citizens informed of ongoing revitalization efforts going on in the Town. She stated that the materials were donated by Matt Winslow and the sign was built and painted by Sarah Peters and her husband.

Commissioner Redd also wanted to mention that she was working on the Downtown Strategic Plan and would have that ready by September's Work Session. She explained that she was basing it on the Wake Forest plan and it was necessary to move forward.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to congratulate both teams and stated that it was a big deal for them.

Mayor Flowers wanted to remind the Board that the Boondocks Ribbon Cutting was on Monday, July 14th. He stated that he would be out of town but hoped that others would be able to attend.

Commissioner Hedlund stated that they had done a road clean up and the youth group found a wallet containing \$46 and two credit cards. They were able to return it to the owner, who stated that it had been stolen. Commissioner Hedlund stated that he would be meeting with the Kiwanis Club concerning the Adopt a Highway Program to help out with keeping the roadways clean. He stated that they would not be doing any cleanups in August.

Clark stated that the Town had received the Bicycle and Pedestrian Grant package but has not yet received the agreement. He was expecting that soon and it could be adopted at the August Board Meeting. Clark stated that he needed to coordinate the establishment of a Steering Committee as it was a required part of the process. He stated that the Town would also need to solicit consultants based on the recommendations of the grant.

Clark stated that he had attended the PSNC Pipeline Public Hearing. He stated that there was a lot of input about the proposed routes east of town. Clark explained that one would come across and head north of the US #1 Highway area. He stated that there were several benefits if that route was taken. First it would benefit the residents and businesses. Second it would minimize land use impacts. Third, the Town could inquire about using that right of way as a joint bike and pedestrian pathway. Clark explained that would depend on the willingness of the property owners to agree but it didn't hurt to start thinking early about these possibilities.

Eudy summed up that there had been thirty eight cases opened for Public Nuisances so far this year. He has closed twenty of them. There is one Minimum Housing Standards case and two Non-Residential Standards cases and neither of them have been closed. Eudy stated that there have been fourteen Zoning Violations that were opened and twelve of them have been closed. Eudy explained that there was a Non-Residential structure inspection (14-01) that is now pending a hearing. He stated that 14-02 was split into Residential and Non-Residential as there were two buildings of different uses on the property. Both of these have been inspected and are pending a hearing. Commissioner Redd asked who held the hearings and Eudy stated that hearings were held by him. He explained that the process was, he would write the violation up; send a copy of what needs to be done to the owners. The hearing would then be held by him where they would sit down and go over all of the information. He stated that he would make a decision that included whether the property can be repaired or demolished. Eudy explained that the statistics decided which option was chosen.

Chief Kirts stated that he would like to get Board approval to enter into a Mutual Aid Agreement between all of the municipalities in the county. He explained that we already

have one with Franklinton and it was important in small communities. Chief Kirts stated that they would be able to share training and education. He stated that after Board approval, the Town Administrator would sign the Agreement.

MOTION: TO ENTER INTO A MUTUAL AID AGREEMENT WITH ALL OF THE TOWNS IN FRANKLIN COUNTY

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

Commissioner Wiggins asked if there was a Noise Ordinance on the books and if the Police Department had the equipment to enforce it. Chief Kirts stated yes to both questions. Commissioner Wiggins stated that there were cars on Main Street with loud radios and Chief Kirts stated that they would take care of it.

The meeting adjourned at 8:17 pm.

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MINUTES

AUGUST 14, 2014

7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund gave invocation. In attendance were Commissioners Terry Hedlund, Larry Wiggins, Catherine Redd, Joseph Johnson, and Graham Stallings. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Administrative / Zoning Assistant Kathryn Tucker, Police Chief Daren Kirts, Town Attorney Joseph Olivieri, and Zoning / Planning 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. The Public Hearing was for a request for Zoning Amendment for Hampton Downs and Hurt Investments to go from Mixed Use (MU) to Residential Single/multifamily (RSM) use. The Public Hearing was called to order at 7:00pm. Clark stated that this Public Hearing had been advertised in compliance with the Zoning Ordinance and had received a Favorable Recommendation from the Planning Board. He explained that this request concerned two tracts of land, approximately seventeen acres off of Park Avenue and Wolfpack Lane, in the area northwest of Hampton Village Apartments. One of the properties was 489 Park Avenue, a residence, and the acreage for Hampton Downs duplex development. Clark stated that they had looked into appropriate zoning for the area and how it would affect neighboring property values. He reminded the Board that the Board of Adjustments had approved the revised plans for Hampton Downs a few months back.

Mark Hurt, the developer, explained that banks were unwilling to loan money for residential property located within MU districts and it also created issues with appraising the property. He stated that changing the zoning to RSM would help fix the problems with selling both the duplexes and the current residence located at 489 Park Avenue.

Commissioner Johnson asked if this would change it from the original approved plans and Hurt stated that this was just to help with the loans from the banks as well as the appraising process. Hurt stated that they were ready to move forward at the banks once this zoning revision has been completed. Commissioner Johnson asked when we could see the dirt start moving and Mr. Hurt stated within a couple of months. Commissioner Johnson asked about annexing the development and Mr. Hurt stated that they would be annexed after completion.

The Public Hearing was closed at 7:09pm

The next item on the agenda was citizen's comments. Laurine Young wanted to thank the Board and staff for all of the help in fixing the drainage problems on N Cross Street that came from the Town's property. She stated that it was a nice experience and it showed that this was a kind and loving community.

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 July 10, 2014. Also included on the Consent Agenda were the Tax Collectors Report, the Bicycle and Pedestrian Planning Grant Agreement, the yearly Memorandum of Understanding for CAMPO and Budget Amendments 2015-3 and 2015-4.

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 the request for Zoning Amendment for Hampton Downs and Hurt Investments to go from Mixed Use to Residential Single/multifamily Use.

MOTION: TO APPROVE THE ZONING AMENDMENT REQUEST FOR HAMPTON DOWNS AND HURT INVESTMENTS FROM MIXED USE TO RESIDENTIAL SINGLE/MULTIFAMILY USE

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

The second item under Old Business was an update on the sale of the land / storage building. Attorney Olivieri stated that he had received voice conformation from both owners that they will be putting the signed contracts in the mail on Monday. He stated that he will file them with the Register of Deeds as soon as they came in and then we can start with the bidding process. He stated that he would email the Board conformation once he received the contracts. Tatum asked what we would need to do about the bidding process and Attorney Olivieri stated that he has been in contact with the original bidders to keep them up to date. He stated that we would then restart the bidding process.

The next item on the agenda was New Business. The first item under New Business was Jeff Lewis from the Franklin County Emergency Services to discuss the Franklin County Hazard Mitigation Plan. He explained that the Plan needed to be updated every five years and that Franklin County had been footing the twelve to fifteen thousand dollar for a consultant to write the plan in previous years. Mr. Lewis explained that North Carolina Emergency Management has agreed to a regional type plan that can be done between Franklin, Warren, Vance and Granville counties. These plans measured risk analysis for disasters such as hurricanes or train derailments and help with the recovery process as well as getting the funding from the state all the way up to FEMA in a timely manner.

He stated that each Town needed to sign a Memorandum of Agreement and they would be grandfathered into the Plan. He explained that this regional plan is free. Mr. Lewis stated that they have already included Youngsville as they didn't want to leave anyone out. Once the plan has been approved, we will receive a copy.

MOTION: TO JOIN THE REGIONAL HAZARD MITIGATION PLAN WITH FRANKLIN COUNTY

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

The second item under New Business was Janis Cyrus with an update on the Fall Festival. She stated that the Fall Festival will be held on September 27th and it would be bigger this year due in part of the car show hosting the 50th anniversary for Mustangs. She stated that approximately 700 flyers have gone out and it was posted on the webpage. Mrs. Cyrus also stated that there would be a food truck rodeo with at least eleven vendors at this time. She stated that they should pull in a good crowd but there was also a 5K run by the Fire Department scheduled that morning and the hope was that those people would stay in the area and head to the Fall Festival after they finished their run. Mrs. Cyrus stated that Panic Point also had laser tag events that would be going on though she was unsure of their schedule. She explained that she had volunteers that would help direct traffic as well as a company that would put out their caution signs to alert coming traffic. Kirts stated that he couldn't put officers on traffic duty unless he got permission for the overtime. Commissioner Redd asked about the run's route and Chief Kirts stated that he has not yet received the final course. Mrs. Cyrus stated that the Fall Festival was put on by the ECA Club and the Kiwanis' Key Club would be helping out this year. She explained that all money raised was turned back into the community for things like the playground, swing, and the new bike rack at the school. She explained that it was done by all volunteers and had concerns that if she had to pay for traffic control, it would take away from what they do for the town. Tatum stated that when the Parks and Rec did their event, they had to pay for off duty police officers to direct traffic. He wanted to make sure that all events were treated the same. Chief Kirts stated that in the past the Town paid the officers' overtime but we were unable to do that now. Tatum stated that this needed to be ironed out between now and September. Mayor Flowers asked what time the Fall Festival was and Mrs. Cyrus stated that it was from 8am to 3pm but their busiest times were between 10am and 2pm. She stated that last year they didn't have any police helping with traffic. Commissioner Redd stated that as the events get bigger we need to figure something out like Wake Forest. Tatum stated that how events were handled needed to be clarified in policy and adhered to. Commissioner Redd agreed and stated that she would bring a new policy to the Board next month. Chief Kirts stated that there were concerns of public safety with only volunteers directing traffic as well as other emergencies that may arise if his on-duty officers were working the festival. Commissioner Stallings agreed that that event would need professionals to direct the traffic and would need to pay for the off duty officers. Attorney Olivieri agreed that we needed to take a look at the process.

The third item under New Business was a discussion on opening a North Carolina Capital Management Trust Fund (NCCMT) term portfolio account. Tatum explained that any surplus money was put into a money market account at this time. He explained that the NCCMT was the bank that handled our Debt Set Off Program. Tatum stated that they would pay more interest and we could move money in or out within twenty four hours. On the down side, it is not federally insured. He stated that they only do government only bonds. Tatum explained as we were already set up with the NCCMT, we would only need to add another account and suggested moving \$250,000 to open it. Tatum stated that another alternative would be Finistar but he didn't have a lot of information at this time on that bank.

MOTION: TO OPEN A TERM PORTFOLIO WITH THE NORTH CAROLINA CAPITAL MANAGEMENT TRUST FUND

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

The fourth item under New Business was a discussion of the proposed policy manual additions and changes. Commissioner Hedlund stated that these were not additions but existing policies that have been reformatted to the new version. When asked, Commissioner Hedlund stated that they have been reformatted almost verbatim. He stated that we had a good policy in place and only needed to change the format at this time. Commissioner Redd stated that she was impressed with the work and thanked Commissioners Hedlund and Wiggins for their work on this project. Attorney Olivieri asked if the Town Administrator was considered a department head over the Town Hall staff. Once Commissioner Hedlund read the portion of the proposed policy Attorney Olivieri stated that it was very clear and would work well. Commissioner Hedlund stated that they should have more policies ready by next month.

MOTION: TO ADOPT THE PROPOSED POLICY MANUAL ADDITIONS / CHANGES

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

The fifth item under New Business was a discussion of participating in the Heritage Society's 2014 Franklin County Time Capsule. Hurd explained that she had been approached about purchasing a bin for the Time Capsule. She stated that the bins cost \$30.00 and smaller envelopes were \$20.00. Hurd explained the size of the bins and stated that they were only going to sell approximately thirty bins and had already sold over half of them. She stated that other local entities, such as the Woman's Club, had already purchased a bin.

MOTION: TO PURCHASE A BIN FOR THE FRANKLIN COUNTY HERITAGE SOCIETY'S 2014 TIME CAPSULE

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session for an update on a legal issue and personnel. The Board entered Closed Session at 7:51pm and exited at 8:01pm. Mayor Flowers stated that they went into Closed Session to discuss legal issues and personnel and that no action was taken.

Mayor Flowers then left the meeting and Mayor Pro-temp Johnson took over the meeting.

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 she had met with Clark and Don Belk of N*Focus to talk about a Capital Improvement Plan and a Strategic Downtown Plan. She stated that they will meet again and move forward on getting these plans finalized.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Tatum stated that we had received grant money to upgrade the crosswalks at the intersection of East Main Street and S Cross Street. He stated that the company that was going to do the work had back out but did provide him with another company's name. Commissioner Johnson stated that he also had some names we could try.

Commissioner Redd stated that they had raised enough money to install a bike rack at the Elementary School. She stated that she now has about six children on bicycles to try and cross Main Street to get to the school every day. She explained that some of the officers helped and we needed to work on getting the needed crosswalks. Commissioner Redd thank Mrs. Cyrus and other donors for their gift and stated that they had money left over to buy some planters.

Commissioner Stallings stated that he was proud of our baseball team that went to the World Series Tournament.

Commissioner Wiggins asked about handicap access to certain businesses. Tatum stated that David Faircloth had been working with the Town in trying to access the problems and find solutions but health issues had put that on hold. Tatum stated that he hoped with the planning efforts for the pedestrian grant, we could have some of the issues fixed. Commissioner Redd stated that the older buildings were grandfathered. Clark stated that if there were any changes made to the buildings, the new requirements would need to be

met. Commissioner Wiggins' concerns were for at least having hand rails installed. Clark stated that he would look into it.

Commissioner Johnson wanted to thank everyone for the help and donations that were made. He stated that it was an enlightening and fulfilling time and that they had a great experience. He stated that they would never forget and wanted to offer a heartfelt thank you from the Parks and Rec Department and the families of the players. Commissioner Johnson stated that they are working on letters and had raised over \$12,000. He stated that some nice articles had been written by both the Franklin Times and the Wake Weekly. Commissioner Hedlund stated that they did a good job. Commissioner Johnson stated that a lot of people from Youngsville had watched the games and did "shout outs" on JockJive.com.

Commissioner Hedlund stated that there was a no parking sign on Blue Heron Drive that was on the ground. He also asked about the repairs to the pond and Clark stated that Steve Gould was working on getting that taken care of.

Clark stated that he and Commissioner Redd were starting the process of looking ahead. They were working on the Comprehensive Development Plan which would be coordinated with the Bicycle and Pedestrian Grant. He stated that he had attended the Hazard Mitigation Plan workshop and would blend that in with the overall policy. Clark stated that they needed to figure out how to engage people in these plans as the Bicycle and Pedestrian Plan requires it. This plan will help suggest policy and direction for the future of Youngsville. This will all be coordinated with Commissioner Redd.

Clark stated that Ballantyne Subdivision is nearly built out and Anderson Park has only a few lots left. He stated that there have been twelve more permits issued for Patterson Woods in the area of Camille Circle towards US 1A-South. He stated that Steve Gould would finish constructing the street and work on DOT access to the highway.

Clark had a meeting concerning Holden Meadows Preserve Development on Holden Road past Faith Baptist Church. He stated that this development covers 128 acres. Clark explained that they were almost to the point of starting this subdivision before the recession and the project is now back on. He stated Steve Gould and the engineer are working on the water and sewer as well as working with DOT. The first phase will have 57 houses and they are ready to go. Clark stated that he wanted to bring this to the attention of the Board. He explained that there were no significant changes other than the addition of curb and gutter instead of ditches. Clark stated that they will be annexing. He stated that they will be starting soon but they have to update their permits. The first phase looks to go in next spring. Clark stated that there were good records and documentation kept from earlier discussions years ago.

Clark stated that Eudy had some medical issues but he will be back on schedule.

Chief Kirts, at the request of the Mayor, gave some statistics to the Board on police activities. From January through July, there have been 932 citations, 97 arrests, 242 warning tickets and 83 ordinance tickets, which were mostly parking violations. In July,

there were 44 incident / investigations, 125 citations, 28 warning tickets and 11 ordinance violations. Included in those numbers were 37 speeding tickets. From January through July, there have been 39 arrests for DWIs, down 18% from last year.

Chief Kirts also wanted to request that the Board allow the Police Department to charge \$5.00 for incident report requests. He explained that they did get quite a few of them, which meant that someone has to stop what they are doing to print out this report. He explained that it takes time and supplies for each of these reports. Chief Kirts stated that other towns have implemented this fee as well and some where larger than \$5.00. Tatum stated that this sounded reasonable.

MOTION: TO CHARGE \$5.00 PER INCIDENT AND ARREST REPORT REQUESTED

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

As Gibson was not in attendance, Commissioner Johnson stated that Fall Baseball season was ready to start. He stated that we have as many signed up for fall as we did in the spring, which is a huge improvement. He explained that we have other towns signed up as their town did not have enough for them to have Fall Baseball. Commissioner Johnson stated that this was the first year that we've had three divisions win their district championships and go to tournament. He stated that they had lots of volunteers and wanted to thank everyone again.

The meeting adjourned at 8:31 pm.

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MINUTES
SEPTEMBER 11, 2014
7:00PM
REGULAR MEETING
YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Meeting of the Town of Youngsville Board of Commissioners to order at 7:00pm. Commissioner Hedlund led the Board in a moment of silence for September 11 victims and families and then gave invocation. In attendance were Commissioners Terry Hedlund, Catherine Redd, Joseph Johnson, and Graham Stallings. Commissioner Larry Wiggins came in at 7:32pm. Also in attendance were Town Administrator Bill Tatum, Town Clerk / Tax Collector Emily Hurd, Police Chief Daren Kirts, Town Attorney Joseph Olivieri and Maintenance Supervisor Sheldon Patterson. A representative from Wake Weekly was also present.

The first item on the agenda was citizen’s comments. Scott Anderson, E Main Street, stated that he was a member of a non-profit organization that wished to rent the Community House for a fundraising event at the end of October. He requested a waiver of the fee from the Board.

The next item on the agenda was the Financial Report. Tatum explained that we have already received 63% of the budgeted tax revenue for the 2014 levy. He stated that the discount period has ended and doesn’t expect to collect a significant amount of the remaining taxes until December. Tatum also stated that there was a significant shortfall in the Parks and Recreation in the sponsors and sign income. He explained that we are contracting out for our umpires and are not doing budget cuts on the Parks and Recreation Department. Tatum stated that they are looking at what needs to be done but wanted to point out that there was not a diminished support of the Parks and Recreation Department and that the Town was proud of them.

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 14, 2014. Also included on the Consent Agenda was the Tax Collectors Report.

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 an update on the sale of the land / storage building. Attorney Olivieri stated that he was still waiting to get signatures and had volunteered his secretary to go to one of the owners for the notary if they needed. The other owner is a corporation and was waiting for their

lawyers to finish looking over it but expect it to be ready soon. Attorney Olivieri stated that the original bidders were aware of the progress.

The next item on the agenda was New Business. The first item under New Business was a discussion of the proposed policy manual additions and changes. Commissioner Hedlund stated that they would have the draft completed next week. He explained that he and Commissioner Wiggins were still working on the numbering. Commissioner Hedlund stated that there were few changes.

MOTION: TO TABLE THE POLICY MANUAL UPDATES UNTIL THE NEXT BOARD MEETING

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

The second item under New Business was a discussion of events permitting and liability waivers. Commissioner Redd stated that she had created the events permit based on other towns. She explained that both Chief Kirts and Tatum were fine with the wording. Commissioner Redd stated that she was still working on the liability / hold harmless waiver because she wanted the lawyer to take a look at it first. She explained that the events permit would go through the Police Department, there was no fee for the application, and needed to be applied for thirty days prior to the event. Commissioner Redd stated that she would bring the liability waiver before the Board next month. Mayor Flowers asked about alcohol and Chief Kirts stated that would be looked into and either accepted or denied during the permitting process.

MOTION: TO APPROVE THE EVENTS PERMIT AS PRESENTED

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that they needed to go into Closed Session for an update on a legal issue and personnel. The Board entered Closed Session at 7:11pm and exited at 7:34pm. Commissioner Wiggins entered Closed Session at 7:32pm. Mayor Flowers stated that they went into Closed Session to discuss legal issues and personnel and that no action was taken. Mayor Flowers read a Press Release concerning the recent developments of two former employees that were being investigated by the State Bureau of Investigation. He stated that both employees were indicted on August 28, 2014.

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 – Commissioner Redd stated that she had met with Bob Clark and Don Belk concerning the plans for downtown. She stated that she would be focused on the downtown area and N*Focus would focus on the rest of town. She stated that she had met with YABA concerning bringing businesses to the downtown area and work on implementing the Envision Youngsville Plan.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that the opening day ceremonies for Parks and Recreation were this past Saturday and the youth were recognized for their achievements. He stated that there was about 200 – 300 people. Mayor Flowers stated that he read the proclamation and the team received the “Keys to the City”.

Mayor Flowers stated that he also met with the Kiwanis Club concerning all of their help in the community. Mayor Flowers stated that the Fall Festival was on September 27th. Mayor Flowers stated that the crosswalks had been installed at the intersection of Cross and Main Street. There was no cross button but the crosswalks were now better marked.

Commissioner Redd wanted to thank Chief Kirts for all of his hard work in the investigation and that she was impressed with the time and energy that was put forth.

Commissioner Redd stated that the Board needed to discuss Mr. Anderson’s request to have the fee for the Community House waived. Tatum explained that we shouldn’t break the rules that the Board has already set and he volunteered to make the payment for the use of the Community House. Other members of the Board stated that they would help with the payment as well.

Commissioner Stallings wanted to thank the Wake Weekly for putting the article concerning the investigation on the front page as the Franklin Times ran it in Section B with the sports. He also wanted to thank the Chief for all of his hard work and was glad that we were moving forward.

Commissioner Hedlund stated that he had participated in the LAPP training. He found a lot of valuable information and projects. He stated that there were copies of the training in the Clerk’s office. Commissioner Hedlund stated that this is a two year process and that with a due date of September 20th, the Town would miss out on this round of grants. The next due date would be in June of 2015 for 2017 funding. He stated that it would be worthwhile to apply for this funding. Commissioner Redd stated that Don Belk, of N*Focus, would be helping us with getting the funding and paperwork for the roundabout.

Chief Kirts stated that he appreciated all of the thanks. He stated that he and Assistant Chief Thomas had hundreds of hours into the investigation and had hit several road blocks.

Chief Kirts gave a summary of police activity. He stated that there had been 40 incidents,

41 offenses, 10 arrests, 18 charges, 157 citations, 18 warning tickets and 12 parking tickets. He stated that there were no accidents.

Tatum asked Chief Kirts to report on Officer Garrett. Chief Kirts stated that there had been an incident on Sunday and that Officer Garrett had done an excellent job but that the Franklin County Sherriff's Office had taken the credit in the newspapers. Chief Kirts stated that due to Officer Garrett, they had solved several cases.

Chief Kirts stated that the Fall Festival would be using two off duty officers and that everything was good.

Patterson stated that we had finally gotten our tractor back and were now able to pick up the brush that was on the side of the road.

The meeting adjourned at 7:50 pm.

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MINUTES

SEPTEMBER 20, 2014

9:00AM

WORK SESSION

YOUNGSVILLE TOWN HALL

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 9:04am. In attendance were Commissioners Terry Hedlund, Joseph Johnson, Larry Wiggins, Catherine Redd, and Graham Stallings. Also in attendance were Town Administrator Bill Tatum and Town Clerk / Tax Collector Emily Hurd.

The first item on the Agenda was Public Comments. There were no comments.

The second item on the Agenda was the Downtown Revitalization progress. Commissioner Redd stated that she has met with both Bob Clark and Don Belk, planners with N*Focus, a couple of times. She stated that she would be working on the downtown area plans, using the Envision Youngsville Plan to create a rough draft. Commissioner Redd explained that a Steering Committee was needed for the Bicycle and Pedestrian Grant. She stated that her hope was that this Committee would continue to help with the creation of other Plans for Youngsville. She stated that she had met with YABA to help bring businesses to downtown. She explained that they wanted to start business alliances that would help spread the word of neighboring businesses.

Commissioner Redd also wanted to talk about incentives to bring businesses to Youngsville. She stated that something like \$100.00 a month for the first six months and try to get the landlords to match this would help in getting a business started up. Tatum recommended talking to the Franklin County Economic Development to see how they have this system set up.

Commissioner Redd also wanted to start recognizing businesses that put forth that extra effort to make their place of business look good with a certificate. She suggested Wallscapers as the first. Commissioner Redd stated that fall was a good time to showcase our town as there were a lot of events. She suggested a monthly newsletter and getting business links on the Town's webpage.

Commissioner Wiggins asked about the Christmas decorations and if we could get more in place. Hurd explained that there had been some issues in previous years concerning putting up decorations and current issues on the costs of brackets. Commissioner Wiggins stated that he would contact Duke Progress to see if there would be any problems putting up more decorations.

The next item on the agenda was a discussion of the construction debris container ordinance. Tatum stated that John Ganus, N*Focus, agreed that the containers did not comply with the ordinance and that he would contact the construction company and Danny Eudy would do a follow-up.

The next item on the agenda was the Events Permit and a Hold Harmless Agreement / Penalty Provision. Commissioner Redd stated that she had the Hold Harmless Agreement done and the attorney was looking it over. She also wanted to add a penalty provision for events that were held and not applied for. The Board did not want to shut down an event but there did need to be some sort of fine. The amount of \$150.00 an hour was brought up and Commissioner Redd stated that she would check with John Ganus to make sure that this would be feasible.

The next item on the agenda was the work conditions and expectations policies review. Commissioner Hedlund stated that though they had changed the format, everything was verbatim. He stated that they hoped to be done with the old manual / policy by the end of the year.

Commissioner Wiggins asked about a policy on yard sales. Commissioner Stallings stated that it had been tried before and everyone in town had complained. Commissioner Wiggins asked what the problems had been, Hurd, Commissioner Stallings and Commissioner Redd explained that there had been quite a few different residents that had come to Town Hall and the Board Meeting to complain, the most common complaint was that the Board wanted to charge them to have yard sales and limit the amount of yard sales they could have per year. Commissioner Wiggins asked about the resident selling bikes on S Nassau Street. He stated that it was more of a home business than a yard sale and Hurd stated that she would get either Bob Clark or John Ganus to look into that.

The next item on the agenda was an update on the roundabout. Commissioner Redd stated that we were unable to apply for this year's funding as the deadline had been too close to prepare the proper paperwork. She explained that the next deadline to apply for funding was in June of 2015 and she was hoping to be able to apply then.

The last item on the agenda concerned Commissioner Redd's letter to the editor. She read the letter and explained she wrote the letter as a citizen and had emailed it from her personal account. Her concern was that the Franklin Times buried the article about former Town Administrator Brenda Robbins in the sports section. She stated that the Franklin Times had added that she was a member of the Board and edited the letter so that it didn't name the competing newspaper that had a better article. She wanted to know if another letter should be sent from the Mayor but the Board decided not to go in that direction. The Board agreed that they would continue to work with the reporters of the Franklin Times.

Tatum wanted to update the Board on several projects from the last Work Session. He stated that he had contacted CSX about using their right of way for public parking and the request was denied. He stated that he did not contact the two property owners about purchasing their property as it was not appropriate while their properties were going

through the Code Enforcement process. Tatum also stated that the Board would need to request the Board of Elections put a referendum on the ballot in November of 2015 for the citizens to vote on whether liquor could be served in restaurants in Youngsville.

Commissioner Johnson stated that the Thank You letters from the Parks and Recreation Department had all been mailed out.

The work session adjourned at 10:07 am.

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MINUTES

OCTOBER 9, 2014

7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was citizen's comments. There were none.

The next item on the agenda was the Financial Report. Tatum stated that the audit will be completed this month.

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 11, 2014 and the September 20, 2014 Work Session. Also included on the Consent Agenda were the Tax Collectors Report, Police Department Report, and Tax Release for Carolina Telephone and Telegraph. There was also a yearly donation to the Halloween Carnival for \$250.00 and Budget Amendment 2015-05.

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 sale of the land / storage building. Attorney Olivieri explained that one of the contracts was in the mail and the second one was missing one of the four signatures. He stated that he has offered to go to Raleigh to help notarize the final signature. Attorney Olivieri stated that he contacts them every week.

The second item under Old Business was to discuss the Liability / Hold Harmless Waiver. Mayor Flowers asked that this be tabled until month so that Commissioner Redd could present it her ideas on this Waiver.

MOTION: TO TABLE THE DISCUSSION ON THE LIABILITY / HOLD HARMLESS WAIVER

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

The next item on the agenda was New Business. The first item under New Business was a presentation of a Certificate of Appreciation for Wallscapers, 119 E Main Street, for their work in helping to clean up and beautify Downtown Main Street. Mr. Tobin was not present at this time. Mayor Flowers read the Certificate of Appreciation.

The second item under New Business was a discussion of a request for a city mixed beverage election. Tatum explained that there had been previous discussion on what the Town would have to do in order for restaurants to sell mixed drinks. He stated that per the Board of Elections, the Town would have to ask to be put on the ballot in November of 2015. Tatum stated that he wanted to get this information presented to the Board and recommend that it carry over until the next Board Meeting to give everyone time to think on it.

MOTION: TO TABLE THE DISCUSSION OF A REQUEST FOR A CITY MIXED BEVERAGE ELECTION

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

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no need to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – Commissioners Wiggins and Hedlund updated the Board of the progress of the Policy Manual. They stated that they have made good progress and hope to be done before the end of the year. Attorney Olivieri asked to be copied on the emails.

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 the Police Department for their effort during the 5K race and the Fall Festival. He stated that they did a good job. He also wanted to thank Janis Cyrus for all of her effort for the Fall Festival as she did an excellent job.

Commissioner Johnson stated that the Parks and Recreation Family Fun Day will be held November 8th.

Clark wanted to update the Board on several items. He stated that the new pipeline route had been selected and he would coordinate on how that will work with our future plans within our ETJ in the coming months. Clark stated that the Pedestrian and Bike Plan would be going out for consultants within the next few weeks. He explained that a Steering Committee would need to be selected. Clark stated that there would be a Board of Adjustment Hearing on November 6th at 7pm at Town Hall. He stated that this concerned a veterinary clinic at 141 E Main Street. They are requesting an outdoor dog run. Clark explained that they were following up on the NEAS/CAMPO proposal for a roundabout at 5 Points intersection and looking at how to carry that plan out in the future. Clark updated the Board on the three month outlook on the N*Focus contract. He explained that they are within their projected range and are being mindful of the budget. Clark stated that there was a likely Special Use Application coming up for an apartment complex in the Mixed Use Zoning District. He explained that nothing has been filed at this time. Clark stated that they have revisited another development for a subdivision in town limits. Clark stated that they have not yet gotten the utility commitment from Steve Gould on Holden Meadows. Clark stated that he was working with Ganus on getting compliance on the waste containers and are making good progress on it.

Attorney Olivieri wanted to mention that there was a slight encroachment at the Town Hall property. He explained that this was not a “hot issue” but was something that he wanted to clean up before it becomes an issue.

Attorney Olivieri also stated that he wanted to have some ordinance changes in reference to charging for copies. He explained that legally, we can’t charge for copies of public records and need to modify what was voted on last month.

Chief Kirts wanted to clarify the statistics in the packet as some of the information didn’t show up. He stated that there were five accidents last month and two of them were in parking lots. He stated that there was one bad wreck.

Mayor Flowers presented Mr. Tobin with his Certificate of Appreciation for Wallscapers.

Hurd reminded the Board that the Ethics Training needed to be completed by the end of the month. She stated that she would send out a blanket email as a reminder.

Patterson stated that they had the backhoe back and were doing the best they could as they had a man out through December. He stated that leaf season was coming and was hoping to hire a part time employee to help as it takes three people to run the leaf machine.

The meeting adjourned at 7:19 pm.

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MINUTES
NOVEMBER 13, 2014
7:00PM
REGULAR MEETING
YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was citizen’s comments. There were none.

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 9, 2014. Also included on the Consent Agenda were the Tax Collectors Report and the Police Department Report.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Johnson 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 sale of the land / storage building. Attorney Olivieri stated that all of the paperwork had been received and filed at the Register of Deeds. He stated that the process to sell the land has begun. After opening the sealed bids on their due date, we can go from there.

The second item under Old Business was to discuss the Liability / Hold Harmless Waiver. Attorney Olivieri explained that when people apply to use public facilities from the Town, they need to sign this Hold Harmless Waiver so that they won’t be able to sue the Town should anything happen during their event. It would also require them to defend the Town should someone attending their event try to sue the Town. Attorney Olivieri stated that in his research, other Towns require this as well as having the vendors of an event sign this form along with the actual event organizers. He stated that this would add another layer of work for the applicant and he doesn’t think it’s necessary.

Attorney Olivieri stated that he did include the verbiage on the presented form for the Board to discuss if they want to add this extra protection. He stated that the rest of the Hold Harmless Waiver looks fine, though he did clean up some of the language. He stated that there is language in the agreement that states that the event organizer does have to notify their vendors, along with their employees, that they have the Hold Harmless agreement with the Town so that all of the vendors are put on notice that they will hold the Town harmless should anything happen.

Commissioner Redd stated that she felt it was a lot to ask to have every vendor sign this waiver. She stated that she felt just making the vendors aware should be enough. Attorney Olivieri stated that it was already in the agreement to put the vendors on notice about the Hold Harmless Waiver. Attorney Olivieri stated that if the Board didn't want to have all of the vendors to sign a Waiver, they could make the motion to remove the final paragraph.

Commissioner Wiggins stated that there wouldn't be a way for the Town to be sure that the event organizers alerted their vendors to this agreement. Attorney Olivieri stated that there wasn't a good way to make sure other than to make sure they are aware that this is something that they have to do. Attorney Olivieri agreed that verification would be difficult other than having every vendor and their employees sign a copy of the Waiver. Commissioner Wiggins asked if the wording could be changed to make the event organizer responsible for anything that happens at the event.

Commissioner Stallings stated that he wonders if we aren't stirring up a hornets' nest with this. He gave an example of a food truck at an event and a child gets burnt, who then is responsible. Commissioner Redd stated that it wouldn't be the Town. She stated that is why this Waiver is necessary. She asked if the wording could be changed to be all inclusive with the vendors under the event organizer. Attorney Olivieri stated that it wouldn't be enforceable to have one person make this agreement for another person. He stated that putting them on notice to inform their vendors should be sufficient though there is no good way to confirm that notification has happened. Attorney Olivieri stated that there was no piece of paper that was going to stop someone from suing another. He stated that it's going to happen but by signing this Waiver, they acknowledge that there are risks. It is also a deterrent that will help shield the Town.

Commissioner Hedlund stated that requiring the third parties to sign the Waiver isn't necessary. Hurd reminded the Board that if they took out that last paragraph and decided it becomes necessary, they can go back and add it in later.

MOTION: TO ADOPT THE HOLD HARMLESS WAIVER AMENDED TO REMOVE TO LAST PARAGRAPH "REQUIREMENT TO OBTAIN WAIVER FROM VENDORS AND OTHER PARTICIPANTS"

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. Commissioner Wiggins stated that it was still vague and Commissioner Redd stated that it was a good start to have the Permit and the Waiver. Commissioner Wiggins

stated that he still had concerns that the event organizer won't alert all of his vendors concerning the Waiver. The motion passed with four ayes and one nay from Commissioner Wiggins. Attorney Olivieri stated that he would provide the final draft to the Clerk.

The third item under Old Business was a discussion of a request for a city mixed beverage election. Mayor Flowers stated that he felt this would help restaurants come to Youngsville. He explained that a letter will need to be drafted to the Board of Elections for it to be placed on the ballot for next November. Tatum clarified that the Town needed a written request to the Board of Elections from the Town's governing body requesting that this be put on the ballot for November 2015 election cycle. He stated that the Board needs to authorize the Mayor to make that request to the Board of Elections.

MOTION: TO AUTHORIZE THE MAYOR TO REQUEST A CITY MIXED BEVERAGE ELECTION TO BOARD OF ELECTIONS FOR THE NOVEMBER 2015 ELECTION CYCLE

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

The fourth item under Old Business was to discuss a property line encroachment on Town Hall property. Attorney Olivieri stated that the neighbor to the north has a fence that encroaches on the Town Hall property. He stated that no one thinks this is a problem at this time but it could become one in later years. He stated that there were three options for the Board to choose from. First, we could sue the neighbors to move the fence. Second, we could sell the slip of land but that would entail a bidding process like the one we are currently undergoing with the property on Railroad Street. Third, we could authorize Attorney Olivieri to make a Boundary Line Agreement (which is not a transfer of land). Under the third option, a survey would need to be done at their expense. Attorney Olivieri suggested that the third option was the best way to go and was looking for Board approval to proceed in that direction. He stated that a decision was not needed now but he would need a formal vote on the way to proceed.

Commissioner Wiggins stated that he thought there was a current survey of the Town Hall property and Attorney Olivieri stated that there was no doubt that the Town owned the land and the fence is a couple of feet over the line. He stated that he didn't think that the Town should go through the expense to hire someone to survey it to find out what we can clearly see. Commissioner Wiggins asked if we can clearly see it, then why should we spend the money to clarify it. Attorney Olivieri stated that he didn't want to spend any Town funds but have the neighbor pay for the survey and the Town would go ahead and do a Property Line Agreement that states we recognize this survey line but they would bear the cost. Commissioner Wiggins clarified that the fence was built on Town property which didn't seem to be a problem to anyone at Town Hall. Hurd explained that the property line did not go straight. She stated that it dipped in about five feet and goes about ten feet down the property, basically making it a little sliver of our property along the property line. She stated that they probably didn't realize that the property dipped in like that when they built the straight fence.

Commissioner Redd asked if this was the White's house next door and was told yes. She asked if we couldn't just go and speak with them and not have a survey done on either side but have a legal document that says the fence is on the property and if the Town asks them to take it down, then they would agree. Attorney Olivieri stated that the final solution needs to be either taking the fence down or a modern survey that accounts for exactly where it is. To do it any other way would not apply to future property owners.

MOTION: TO SPEAK WITH MR AND MRS WHITE CONCERNING THE PROPERTY ENCROACHMENT AND SURVEY

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Commissioner Wiggins stated that he felt this was a waste of tax payer's money as it is not an issue at this time. Attorney Olivieri stated that he just wants to make sure that this doesn't become a problem that the Town will have to worry about later. Commissioner Wiggins stated that the same issues will exist in later years, the fence is located on Town property. Attorney Olivieri stated that a Boundary Line Agreement would make the fence a non issue. Commissioner Wiggins still had concerns about money being spent on this and Attorney Olivieri stated that he was not asking for authorization to spend any funds on this, other than the small amount of time it would take him to work up the Agreement, with the idea that the White's pay for the survey. He stated that this would prevent issues in later years such as the problems that we recently had with the property being sold on Railroad Street. Once this Agreement has been completed it would be filed at the Register of Deeds office. Attorney Olivieri stated that he understands that there is a good relationship between the Town and the neighbors and Commissioner Hedlund stated that this could end that good relationship. Commissioner Johnson asked if there was another way to do this Agreement without the survey and Attorney Olivieri stated no. He explained that the Town needed to have a document with the Register of Deeds office that shows a clear map of the two properties. Commissioner Johnson suggested that he ask the White's if they have an existing survey and Attorney Olivieri stated that he would. He also stated that this was not authorizing him to tell the White's they have to agree to this Agreement but to see if they would be willing to do it. The motion passed with three ayes and two nays by Commissioners Wiggins and Hedlund.

The fifth item under Old Business was to discuss a Resolution to recover the costs of copies for documents by the Police Department. Attorney Olivieri explained that a previous Board Action allowed for the Police Department to charge \$5.00 per request for Police reports. He stated that he was informed that these were public records which prevented charging for them. Attorney Olivieri stated that we could charge basic costs per copy. He suggested that the Board either repeal their previous vote on charging or move forward and charge the actual costs of the copies. Chief Kirts stated that it wasn't that important to continue at just cost.

MOTION: TO RESCIND THE \$5.00 FEE FOR REQUESTS FOR COPIES OF POLICE REPORTS.

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

The sixth item under New Business was to discuss Policy Manual updates. Commissioner Wiggins explained that there were two sections, the first had some housekeeping changes such as grammar and punctuation from previously adopted policies and the second was a set of new policies.

MOTION: TO APPROVE THE PROPOSED CHANGES TO THE POLICY MANUAL

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

The seventh item under Old Business was a discussion of the Employee Recognition Policy. Commissioner Hedlund explained that there were some concerns from a legal standpoint and had two suggestions. He stated that we could rescind the policy or could just rescind the monetary portion and leave in the recognition.

MOTION: TO RESCIND THE EMPLOYEE RECOGNITION POLICY

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

The next item on the agenda was New Business. The first item under New Business was Ritchie Duncan, Franklin County Economic Development, to discuss a Rural Center Grant for the new Veterinary Clinic. Mrs. Duncan stated that she wanted to voice her support for Mike Bailey. She stated that based on the Envision Youngsville project, this would be a good addition to Youngsville. Mrs. Duncan gave the Board a review of how the Rural Center Grant Program works. She stated that he would need the approval of the local Board for the application. She explained that this project met the criteria set and would create new jobs.

Mr. Bailey wanted to thank the Board and explained that he was the manager of YAH Realty LLC. He stated that they have contracted to purchase the old doctor's office at 141 E Main Street in order to open a veterinary clinic. He gave a handout to the Board to show the grant highlights. In summary, they would receive up to \$5,000 grant money for each job created (estimated 4 created), eligible expenses include HVAC, electrical, plumbing and painting, the Town must contribute 5% of the cash match (\$1,000) and the employer must commit to full time employees for six months. Mr. Bailey explained that they are looking to add a 300 square foot addition to the rear of the building, interior cosmetic building improvements such as painting, flooring and a drop ceiling, new HVAC unit, and interior wall movement. He stated that their project timeline was March through September of 2015. They would employ one full time veterinarian, at a small salary the first year, increasing over the next two years, and a second full time veterinarian in three years. There would also be a receptionist with a second added in the third year. There would be one lead technician and one assistant technician with a second

added in year three. Mr. Bailey stated that he agrees that Youngsville will keep the money from the Grant until all requirements have been met.

Mayor Flowers read the Resolution giving Board support for this project. Tatum clarified that the Town would be the responsible party for applying for the grant and dispensing the money once all criteria had been met. He stated that this takes away any risk of default. Once the new jobs are created for a term of six months then they would get their money. Tatum stated that this is good for both the Town and the business and he supports it.

MOTION: TO ADOPT THE RESOLUTION FOR THE BUILDING REUSE PROGRAM UNDER THE RURAL GRANTS / PROGRAMS SECTION OF THE NC DEPARTMENT OF COMMERCE AND MOVE FORWARD WITH THE GRANT PROCEDURES

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

The second item under New Business was a discussion and possible adoption of registration fee changes for the Parks and Recreation Spring Baseball Season. Gibson stated that he was asking for Board approval to raise the fees in spring. He stated that their budget covers two items, operations and facilities. He explained that they were in need of some facility improvements before spring. Gibson gave an example that the lights in lower Luddy were fifteen years old. To replace the “cans” was \$600 each and he needed to replace ten of them for a total of \$6,000. He stated that there was also some erosion in upper Luddy that needs to be fixed as well. Gibson stated that we also use the fields at the Youngsville Elementary School but we do the upkeep on them during season in order to be able to use them. He stated that he needed direction from the Board concerning increasing fees to help with facility improvements. Gibson stated that our rates were above neighboring towns. Gibson explained that he had been looking into mandatory raffles like North Wake did. He stated that the parents could sell them at work or such. Commissioner Hedlund asked what Gibson recommended and Gibson stated he was looking around the \$120 - \$130 range based on the numbers that he had been looking at. Commissioner Redd asked how this would affect registration and Gibson stated that it would go down. Commissioner Redd asked if there was any other way to make money and Gibson explained that fund raisers have not worked well over the past few years and the concession stand only raised \$4,500 over two seasons. He explained that is not enough funds to fix the problems that we are having. Gibson stated that trying to get more sponsors and raising sponsorship is the only other way of raising more money. He stated that they are looking at putting the sponsor’s names more prominent on the jerseys. Gibson stated that there are some safety issues on the fields that need to be addressed. He stated that, other than money from the Town, there was no other way they could really fix them. Mayor Flowers asked if this was just for the spring season and Gibson stated yes. Commissioner Stallings wanted to know what total amount that Gibson needed and what would we do with the money. Gibson stated that they would do repairs to the fields and lighting, repairs that need to be done soon. Gibson stated that it was primarily for increases in facilities upkeep but won’t complete

all of the projects needed. Commissioner Wiggins asked if Gibson had a proposal or a breakdown on where the money would be spent and Gibson said that he did not bring one with him. Gibson explained that they had retained earnings of only \$5,000 - \$6,000 after using the money on the operations side. Commissioner Wiggins asked if there wasn't a plan, would we have enough and Gibson stated that it depended on registration. Gibson explained that revenue is registration driven. He stated that registration for spring would start January 1st. Commissioner Redd stated that this was a lot of money for registration and she was concerned that registration would go down because of that. Commissioner Redd stated that there were a lot of complaints ranging from size of uniforms to the fields having weeds in the dugouts. She stated that with all of the flaws that people saw and then you raise the fees; she felt that they will just not register. Gibson stated that if we continue down this same path, we will have the same result. Commissioner Redd stated that everyone should have a meeting on how to fix this. She felt that raising the fees was a short term fix and it might not even be a fix and we will continue to have problems. Commissioner Hedlund stated that this would be a good topic for the Work Session but Commissioner Redd reminded him that registration will start before our next Work Session. Mayor Flowers asked if Gibson could push registration back until after the Work Session in January because he felt that \$120 was just too much. Hurd stated that if the Work Session was schedule before the January Board Meeting, it could then be voted on at that Board Meeting. Tatum stated that it could be brought back in December as thirty days was plenty of time to come back with a plan. Commissioner Wiggins asked Gibson if he could put a plan together for the next Board Meeting and Gibson stated yes. Commissioner Stallings also wanted him to include what will happen if the increase was not approved and Gibson agreed.

MOTION: TO TABLE THE DISCUSSION UNTIL THE DECEMBER BOARD MEETING

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

The third item under New Business was to set a date for a Work Session in January. As the other Work Sessions have been on the third Saturday, a suggestion was January 17th at 9am at Town Hall. Commissioner Redd asked if the Board could discuss the P&R situation and Hurd stated that Gibson will submit the plan for the agenda packet to be discussed at the December Board Meeting. Hurd explained that it couldn't be discussed legally by the Board outside of a public meeting. Hurd stated that the plan could go out as soon as she gets it so that everyone would have time to look it over but the actual discussion would have to happen at the Board Meeting. Commissioner Redd stated that it was a really big deal and wants to make sure everyone focuses on this situation. Hurd suggested that the Finance Committee could meet with Gibson but the entire Board would not be an option. Commissioner Redd stated that she wanted everyone to make this a priority and to have some ideas at the December Board Meeting.

Gibson stated that he felt the Board was missing the point. He explained that all of the other municipalities are municipal parks and recreation departments and they are receiving public funds. He stated that if the Board wants this department to stand alone,

they needed to look at the one comparison, which is North Wake; they are \$230 to play baseball because they receive no public funding. Gibson stated that if the Board wants the parks and recreation department to stand alone, then the fees have got to go up. He explained that they are currently having complaints because they didn't have the money to kill the weeds. He stated that he has to make decisions on whether they can afford to kill the weeds or pay for another umpire. Gibson stated that they had an opportunity to make a good impression during the tournament season. But the irony of it was that South Granville and Bunn dissolved their fall programs. He stated that he got no complaints from any of those parents and most of the complaints that he received came from two or three teams. Gibson stated that he would put everything together concerning the fees and where the money needs to be spent. He stated that if the Board does want them to stand alone, the fees will need to be raised and the Board will need to compare the fees associated with these programs to other programs that are not receiving municipal funding. Mayor Flowers asked if those were per season rates and Gibson and Commissioner Johnson both said yes. Gibson explained that in North Wake there was a \$180.00 and a \$50.00 mandatory raffle. He stated that you did at least get a chance to win something with that raffle. He stated that West Raleigh was similar totaling \$250.00. Mayor Flowers asked if this had any bearing on the travel teams or was this strictly regular and Gibson stated that it was strictly regular teams. Commissioner Johnson explained that travel teams pay both the regular season fee and a second registration fee for the travel team. He stated that this was his choice to pay those extra fees. He stated that you were still getting a better product than when they travel to other area leagues. Tatum stated that Granville County puts \$40,000 a year in their program but Franklin County doesn't give any money to any of the municipal programs. He stated that the Youngsville program is mostly a regional program and there should be a regional sponsorship effort. Commissioner Johnson stated that Granville County has three facilities that are better than any facilities that we have in Franklin County. Tatum stated that if we could get this program standing on its feet, we could then take the money that we are spending now to administer it and put it in the fields instead. Tatum said he's been trying to get the program to stand on its own, the Town owns the fields and we maintain the fields but let someone else be responsible for the program. He stated that it is doable but we need to get out of the mindset of just going to the local businesses and asking them for sponsorships. Commissioner Johnson stated that Gibson ran into that problem in the fall as their championship team got so many of the local businesses to donate to send them to the tournament. Tatum stated that there wasn't but about a dozen people that donated and it didn't soak up all of the sponsorship money out there. Commissioner Johnson stated that we can't keep hitting up the same donors all the time and Tatum agreed. Tatum stated that we need to get away from this being a Youngsville responsibility and go to the areas where these out of town children live and get those businesses, PTA's and municipalities to help sponsor or donate to fund this program. He stated that we are spending \$50,000 to administer this program to their residents.

MOTION: TO SET THE WORK SESSION FOR JANUARY 17TH AT 9AM AT TOWN HALL

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

The fourth item under New Business was a discussion of the roundabout. Commissioner Hedlund stated that this was still in the planning process but he wanted to make sure that the remainder of the Board still wanted to proceed with this project. He stated that the Town would have to apply by June of 2015 and would be responsible for 20%. The approximate cost of project is \$750,000. Commissioner Hedlund explained that this roundabout would be big enough for the transfer trucks to use. Clark stated that the costs for the Town would be around \$140,000 - \$160,000. He gave a brief overview of the Northeast Area Study (NEAS) that was presented to the Board at a previous Board Meeting. He stated that there were 7,000 vehicles per day and 20% was truck traffic. He stated that this was a long term solution to fix safety issues. He explained that the bypass is unfunded at this time and would not happen soon enough to fix the problems at this intersection. Traffic has been projected to increase and the Town needs a solution that is capable of handling the traffic. He stated that they looked at the entire street system and by 2030 the traffic will have doubled. This roundabout will enhance the area long term. He stated that there would also be streetscape improvements as well. Clark stated that the roundabout would be a 125 foot inscribed circle with a turning radius that will handle the truck traffic. This grant would include the signage for traffic heading into Youngsville. Clark stated that projections indicate an 85% reduction in delay with the roundabout. Clark stated that he was looking to have the NC DOT help pay for this improvement as it is a DOT highway. Clark stated that this roundabout will fit without significant encroachments though some will be needed. This roundabout will include crosswalks and a one way street system around it. He stated that it will fit functionally and have a large center. He stated that the 125 foot inscribed circle was not the size of the center but was from right of way to right of way. Clark stated that things are happening in this area such as people looking at purchasing the Variety Pic Up lot and property north of the ABC Store is going to be developed as well. At this time Clark showed the Board some slides of the proposed roundabout. Clark stated that this would cut some of the driveways off approximately 300 feet from the roundabout. This would close them off to a one way pattern. Clark stated that the grant includes the approaches and the medians that would need to be installed. He stated that he would need to get precise drawings and get the NC DOT to survey the area before applying for the funds. If approved, the work would begin in 2016. Clark stated that the approximate cost to apply is \$20,000 if we want to have accurate drawings and plans. He stated that he wanted to present this information to the Board to see if they were still willing to move forward on this project and get the funds to apply. Clark stated that it would help to tell the developers that are coming in if we plan to move forward with this project so that they won't have issues further down the road.

Commissioner Redd asked if Powell Bill funds could help pay for this project and Clark stated that they could cover the sidewalks only since this is a DOT highway. Commissioner Hedlund stated that they would try to get as much funded as possible to help the Town pay for their 20%. Clark stated that other funds and grants could help. Tatum asked if this would bottleneck due to the stoplight at Cross and Main Streets and Clark stated that would be part of the analysis. He explained this should even out the traffic since there is not a lot of synchronization of the two lights at this point. He stated that is one of the things that will be looked at in changing the timing on the light to keep

the traffic from bottlenecking at the roundabout. Clark stated that he didn't have all the answers at this time.

Commissioner Redd stated that everyone has worked hard to see this happen and she thinks it's the only option at this time. She stated that we could discuss this more at the January Work Session. Commissioner Hedlund stated that he supports this as well and agrees that the Town needs to do something about that intersection. Mayor Flowers asked if we would still be in our timeline if we discussed in January and Clark stated yes. Clark stated that he would continue exploring other options and get DOT involved as well.

Commissioner Wiggins had some concerns about the transfer trucks not being able to make the turn if they had two trailers or were bring a house through. Commissioner Redd asked how many of those went through town everyday and Commissioner Wiggins stated that all it would take would be one to create issues at the roundabout. Attorney Olivieri stated that DOT should be better able to answer those questions as they are more familiar with what trucks are allowed on these roads and what the roads can handle. Commissioner Redd stated that there are other options such as staying on Highway 98 in Wake Forest instead of coming down Highway 96 in Youngsville. She stated that we have been working on getting the trucks to take that route instead of coming through Youngsville. She explained that these trucks will have to go through the roundabout that will be at the intersection of Highway 98 and Highway 96 and this will help them determine if they will be able to make the roundabout in Youngsville. Commissioner Redd stated that she hoped this would help deter the truck traffic. When asked, Clark stated that there would be a cost savings on both the DOT for the electricity to run the stop lights and for the people in cars that won't have to wait as long in traffic. Clark also wanted to mention that big trucks already have issues trying to turn at that intersection as is.

MOTION: TO TABLE THE DISCUSSION OF THE ROUNDABOUT TO THE JANUARY WORK SESSION

The motion was made by Commissioner Johnson 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 need to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments

Finance Committee – There were no comments

Capital Improvement Committee – There were no comments

Comprehensive Development Committee – Commissioner Redd stated that she has been meeting with Don Belk and Bob Clark concerning the Comprehensive Development Plan (CDP). She stated that they are looking at the Wake Forest CDP to help come up with ideas and bullet points. She stated that work on the CDP has slowed down some due to her new job but they will still be working on it as they can.

The next item on the agenda was Reports and Other Business. Mayor Flowers wanted to mention the United Way Food drive and that food can be dropped off at Town Hall. He also wanted to mention that the YABA Christmas Care program, where they helped out families in the area, was starting and they always needed donations. Hurd stated that the information went out with garbage bills.

Tatum wanted to acknowledge that Patterson went above and beyond his duties and wanted to publicly thank him.

Commissioner Wiggins stated that he will be attending a Leadership Seminar.

Clark wanted to mention a few items. He stated that he, Don Belk and Tucker met with Bryce Mendenhall from FC Public Utilities and Scott Hammerbacher from FC Planning to get a handle on the water / sewer future plans and capacities. He stated that they have had several development proposals and wanted to know how all of these different agencies will work together.

Clark also wanted to mention that Steve Gould concerning the Holden Preserve subdivision, met with Bryce Mendenhall concerning their final plans for the first three phases. He stated that there would be about 313 homes and the first phases will include approximately 50 homes a year based on FCPU's recommendation. Clark stated that they are moving ahead.

Clark stated that they have been looking at the Land Use Plan policies including utilities. He explained that they had a team that is helping to keep this Plan moving ahead. They have started the background work on the Plan and are getting some maps together. He stated that they will also get a land use survey started.

Commissioner Stallings wanted to mention that one of the local business owners, Alan McDaniel of Sportsman's Clippers, had been hurt in a hunting accident. He stated that there was an upcoming fundraiser to help pay for his medical expenses and we should support our local business owners.

Attorney Olivieri stated that the Board of Adjustment meeting went smoothly and he will be working with Clark to help streamline the agendas along with helping the meetings run smoother.

Attorney Olivieri stated that when he first started working here, the Town was spending a lot of time doing clean up and finding a direction to head in. He stated that he feels good about the things that the Board is doing and spending time on. He stated that he just wanted to let the Board know that he was looking forward to the future with this Board.

Commissioner Johnson wanted to mention that the water pressure was very low and wanted to know how much longer they would be working on the water tower. Commissioner Stallings stated that he's called FCPU about it as well.

Hurd mentioned that the Christmas Parade was December 6th, lineup will start at 9am and the parade will start at 10am. She reminded the Board they would be riding on the Santa float again this year and recommended that they should show up around 9:30am. Hurd stated that they did not have anyone to be Santa for the parade at this time and asked the Board to let her know if they knew of anyone that would be willing to do that for the parade and the Christmas Cheer at the armory afterwards.

Patterson stated that he had been told by FCPU that the water tower was finished last week but he's had other complaints about pressure. He stated that the problem may be from not having the tank full enough. Patterson suggested that we contact FCPU again concerning the pressure.

Patterson stated that they would be putting up the Christmas decorations a week earlier this year. Commissioner Wiggins stated that Washington Cheek, with Duke Progress, was coming to have a site visit. He stated that Mr. Cheek stated that there was no reason we couldn't put lights on all of the poles as there was power to all of them. Hurd stated that he was the one that originally told us that we couldn't put them on the poles. Patterson stated that there weren't outlets on all of the poles at this time. Commissioner Wiggins stated that Mr. Cheek will be over next week. Hurd stated that she had spoke with the MOSCA representative who told her that any orders that late in the year would not arrive in time for this Christmas. She stated that she had been told by previous salesmen that you can get a decent discount if you order after Christmas. She stated that she would have the catalogs available at the January Work Session. Patterson stated that Wake Electric puts our decorations up for us each year. He explained that the decorations were installed with a lighted snowflake then a Christmas banner then another light and another banner, etc. He stated that at this time, we only have outlets on every other pole. Commissioner Wiggins stated that we will have the information to discuss in January for what we want to do next year.

The meeting adjourned at 9:13 pm.

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MINUTES

DECEMBER 11, 2014

7:00PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was citizen’s comments. There were none.

The next item on the agenda was the Financial Report. Tatum explained that the upcoming Budget Amendment was in the wrong format but it did need to be adopted in the Consent Agenda. He stated that he would have the corrected format for the Mayor to sign.

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 13, 2014. Also included on the Consent Agenda were the Tax Collectors Report, the Police Department Report, and Budget Amendment 2015-06.

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 sale of the land / storage building. Attorney Olivieri stated that the bids were to be opened on the following Monday and he would get with Tatum about the next step after that.

The second item under Old Business was to continue the discussion on the possibility of registration fee changes for the Parks and Recreation Spring Baseball Season. Gibson stated that he wanted to present some background information to the Board. He stated that there were 10 children from inside of Town Limits. He explained that the Parks and Recreation Department had been running the red for years and was surviving by infusions of money from the Town. Tatum stated that they were paying \$5,000 a year to the

General Fund as a partial reimbursement for overhead costs, which are approximately \$50,000. He stated that there was a change in the revenue side during the spring season last year. Gibson explained that they raised the fee from \$70 to \$90 and had volunteers run the concession stand. He stated that they had a small profit from the concession stand and ended up basically breaking even on the total season.

Gibson also wanted to explain the dynamics that take place in the department. He explained that there was a difference in the reasons for the children/parents in playing baseball. He stated that there were the kids that played for exercise and to have fun and then there were the kids that played this as a primary sport. He explained that they play 12 to 14 games for under \$100 and some of them play in two leagues. Gibson stated that he did not want the Board to make a decision with the number one purpose to be determined by registration. He explained that whatever decision was made tonight, it's going to affect registration. He stated that some parents might take their children elsewhere to play, especially if baseball isn't the primary sport. On the other hand, he stated that there were other parents where baseball was the primary sport for their children and will take them to another league if improvements are not made. Gibson explained that other municipalities, such as Wake Forest and Rolesville, all have stand alone Parks and Recreation Departments where registration covers the costs for the sports and the municipalities cover the upkeep of the facilities. He stated that upkeep made a big difference and plays into why he is asking for the fee increase. He stated that he based his figures on 462 registrations that we had in FY 2014, ending this past June. Gibson referred to the handout that the Board was given and broke down the revenue versus expenses. Uniforms cost \$23; umpires cost \$22; utilities (such as lights, water, and sewer) costs \$24; maintenance (lime on the fields, grass cutting, etc.) costs \$9; and administration and operations costs \$72 for a total of \$150. Gibson stated that overall, 18% of revenue comes from Basketball Season and the remaining 82% was all Baseball Seasons. Using those percentages was how he came up with the \$72 for the administration and operations costs. Last season, our registration was only \$90 and did not cover all of the expenses. He explained that they made up the difference with fundraisers, sponsors, and concessions. Gibson stated that they had to make cuts in the Fall Baseball Season in order to cover the costs of the program. This resulted in complaints about the lack of umpires and the upkeep at the fields. Gibson stated that the list he gave the Board are safety needs that have to be done. The lights and the screens for the batting cages need to be replaced. He explained that the lighting fixtures need to be replaced about every ten to twelve years. He explained that during practice / warm ups in the batting cages, the coaches stand behind a screen, which at this point, there are not protective screens in every cage. Gibson explained that the T-ball and coach pitch fields belong to the school system but we maintain them as part of the agreement. He stated that the fence at those fields was installed by the Optimist Club about fifteen to eighteen years ago and it needs repairs. He stated that we need batting cage lights. Gibson explained that lights are turned on at the fields at the beginning of game time since the days are short. He stated that they are currently using the ambient light from the fields to light the batting cages during warm ups before game time. This is not very safe for the children or the coaches. He also stated that lower Luddy has had some erosion based on the slope of the fields. Gibson stated that we had it brought back up about six inches to get through the tournament but it needs to be built up more. He stated that we

did have a very successful tournament which helped on the revenue side. Gibson stated that all of these are necessary fixes that need to happen within the next twelve to fourteen months. He stated that he has not addressed anything on the upper fields at this time. Gibson stated that the necessary fixes total \$16,950 which is roughly \$40 per child if based on the 462 registrations. He stated that was why he was asking for an increase to \$130. He stated that there several ways to do this, such as a straight registration of \$130 or include a mandatory raffle with a lower registration fee. He stated that from a safety standpoint, an increase was necessary.

Commissioner Hedlund asked for clarification concerning the \$7,000 for lights at Lower Luddy. He wanted to know what was wrong with the existing lights. Gibson explained that the light fixture, also known as cans, were not functional. There are ten of them that need to be replaced at a cost of \$700 each. He explained that they have passed their life expectancy as they are over fifteen years old. Commissioner Hedlund asked if Gibson could prepare a business proposal in regards to these items. He stated that the information presented was confusing on what the fee increase would cover and he felt uncomfortable voting on the proposed facility needs without more information. Gibson stated that registration opens on January 1st and he wanted to have the fee increase in place for registration. Commissioner Hedlund stated that he was talking more about the repair needs than the registration fee to be included in the business proposal as the list didn't fully explain why these items need to be replaced or repaired. Gibson stated that the items on the list are immediate safety needs. He explained that the lights at Luddy come on but there are dark spots on the fields and the ball can be lost in the dark. Commissioner Hedlund asked if Gibson could prepare a business plan for all of these items for the next Board Meeting and offered to help Gibson if he needed. Commissioner Hedlund stated that going from \$90 to \$130 was about a 40% increase.

Hurd asked if this would be better discussed at the January Work Session instead of at the next Board Meeting and Commissioner Hedlund stated that he just wanted more information on the items that need upgraded. Hurd asked if Commissioner Hedlund was asking for a Capital Improvement Plan and Commissioner Hedlund stated that Gibson was giving a verbal explanation here but it would have been nice to have that in writing before the meeting. Commissioner Hedlund stated that we can still go back and put this in a plan so that we can understand it.

Commissioner Stallings asked what the position of the Advisory Board concerning this increase. Gibson stated that they weren't helpful as there were a lot of no shows at this time. Commissioner Stallings stated that the Advisory Board should be helping support this increase and Gibson stated that they did support the increase. Commissioner Johnson stated that he goes to the Advisory Board meetings and about 90% of the work is done by 10% of the people. He stated that most of the Advisory Board is made up of parents that care about their children and the program. He explained that there were two types of parents, ones that show up right before game time and drop the child off and the others spend a lot of time, not only with their children, but with other children as well outside of the regular practice time. Commissioner Johnson stated that they have discussed at length about how to get the program to a point where it is not worried about every dollar that is spent. He stated that it is really difficult to change the culture in twelve months.

He stated that they sent out a signup sheet for volunteers to run the concession stand and there were zero people that wanted to help out for one hour a week when their child was not playing. Commissioner Johnson reiterated what Tatum has been saying about this being a regional program with children from all over, to include South Granville, Wake Forest, and Franklinton. He stated that this is the best deal in the market place for a true recreational program which is becoming a dying art in this area. He stated that people need a place for their children to play. Commissioner Johnson stated when you go to other facilities near Youngsville, it becomes difficult to come home and see the shape our facility is in. He stated that you know that their facilities are in better shape because they have funds coming from outside sources to include the municipalities that they are in.

Commissioner Redd asked how much money was raised for the Texarkana trip and Gibson stated that it was approximately \$8,000. Commissioner Redd asked why we couldn't go out and get that again for next year and Commissioner Johnson stated that they would be glad to do that if people will help. He stated that we have a director that goes out and does that but it comes from all different sources. Commissioner Redd stated that she understood as she directs the Gobblers Run in Wake Forest and they raised \$30,000. She stated that it is very hard to go out and get sponsors and she has a committee that helps her and sometimes they help and sometimes they don't but there is money out there to be gotten from other sponsors. She stated that she was all for raising the fees a little bit but it needed to be fair. Commissioner Redd stated that if we can go out and quickly make the money for the trip then there are people out there willing to give us money. Commissioner Johnson stated that the trip was different from just general fund raising and Commissioner Redd agreed that it was a little bit different. Commissioner Johnson stated that we continue to hit the same sources and Commissioner Redd stated that she agreed with Tatum when he stated that this is a regional program and we need to get sponsors in the areas from which the children live so that we aren't tapping the same sources. She stated that it was not easy to do but it was an option. Gibson stated that he and Tatum had a discussion concerning concessions but there was a phrase that Tatum said that struck him. He stated that "you can't count money that's on the come". He explained that sponsorship money is not dependable when making plans for the upcoming season. He stated that he needed to know how much money he was going to have to work with in order to plan the season for things like umpires and upkeep. Commissioner Redd stated that was why you got your sponsors ahead of time. She stated that she starts in January for the Gobblers Run in November so that she will know how much money she has to work with. She stated that was why a detailed and comprehensive plan was so important to have to show what money was needed and how much money was available way ahead of the season. Commissioner Redd stated that she wasn't saying it was easy but it's a great alternative to raising the fees \$40.

Commissioner Hedlund asked what the average price was for the other programs in the area. Gibson stated that Wake Forest and Rolesville were \$10 less and North Wake was \$130 more. Commissioner Redd wanted to clarify that the difference between Wake Forest and Rolesville rates from North Wake's was because the municipalities were supporting the programs and Gibson stated yes.

Tatum stated there 462 total participants and only 10 of them were from within Town

Limits. He stated that 452 children went to school somewhere. He stated that some of them were from Granville County and if we could find out how many children went to school there, he would personally asked Granville County Commissioners for some funding. He stated that Gibson should go before Franklin County Commissioners and ask them for help because our tax payers are supporting the facilities and administration of this program. Tatum stated that it is a great program but the people that are benefiting from this program are not paying taxes to us. He stated that he doesn't see how are county can ignore this program and he felt that Granville County would be more receptive. Tatum stated that he would go with Gibson to Franklin County. He stated that we can't continue to carry the costs of this program without the fee increases if we don't get help. Tatum also mentioned that if we keep raising the fees, how many parents won't be able to afford it. Gibson stated that we don't turn away children. He stated that they will take the registration and put the child on a team and the parents will make payments. Commissioner Hedlund asked if they will still come with the fee increase and Gibson stated that some may not but on the other hand, we'll lose registrations if we don't make the improvements. Gibson stated that we had a phenomenal spring and we made a name for ourselves. He stated that in doing research for this meeting, the opinion of our neighboring programs is that if you want to play good baseball, you come to Youngsville. Gibson explained that there were a lot of differences between our program and others such as other programs used pitching machines for children up to ten years old whereas in Youngsville, they start kid pitch at the 9 – 10 year old league. He stated that the parents that want their children to play competitive baseball and improve are coming here. He stated that other parents come here to give their child something to do during the summer and if they didn't come here, they would enroll in another sport or camp. Commissioner Hedlund asked if Gibson was comfortable with this and Gibson stated yes. Mayor Flowers asked what would happen if the increase isn't approved and Gibson stated that if we stayed at \$90, because some of these safety issues have to be done such as the lights, they would have to cut back on umpires again. Gibson stated that he would have to find ways to cut back on costs such as the teams getting plain jerseys. Commissioner Redd asked what came with the uniform and Gibson stated that it was the shirt and the hat. Commissioner Redd stated that she felt that wasn't a lot for \$23 and asked if he shopped around for a cheaper rate. Gibson stated that he's looked at everyone and they are only minimal differences in prices. He clarified that they didn't charge the coaches for their uniform and there are normally around three coaches per team.

Hurd asked how successful was the mandatory raffle at North Wake and how did it work. Gibson stated that during registration, there were two registrations, one for baseball and one for the raffle. He stated that the raffle tickets were paid for upfront. He stated that the tickets were given at the first practice and the parents would keep the money for the tickets that they sold since they had already paid the recreation department for them. Commissioner Johnson stated that the raffle was held at the end of the season so that everyone had time to sell their tickets.

Commissioner Hedlund asked that if we split the difference and went with a registration fee of \$110, it would help pay for some of the safety issues and Gibson stated yes. Mayor Flowers asked how firm was the January 1st date for registration and Gibson stated that it needs to stay January 1st for several reasons. He explained that they were trying to

supplement the season like YAKS and need the rosters in by the middle of February. He stated that most leagues are already taking registrations for their spring season. Mayor Flowers stated that they have shared ideas concerning fundraising and he stated that \$130 scared him but he wasn't into baseball like some of the other competitive parents. He wanted to see if there would be some wiggle room if we were to table it to see if there was any cash that could be made by a potential fund raiser to help bring the fee down. Mayor Flowers stated that he understood the concept of not counting on money that isn't there yet. Commissioner Johnson stated that we need to get this fee information out as soon as possible because those sports minded parents will be making that decision as soon as possible whether they want to play. Commissioner Johnson stated that two of the ten children inside of Town Limits are his. He stated that he could take them elsewhere to play but decided it was important for them to participate locally. He stated that if we could keep the better players in the league and have a better "product" is more attractive to other people of the same caliber. This will keep people in the league and help draw in other from outside the league. Commissioner Johnson stated that this was a great "product" and great folks who volunteer a ton of time to make this as good as it can be. He stated that all of the things listed for facility needs are viable. He stated that the lights and the protective screens are very necessary.

Commissioner Hedlund recommended that we should start this conversation in September for the spring season. Commissioner Johnson stated that the Five Year Plan needs to incorporate that all play needs to be done at Luddy Park and get away from the school fields. He stated that in the grand scheme of things, having all of the people in one spot will change how things look. This would help improve concession sales and help it to look and sound bigger. Commissioner Redd stated that was a great idea and this was why the Five Year Plan is important. She stated that if we aren't going to use the fields at the school the why spend money to repair the fences if we are going to move everyone to Luddy in a few years. Commissioner Johnson asked that if the Parks and Recreation Department went away today, what the Town would do with the land. He wanted to know if we would still upkeep the property and facilities. Commissioners Redd and Hedlund stated that they hoped it didn't go away. Commissioner Johnson stated that his point was that the Town would still have to maintain the property without the program being there. Commissioner Redd stated that she was talking about the need to repair the fences on the school property if we were looking at moving all of the play to the Luddy fields. She stated that she felt all of the money should be spent on fixing Luddy if that was in the plans. She stated that she liked the idea and agreed that concessions would double but this was why we needed a long term plan so that money wasn't spent on something that may not be relevant later. She also stated that this would help us to see how much money we are going to need in the coming years and can slowly implement fee increases instead of one big jump. This will also give time to plan for sponsors and know how much money we will need from sponsorships each year.

Commissioner Stallings stated that this needs to be brought up in April when working on the budget. He stated that Parks and Recreation needs to be in the budget and recommended that we start looking at what our needs are in April. Gibson stated that he was under the impression that his department was going to have to fund the facilities which is why he was here tonight. He stated that if this was something that the Town

was going to fund, he will gladly show the Budget Committee in April what needs to be in the budget. Gibson stated that one of the problems was that they didn't find out about the light problems until June and they played with the problems in the fall season because they didn't have the money to fix them. Gibson stated that based on safety, these are must have needs. He stated that it was a great point about long term planning concerning having everyone playing at Luddy but he is fearful of having a 5 or 6 year old that may try to climb the fence and the poles not be able to support the weight. Commissioner Redd stated that she's seen them climb underneath the fence so she understood what he was saying about the safety being important but she stated that we really need more of a plan before she felt comfortable raising the fee \$40 without a long term plan.

MOTION: TO SET THE FEE FOR SPRING BASEBALL AT \$110 THIS YEAR WITH A LONG TERM PLAN FOR THE NEXT 5 TO 10 YEARS DUE BY THE APRIL BOARD MEETING

The motion was made by Commissioner Redd and it died for lack of a second.

Mayor Flowers asked if it would be beneficial to table this until January and Commissioner Redd stated that she felt it would kill the program if we tabled it. Hurd stated that the next Board Meeting would be January 8th and would only put registration back one week. Commissioner Redd stated that we tabled it last month and didn't want to table it again and Gibson agreed. Gibson asked what information did the Board need and Commissioner Redd stated that she emailed him weeks ago to get this information and it was not received until the packet arrived on Tuesday. She stated that we did talk about it last month and knew we would talk about it this month even without getting the information as early as she would have liked.

Gibson stated that the overall affect should be to let the free market system come into play. He stated that if \$130 was too much of an increase, he asked if the Board would give him the \$110 and a mandatory raffle to help raise the money. Commissioner Wiggins stated that he would support that with Tatum's recommendations that we go to the surrounding areas and Gibson stated that they were currently working on that. Gibson stated that there were several other things that he's working on including trying to contact the Interim Finance Director for Franklin County concerning funds that were put up by developers solely for parks and recreation. He stated that he has not yet heard back from him. Commissioner Wiggins stated that as long as we include a positive direction and Gibson agreed. Tatum stated that the budget process will start real soon so he will need to get all of the information as soon as possible.

MOTION: TO SET THE FEE FOR SPRING BASEBALL AT \$110 THIS YEAR WITH A FINANCIAL PLAN BY THE JANUARY PLANNING SESSION

The motion was made by Commissioner Hedlund and was seconded by Commissioner Wiggins. Attorney Olivieri asked if the Planning Session was open to the public and Hurd stated yes. Attorney Olivieri wanted to clarify the date and time and Hurd stated January 17th at 9am at Town Hall. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was Jim Winston from Winston, Williams, Creech, Evans and Company, LLP to present the FY 2013/2014 Audit. Mr. Winston stated that this was a good report and handed out a PowerPoint summary. Some of the highlights from the report included the Statement of Net Position increasing by \$157,472; an increase in net assets due to the sale of the Water and Sewer System; the actual revenues were \$1,593,512, and actual expenditures were \$1,424,621; General Fund Balance was \$707,037; the Fund Balance available was 49.63% which was up from -1.36% in 2011; there were minimum proprietary expenditures left from the sale of the Water and Sewer System; the total cash balance at June 30 was \$779,176 which is up from \$543,894 in 2013; the Tax Levy was \$872,044 with a 98.36% collection rate. Mr. Winston stated that the Town was moving in the right direction and did a great job. Mayor Flowers stated it was very well done.

The second and third item under New Business was to set the date for the Public Hearings for January 8, 2015 for 307 E Main Street for a Zoning Amendment from Residential to Commercial and for 932 S Cross Street for a Zoning Amendment from Medium Industrial to Commercial.

MOTION: TO SET THE DATE FOR PUBLIC HEARINGS FOR 307 E MAIN STREET FOR A ZONING AMENDMENT FROM RESIDENTIAL TO COMMERCIAL AND FOR 932 S CROSS STREET FOR A ZONING AMENDMENT FROM MEDIUM INDUSTRIAL TO COMMERCIAL

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

The fourth item under New Business was to establish and appoint individuals to the Bike / Pedestrian Steering Committee. Clark explained that a late suggestion that came in was for the Wake Forest Planning Administrator Chip Russell or his appointee. He stated that he has also conferred with Ms. Garner from the Franklin County Health Department as she was instrumental in helping us to get funding to update the crosswalk at Main and Cross Streets. Clark also stated that Rick Smith would be retiring as the Youngsville Elementary School principle but felt that his replacement would take his spot. Clark stated that the rest of the nominations would stay the same. He stated that it would be up to the Board if they wanted to have Board representation on the Committee. Commissioner Hedlund, as the CAMPO representative for Youngsville, stated that he would like to be on the Committee and Commissioner Redd also volunteered. The first meeting would be after February. Clark stated that he had received excellent feedback though he hasn't heard back from Mrs. Buffaloe at this time. Clark read the members of the Committee. They are as follows: Steven Winstead (NCDOT), Scott Anderson (Youngsville Planning Board), Ronald Edwards (Youngsville Planning Board), Pete Gibson (Youngsville Parks and Recreation), S. Garner (Franklin County Health Department), Mary Jo Buffaloe (Youngsville Woman's Club and Youngsville Museum of History), Michelle Price (Youngsville Area Business Association), Rick Smith (Principle, Youngsville Elementary School), Dr. Laverne Daniels (Principle, Cedar Creek

Middle School), Robert Bickerstaffe and Berry Stevens (Spoke Cycles), Daren Kirts (Chief of Police, Youngsville), Bill Tatum (Town Administrator, Youngsville), Commissioners Catherine Redd and Terry Hedlund (Youngsville), Ritchie Duncan (Franklin County Economic Development), Scott Hammerbacher (Franklin County Planning Director), Youngsville Planning Staff to include Bob Clark, Kathryn Tucker, and Don Belk and representatives from the Wake Forest Planning Department. Clark stated that the Town would need to respond to the State by the first of the year. He explained that we could add or subtract from the list if need be.

MOTION: TO APPOINT THE CANDIDATES AS PRESENTED FOR THE STEERING COMMITTEE FOR THE BICYCLE AND PEDESTRIAN COMMITTEE

The motion was made by Commissioner Redd and was seconded by Commissioner Wiggins. When asked, Clark stated that the State recommended between 10 and 18 members and that we have a good crowd. It passed unanimously.

The next item on the agenda was Closed Session (if necessary). Mayor Flowers stated that there was no need to go into Closed Session.

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments

Finance Committee – There were no comments

Capital Improvement Committee – There were no comments

Comprehensive Development Committee – There were no comments

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that he took the tour of the White Street Brewery and he was very impressed. He stated that they have state of the art equipment.

Mayor Flowers stated that the Christmas Parade went well and the staff and volunteers did a great job. He also stated that the Tree Lighting Ceremony went well and he was able to hand out most of the winning Certificates for the Christmas Decorating Contest. Mayor Flowers stated that the Youngsville Christmas Care would be handing out gifts for the needy children this Saturday. Hurd stated that there were 33 families, consisting of 105 children. She stated that donations were still needed.

Tatum stated that the furnace at the Community House was going to need to be replaced. He stated that he had spoken with McGeeCo and would put it in next year's budget. Tatum explained that the unit was currently located underneath the building that sometimes floods and would need to be relocated.

Commissioner Stallings gave an update on Alan McDaniel's recovery. He stated that he was home after his second surgery and they would be doing another fund raiser at the Masonic Lodge. He stated that Mr. McDaniel's recovery would take another six to nine months.

Commissioner Redd stated that she noticed a lot of homes decorated that weren't listed in the Christmas Decorating Contest and she would get them postcards to let them know to register next year.

Clark stated that there had been several questions regarding the roundabout last month and if the bigger trucks could navigate around it. He stated that he had several videos that showed real-life footage of the trucks navigating roundabouts similar to the one we would be installing.

Clark also stated that he has been working with Franklin County Public Utilities on the sewer capacity for several developments. He stated that he met with the engineer for Hampton Downs this week to work out some technical revisions. This meeting included FCPU, DOT, and the Planning Department. He stated that they are ready with the final design for 62 units and are moving forward. Clark stated that Holden Preserve, on Holden Road, was allocated utilities in three phases and they would be meeting with FCPU next Tuesday. Clark also stated that FCPU advised against allocations for the apartment complex on Park Avenue. He explained that this affected the applications coming in for Special Use which is why the December Board of Adjustments was cancelled. He stated that they may apply for a Special Use Permit at a later time.

Clark stated that the Code Report would be out next Tuesday and they will be following up on sign issues in town.

Commissioner Wiggins asked about the house next door which has overgrown shrubbery by the front porch. He stated that he was also mowing their lawn. Clark explained that the shrubbery did not fall under the obnoxious weeds category. He also stated that the grass had been mowed, which was why it came off of the Report. Clark stated that he will follow up with Eudy just to make sure.

Clark then showed the videos for the roundabouts. He asked what the Board was looking for in the design so that he could get that information to the design team.

Commissioner Redd and Mayor Flowers stated that the Christmas Lights looked good.

The meeting adjourned at 8:43 pm.