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MINUTES

MARCH 9, 2017

7:00 PM

REGULAR MEETING

YOUNGSVILLE COMMUNITY HOUSE

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

The first item on the agenda was citizens' comments. Mary Jo Buffaloe, Youngsville Woman's Club, updated the Board on the progress made for the Youngsville Museum. She stated that they met on February 18th and may have found a solution for parking. Al Deporter would let them use his vacant lot on the corner of E Winston Street and N College Street for parking during events only, including temporary signage. Mrs. Buffaloe stated that she had just given Chief Kirts their Profit / Loss Statement right before the meeting.

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 February 9, 2017, the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. Also included on the Consent Agenda was a tax release for Salon 111 for \$12.89 as they had moved outside of town limits. Budget Amendment 2017-06 was also included on the Consent Agenda.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was an update on the status of the Town Hall Project. Chief Kirts stated that both the Town Hall and Police Department offices were finished and we have moved in. He stated that there was still some unpacking to do but the facilities were much nicer and very much appreciated. Chief Kirts stated that Hurd had overseen the Town Hall side and everyone pitched in. He stated that it was done in a timely manner.

Chief Kirts stated that the building was too big for our guys to clean and he had two quotes from cleaning companies. He stated that for them to come in once a week, it would cost around \$500 a month. Chief Kirts suggested that we could go bi-weekly to reduce the costs but we did need helping keeping a building that size clean. He stated that we did go \$1,800 over the construction costs for the upfit and Tatum stated that there were other additional expenses that weren't really for the upfit. Chief Kirts stated that they did an excellent job and there were no major problems. Tatum asked for clarification on the bids and Chief Kirts stated that one was \$500 a month and included windows, dusting, burnishing of the floors and basic cleaning of dining and bathroom areas. Chief Kirts stated that the second bid was \$475 and did not include the burnishing of the floors. Mayor Flowers wanted to clarify that all of those items would be done weekly or monthly and Chief Kirts stated that they would do a weekly cleaning for a monthly rate. Tatum stated that bi-weekly might be a better option and Chief Kirts stated that he didn't see that being a problem. Tatum stated that everyone could help keep things tidy in between. Chief Kirts stated that this did not include the offices but the main areas only such as the halls, kitchens, and bathrooms. Commissioner Wiggins stated that it sounded reasonable to him and Commissioner Redd agreed. Commissioner Redd suggested that the bathrooms and kitchens be done weekly even if the other items were only done bi-weekly. Chief Kirts stated that both were local companies, one of which was a retired Franklinton Police Officer, which he would trust cleaning the Police Department as he would be most familiar with the confidentiality issues. He stated that both prices were very close. When asked, Chief Kirts stated that he didn't know what days or times they would come in but felt that it would be after hours. After a brief discussion, Tatum stated that the motion could authorize the Mayor to execute the contract for no more than a certain amount each month and Chief Kirts stated that he could work with that.

MOTION: TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT FOR CLEANING SERVICES FOR THE TOWN HALL / POLICE DEPARTMENT FACILITY NOT TO EXCEED \$500 A MONTH

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. The motion passed unanimously. Mayor Flowers stated that Chief Kirts and Hurd did a fantastic job during the transition and that the other staff did a great job as well. He stated that the move went seamlessly and we opened at the new location on Monday, March 6th.

The second item under Old Business was to continue the discussion of acceptance of the \$82,500 contract with Kimley-Horne to perform the preliminary engineering and design for the Main Street Improvements Project. Belk stated that he had hoped to have the contract ready for approval but it has not yet been approved by NC DOT. He explained that the quote was higher than the limit due to the sub-contractors bid on the subsurface work related to utilities. Belk stated that Kimley-Horne believes spending this money now would prepare the Town for future problems and would help avoid added costs during construction. He explained that NC DOT has authorized \$82,500 for this portion of the grant and he is unsure what would need to be done to increase that amount. Belk

stated that they have sent more information to NC DOT for review to see if there would be any cost savings to be found. He stated that NC DOT is going to resurface Main Street in 2018 and that will coincide with the completion of the project. Belk stated that would help save some money as NC DOT would be installing some of the grant items such as the striped cross walks. He stated that we also have \$200,000 set aside for the railroad though no one has any idea of what the actual costs will be. Belk stated that we are hopeful to find some savings there. He stated that once NC DOT has reviewed the contract and come back with their recommendations, we will get back with Kimley-Horne and see what adjustments to the contract need to be made, including finding additional funds. Belk stated that there is still work to be done but he hoped to have a more complete report at next month's meeting. He explained that if a contract couldn't be finalized, we would then go with a different contractor. Belk stated that at this time, it was not effecting our timeline. When asked, Belk stated that it was very likely that these issues would come up with a different contractor as well. Belk stated that it basically boiled down to spending the money now so that there are no surprises later, with the goal of not having to overspend on the entire project.

The third item under Old Business was an update on the Woman's Club Museum Request. Mayor Flowers stated that it had been touched on some in the Citizen's Comments by Mrs. Buffaloe. Chief Kirts explained that due to the move to the new building, he was a little behind. He stated that the Youngsville Woman's Club want to keep the museum at the church building and they have expenses that they need help with. Chief Kirts stated that he has just received their statement and he will need to look over it. He stated that they solved the parking issue. Commissioner Wiggins asked if there was a sidewalk from the vacant lot to the museum and Chief Kirts stated that there was not and it was a safety issue. Mrs. Buffaloe stated that people walked that area all the time though it would be nice to have sidewalk installed. When asked, Mrs. Buffaloe stated that they have two or three places for handicap parking and Jim Moss also lets them use the driveway to his property behind the church as well. Mayor Flowers asked about the possibility of moving to the Youngsville Library and Chief Kirts stated that it was still on the table. Mrs. Buffaloe agreed and stated that it would take a while.

Tatum asked what the Town could legally do to help because from his understanding, the Town couldn't use tax payer money to fund a civic organization. Attorney Olivieri explained that the Town can provide funds to an organization that performs a public service. We could enter into an agreement for the Youngsville Woman's Club to preserve the important historical documents and items with the intent to preserve the history of Youngsville, which would make it a public purpose and allowable for public funding. Attorney Olivieri gave the example that paying a company for lawn care would be similar to paying the Youngsville Woman's Club for their services. It would be an exchange of services for a public purpose. After a brief discussion, Tatum clarified that the Town would be buying a service, such as preserving the historical documents, without having to go through a grant program where people have to apply for it. Attorney Olivieri stated that he thinks it can be done this way. Tatum asked if we would need a contract for service and Attorney Olivieri stated yes. Chief Kirts stated that they would be using it for events as well and Attorney Olivieri stated that would be fine.

Attorney Olivieri stated that it would be a general exchange and make it so that it is for a public service and not funding any private events.

Mayor Flowers explained that we are still trying to find more information but the move slowed us down. He wanted to reassure the Youngsville Woman's Club that it is being taken care of. Chief Kirts stated that he felt the Youngsville Library was still the best solution but we are making headway. He stated that he would have to check to make sure that using a vacant lot for parking was allowed under our ordinances and also from a safety standpoint. Commissioner Wiggins agreed that the Youngsville Library would be best. He explained that if Franklin County agreed, we could display the artifacts at the Youngsville Library and use the church building as storage and working space. Chief Kirts stated that there was still a lot more that needed to be discussed on what needs to be done, possibly retrofitting the building and opening it to the public. Attorney Olivieri stated that we could also do an agreement for access to the building for events, which would also cover using public funds to renovate the building. Commissioner Redd asked who the contact was from Franklin County and Attorney Olivieri stated that Holt Kornegay is in charge of the Franklin County Library System. Commissioner Redd stated that it was time to move forward with Franklin County and that she would be happy to help. Mrs. Buffaloe stated that she has spoken with Mr. Kornegay and he is aware of our wants.

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

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

The next item on the agenda was Committee Updates.

Policy / Ordinance Committee – There were no comments.

Finance Committee – There were no comments.

Capital Improvement Committee – Commissioner Redd stated that she knew Clark and Belk were working towards the contract with downtown improvements and that she would help in any way she can.

Comprehensive Development Committee – There were no comments.

The next item on the agenda was Reports and Other Business. Mayor Flowers stated that this past month has been difficult for him and his family and he appreciated everyone for their support after his father passed. He thanked Commissioner Johnson for stepping in for him at last month's meeting.

Tatum stated that he has started working on the upcoming budget and will bring it before the Board soon.

Commissioner Stallings wanted to mention that we need an equipment shed of some sort to help protect the equipment we currently have sitting in the open. He wanted to know that, as the Town grows, where will we keep all of our equipment. Tatum stated that there were be an expansion in the budget. He explained that he would start with a continuation budget and would add from there.

Commissioner Johnson stated that the traffic at the stop light by Cedar Creek Road and Tarboro Road was horrendous going towards Cedar Creek Road every morning. He stated that Franklin Academy was building out there and it would make things worse. Commissioner Johnson stated that it was bad in both directions.

Commissioner Hedlund stated that the Kiwanis Club was excited to host the Open House for the new Town Hall / Police Department, along with the Youngsville Area Business Association and the Woman's Club. He stated that there would be hot dogs, chips and water. Commissioner Hedlund stated that it was all being paid for by the Kiwanis Club but they needed a date and time. After a brief discussion, it was decided to have the Open House on May 18th from 5-7pm.

Commissioner Hedlund stated that it was Litter Sweep time again and he wanted the Board to do a road cleanup like they did last year. After a brief discussion, it was decided for April 18th at 9am. Commissioner Hedlund stated that they would work on a road that was not adopted, Highway 96 from Capital to the intersection at Park Avenue (1A). He stated that it would take about an hour.

Commissioner Hedlund stated that the Kiwanis Chicken Dinner Fundraiser would be tomorrow and they have sold 350 plates already.

Commissioner Hedlund wanted to thank the Youngsville Woman's Club for their Soup and Sandwich event. He stated that it was wonderful.

Clark stated that the developments in our area are moving along. He explained that Holden Development LLC (Laurel Oaks Subdivision) is ready to move forward under our Development Enhancement Policy. Clark stated that we will need to set a Public Hearing for next month's Board Meeting. He explained that Wynn Homes has six or seven homes already completed, the streets and sidewalks are in though there is still some work needed, such as work on the turn lanes. Clark stated that there are two phases, Phase 1 has forty homes and Phase 2 has twenty two. He stated that Phase 1 has been annexed into town limits. Clark gave a brief overview of the Policy. He stated that a rough vlaue estimate for Phase 1 is \$5,000,000 that will qualify for the Policy. Clark stated that they would bring a schedule for that before the Board and the Board would then consider the request though they were not obligated to reimburse any funds. He explained that it was based on the availability of the funds and it was a good faith reimbursement under the Policy. Clark stated that he and Attorney Olivieri had gone over the agreement. He stated that we would need a motion to set a Public Hearing for next month. Clark explained that it would have to be advertised 10 days in advance and they would present the full package.

MOTION: TO SET A PUBLIC HEARING FOR APRIL 13, 2017 FOR THE REQUEST BY HOLDEN DEVELOPMENT LLC UNDER THE DEVELOPMENT ENHANCEMENT POLICY

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

Clark stated that Phases 6 and 7 of East Woods of Patterson have received their allocations from Franklin County Public Utilities (FCPU). He explained that they would cross Richland Creek at Black Swan Drive. Clark stated that they are finishing up the end of Blue Heron Drive, which is Phase 5 (12 lots). He stated that we are still holding a bond for some work that still needs to be done at the intersections and NC DOT has approved the driveway permits for the turn lanes at the new entrances. Clark stated that they will petition for annexation for the new phases.

Clark stated that Hampton Downs is moving along rapidly. He explained that we have released most of their bond for improvements. Tatum asked if they had annexed and Clark stated no, they have not. Clark stated that he has spoken with Mr. Hurt and he states that they will petition for annexation. He stated that everything has been built to Town standards. Clark stated that at this time there are three different owners that would have to sign the petition. Tatum asked if we had any leverage and Clark stated no but there were incentives such as the Police Department and the Development Enhancement Policy to encourage him to annex. Tatum then asked about blocking streets during construction and not having the proper trash receptacles at other developments throughout our area. Clark stated that he has been holding two Certificate of Compliance's for that very reason. Tatum stated that we needed to start letting them know the rules and Hurd explained that they were given copies of the ordinances when they picked up their Zoning Permits. Tatum also asked about the placement of real estate signs and stated that it was illegal per state law. Clark stated that they reach out as much as they can.

Clark stated that they had taken an enforcement action against a junkyard that was not authorized. He stated that a letter had been sent to clean it up. Commissioner Wiggins stated that there were still cars and Clark explained that they had up to thirty days then enforcement begins. Clark explained that we can't start any enforcement action until they have actually started to violate an ordinance. Attorney Olivieri asked if the owner of the property was the same as the operator of the junk yard and Clark stated no, there were different people involved.

Belk stated that the final plat for Phase 5 of East Woods of Patterson had been approved.

Belk stated that there are two Special Use Applications on file and the fees have been paid. He explained that Cottage Court had been resubmitted and paid their fee again. Belk explained that the second Application was for an internet arcade at 100 Holden Road. He stated that the owner and applicant had requested that this Hearing be moved up to April 6th instead of the quarterly meeting on May 4th. Belk stated that Mr. Ellisburg, owner of 5-Points Shopping Plaza, was in attendance for any questions.

Belk stated that Captive Air has received their Certificate of Compliance for their renovations.

Belk stated that 120 E Main Street was under contract and they will be meeting with the new owner next week. He stated that they intend to use the building for retail and office space.

Belk stated that Wine and Beer 101 was coming along quickly. Clark stated that they haven't heard back from NC DOT concerning a turn lane and Belk stated that they would follow up on that.

Belk stated that a concern over outdoor gun ranges has been brought to his attention. He explained that they have reviewed the ordinance and found some language that could allow them in our jurisdiction. Belk stated that they would do some research and look at case studies to be able to bring some options back to the Board. He stated that they hope to present it to the Planning Board on April 4th and the Town Board on April 13th. Belk stated that they want to be thorough and give time to deliberate.

Belk stated that they use West Jefferson Streetscape as an example often during the discussions on our Main Street Improvements Project. He stated that West Jefferson had recently put their utility lines underground which makes it more attractive. Belk stated that in a meeting with Duke Progress, he found that it would cost \$10,000 to even do a feasibility study and it was estimated that it may cost over \$1,000,000 to bury them in Youngsville. Belk stated that he just wanted to inform the Board for them to keep in mind for long term goals.

Commissioner Hedlund stated that Division 5 has been talking about the round-a-bout and Belk stated that it didn't rank high enough but was close. He stated that we should be over capacity in twenty years and that works in our favor. Belk stated that long range transportation plans include the bypass and he hopes that Staff is able to get that elevated. He stated that the land has been reserved for the round-a-bout and it is a good opportunity.

Mayor Flowers asked the Board if they wanted to consider moving up the Board of Adjustment meeting to April 6th to accommodate the request. It was decided to keep the quarterly meeting on May 4th.

Chief Kirts stated that with all of the growth in the area, traffic is not going to get better. He stated that he felt the round-a-bout was not the answer as it would flow traffic into a red light. Chief Kirts stated that he thought it might make the traffic worse.

Chief Kirts wanted to remind the Board that he needs a new officer to be included in the budget for next year. Mayor Flowers asked about traffic patterns and if a turn lane / signal would be better and Chief Kirts stated that it would work. Mayor Flowers stated that he knew the traffic in our area was bad and we have been working on it for decades with a few improvements. Chief Kirts stated that the bypass would help the most.

Assistant Fire Chief Graney stated that they have had an over 7% rise in calls. He stated that on April 1st, they would have their annual ceremony at Faith Baptist Church and the Board was invited. Assistant Fire Chief Graney stated that they would also have their annual fundraiser at Hill Ridge Farms on April 8th.

Commissioner Johnson stated that Nash was holding assessments and was unable to attend tonight's meeting. He stated that Spring Baseball was ready to start.

Hurd stated that dog tags were now past due and that she had sent out late notices. She also stated that PD Shades, 100 Holden Road, Suite H, was having their grand opening on March 11th at 4pm.

Patterson wanted to know when we started new services for homes in subdivisions when the Town has not taken over the streets yet. Hurd explained that we would still do the garbage services but maintenance on the streets, such as potholes, would still belong to the developer until it has been turned over to the Town. Patterson wanted to clarify that we wouldn't take the streets over if they needed work and Hurd explained that the Town wouldn't take the streets over until they were brought up to code. Once we have taken over the streets, the developer will receive a letter stating that the streets have been taken over by the Town. Hurd stated that we can still service the homes since they are inside of town limits even if the streets aren't ours.

The meeting adjourned at 8:12pm.