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# MINUTES

**AUGUST 28, 2018**

**6:00 PM**

## WORK SESSION

### YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 6:00pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was not in attendance. Also in attendance were Interim Town Administrator Roe O'Donnell and Town Clerk / Tax Collector Emily Hurd. Representatives of the Franklin Times and Wake Weekly were also present.

The only item on the agenda was to discuss the hiring process for the new Town Administrator. Mayor Flowers stated O'Donnell had done a fantastic job as Town Administrator but we needed to look towards the future as O'Donnell would be leaving next March. He stated there were several options before the Board. Mayor Flowers noted we could keep going as we were with part-time, experienced Town Administrators, or hire a younger, full-time Town Administrator.

As discussed at the Board Retreat in January, O'Donnell explained there were three items before the Board. The first item was the Board could hire a full-time Town Administrator and went over the list of Town Administrator salaries for other towns our size. He recommended a salary range of \$72,000 to \$115,000.

The second item was to decide if the Board wanted to have a company to do the assessments of the candidates. O'Donnell noted he had three proposals for the Board to look at.

The third item was to decide if the Board would prefer to continue with a retired, part-time Town Administrator like O'Donnell. O'Donnell noted his contract was for \$85,000 a year. He stated N\*Focus could get someone with experience from a similar sized community. O'Donnell explained the candidate didn't need to be a retired Town Administrator, it could also be a Deputy Town Manager or Department Head. He noted the candidate wouldn't live close and travel expenses would also apply. O'Donnell stated if the Town went with a full-time Town Administrator, they may find a quality candidate that may have limited experience. He expressed concerns that someone with limited experience probably won't stay but a few years. O'Donnell stated another option would be to find someone that would want to finish their career in a small town. He explained an experienced Town Administrator would probably be able to do the job quicker and smoother than a rookie, which will open them up to do more. O'Donnell stated that he would highly recommend going through an assessment center if the Town wanted to hire a full-time Town Administrator.

O'Donnell went through the proposals from MAPS Group, Developmental Associates, and N\*Focus. He noted that Developmental Associates also includes an EQI test and a more thorough background check. For full disclosure, O'Donnell noted that he had worked for Developmental Associates at one point but was not affiliated with them at this time. He stated that Developmental Associates would do more for a lower rate. When asked, O'Donnell stated that he had only been involved in one occasion where the MAPS Group helped in the hiring process. He noted that they did a stellar job. Commissioner Wiggins asked for more clarification on whether the MAPS Group was affiliated with the NCLM. O'Donnell explained they worked in concert with the NCLM but the company itself was separate from the NCLM. Commissioner Wiggins asked if the price range was between \$15,000 and \$20,000 to which O'Donnell stated yes.

Mayor Flowers clarified that if the Board decided on part-time, N\*Focus would help locating a candidate but if the Board decided on full-time, we would need to go through one of these agencies and O'Donnell stated yes. Mayor Flowers stated that we needed someone five days a week, preferably with O'Donnell's experience, and Commissioner Wiggins agreed. O'Donnell noted that the Town Administrator is always on call. Commissioner Hedlund stated he would prefer a full-time Town Administrator over part-time. He stated that the candidate would learn and become more stable. Commissioner Stallings agreed that he would like to try for a full-time Town Administrator. He noted this would help take some of the pressure off of the Mayor.

When asked for clarification, O'Donnell explained there were two forms of government, Mayor / Council (that we currently have) and Council / Manager. O'Donnell noted this was a good time for Youngsville to switch if they wanted to. He explained the Town Manager was fully responsible for day-to-day operations and the Board sets the policies. The Town Manager serves at the Board's pleasure and is responsible for carrying out the policies and laws. Other duties included hiring, firing, and disciplinary. O'Donnell noted that the Town Manager can't spend without first being authorized but could be delegated with the authority to sign contracts should the Board desire. He reiterated there was nothing wrong with continuing as we are with the Mayor / Council form of government. Commissioner Redd asked if the form of government would affect the candidate's qualifications and O'Donnell stated no. He explained the biggest difference was the ability to hire / fire employees.

O'Donnell noted the Board would probably want a contract if they decided to hire full-time and Commissioner Wiggins agreed, as a contract would protect both sides. O'Donnell noted that even with a contract, the Board could still release the Town Administrator at any time with or without cause. He explained there were no "property rights" and the Town Administrator worked completely at the pleasure of the Board. O'Donnell reiterated that Board could change their form of government at any time.

Commissioner Redd noted that experience was valuable and Commissioners Wiggins and Stallings agreed. Commissioner Wiggins stated he felt we should go ahead and change, hire a Town Manager to run the town, and perform their duties until they want to leave. Mayor Flowers noted he was fine being involved in Town Hall duties. Commissioner

Stallings agreed that both the Town Administrator and Mayor both needed to be involved to keep from having too much back and forth. O'Donnell stated the Board needed to move in the direction they were most comfortable with and there was no need to change at this time. He did note that as Youngsville got bigger, this style of governing would not work well. Commissioner Redd stated now was a good time to change and O'Donnell agreed. Commissioner Wiggins noted that as the town grows, the staff should as well. O'Donnell agreed but noted it was not a move to take lightly. He explained the Manager form of government worked well when the Board worked well with each other and had the same vision for the town.

O'Donnell noted Developmental Associates offers a good product. Commissioner Redd wanted to clarify that we could still utilize the NCLM even if we didn't go with their option and O'Donnell stated that was correct.

Commissioner Hedlund asked if the full-time option would be an individual fresh out of school or have some experience and O'Donnell explained they should have a couple years of experience. O'Donnell gave some examples, such as an Assistant Town Manager or Department Head. He noted there may be "rookie" mistakes depending on the amount and type of experience.

O'Donnell reiterated his recommendation for Developmental Associates, noting the Town would get more for their money. Mayor Flowers asked for a time frame and O'Donnell stated about 70 – 80 days once they start. O'Donnell stated he wanted them to get started in October if possible but did request a presentation to the Board before agreeing to a contract. Mayor Flowers noted the fees included in the proposal by Developmental Associates and O'Donnell stated he recommended the EQI tests for the final five or six candidates, along with a background check. O'Donnell explained their background checks were similar to the FBI and have found details about potential candidates that lesser background checks have missed. Commissioner Hedlund stated this would save problems down the line and O'Donnell agreed.

Commissioner Hedlund asked what the Board needed to do next and O'Donnell stated he needed the direction that the Board wanted to go in. Mayor Flowers asked if the Board was in agreement on hiring a full-time Town Administrator. Commissioner Redd expressed concerns about the possibility of the candidate not having much experience. She stated that as we were in this process, we should also move forward with changing the style of government as well. O'Donnell suggested that the new Town Administrator overlap with him for at least a month. Mayor Flowers asked which direction the Board wanted to go in and the consensus was Developmental Associates. O'Donnell stated he would get a contract from them after their presentation in October. He stated they would explain the steps of this process in detail. O'Donnell stated his last day was March 15<sup>th</sup> but he could stretch it to the end of March if need be. Commissioner Wiggins agreed that the overlap would be beneficial and Commissioner Hedlund agreed it was crucial. O'Donnell noted that he did not wish to waste the Town's money.

The meeting adjourned at 6:46pm.