

Town of Youngsville
P. O. Box 190
134 US 1A South
Youngsville, NC 27596
(919) 556-5073
Fax (919) 556-0995
Townyngs@townofyoungsville.org

MINUTES

FEBRUARY 8, 2018

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 Stallings gave invocation. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, Joseph Johnson and Terry Hedlund. Also in attendance were Town Administrator Roe O'Donnell, Town Clerk / Tax Collector Emily Hurd, Town Attorney Edward Bartholomew, Police Chief Daren Kirts, Finance Officer Jaclyn Patterson, Planning / Zoning Administrator Andy Thomas. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO ADD CLOSED SESSION TO THE AGENDA TO DISCUSS PERSONNEL (NCGS 143-318.11 (6))

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

MOTION: TO APPROVE THE AMENDED AGENDA

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

The first item on the agenda was a presentation of a canvas print of Main Street in Youngsville by Donnie Solomon. Mr. Solomon explained that he had spoken with Commissioner Redd a couple of months ago about using his image of Main Street in Youngsville for another project. After that conversation, he stated that he wished to donate a print to Town Hall. Mr. Solomon stated that he was a North Carolina native and loves rustic communities. He presented each Board Member with their own print and postcard as well. Mayor Flowers stated the Board appreciated the prints very much. He thanked Mr. Solomon for his gifts.

The next item on the agenda was a Public Hearing for the Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road. Mayor Flowers opened the Public Hearing at 7:04pm. As there were no comments from the public, Mayor Flowers closed the Public Hearing at 7:04pm.

The next item on the agenda was citizens' comments. Jim Moss, N College Street, wanted to applaud the Board for all of their hard work on the Main Street Improvements Project. He noted that we can't get the roundabout quick enough and traffic bottlenecks

on Main Street. Mr. Moss asked that the Board not take the bypass off the table yet. He stated that he felt it was the only real solution.

Mr. Moss also made a plea to the Board for the survival and repair of the old Town Hall and Police Department buildings. He noted that the costs to tear down the buildings would be approximately the same as replacing the roof. Mr. Moss stated the he believed the buildings could be useful and there was a lot of heritage in them. He stated that it took a lot of effort to establish them and felt they should be preserved.

The next item on the agenda was the Financial Report. Alex Elliott, from Winston, Williams, Creech, Evans, and Company, presented the FYE 2017 Audit. He explained that Youngsville received an unmodified opinion, which means a clean audit. Mr. Elliott showed the Net Position of \$1,807,007 in net assets and a Statement of Activities that explained the increase in net assets. He broke down the incoming revenues, of which, over half came from ad valorem taxes. Mr. Elliott stated that actual revenues were \$1,888,927. He also broke down the expenditures by fund, with total expenses of \$2,046,788. Mr. Elliott broke down the fund balance between state statutes, streets and unassigned. He noted that the percentage of fund balance decreased from last year due to the remodeling of the new building. Mr. Elliott stated that because of that remodeling, the amount of fund balance decreased to \$1,180,243. He noted that the Town had a cash balance of \$1,227,947 as of June 30, 2017. Mr. Elliott stated that the tax levy had increased to \$1,025,672, although the collection percentage decreased to 97.18%, which is close to the state average. He thanked Staff for all of their help during the audit process.

The next item on the agenda was the approval of the Consent Agenda. The Consent Agenda consisted of the minutes from the Board Meeting on January 11, 2018 and the minutes from the Board Retreat on January 5, 2018. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report, the Youngsville Fire Department Report, the Annual Report of Unpaid 2017 Taxes that are a lien on real property, and the Order to Advertise 2017 Tax Liens between March 1, 2018 and June 30, 2018. A Tax Release for Youngsville Wine and Beer for 2017 taxes in the amount of \$169.41 was also included on the Consent Agenda.

MOTION: TO APPROVE THE CONSENT AGENDA

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

The next item on the agenda was Old Business. The first item under Old Business was the consideration of the approval of an agreement between the Town of Youngsville and N*Focus, Inc. to prepare a Comprehensive Development Plan (CDP) for the Town of Youngsville. O'Donnell explained that the costs would be spread between two fiscal years. Mayor Flowers stated that the CDP was needed for the Town to move in the appropriate direction.

MOTION: TO APPROVE AN AGREEMENT BETWEEN THE TOWN OF YOUNGSVILLE AND N*FOCUS, INC TO PREPARE A COMPREHENSIVE DEVELOPMENT PLAN FOR THE TOWN OF YOUNGSVILLE

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

The second item under Old Business was the consideration of a proposal from the Piedmont Triad Regional Council of Governments to conduct a Pay and Classification Study for all town personnel positions. O'Donnell stated that he added the employees of the ABC Store, which increased the final cost by \$500 that would come out of ABC Store funds. The total costs of the Study would be \$7,500. Commissioner Redd asked what the Town would get from the Study. O'Donnell explained that every position, but not every employee, would be studied. He stated that they would meet with staff, one or more of each position, and interview them concerning job duties. They would then look at the market, with an emphasis on Franklin County municipalities, along with other municipalities close by. Once they have all of this information, they will figure the job worth. They would start at a mid-point range and work their way to both the low and high ends of the pay scale for each position. O'Donnell noted that this Study would include the steps to move upwards in the position as well as a range to move forward with pay increases.

O'Donnell stated that the second part of the Study would be job descriptions that are specific to the duties of Youngsville employees. This description would come from both the supervisors and the employees. O'Donnell stated that this was a very involved process that will take months to complete. He explained that this Study was being conducted by a government entity and not a private contractor. O'Donnell stated that there are other facets that we may want to get into at a later point, but making sure that the employees are paid appropriately helps to keep long term employees.

Commissioner Wiggins stated that he would rather take the money that the Study would cost and give it as raises. He stated that he's never needed a Study for his business. Commissioner Hedlund asked if raises were included in the last Budget and Patterson stated raises went into effect in July. O'Donnell stated that cost of living raises don't reward performance. He explained that most municipalities don't do cost of living increases anymore, they do merit increases based on performance.

Commissioner Stallings asked how many classifications that we have and O'Donnell stated approximately twenty five. Commissioner Hedlund asked if we had anything in place and Mayor Flowers stated that our current system didn't have anything that spelled out the steps. Commissioner Stallings asked if O'Donnell could do this Study as part of his job and O'Donnell explained that it would take him considerable time, even if he did nothing but the Study.

Commissioner Redd asked if there was any middle ground and O'Donnell stated that it could be split in half or thirds, do only a portion of the employees at a time. O'Donnell

noted that it would be more expensive to split the Study into pieces though. He noted that the Study only included sixteen positions at \$250 each. Commissioner Hedlund suggested that we spread the Study out, but focus on the Police Department first. Commissioner Stallings asked why we were including the ABC Store. O'Donnell explained that the ABC Store has two full time employees and would pay for their portion of the Study. Commissioner Wiggins expressed concerns that it would affect the profits that the Town receives from the ABC Store. When asked, O'Donnell explained that nine out of the sixteen employees were police related. Mayor Flowers stated that he felt this was needed as our current set up was not feasible. Commissioner Wiggins agreed that we need incentive for our employees but he was bothered by all of the studies that we are currently doing. Commissioner Redd explained that since we've never done any of the necessary studies, it does look like a lot is being spent now. She stated that it was important to prioritize and she felt this was a good start. Commissioner Redd stated that we needed to get these studies out of the way before more growth came our way.

O'Donnell wanted to remind the Board that once the Study was completed, there would also be possible costs of implementing the System. When asked, O'Donnell explained that it may increase salaries for employees if they are not in the correct range. Commissioner Wiggins stated that it made no sense to do the Study if the Board wasn't prepared to implement the System. O'Donnell agreed, but noted that it may be expensive. He stated that the Study would not be completed until after the start of the new fiscal year. O'Donnell explained that the new system could be implemented mid-year in January, 2019 if the Board wished.

Commissioner Redd stated that this Study would lay the basis for our employees while Youngsville is growing. O'Donnell explained that the key to a well-run municipality was to have the employees fairly compensated for the work that they do.

O'Donnell explained that the Board has three options; to continue as we are, do the Study, or break the Study up into smaller groups with the possibility of it costing more. When asked, O'Donnell stated that doing the Police Department only would cost about \$5,000. Mayor Flowers noted that they were the majority of the employees.

MOTION: TO APPROVE THE PAY AND CLASSIFICATION STUDY AS PRESENTED

The motion was made by Commissioner Stallings and was seconded by Commissioner Johnson. Commissioner Hedlund asked if this would include all employees and Mayor Flowers stated yes. Commissioner Redd expressed concerns about the higher costs of breaking the Study up. After a brief conversation, the motion was amended by Commissioner Stallings and Commissioner Johnson.

MOTION: TO APPROVE THE PREPARATION OF THE PROPOSED PAY AND CLASSIFICATION STUDY BY THE PIEDMONT TRIAD REGIONAL COUNCIL OF GOVERNMENTS FOR THE AMOUNT OF \$7,500

The revised motion was again made by Commissioner Stallings and was seconded again by Commissioner Johnson. The motion passed with four ayes and one nay from Commissioner Wiggins.

The third item under New Business was to continue the discussion on the old Town Hall / Police Department property. Mayor Flowers explained the vision he had of parking with a buffer. Commissioner Wiggins stated that he felt the Town should retain ownership. He stated that the majority of the people he has spoken with have an interest in maintaining the old Town Hall as the Youngsville Museum, where the Fire Department could house the old fire engine. Commissioner Wiggins reminded the Board that there was no parking at the current Museum. He stated that we could still sell the old Police Department for retail. Commissioner Wiggins stated that his preference would be to keep the old Town Hall and additional parking in the back lot. He stated that no one had strong feelings on the old Police Department. Commissioner Redd agreed but expressed concerns about the viability of the Museum.

Commissioner Hedlund stated that he wanted to sell both buildings “as is” so that we don’t have vacant buildings. He explained that this would bring in revenue for the Town that can be used for the mortgage on the new building or to help pay for all of the upcoming studies. Commissioner Redd wanted to clarify that if we sold the property, did it have to go up for auction and Mayor Flowers stated yes. He explained that we would have to use the upset bid auction like we used for selling the property on SW Railroad Street. Mayor Flowers stated that easements would need to be created.

Commissioner Redd asked if the old Town Hall was used for the museum, would the Woman’s Club purchase it and Commissioner Wiggins stated that they can either purchase it or the Town could retain ownership and lease it to them. Commissioner Redd stated that she would prefer to give the Woman’s Club a time frame to raise the money so that the building didn’t sit empty for too much longer and Commissioner Wiggins agreed.

Mr. Moss stated that the old Town Hall would need to be stabilized immediately, along with repairs to the roof, to prevent further damage. He stated that some of the rest of the repairs could be done by volunteers to bring the building back as it was. Mr. Moss stated that the building could also be used for other functions as well.

Mayor Flowers stated that he is a fan of preserving history but he had concerns about the Woman’s Club being able to raise the funds, as that is part of their current problem in repairing the building on Franklin Street. Mr. Moss agreed that there were legitimate concerns about funding and he was not sure how it would work until they were able to start. He noted that the Town could use the money they would spend tearing it down to repair the roof to make the old Town Hall a reasonable investment. Commissioner Hedlund agreed that he didn’t want to tear the buildings down either. Mayor Flowers stated that he would like to see the buildings renovated like the old Variety Pic Up was.

MOTION: TO SELL THE OLD TOWN HALL AND OLD POLICE DEPARTMENT BUILDINGS “AS IS” AND KEEP PUBLIC PARKING IN THE BACK LOT

The motion was made by Commissioner Hedlund and was seconded by Commissioner Redd. Commissioner Redd asked if new surveys would need to be done and Attorney Bartholomew stated yes. Commissioner Stallings asked what the plan was for the maintenance shed and Mayor Flowers stated that we would need easement rights to continue using the maintenance shed. Commissioner Stallings asked how often staff was at the old property and Chief Kirts stated approximately once a day, sometimes more since the bigger equipment stored in the back lot. Chief Kirts reminded the Board that electricity for the maintenance shed was tied into the old Police Department and would need to be moved to its own meter. O'Donnell asked if the building was on water and sewer and Chief Kirts stated no, as it was just a garage. Patterson pointed out that there were two employees so that it wasn't a real issue. After a brief discussion on the museum, Commissioner Redd stated that she felt we should move forward with selling the property as we can't continue waiting for funds to be raised. Attorney Bartholomew stated that during closing, the Town could require the purchaser to display a plaque in honor of the history of the building, at the Town's expense. The motion passed with four ayes and one nay vote from Commissioner Wiggins.

The fourth item under Old Business was to adopt the Annexation Ordinance for Holden Creek Preserve, Phase 1B, on Holden Road.

MOTION: TO ADOPT THE ANNEXATION ORDINANCE FOR HOLDEN CREEK PRESERVE, PHASE 1B ON HOLDEN ROAD

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

The next item on the agenda was New Business. The first item under New Business was to appoint an ABC Board Member. Mayor Flowers stated that we have two applications, Frankie Anderson and Rick Houser. He gave a brief overview of their applications. Mayor Flowers stated that he has worked with Mr. Anderson previously, concerning the use of the armories but has not worked with Mr. Houser before. He noted that Mr. Houser was in attendance. Commissioner Redd asked if ABC Board members had to be from inside of town limits and the answer was no. Commissioner Redd noted that Mr. Houser had previous experience with ABC Boards. Commissioner Stallings asked why the ABC Board had recommended Mr. Anderson and Mayor Flowers stated that it was due to Mr. Anderson living in town limits. Commissioner Redd stated that she understood and respected that but felt that we couldn't overlook Mr. Houser's experience and Commissioner Wiggins agreed.

MOTION: TO APPOINT RICK HOUSER TO THE YOUNGSVILLE ABC BOARD

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

The second item under New Business was to set a date for a Workshop to discuss the Capital Improvements Plan (CIP). O'Donnell explained that he would present a draft of the CIP, which is a list of the wants and needs of all departments. He explained the different levels that will be assigned to all requests. After a brief discussion, Tuesday, February 27th at 6pm, was decided for the Workshop.

MOTION: SET A DATE OF FEBRUARY 27, 2018, 6PM, FOR A WORKSHOP TO DISCUSS THE CAPITAL IMPROVEMENTS PROJECT

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

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did need to go into Closed Session to discuss personnel (NCGS 143-318.11 (6)).

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL (NCGS 143-318.11 (6))

The motion was made by Commissioner Hedlund and was seconded by Commissioner Stallings. The motion passed unanimously. The Board went into Closed Session at 8:02pm and came out at 8:11pm. Mayor Flowers stated that the Board went into Closed Session to discuss personnel and 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 – 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 YAKS would have their opening day the first Saturday in March.

O'Donnell stated that NC DOT had re-timed the signals on Main Street and asked that the Board keep an eye to make sure that it was making an improvement. Several Commissioners stated that they have seen an improvement already. O'Donnell stated that the next phase would be to look into adding turn lanes or signal phases to improve the left turns.

O'Donnell stated that he and Clark had met with Lisa Hayes concerning downtown businesses. He stated that they would continue to work on the list from the Board Retreat.

O'Donnell reminded the Board that he would be off for the next two weeks and would return on February 27th.

Commissioner Hedlund wanted to thank everyone for reaching out. He also wanted to thank the Police Department and Fire Department for coming to the aid of his mother in law. Commissioner Hedlund was very appreciative.

Commissioner Hedlund reminded the Board that the Woman's Club Soup and Sandwich will be held on March 22nd from 11am to 1pm, or until they run out of soup.

Thomas stated that a developer has requested a Board of Adjustment Hearing for April 5, 2018. He explained that it would be for a Special Use Permit that he expects to receive within the week. Thomas stated that it would go before the Planning Board on March 6th. After a brief conversation, a date of April 19, 2018 was decided.

**MOTION: TO SCHEDULE A BOARD OF ADJUSTMENT HEARING FOR
APRIL 19, 2018**

The motion was made by Commissioner Hedlund and was seconded by Commissioner Johnson. The motion passed unanimously. Thomas stated that there are a lot of people with interest in Youngsville.

Chief Kirts stated that he has hired the approved traffic officer, who has issued eighty eight citations in just one month. He stated that hopefully word will get around to help slow people down. Chief Kirts stated that 75% was for speeding, the remaining portion was for running stop signs and signals. There were also a few expired registrations and licenses as well.

Mayor Flowers read the Fire Department Report. He noted that they will be undergoing a full inspection by the NC Office of State Fire Marshall in March. Mayor Flowers stated that the Youngsville Elementary School Junior Jag Fun Run will be held March 24th from 9-11am. The Fire Department will again provide an engine with personnel for safety and medical standby, along with an Incident Action Plan (IAP). Mayor Flowers stated that there will be a live burn on March 24th on Tarboro Road, close to Highway 401. The Annual Installation Ceremony will be held on April 21st at 4pm at the Faith Baptist Church. Town Officials and Staff are invited.

Commissioner Johnson stated that there was only two weeks of basketball left. He stated that signup for the flag football league would end on February 28th. Games would be played Saturday nights from 6-8pm and there were about eighty players registered at this time. Commissioner Johnson stated that baseball signups were going on as well. He stated that they were looking at expanding the Parks and Recreation Department for more activities for elderly, something more than just youth sports.

Commissioner Johnson stated that there were some repairs needed at the Luddy Park and requested \$3,870 for field maintenance and a new mound.

MOTION: TO ALLOW ACCESS TO \$3,870 FROM PARKS AND RECREATION FUNDS FOR FIELD MAINTENANCE AND A NEW MOUND

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

Chief Kirts stated that they have hired another maintenance worker, who will start on Monday. He stated that they would work on getting the Christmas lights down and other jobs that one person was unable to do.

The meeting adjourned at 8:30pm.