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MINUTES
JANUARY 11, 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 Hedlund 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, Assistant Fire Chief Justin Graney, Finance Officer Jaclyn Patterson, Planning / Zoning Administrator Bob Clark. Representatives from the Wake Weekly and the Franklin Times were also present.

MOTION: TO APPROVE THE AGENDA AS PRESENTED

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

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

The next item on the agenda was the Financial Report. Patterson stated that she now has a better understanding of the Town's systems and finances. She explained that she has gone through the budget. Patterson stated that she has separated some of the line items and reallocated the funds to them. She stated that she felt this would help to make the finances more clear. Patterson stated that she still needed to go through the salaries and hopes to have a Budget Amendment for that in February.

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 December 14, 2017. Also included on the Consent Agenda was the Tax Collector's Report, the Police Department Report and the Youngsville Fire Department Report. Budget Amendment 2018-04 was also included on the Consent Agenda. The Consent Agenda updated the auction dates for previously declared surplus property in a manner prescribed by NCGS 160A-270.

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 a presentation by Jeff Moore of Kimley Horne for an update on the Main Street

Improvements Project. He noted that the Project area was from 5-Points intersection to the Cross and Main Streets Intersection. Mr. Moore stated that NC DOT would help pay the costs of repaving the area.

Mr. Moore showed a map of the Project. He pointed out the Streetscape improvements, which includes trees and pavers. Mr. Moore stated that there will be two cross walks on W Main Street, one will be near Edward Jones and the other by Railroad Street. He stated that there will be road markings for bicycles. Mr. Moore stated that all of the sidewalks and crosswalks will be brought up to ADA Standards. He noted that there were overhead utilities that they would not bury due to costs. Mr. Moore stated that they would also try to correct the shape of the road during the paving process. He explained that there would be a pedestrian connection over the railroad tracks, beside Main Street. There will be minimal other improvements to the railroad tracks.

Mr. Moore stated that E Main Street will have a crosswalk near the Hair Vault. He noted that the sidewalks on most of E Main Street are in good shape and the remaining ones will be redone with the pavers. Mr. Moore stated that the original hitching posts in front of Main Street Flooring and Casey Supplies were not part of the Project. He stated that the steps up to that area were included in the Project and a ramp would be installed to make it ADA compliant. There would also be a crosswalk at the Main and Cross Streets intersection.

Mr. Moore explained that they would install curb extensions at each of the four crosswalks to help shorten the length of roadway that needed to be crossed and they would also be ADA compliant.

Mr. Moore stated that there are currently fifty four parking spaces along East and West Main Street. He noted that he would have to lose five of them because of the crosswalks and to bring the length of the parking spaces up to code. He noted that some of the parking spaces were not as long as required. Mr. Moore broke it down that W Main Street would lose two and E Main Street would lose three.

Mr. Moore stated that the Streetscape portion of the Project is estimated at \$690,000 and the Resurfacing portion of the Project is estimated at \$288,000. The budgeted amount for the Streetscape portion of the Project is \$632,000 per the Agreement. There are contingencies for the difference in costs.

Mr. Moore stated that Kimley Horne will host a forum for the public on January 23rd. There would be maps, flyers, and sign in sheets.

Mr. Moore noted that the biggest challenge will be easements, as some of the current sidewalks were on private property.

Mr. Moore stated that they hope to have the plans complete in July, advertise for bids in October and begin construction in March, 2019. He explained that this would give the extra time to work on easements, as well as the permitting process from CSX Railroad.

Mr. Moore stated that they will continue to work on keeping the costs down and meet the budget.

Commissioner Redd stated that the plans looked fantastic and she was excited about moving forward.

Clark noted that they were sending notices to the property owners, business owners, and other interested parties. He also stated that drainage issues would be fixed during the Resurfacing phase.

The next item on the agenda was New Business. The first item under New Business was a request by City of Dreams Internet Café LLC to have their Conditional Use Permit Application heard at the February 1st Board of Adjustment Meeting. Clark explained that last month the Board had discussed postponing their quarterly Board of Adjustment Meeting until March 1st for an application that needed more time to review plans. He explained that City of Dreams Internet Café LLC had applied in a timely manner and had already leased 100 Holden Road, Suite G. Clark stated that the Planning Board did not need to hear a Conditional Use Permit Application.

MOTION: TO APPROVE THE REQUEST FOR A BOARD OF ADJUSTMENT HEARING ON FEBRUARY 1, 2018 FOR THE CONDITIONAL USE PERMIT APPLICATION BY CITY OF DREAMS INTERNET CAFÉ LLC FOR 100 HOLDEN ROAD, SUITE G

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

The second item under New Business was a request by DRCW Investments LLC to have their Special Use Permit Application heard on March 1st by the Board of Adjustment. Clark explained that Mr. Williams' application needed to go before the Planning Board, as well as being reviewed by the different departments.

MOTION: TO APPROVE THE REQUEST FOR A BOARD OF ADJUSTMENT HEARING ON MARCH 1, 2018 FOR THE SPECIAL USE PERMIT APPLICATION BY DRCW INVESTMENTS LLC FOR PROPERTY LOCATED AT THE INTERSECTION OF N COLLEGE STREET AND PARK AVENUE

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

The third item under New Business was a presentation by Matt Reece, Piedmont Triad Regional COG, about a Pay and Classification Study. Mr. Reece noted that along with the growth in our area, a core piece was to have a Classification and Pay structure. He explained that having this structure would be beneficial during hiring, promoting and giving raises. Mr. Reece explained that this Study would determine what duties current employees have or should be performing. Then, they would compare this to the

competition and come back to the Board with the findings. All of this information will help to establish a good Pay and Classification Plan. Mr. Reece stated that the Study would also help establish a policy for people to move forward in their job, along with instituting a merit based pay system based on performance appraisals. He stated that the Board needed to establish both systems. Mr. Reece stated that having a set system in place helped with transparency and to validate how employees were promoted and paid.

O'Donnell stated that he wished to bring a proposal before the Board at the February Board Meeting and for the Study to start in late February or early March. He noted that the Study would take approximately five months, so it would not be ready for the upcoming Budget. O'Donnell stated that it was possible to implement midyear, in January, and adopt a Budget Amendment if necessary. He noted that after adoption, it would require commitment by the Board.

O'Donnell reiterated that after the Pay and Classification Plan was adopted by the Board, then they would also need to implement the merit system. He stated that this would help attract lasting employees.

Patterson asked how often this would need to be done and O'Donnell stated that Wake Forest does one third each year so that each position was refreshed every three years. Mr. Reece stated that it would become routine maintenance after the structure was implemented. He explained this would help the Town keep pace with the market. Mr. Reece suggested that the Board follow some kind of cycle. O'Donnell stated that Youngsville had never been analyzed before and this would also help in hiring / paying a Town Administrator, along with setting out their assigned duties. Mayor Flowers agreed that this Study was needed to help make everything clear.

O'Donnell stated that he would bring the proposal to the February Board Meeting and stated that it would be around \$7,000. He noted that a portion of that would be paid in both this fiscal year and the next. Commissioner Redd stated that she thought it would be around \$4,000 and O'Donnell stated that he had asked for them to do more than originally discussed since we have never had this done before.

The fourth item under New Business was to schedule a Work Session for a presentation by Clark on the old Town Hall / Police Department property. After a brief discussion, it was decided to conduct the Work Session after the February Board of Adjustment Meeting.

MOTION: TO SCHEDULE A WORK SESSION FOR A PRESENTATION / DISCUSSION ON THE OLD TOWN HALL / POLICE DEPARTMENT PROPERTY

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

The fifth item under New Business was the presentation of an Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road. Hurd explained that the developer's

thought they had included this portion during the previous annexation and wished to move forward with annexing it into Town.

The sixth item under New Business was to adopt the Resolution ordering the Clerk to investigate the sufficiency of the Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road.

MOTION: TO ADOPT THE RESOLUTION ORDERING THE CLERK TO INVESTIGATE THE SUFFICIENCY OF THE ANNEXATION PETITION BY HOLDEN CREEK PRESERVE, PHASE 1B ON HOLDEN ROAD

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

The seventh item under New Business was the presentation of the Certificate of Sufficiency for the Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road. Hurd explained that she knew the Board would direct her to investigate, so she had already moved forward. She stated that Thomas had given her all of the information to determine that the property was indeed owned by the petitioner and the petition was signed by the correct person. Hurd stated that she was comfortable moving forward with the annexation process.

The eighth item under New Business was to adopt the Resolution fixing the date of the Public Hearing on the question of the Annexation Petition by Holden Creek Preserve, Phase 1B on Holden Road for February 8, 2018. Mayor Flowers wanted to double check the date of the Public Hearing as the same day of the February Board Meeting and Hurd stated that the February 8th Board Meeting was correct.

MOTION: TO ADOPT THE RESOLUTION TO FIX THE DATE OF THE PUBLIC HEARING ON QUESTION OF THE ANNEXATION PETITION BY HOLDEN CREEK PRESERVE SUBDIVISION, PHASE 1B ON HOLDEN ROAD FOR FEBRUARY 8, 2018

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

The next item on the agenda was Closed Session. Mayor Flowers stated that the Board did not 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 and O'Donnell had attended the FC Economic Development Commission (EDC) Meeting that morning and had received good news that O'Donnell would soon share.

Mayor Flowers stated that he has also spoken with Sgt. Anderson concerning moving forward with the request to use the Armory facilities. He noted that using them for the Parks and Recreation Department was not looking promising but they were still working on it. Mayor Flowers hoped to bring something more for the Attorney to look over soon.

O'Donnell stated that the Tax Revaluation Letters will be sent out on February 9th. He stated that generally, values increase during revaluations due to several factors.

O'Donnell stated that he has spoken with DOT District Engineers concerning the two traffic signals that we had requested to retime. He stated that they are looking at doing that within the next couple of weeks. O'Donnell stated that DOT will let us know if they see any improvements or if it makes things worse. He stated that he has also looked at the 5-Points intersection to see if it can be redone with turn lanes. O'Donnell noted that there may be some right of way acquisitions needed. He explained that an eight-faced signal could also improve traffic flow. O'Donnell stated that DOT would also need to conduct a traffic count of the area, though it could be done quicker if the Town offered to pay for some of the costs. He noted that this was a serious problems, especially during peak traffic hours.

O'Donnell stated that he has spoken with VC3, the company that produces the Town of Wake Forest's webpage. He stated that the Wake Forest webpage is more elaborate than we need, so we can do something simpler. O'Donnell stated that the initial quote was \$10,000, plus \$670 a month. He noted that you get what you pay for and VC3 was a quality product.

O'Donnell stated that he has spoken with an assessment center concerning hiring a Town Administrator. He stated that they had approximately three candidates at this time. O'Donnell stated that their services would cost approximately \$9,000, which are reasonable. He noted that when deciding how much to pay the new Town Administrator, multiply the yearly salary by 1.28 to get a total amount that includes benefits. O'Donnell stated that N*Focus could replace him when he left and he still needed to get quote from them.

O'Donnell explained that Matt Hale was the architect that was working on giving a quote for the renovations of the Community House. He stated that he hoped to have the costs by the end of the month. O'Donnell stated that he wanted to keep the 1939 character of the building and most of the work would be done on the outside.

O'Donnell explained that staff was working on getting the information for the Capital Improvement Plan (CIP) to him by the end of January. He stated that he wanted to work

on it and present it in March, in time for the Budget. O'Donnell stated that he wanted to keep our position while growing and increase the Fund Balance. Patterson noted that there were a lot of different "plans" mentioned and they were starting to add up. O'Donnell noted that we probably would not be able to all of them at once.

Commissioner Redd expressed how important the Board Retreat was and how good the conversations were. She stated that she was still working on getting the Welcome Wagon bags ready. Commissioner Redd stated that she felt it was important to keep the small town feel. She noted that over thirty five businesses will participate. Commissioner Redd stated that she hoped to start delivering by the end of January.

Commissioner Stallings mentioned that maintenance on the Youngsville Elementary School (YES) gym was lacking and that he would look into it. He noted that there were nails poking out of the floor and lights that needed to be fixed. Mayor Flowers stated that would be great.

Commissioner Wiggins noted that the new Town Hall was not well lit a night. He felt that we needed better security, especially for our officers going in and out at night.

Commissioner Wiggins stated that his company did not have anything to donate to the Welcome Wagon so he would donate \$200 instead, to help cover costs.

Mayor Flowers agreed that the Board Retreat was very beneficial. He stated that he felt we would get it all done as we have an action plan that included deadlines. Clark noted that he was working on the items assigned to him at the Board Retreat.

Clark stated that at this time there were no new developments but Timberlake Preserve (Preddy Property) was getting ready to move forward now that their allocation problems have been solved.

Attorney Bartholomew apologized for missing the Board Retreat and stated that he was very ill. He recommended that the Board continue holding those Board Retreats annually or semi-annually.

Attorney Bartholomew stated that it was a successful Holiday Season and wanted to thank Chief Kirts, who was efficient as always.

Chief Kirts explained that the lights that were installed for the sign were not what he requested. He noted that they were solar lights and it would be expensive to run electricity to the sign for better lights. As for the lights on the building, Chief Kirts stated that they were scheduled to be changed but we only have one employee at this time so we are behind on getting some things done. He stated that he agreed with Commissioner Wiggins about how dark it was at night. Mayor Flowers agreed about the lack of lighting as well.

Assistant Fire Chief Graney stated that they have scheduled their Annual Ceremony for April 21st and hope to have it at Faith Baptist Church like they have in previous years.

Assistant Fire Chief Graney stated that their 2017 Annual Report was included in the Agenda Packet. He stated that final calls were 1,032, a record for them. He noted that it was in the 400 range when he started working in Youngsville in 2010. Assistant Fire Chief Graney stated that calls increase along with the growth of the area.

Assistant Fire Chief Graney inquired about upgrading the street light in front of the Fire Department. He stated that it was maintained by the Town so Duke Progress told them that the Town needed to initiate the upgrade. O'Donnell told Assistant Fire Chief Graney to contact him for more information.

Mayor Flowers stated that the YES gym had a busted water line and the Parks and Recreation Department were playing in alternate locations.

O'Donnell stated that Hurd had created a list of projects from the Board Retreat. He noted that it had the project description, who was responsible, and the action date. Hurd stated that she left room for notes so that everyone can keep up with the progress. O'Donnell stated that there was also a printed SWOT (Strengths, Weaknesses, Opportunities, and Threats) for everyone. Hurd explained that she did not have enough time between the Board Retreat and Agenda Day to complete the minutes. She stated that she would email a draft of the minutes when they were ready and they would be on the Agenda for the February Board Meeting for adoption.

Chief Kirts noted that they were maintaining the Town as best they can. He stated that applications were being accepted for a maintenance position.

The meeting adjourned at 8:16pm.