

Town of Youngsville
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MINUTES

OCTOBER 2, 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.

The only item on the agenda was to continue the discussion on the hiring process for the new Town Administrator. O'Donnell introduced Eleanor Green of Developmental Associates. She was formerly the Human Resources Director for the Town of Apex before coming to Developmental Associates. O'Donnell explained she was here to get the specifics on what the Board wanted to see in the new Town Administrator.

When asked, O'Donnell explained they would be hired as a Town Administrator since it would take time to switch to the Council/Manager form of government. He explained there were two ways to switch; first would be a local act passed by legislature and second would be an ordinance voted on by referendum during the 2019 election. He noted the ad would explain the Town was in the midst of changing their form of government.

Mrs. Green wanted to start with the scheduling process. After tonight, she will take the information and compose an ad. She hopes to have the ad approved by October 8th and posted by October 10th. A meeting was scheduled for November 15th, 6pm at the Community House for the first stage of applicants. The Board will need to decide which applicants will go through the Assessment Center. Anyone that is unable to attend the meeting will receive the information remotely. Another meeting was scheduled on November 28th, 6pm, at a location to be determined, to narrow the candidate pool. Assessments will happen on December 13th and 14th. The Board will then meet with the assessors on the afternoon of December 14th. It is imperative that all Board Members be involved that day.

Mrs. Green asked the Board what they are looking for in a candidate, what are the challenges / oppositions involved.

Concerns and needs brought forth included:

- Citizens that were against change, including "not the same town I grew up in".
The Town is in a growth, including more development.
- Being able to afford someone with the right amount of experience.

- Being able to assess the organization and make appropriate changes
- The Town is more reactive than proactive. We need to get ahead of the ball. We need someone that knows what needs to be done and how to do it as we currently have no baseline.
- The Town has gone from nearly bankrupt to penny-pinching to now having the money to spend to make sure we have a solid blueprint moving forward. We need to pay for that blueprint. We need to do what we can to get people in town limits. O'Donnell noted he had spoken with Mrs. Green concerning growth in the area. Mrs. Green noted the Board was looking for someone that could lead, create plans and then implement them so that Youngsville can grow effectively.
- An engineering background like O'Donnell has or at least some experience would be helpful. At this time, Youngsville is dependent on the knowledge of contractors. Knowledge of infrastructure was also requested. O'Donnell noted an urban planner would have that knowledge
- Someone who is a leader. It is important not to stagnate. We need someone with knowledge and leadership skills for the next steps.
- Contacts, knowing the right people to go to for information and help, including State and County officials, DOT, etc. Understanding, though, that some applicants may not be from this area.
- Knowledge of grants is important. Being able to seek and apply for grants.
- Public presentation, speaking and writing skills. Mrs. Green noted they would be tested during the Assessment Center process.
- Someone that makes the community feel included. Someone approachable that will get out, participate in events and mingle with the citizens. Someone that people know they can come to and feel like they can get a resolution. A community liaison.
- Parks and Recreation. The Town has just hired a new Parks and Recreation Director that has a strong background in both parks and recreation and government. We need someone with the ability to work with the new Director and help move the program forward.
- Keep ongoing projects moving forward such as the Bike / Pedestrian Plan. We need sidewalks.
- Someone that can help grow / develop Staff
- Leader versus a Manager. We need someone that inspires, not demands. Motivates employees.
- Some experience as a Town Manager or Assistant Town Manager, keeping in mind our salary range. Five years seemed to be the consensus, however, it was suggested using "preferable" in the ad so that we did not limit our options. It was noted the Assessment Center would help bring out qualified candidates that may have less experience.
- Someone assessable five days a week. This was noted as very important.
- Some financial / budgeting experience. Knowledge of how to read and follow a budget.
- Experience in smaller / medium towns seemed more preferable. Concerns about working for larger cities include a limited amount of experience with limited budgets and staff.

- Salary range, based on towns similar in size to Youngsville, was determined to be \$75,000 - \$95,000, plus benefits. Mrs. Green stated that she felt based on previous experience, Youngsville would get a qualified Town Administrator for under \$100,000 a year.
- Mrs. Green wanted to bring the possibility of a car allowance to the Board's attention. She explained that other municipalities offer approximately \$4,200 - \$7,500 a year. She was unsure about smaller towns. It was decided to not offer a car allowance at this time. If need be, it could be negotiated during the hiring process. Mileage expenses could be reimbursed for out of town meetings, etc.
- It was decided not to require the applicant to live inside of town limits due to concerns it may limit the applicant pool. Benefits of living in town included having a vested interest, being a part of the community, and paying taxes to that community.

Mrs. Green asked if there were any questions and Commissioner Stallings noted on Page 6 of the proposal, it stated that if the applicant leaves within two years, Development Associates will help find a replacement at no additional charge other than testing expenses. It was also stated that if they did not find a new Town Administrator the Board like during the first round, they would try again for no additional charges other than testing expenses.

Mayor Flowers thanked Mrs. Green for her time. He noted that their ideal candidate would be a combination of Tatum and O'Donnell, someone that can steer us in the right direction.

Mrs. Green noted that she would include pictures of Youngsville in the ad as well.

The meeting adjourned at 7:11pm.