



Youngsville ABC Board
P. O. Box 387
101 N College Street
Youngsville, NC 27596
(919) 556-3590
ABCStore@townofyoungsville.org

**AGENDA
REGULAR MEETING
MARCH 16, 2021
9:00AM**

**YOUNGSVILLE TOWN HALL CONFERENCE ROOM
(TELECONFERENCE AND WEB CONFERENCE WILL BE AVAILABLE)
134 US 1A SOUTH**

If joining via Microsoft Teams, use the following link:
tinyurl.com/abc-2021-03-16

If joining via phone, use the following dial-in info:
Phone Number: **872-240-8002**
Conference code: **392 250 937#**

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. SWEAR IN NEW ABC BOARD MEMBER – LILA HEDLUND
4. ETHICS STATEMENT

In accordance with G.S. 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

5. CITIZEN'S COMMENTS
6. FINANCIAL REPORT
7. CONSENT AGENDA
 - A. MINUTES FROM THE ABC BOARD REGULAR MEETING – JANUARY 8, 2021
 - B. MINUTES FROM THE ABC BOARD REGULAR MEETING – JANUARY 19, 2021
 - C. MINUTES FROM THE ABC BOARD REGULAR MEETING – FEBRUARY 16, 2021

ACTION REQUESTED: APPROVE CONSENT AGENDA

8. OLD BUSINESS



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A. UPDATE ON RENOVATION AND RELOCATION OF THE ABC STORE

- i. PRESENTATION OF THE CAPITAL EXPENDITURE BUDGET FOR THE NEW ABC STORE OPENING PROJECT

ACTION REQUESTED: APPROVE CAPITAL EXPENDITURE BUDGET FOR THE NEW ABC STORE OPENING PROJECT

9. NEW BUSINESS

- A. PRESENTATION OF REQUEST FOR PROPOSALS FOR INSTALLMENT FINANCING IN AN AMOUNT NOT TO EXCEED \$200,000 IN RELATION TO OPENING A NEW ABC STORE

ACTION REQUESTED: APPROVE REQUEST FOR PROPOSALS TO BE DISTRIBUTED AS PRESENTED

- B. CONSIDER APPROVAL OF AGREEMENT WITH MERCURY SIGNS TO PROCURE INSTALLATION OF PROPOSED ABC STORE SIGNAGE

ACTION REQUESTED: APPROVE PROPOSED SIGNAGE DESIGN AND DIRECT ABC SYSTEMS GENERAL MANAGER TO EXECUTE CONTRACT

- C. CONSIDER APPROVAL OF AGREEMENT WITH SONITROL INTEGRATED SECURITY TO PROCURE INSTALLATION OF A SECURITY SYSTEM FOR BOTH ABC STORE LOCATIONS

ACTION REQUESTED: DIRECT ABC SYSTEMS GENERAL MANAGER TO EXECUTE CONTRACT

- D. CONSIDER APPROVAL OF AGREEMENT WITH STEVE GASKINS CONSULTING (SGC) TO PROCURE INSTALLMENT OF ABC SYSTEM SOFTWARE

ACTION REQUESTED: DIRECT ABC SYSTEMS GENERAL MANAGER TO EXECUTE CONTRACT

- E. BUDGET AMENDMENT – 2021-4 – CAPITAL EXPENDITURE ADDITION TO FYE 2021 BUDGET FOR NEW ABC STORE OPENING

ACTION REQUESTED: APPROVE BUDGET AMENDMENT 2021-4 AS PRESENTED

10. REPORTS AND OTHER BUSINESS

- A. COVID – 19 UPDATE / DISCUSSION
B. CHAIRMAN
C. MEMBERS
D. FINANCE OFFICER



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- E. GENERAL MANAGER
- F. CLERK
- G. TOWN ADMINISTRATOR

11. CLOSED SESSION

- A. N.C.G.S. 143-318.11 (6) PERSONNEL

12. ADJOURN

This is a public meeting and is subject to North Carolina open meetings and public records law. To preserve the public record and increase transparency, video and audio recordings are performed at all public meetings. Please note these recordings, the clerk's detailed minutes of all meetings, and any documents reviewed during meetings are public domain and may be disclosed to third parties.



Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

ELECTRONIC MEETING NOTICE

Please be advised the **March 16, 2021** meeting of the **Youngsville ABC Board** will be held electronically. Consequently, public participation in this meeting will be via electronic means only. Immediately below is the electronic meeting information.

If joining via Microsoft Teams, use the following link:

tinyurl.com/abc-2021-03-16

If joining via phone, use the following dial-in info:

Phone Number: **872-240-8002**

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If the meeting agenda includes a public comment period and / or public hearing, interested persons may participate via telephone. All persons requesting to speak during a public comment period or public hearing *must* register in advance before 12:00 pm on the day prior to the meeting by calling town hall at **919-925-3401** or by visiting the following website.

tinyurl.com/youngsville-comment

When requesting to register for a public comment period or public hearing, persons *must* provide their name, physical address, comment topic, and the phone number used to dial-in to the electronic meeting.

Registered persons will be recognized for comments in the order registered. The time limit for each speaker shall be five minutes, with a total time limit set aside for public comments of 30 minutes. Additional time may be allotted at the board's discretion.

Written public comments will also be accepted via U.S. Mail, customerservice@townofyoungsville.org, and in-person at town hall (via the town's drop box) until 24 hours after the public comment period and / or public hearing. To conserve time, these written comments will not be read aloud during meetings. Instead, they will be provided to board members for consideration and will become a part of official meeting minutes and the public record.

Full meeting agendas may be downloaded via the town's website (townofyoungsville.org) by clicking on the "**Government**" link near the top-center of the home page.



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MINUTES

**JANUARY 8, 2021
9:00 AM**

**REGULAR MEETING
(Rescheduled from January 1, 2021)**

YOUNGSVILLE TOWN HALL CONFERENCE ROOM

**134 US 1A SOUTH
(Teleconference and Web Conference was available)**

Chairman Houser called the Board Meeting of the Town of Youngsville ABC Board to order at 9:00am. In attendance was Chairman Rick Houser, Members Kirk David, and Danny Stutzman (teleconference). Also, in attendance was Town Administrator Phillip Cordeiro, ABC System General Manger Bridget Stanley, ABC Store Manager Laurie Pritchett, Finance Officer Jaclyn Patterson, and Town Clerk Emily Hurd. Guests included Rick Turner by teleconference.

The first item was to approve the Agenda.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

The motion was made by Member Stutzman and was seconded by Member David. The motion passed unanimously.

Chairman Houser went over the Ethics Statement.

In accordance with G.S. 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

There were no conflicts of interest or appearances of conflicts.



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The next item on the agenda was Citizens' Comments.

Hurd polled those on teleconference and stated no one had registered to speak. There were no comments.

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 included Minutes from the ABC Board Regular Meeting on December 4, 2020 and Budget Amendment 2021-3.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Member David and was seconded by Member Stutzman. The motion passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was to hire Bridget Stanley for the ABC System General Manager position at an annual salary of \$60,000.

MOTION: HIRE BRIDGET STANLEY FOR THE ABC SYSTEM GENERAL MANAGER POSITION AT AN ANNUAL SALARY OF \$60,000

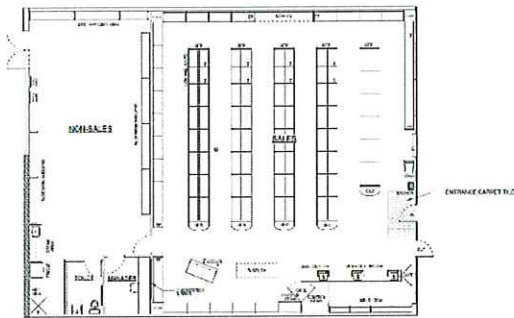
The motion was made by Member David and seconded by Member Stutzman. The motion passed unanimously. Stanley thanked the ABC Board.

The second item under Old Business was to discuss and approve the new ABC Store floor plans.

Mr. Turner presented the proposed floor plans for the new ABC Store.

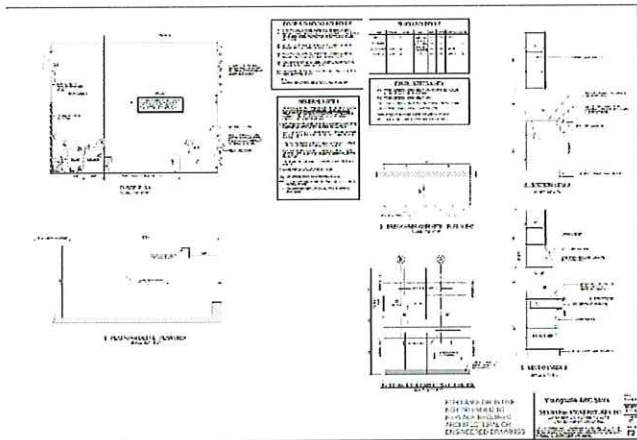


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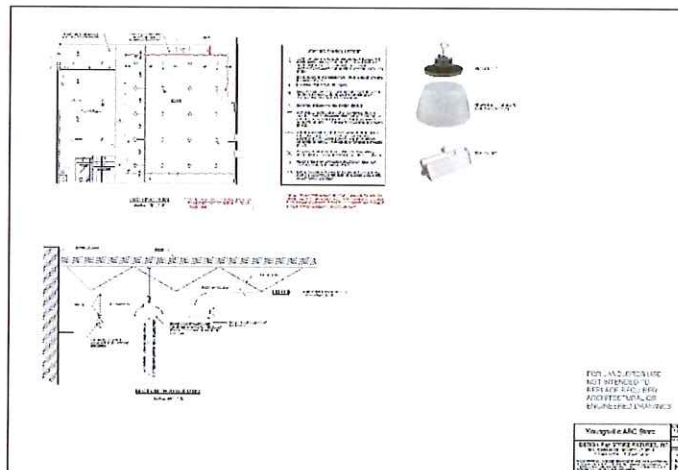
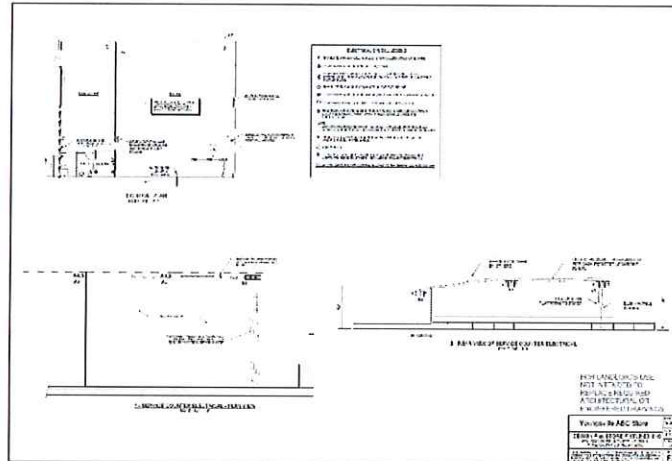
FIXTURE FLOOR PLAN
 SCALE: 1/8" = 1'-0"

Youngsville ABC Store	DATE 12-28-20
DESIGN Plus STORE FIXTURES, INC. 5801 CAMDEN DR., MORRISON, NC 28110 1-800-851-1234	PROJECT # 1-2110
	ISSUED BY CT
THIS DRAWING IS THE PROPERTY OF DESIGN PLUS STORE FIXTURES, INC. NO PARTS OF THIS DRAWING OR ANY INFORMATION CONTAINED HEREIN ARE TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION.	SCALE F1





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Mr. Turner noted he had placed double doors at the loading docks. He also put widespan shelving around the perimeter walls. This will allow for more storage in the stock room. The shelving is not pallet racking but will hold a good amount of weight. There is no bottom shelf so that boxes can be stored underneath. The lowest shelf is 5' high, which allows the use of a hand truck to move the cases underneath. The overhead shelving can be used for individual cases, files, etc. As the store grows, more shelving can be added in the central open space.



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Mr. Turner noted the sales area will have shelving in rows to maximize inventory for a total 1,423' of shelf space. There will be three checkouts with approximately 15' of mini bottles behind the counter. Mr. Turner stated there will be a display cabinet with LED lighting that will allow for high theft items with another cabinet for premium items.

Mr. Turner stated there would be a two-way mirror located near the Manager's office. There will be cameras as well, but the mirror adds convenience. He stated he has not included information on the display area until after the discussion with the ABC Board regarding the display unit. Mr. Turner noted distillers or management will be able to put up displays. There will be special lighting in the display area.

Mr. Turner stated there would be shelves along the front wall and film over the windows. He noted this was common as it was valuable space. Given the orientation of the building, it's a good move to take advantage of the area for shelving and cut down on the sun coming in.

Mr. Turner stated there would be an open ceiling concept with exposed steel overhead. This will make the ABC Store feel larger. There will be high bay lights with LEDs and track lighting on the perimeter. Ductwork for HVAC will be suspended in the stock room and flow into the sales area. The ductwork is rounded so it will look nice and it will fit between the rows of lights. Mr. Turner referenced samples in the plans he presented.

Mr. Turner stated the colors, flooring and finishes can be decided later. He stated the warehouse will have a break area and mop sink. All of this will be located together to keep the plumbing in one area. Mr. Turner stated it was a good layout for the space and will function nicely.

Patterson inquired about the rollup door. Chairman Houser explained code would require an additional exit separate from the rollup door, and there was no room because of the utility hookups. He stated the delivery truck should be able to back straight in. There was a brief discussion regarding the location of the loading dock and how the truck would unload. Pritchett noted they only received two deliveries a month and Chairman Houser stated they could communicate with the neighboring businesses regarding any vehicles parked in the back alley.

Patterson inquired about the costs. Cordeiro stated they will be allowed to put some of the costs into the lease. Chairman Houser explained the ABC Board needed to approve



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the plans so the landlord can price the lease rates based on the work they will be required to do. Once the lease has been agreed upon, then they can focus on the costs of the upfit and other items needed. Chairman Houser stated he wanted to approve the conceptual drawings of the layout for the ABC Store, then they can go back and negotiate with Mr. Turner and the Shopping Plaza.

Patterson asked for clarification on the items the landlord would be willing to pay for. Chairman Houser explained the landlord will install a “vanilla” shell for the space, which includes the HVAC, lighting, and the walls. As Mr. Turner can purchase items such as the lights directly from the manufacturer, he can get a better price. Chairman Houser stated they wanted to negotiate an allowance for items like the lighting and ductwork. Cordeiro stated the concept was to have the landlord reimburse Mr. Turner for the portions of the plan that will become a part of the building. The ABC Board would then be responsible for paying Mr. Turner directly for items specific to the ABC Store, such as shelving.

Mr. Turner explained he has a national contract for lighting, which gives him an advantage over smaller contractors. When he provides the lighting and flooring, it cuts out several of the middlemen, reducing the markup. By providing the lighting and flooring directly, he could save the ABC Board money. Cordeiro explained the landlord would write Mr. Turner a check for the expenses that are his responsibility to cover. Mr. Turner stated he wasn't sure how the landlord would come back on costs for the space, but noted they normally include laying the ceiling tiles and lights. The landlord should come back and give the costs of what they would have spent on standard fixtures, with the extra costs to be covered by the ABC Board. The landlord would then reimburse the allowance amount. Cordeiro stated they would like to amortize as much as possible into the 10-year lease. Mr. Turner stated it would be simple to send the bill to the landlord, whichever worked best for the ABC Board. Cordeiro stated when negotiating the lease, the desired form of payment would be that the landlord pays Mr. Turner directly. If the landlord reimbursed the ABC Board, that could be considered revenue with a percentage then owed to the Town. Chairman Houser agreed the best way would be to negotiate the lease so that the ABC Board did not spend anything for those initial “vanilla” type items. Cordeiro reiterated the goal was to have the landlord pay Mr. Turner directly and Patterson agreed that was the best way. Chairman Houser stated he wanted the conceptual plans approved so they can go to the landlord and start negotiating the lease. When needed, Mr. Turner will then come back with more detailed plans to complete the costs budget.



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**MOTION: TO APPROVE PLANS AND DIRECT PROPERTY COMMITTEE
TO PROCEED WITH LEASE EXECUTION**

The motion was made by Member David and was seconded by Member Stutzman. The motion passed unanimously.

Chairman Houser noted Mr. Turner has done this for over a hundred ABC Stores. He asked Mr. Turner to walk the ABC Board through the process. Mr. Turner explained the drawings would be sent to the landlord to negotiate what should be included in the lease. He stated he would give Chairman Houser a cover letter explaining the costs savings that can be given to the landlord during negotiations. Once the lease has been negotiated approving the upgrades, then they will start on the upfit. The lease should include the bathroom and dividing wall, but the office wall may be an additional cost. The break area and cabinets will be on the ABC Board as will be the open ceiling and lighting minus the allowance. The drawings will be structured in such a way that additional upfit items will be done while the landlord is doing the buildout. This will also help reduce costs and be more efficient by keeping contractors from having to come out twice. Mr. Turner stated the letter he would give Chairman Houser would explain this process and the additional costs will be presented by line item. He stated he's done enough upfits that he knows what the approximate cost should be. Mr. Turner stated he works for the ABC Board and will be there throughout the process until the ABC Store opens. He stated he would be their advocate and will help the ABC Board get through this process. Mr. Turner stated he will make sure that everything is done fairly. Once everything has been settled with the landlord, the buildout should only take approximately 60 days. The permitting process is not too lengthy. Once the upfit has been completed, it will only take them approximately a week to get the shelving ready.

Chairman Houser thanked Mr. Turner and noted he appreciated his attention to detail. He asked Stanley to join him and Cordeiro on the property committee. They will work with Mr. Turner and the landlord. The property committee will start the process for applying with the ABC Board. Chairman Houser stated he has experience with the process and would like to have Stanley shadow him through it.

Cordeiro introduced Austin Cavanaugh from NC ABC Commission. Mr. Cavanaugh stated he was in training to become an ABC Board Performance Auditor. When asked, Mr. Cavanaugh stated site visits were random and happened every two to five years, which includes looking financials. Pritchett noted they had a recent check in.



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The next item on the agenda was New Business. The first item was to discuss the implementation of an accidental injury policy for full-time employees. Cordeiro stated the Town started providing this service last year. He explained this coverage was not a health insurance but coverage like AFLAC. Cordeiro referred the ABC Board to a handout that showed examples of coverage. He noted giving employees coverage for accidents on and off the job helps reduce worker's compensation claims and the cost was minimal. Cordeiro noted the amount of frustration that it heads off is worth it. He stated this coverage was for full-time employees only. Patterson stated this cost was included in the Budget Amendment.

MOTION: TO APPROVE AN ACCIDENTAL INJURY POLICY FOR FULL-TIME EMPLOYEES

The motion was made by Member Stutzman and was seconded by Member David. The motion passed unanimously.

Patterson went over the Financial Statements. She noted sales were up from last year and were approximately \$1.1 million, making them \$200,000 over projected sales for the first six months. Patterson explained she only increased sales in the Budget Amendment by 70% because the first couple of months of the year are slow.

Patterson stated there was a lot going on this fiscal year and more budget amendments will be coming. She stated she tried to cover as much as she could in this one. Chairman Houser wanted to set a monthly finance meeting with him, Patterson, and Stanley so they can go through the finances. This will allow for more timely Budget Amendments and time for planning purposes as well. Pritchett noted sales were down for January but so was payroll.

Patterson stated she will need to redo the minimum distribution to the Town. Since the ABC Board sold the building and land, this additional revenue will go into the minimum distribution. When asked, Mr. Cavanaugh stated that was correct as it would be considered revenue. Patterson stated the ABC Board would need to decide if they wanted to include the extra distribution in the monthly payments or wait until the end of the year. She reminded the ABC Board they have not yet paid for the previous year. Cordeiro recommended taking the total amount payable because of the mandatory distribution and amortize the remaining months of the fiscal year, then add to the current calculations. He stated he was comfortable to defer over twelve months to help with cash flow. Chairman Houser stated the sale occurred in November and felt the ABC Board



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should go ahead and pay it. He stated he had hoped to reinvest all the money from the sale and felt that it shouldn't be considered income. Patterson stated she had explained that to Laurie Lee and was told that it would be considered income. She explained they would not be able to offset the expenses for the new ABC Store against the revenue from the sale of the property. Mr. Cavanaugh recommended following Laurie Lee's advice.

Chairman Houser reminded the ABC Board they had decided to hold off on paying the last \$48,000 until the end of this fiscal year. As they move forward with the new ABC Store, there is no doubt they will have to borrow money. He stated he would like to ask the Town to release the obligation. Chairman Houser stated he wasn't asking for a decision today but for the ABC Board to think about the prospect. Cordeiro stated he was waiting on information from the auditors, but the Town was working on not having the ABC Board pay it back.

Cordeiro gave a brief overview of the mandatory distribution process for Member David and Stanley. Patterson noted that after paying off the loan for the land, they had income of \$200,000 from the sale of the property. She asked Mr. Cavanaugh if the profit or the total amount of the sale would be included in the minimum distribution and he stated he would follow up with Laurie Lee. Cordeiro stated the ABC Board's desire was to not have the entire amount of the sale subjected to the minimal distribution. He explained Mrs. Lee's interpretation of the law was that the gross sales amount of approximately \$400,000 would be subjected to the minimum distribution. Cordeiro felt this was not in the best interest of the ABC Board as their intention in selling the property was to invest in a new store. Mr. Cavanaugh understood where the ABC Board was coming from, but he wasn't sure if the entire sale price would be treated as income. He will investigate and get back to the ABC Board. Patterson expressed that she would like to know before the audit so she can be prepared.

Chairman Houser apologized for skipping the Finance Report earlier in the meeting. Stanley stated she would like to meet with Patterson to discuss the overall finances. Patterson stated she would add Stanley to QuickBooks.

The second item under New Business was a discussion on the implementation of 457(b) program with 5% employer contribution for full-time employees. Cordeiro stated the ABC Board has previously discussed offering retirement. He noted there was already a 457(b) account in place. Cordeiro proposed 5% contribution for full-time employees in order to keep the ABC Board competitive.



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MOTION: TO APPROVE THE IMPLEMENTATION OF 457(b) PROGRAM WITH 5% EMPLOYER CONTRIBUTION FOR FULL-TIME EMPLOYEES

The motion was made by Member David and was seconded by Member Stutzman. Member Stutzman noted this was an excellent opportunity for employees. He stated the more benefits they could offer was good for the employees as well as recruitment. The motion passed unanimously.

The third item under New Business was to consider rescheduling regular meetings to the third Tuesday at 9am at the Youngsville Town Hall. Chairman Houser reminded the ABC Board the changes would need to be properly posted and noticed.

MOTION: TO RESCHEDULE REGULAR ABC BOARD MEETINGS TO THE THIRD TUESDAY AT 9AM AT YOUNGSVILLE TOWN HALL

The motion was made by Member David and was seconded by Member Stutzman. The motion passed unanimously.

The next item on the agenda was Reports and Other Business.

Pritchett stated employees were still wearing masks and the sign was still up on the door. They were only allowing six people in the ABC Store at one time based on the current restrictions. She explained they were requesting customers have their ID's ready to help facilitate the sales process. Pritchett stated they were rolling with it until things settle down.

Chairman Houser stated he was pleased Stanley had joined the team. He challenged everyone to recruit more Board Members as they needed more active committees. Chairman Houser noted it was helpful to have Member Stutzman on the personnel committee. He stated the new location was a priority but noted they also needed to better define their policies and procedures more formally. Currently, they follow the Town's policy but felt the ABC Board needed one more customized. Chairman Houser stated with Member David's retail experience, he can be help with the details like the warehouse and retail.

Chairman Houser stated the figures were very impressive, especially with projected sales exceeding \$2 million. He stated they needed to continue to focus on payroll as the major



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expense they can control. Chairman Houser stated they were over budget at the end of December though not by much. He stated they set the budget for this year to hold even with payroll from last year. Chairman Hardwick stated he didn't want the perception that payroll was being cut as all they want was to manage it better. Patterson noted December payroll included the Christmas bonuses. Pritchett stated they had higher payroll in December as they were trying to get through the holidays. She noted the most recent payroll was down to 218 hours as compared to 260 hours.

Member Stutzman noted COVID-19 cases were going up in the state and wanted to make sure they adhered to protocols and Chairman Houser agreed.

Member David stated he was still learning and working on understanding how things are done. He noted he has completed his ethics training.

Stanley stated she was glad to be here and excited to get started. She stated she would work on scheduling meetings next week. Pritchett welcomed Stanley and stated she was glad to have her.

Pritchett noted they have lost a couple of employees. One had to be terminated and other left to work at Speedway for more money. She stated she was working on hiring replacements, one of which has been there for about three weeks. When asked, Pritchett stated she found her by word of mouth and Elizabeth was doing well so far.

Hurd noted she would not have the minutes ready for the January 19th ABC Board Meeting. She stated she will get the new schedule posted.

The next item on the agenda was Closed Session. Chairman Houser stated there was a need to go into Closed Session to discuss personnel, N.C.G.S. 143-318.11 (6).

**MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL,
N.C.G.S. 143-318.11 (6)**

The motion was made by Member David and was seconded by Member Houser. The motion passed unanimously. The ABC Board entered Closed Session at 10:06am and exited at 10:24am. The only action taken was to approve the Closed Session Minutes from December 4, 2020.



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The meeting adjourned at 10:25am upon a motion made by Member Stutzman, seconded by Member David and passed unanimously.

DRAFT



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MINUTES

**JANUARY 19, 2021
9:00 AM**

REGULAR MEETING

YOUNGSVILLE TOWN HALL CONFERENCE ROOM

134 US 1A SOUTH

(Teleconference and Web Conference was available)

Chairman Houser called the Board Meeting of the Town of Youngsville ABC Board to order at 9:01am. In attendance was Chairman Rick Houser and Member Kirk David. Member Danny Stutzman was not in attendance. Also, in attendance was Town Administrator Phillip Cordeiro, ABC System General Manager Bridget Stanley, Finance Officer Jaelyn Patterson, and Town Clerk Emily Hurd (teleconference). Guests included Austin Cavanaugh of the NC ABC Commission by teleconference.

The first item was to approve the Agenda.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

The motion was made by Member David and was seconded by Chairman Houser. The motion passed unanimously.

Chairman Houser went over the Ethics Statement.

In accordance with G.S. 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

There were no conflicts of interest or appearances of conflicts.

The next item on the agenda was Citizens' Comments.



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Cordeiro polled those on teleconference and stated no one had registered to speak. There were no comments.

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. There were no items on the Consent Agenda due to the change in the meeting schedule.

The next item on the agenda was Old Business. The first item under Old Business was an update on the renovation and relocation of the ABC Store. Chairman Houser stated he has not yet heard back from the landlord at the Shopping Plaza regarding the proposed lease rates. He stated the landlord will give a general rate for the "warm shell", which includes ceiling tiles, lights, heating and air, the dividing wall and possibly the bathroom. Chairman Houser thinks the landlord will cover the double door in the warehouse based on previous conversations. He noted the ABC Store will have an open ceiling with ductwork instead of a drop ceiling. Chairman Houser stated they will request having the landlord hire Mr. Turner to do the upfit. This way there will only need to be one permit and the ABC Board can write a check for the difference in costs. Chairman Houser explained there were two approaches; first would be to pay for the difference in costs or have them included in the rental rate.

Chairman Houser stated Mr. Turner has given an estimate for the flooring, lighting, and fixtures. The property committee feels these would be cheaper than what the landlord can do, which will be a savings for the ABC Board.

Chairman Houser stated the flooring in the sales area would look like wood and be waterproof, but he was unsure of the type of flooring proposed for the warehouse. The quote was for \$14,000 installed. He stated lighting would cost approximately \$9,400, with the landlord paying for most of it. Counters and shelving fully installed will cost approximately \$69,500. Chairman Houser stated that once Mr. Turner gets started, everything will be installed quickly as they know what they are doing and felt Mr. Turner will deliver a quality product. He noted they received \$195,000 from the sale of the property that can go towards the upfit. With the costs of staffing and inventory, the ABC Board will need to borrow money. Chairman Houser stated he has asked Stanley to investigate the needed staffing and work with Patterson to put together a budget. He stated a member of the property committee will negotiate the costs with Mr. Turner and the landlord.



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Design Plus Store Fixtures, Inc
 5631 Cannon Drive
 Morrisville, NC 28110
 704-821-7789 Fax: 704-821-8823

CUSTOMER: Youngsville ABC

JOB #:
 DATE: 1/17/21
 SHEET: 1 OF 3

**STORE FIXTURE LIST
 ESTIMATE**

*SPECIAL PAINT ON ALL METAL PARTS
 "COPPERVEIN" OR "SILVERVEIN"
 *LAMINATE BACK PANELS ON WALL UNITS
 *CUSTOM GONDOLA END PANELS AND
 END DISPLAYS
 *CUSTOM GONDOLA TOP CAPS
 *CUSTOM SIGN PACKAGE
 *CUSTOM SERVICE COUNTER & MENU UNITS

QUANTITY	DESCRIPTION	EACH	TOTAL
Wall Shelving Units and Accessories:			
<i>Wall shelving units 50" high with laminate backs "TBD"</i>			
<i>four rows 18" metal shelves, metal parts have special powdercoat paint finish "Coppervein"</i>			
26	W-490-5520-HZ 4" wide Wall Unit	\$280.05	\$7,281.30
1	W-390-5520-HZ 3" wide Wall Unit	\$280.05	\$280.05
5	WE-9920-S Wall End Unit, "Silvervein"	\$63.60	\$318.00
2	W-448-5520-HZ 4" wide Wall Unit, 4" high	\$185.40	\$370.80
1	WE-4820-S Wall End Unit, 4" high	\$60.10	\$60.10
106	SUS-318 Adj. Metal shelf 18" x 48" "TBD"	\$27.65	\$2,930.90
4	SUS-318 Adj. Metal shelf 18" x 36" "TBD"	\$27.65	\$110.60
3	Custom Box Corner Filler 90° high with laminate finish	\$266.00	\$798.00
3	Custom Wall End Panel with radius top corner, laminate finish	\$224.00	\$672.00
1	Custom Low Wall End Panel with radius top corner, laminate finish	\$148.00	\$148.00
Specials/Drink/Beverage Units			
1	Special Items Showcase w/storage in lower section, sliding glass doors in upper section w/lock, LED light & glass shelves. "Premium items" sign at top (priced separately)	\$1,462.50	\$1,462.50
Rear Wall Display Components:			
2	Display Wall Side Column 12" wide x 24" deep x 8'-6" high with stained wood finish	\$542.50	\$1,085.00
1	Display Wall Soffit 18" high x 36" deep x 11'-1-1/2" long with stained wood finish	\$906.00	\$906.00
1	Stained Plank Wall Panel 9" wide x 8'-6" high, multi color planks	\$1,537.50	\$1,537.50
20	Stained Wood Shelves 3" x 4" w/adjustable clips	\$12.00	\$240.00
3	Warehouse Style Pendant Light, Galvanized finish with LED lamp (Wired by project electrician)	\$105.00	\$315.00
"Open Back" Gondola Units			
One lot floor shelving units 48" high with open back, 20" deep base shelf, 2 rows 18" deep shelves ea. side, metal parts have special powdercoat paint finish "TBD"			
30	G-448-5520-XX Open Back Gondola, 4' long, "TBD"	\$150.35	\$4,510.50
6	G-348-5520-XX Open Back Gondola, 3' long, "TBD"	\$150.35	\$902.10
5	GE-4820-S Gondola End, "TBD"	\$95.50	\$477.50
76	VD8T-48 Open Back Upright Trim, "TBD"	\$10.80	\$820.80
60	MSF-48 48" Shelf Gap Filler, "TBD"	\$13.95	\$837.00

SHEET 2 of 3

QUANTITY	DESCRIPTION	EACH	TOTAL
16	MSF-36 36" Shelf Gap Filler, "TBD"	\$13.95	\$223.20
120	SUS-318 Metal shelf 18" x 48", "TBD"	\$27.65	\$3,318.00
32	SUS-318 Metal shelf 18" x 36", "TBD"	\$27.65	\$884.80
4	Gondola Top Cap, Laminate finish gondola top cap 8' long	\$182.00	\$728.00
9	Gondola Top Cap, Laminate finish gondola top cap 12' long	\$273.00	\$2,457.00
End Display Units and Gondola End Panels:			
<i>End Display units consists of: 52" high gondola end panel with slotted standards, 2 - lam. fin. shelves and a base platform</i>			
5	Gondola End Panel, with slotted standards and laminate finish	\$378.00	\$1,890.00
10	Laminate Finish Shelf 12" x 40" w/radius front	\$51.52	\$515.20
20	Standard Wood Shelf Bracket 12"	\$2.70	\$54.00
5	Gondola End Panel, laminate finish	\$350.00	\$1,750.00
5	Gondola End Display Platform, 19-3/4" x 42" x 6" high w/radius front, laminate finish	\$154.00	\$770.00
1423	Inserts for Top Mount on Metal Shelves Linear FL Laminate Insert Strips 1-1/8" wide,	\$0.45	\$640.35
1	Service Counter, Rear Counter, Mini Bottle Display, Tastings Service Counter, 12' long x 36" high, continuous row adjustable shelves, 2 register surrounds, two keyboard trays	\$2,754.00	\$2,754.00
1	ADA Service Counter, 5' long x 36" high, continuous row adj. shelves, 1 register surround, one keyboard tray	\$1,107.00	\$1,107.00
1	Mini's Base Counter, 14' long x 34" high w/hinged storage doors, laminate finish	\$2,625.00	\$2,625.00
1	Mini's Upper Unit, laminate finished Wall Panel 14' long w/ slotted standards, vertical supports	\$1,319.50	\$1,319.50
8	Laminate Shelf 10" x 40" long	\$36.25	\$290.00
8	Acrylic Tray Shelf 10" x 40"	\$110.20	\$881.60
24	10" Shelf Shelf Bracket	\$1.95	\$46.80
1	Side Panel 34" w. x 36" high, laminate finish	\$2.90	\$2.90
2	Double Action Gate 36" w. x 24" high, laminate finish	\$174.00	\$348.00
1	Control Items Shelving Unit 59" wide x 20" deep x 84" high with laminate finish, 5 rows laminate finished shelves, lower section to have storage area with hinged door.	\$188.50	\$188.50
7	Control Items Shelving Unit 59" wide x 20" deep x 84" high with laminate finish, 5 rows laminate finished shelves, lower section to have storage area with hinged door.	\$957.00	\$6,700.00
1	Tastings Counter, 50" long x 38" high w/laminate finish and laminate top. Unit sits on locking casters.	\$87.75	\$87.75
Signs and Misc.			
6	Custom Wall Mount Sign Panel	\$154.00	\$924.00
5	Custom Gondola Sign Panel, "T" post with double sided panels	\$210.00	\$1,050.00
1	Premium Items Sign	\$70.00	\$70.00
2	Shopping Cart, Grey	\$147.00	\$294.00
1	Set Shopping Baskets, Hand Held style, w/stand	\$87.00	\$87.00
1	Special Paint Set-Up Charge from mfg. (Our cost)	\$276.00	\$276.00
1	Laminate St. Lip Charge from shelving mfg. (Our cost)	\$55.00	\$55.00

SHEET 3 of 3

QUANTITY	DESCRIPTION	EACH	TOTAL
Managers Office			
1	Laminate Countertop 28" d. x 10' long w/lap drawer	\$525.00	\$525.00
1	Two Drawer File Cabinet with lock	\$281.25	\$281.25
1	Steel Countertop Support	\$25.20	\$25.20
Storage Shelving			
12	RDWSF-2484 Wide Span Storage Shelving Upright	\$41.85	\$502.20
16	RDWSK-2498 Wide Span Storage Shelving Shelf Deck Kit	\$69.70	\$1,115.20
2	RDWSK-2460 Wide Span Storage Shelving Shelf Deck Kit	\$61.05	\$122.10
*FUTURE TOTAL: \$56,338.00 FREIGHT: \$1,775.00 INSTALLATION: \$5,865.00 6.75% NC/FRANKLIN CITY, TAX: \$4,325.57 TOTAL: \$68,303.57			

QUANTITY	DESCRIPTION	EACH	TOTAL
1	OPTIONAL - COVID SCREEN AT SERVICE COUNTERS 17' long Tempered Glass Safety Shield, aluminum tubing frame, tempered glass, 2 - 6" wide section and 1 - 5" wide section	\$1,155.00	\$1,155.00
Plus Sales Tax			

NOTES:
 *The extremely unstable price of steel in the worldwide market makes guaranteed pricing for more than a few months impossible. The prices contained herein are figured using the current steel surcharge given to us by the manufacturer and are for shipments made prior to March 31, 2021. Shipments after that date will be subject to the steel surcharge in effect at that time.

Design Plus Store Fixtures, Inc
 5631 Cannon Drive
 Morrisville, NC 28110
 704-821-7789 Fax: 704-821-8823

CUSTOMER: Youngsville ABC
 New Store

DATE: 1/18/21
 SHEET: 1 OF 1

FLOORING ESTIMATE

QUANTITY	DESCRIPTION	EACH	TOTAL
2711	Salv Area and Office LVP So. FL Luxury Vinyl Plank, Harbor Plank "Color TBD" WPC core with urethane backing, commercial grade 20 mil wear layer, click installation, 100% waterproof.	\$3.05	\$8,268.55
2	Entrance Carpet Tile Cassia Distastone Mega Tile "Color TBD" carpet tile	\$145.80	\$291.20
Base Mould and Transition Strips			
7	LVP Square Edge Platform Transition	\$58.80	\$411.60
1	Tie to Zero Vinyl Reducer Ramp, 3' x 12' long, Color "TBD"	\$58.50	\$58.50
3	Johnsonite Vinyl Cove Base Mould, 120' per carton, Color "TBD"	\$24.75	\$74.25

MATERIAL TOTAL: \$9,314.10
 FREIGHT: \$120.00
 *INSTALLATION: \$2,688.00
 6.75% NC/FRANKLIN CITY, TAX: \$635.74
 TOTAL: \$12,757.84

*Installation includes an allowance of \$150 for floor prep.
 Additional prep if required will be added to final invoice.



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 5631 Cannon Drive
 Monroe, NC 28110
 704-821-7799 Fax-704-821-8823

LIGHTS LIST

CUSTOMER: Youngsville ABC
 New Store

DATE: 1/18/21
 SHEET: 1 of 1

QUANTITY	DESCRIPTION	EACH	TOTAL
Sales Area Trac Lights			
14	R8WH Juno Single Circuit Trac, 8', White	\$39.60	\$554.40
3	R6WH Juno Single Circuit Trac, 6', White	\$27.50	\$82.50
2	R4WH Juno Single Circuit Trac, 4', White	\$21.25	\$42.50
5	R38WH Juno Conduit from above End Feed, White	\$9.00	\$45.00
1	R20WH Juno Flexible Angle Connector, White	\$19.60	\$19.60
15	R23WH Juno Straight Connector, White	\$3.55	\$53.25
31	DP-KLN25A-DW40W LED Trac Light Fixture, 3000 Lumens, White	\$102.70	\$3,183.70
3	DP-KGR3RW Round Trac Light Fixture with LED flood lamp	\$27.30	\$81.90
Sales Area Suspended Hi-Bay Lights			
20	DP-HBA-RD13L High Bay LED Light, black w/aluminum reflector, 13,000 lumens 4000K	\$177.50	\$3,550.00
			
Non-Sales Area Suspended Hi-Bay Lights			
7	DP-HBA-RD13L High Bay LED Light, black, no reflector 13,000 lumens 4000K	\$137.50	\$962.50
Non-Sales Area Lights			
3	DP-K0000019489 2' x 4' Backlit LED Flat Panel Light, 4000K, 4422 Lumens	\$85.80	\$257.40

ITEM TOTAL: \$8,832.75
 FREIGHT: Included
 6.75% NC/FRANKLIN CTY. TAX: \$596.21
 *INSTALLATION: By Others
 TOTAL: \$9,428.96

*Installation by project E.C.

Cordeiro noted that Patterson was still waiting on an answer about the mandatory distribution. Member David inquired about signage, especially concerning the signage on the sales floor. Cordeiro stated he didn't think there were specific requirements for the signage other than local zoning regulations. Member David asked if the signage was included in the quotes and Chairman Houser stated there was some indoor signage included. Cordeiro explained the landlord may be able to suggest a company for the signage on the building. He stated there was a possibility of getting the landlord to pay for it. Cordeiro stated there was also a monument sign at the entrance and along Capital Boulevard. The landlord will help with that as well.

Chairman Houser stated he wanted to move forward with applying for the new location with the NC ABC Commission, but they were still waiting on that last bit of information.

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



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The next item on the agenda was Reports and Other Business.

Stanley noted that employees were wearing their masks. When asked, Stanley stated she was looking into how much of the cleaning and disinfecting supplies were on hand. She noted the employees were disinfecting the terminal and other areas. Cordeiro stated there was still a large supply of antibacterial wipes at Town Hall and he would have some delivered to the ABC Store.

Chairman Houser noted he enjoyed the feedback in emails from Stanley.

Patterson noted she was still waiting on the ABC Commission to confirm the figure for the calculation of the minimum distribution.

Patterson stated the contractor that installed the plexiglass around the register at the ABC Store was never paid because he did not turn in his W9. She explained that with the end of the year and 1099's being issued, she has voided the check. Patterson stated that she has told the contractor that she will reissue the check once he turns in his W9, noting that he has not yet responded. She stated she wanted to keep the ABC Board informed of the situation. Cordeiro stated the contractor will get in touch if he wants his money and Patterson stated she would leave it sitting in Accounts Payable for a bit. She will write another check once she receives the W9.

Chairman Houser stated he has been reading the emails sent by Laurie Lee with the NC ABC Commission regarding the sales price for the property and the net profits. He got the impression the only thing the ABC Board is responsible for is the percentage due to the Town but not for the police and education percentages. Cordeiro agreed, noting it was good news. He stated he was still working on getting the information from the auditors so the Town can forgive the additional money from last year, with the hopes those funds can be netted against this year's payables. Cordeiro hoped it would be less confusing this way, but he will defer to the auditors.

Stanley stated she has spent a week in the ABC Store and so far everything has been positive. She noted they implemented new time clock software this week so that she can get a handle on payroll percentages and labor costs. Stanley stated she was working with S Pritchett on the February schedule. When asked, Patterson felt the new system would be more efficient. She stated she has linked the time clock software to QuickBooks. She explained she won't be able to use this system until the payroll schedule change was implemented. Patterson explained how the current pay cycles worked, noting the



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upcoming schedule would make things easier. Stanley explained she spoke with L Pritchett regarding the pay schedule and how hours were forecasted. She stated that process will change the pay period to actual hours worked and she needed about six weeks to implement the new scheduling. Stanley noted there will be a paycheck that will be for a shorter schedule, but the following paycheck will be for a longer schedule before the pay cycle evens out. The February 19th payroll will be the last to use projected hours. Patterson stated they could possibly offer the full-time employees the option to use vacation, so they won't receive a shortened paycheck. Stanley stated she would work with them on it.

Stanley stated she has been working on the warehouse as there are safety concerns. She noted boxes were stacked approximately ten high and there was no room to maneuver. Stanley stated the warehouse was inefficient, so she was working on organizing the area. Chairman Houser stated they had offered to install shelving in the warehouse, but L Pritchett had stated she didn't want them. Stanley stated she didn't want to put too much money into the current store if there wasn't going to be a good return. However, she does want to address some of the problems. Chairman Houser didn't think shelving would be expensive so they may want to move forward with that. Stanley stated that may help with some of the items in the back but getting boxes off the floor isn't going to help as they have over 700 cases and only room for about 300 cases. She stated they have rearranged some to gain some space.

With the new meeting schedule, Hurd stated agendas will go out the Thursday before the ABC Board Meeting. Agenda items need to be in by the end of the day on Wednesday, no later than noon on Thursday. She stated the next meeting would be February 16th and the agenda packets will include minutes from both meetings in January. Hurd stated she will be in Clerk School the week of February 15th and will miss the February 16th ABC Board meeting. She stated minutes will be done based on the recording.

Hurd stated she and Cordeiro had researched expiration dates for ABC Board appointments. Based on that research, we have discovered that term expiration dates should be based on the creation of the ABC Board, not on when the Member was appointed. Hurd stated she has set the expiration dates accordingly and wanted to get any feedback from the ABC Board. She noted she will present this information to the Town Board during their February Board Meeting. Hurd stated there were two vacancies with term expiration dates in a year and half. This may help draw in someone that isn't sure about serving a 3-year commitment. She noted this will give someone a chance to decide



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if they like serving on the ABC Board. Cordeiro agreed with Hurd and noted the ABC Board would be grateful to have more volunteers.

Mr. Cavanaugh asked for information regarding the term expirations for his record. He inquired about the timeline for recruiting as those vacancies can't stay open indefinitely. If needed the ABC Board can be brought back down to three members, then shifted back to five once someone is ready to serve. Cordeiro stated both Boards were recruiting as quickly as they can. When asked, Hurd and Cordeiro stated October was the first meeting without Members Sam Hardwick and Mary Margaret Norman. Mr. Cavanaugh stated he would look at it again next month.

The next item on the agenda was Closed Session. Chairman Houser stated there was no reason to go into Closed Session.

The meeting adjourned at 9:28am upon a motion made by Member David, seconded by Chairman Houser and passed unanimously.

DRAFT



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MINUTES

**FEBRUARY 16, 2021
9:00 AM**

REGULAR MEETING

YOUNGSVILLE TOWN HALL CONFERENCE ROOM

134 US 1A SOUTH

(Teleconference and Web Conference was available)

Chairman Houser called the Board Meeting of the Town of Youngsville ABC Board to order at 9:00am. In attendance was Chairman Rick Houser, Members Kirk David, and Danny Stutzman. Also, in attendance was Town Administrator Phillip Cordeiro (teleconference), ABC System General Manager Bridget Stanley and Finance Officer Jaclyn Patterson (teleconference). Guest included Mayor Fonzie Flowers (teleconference) and Austin Cavanaugh (teleconference) of the NC ABC Commission.

The first item was to approve the Agenda.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

The motion was made by Member Stutzman and was seconded by Member David. The motion passed unanimously.

Chairman Houser went over the Ethics Statement.

In accordance with G.S. 18B-201, it is the duty of every Board Member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

There were no conflicts of interest or appearances of conflicts.

The next item on the agenda was Citizens' Comments.



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Stanley polled those on teleconference and stated no one had registered to speak. There were no comments.

The next item on the agenda was Old Business. The first item under Old Business was an update on the renovation and relocation of the ABC Store. Chairman Houser thanked Cordeiro and Stanley for their efforts on the Property Committee. He stated Stanley has worked hard on the Capital Budget for the new ABC Store.

Capital Budget for New Store	Provider	Cost	Operating/Start Up Budget	Estimate	Allocation	Sources and Uses of Funds	Available
Design/Consultation	Rick Turner	\$ 3,736.00	Inventory	\$ per Linear Ft	\$ 200,000.00	Sale of Property	\$ 190,000.00
Fixture Estimate	Rick Turner	\$ 68,361.00	Operating Capital	6 months Exp	\$ 50,000.00	Working Capital	\$ 48,000.00
Covid Screens	Rick Turner	\$ 1,155.00	Totals		\$ 250,000.00	Capital Budget	\$ 135,505.00
Light Fixtures/Installation	Rick Turner/Landlord	\$ 9,453.00				Operating Budget	\$ 250,000.00
Flooring/Installation	Rick Turner	\$ 14,000.00				Borrowing Need	\$ (147,505.00)
Tenant Upfit	Landlord	\$ 10,000.00					
Cash Registers	?	\$ 15,000.00					
Computers	POS Provider or Best Buy	\$ 1,000.00					
Office Equipment	Office Depot	\$ 2,000.00					
Security System	Sonitrol	\$ 2,000.00					
Telephone System	Hexiva	\$ 1,000.00					
Outdoor Signage		\$ 5,000.00					
Desks, Tables and Chairs	Various	\$ 2,500.00					
Kitchen, Bathroom & Cleaning Supplies	Sam's	\$ 300.00					
Totals		\$ 135,505.00					

Chairman Houser noted Rick Turner had returned the cost estimates on the upfit of the new ABC Store. The proposed lease included a rate of \$12.50 per square foot base rental rate with a \$3 TACM fee added for taxes, insurance, and maintenance. He explained the TACM charge was adjusted yearly based on expenses. At a total rate of \$15.50 per square foot, the ABC Store can look at a monthly rental cost of approximately \$4900. Chairman Houser explained this was a good rate for the Shopping Plaza, noting real estate agents have said similar spaces can rent for over \$20 per square foot. He felt the Shopping Plaza was the main shopping district in Youngsville and felt the ABC Board was getting a great rental rate. As people in the area go to the Shopping Plaza to buy their groceries, go to the drug store and hardware store, this makes it a good location for the ABC Store for the next ten years.

Chairman Houser noted the Town Attorney, who reviewed the lease for the ABC Board, had one concern. Though the ten-year term helped to get the lowest rate possible, her concern was a risk the anchor store, FoodLion, would close. He stated they added a clause to the lease that if the grocery store closed, the ABC Board had an option to terminate their lease after six months.



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Chairman Houser stated they have a preliminary Capital Budget that shows the costs of opening the new ABC Store. The only thing he wanted to vote on today was the proposed lease. Once the lease has been approved, then that would make the contractor more comfortable spending money on the architectural drawings and permitting. Chairman Houser noted the ABC Board has already applied with the NC ABC Commission for the approval of the relocation of the ABC Store. A representative will come out February 24th for the initial investigation and if everything went well, the Youngsville ABC Board should be on the March 10th agenda for the NC ABC Commission Board Meeting. Chairman Houser noted Laurie Lee felt Youngsville will be approved at that time. He stated on March 10th, after the approvals from both the ABC Board and the NC ABC Commission, they can sign the lease and start the permitting process. There are a lot of things coming into play around the same time.

Chairman Houser broke down the numbers included in the Capital Budget for the new ABC Store. He reminded the ABC Board that Mr. Turner will be able to get some of the fixtures at a lower cost than the landlord. The difference between the allowances from the landlord and what it would take for the ABC Board to be move in ready is \$10,000. This will be payable when the landlord turns over the building, which is expected to be around the first of June. Once the landlord turns over the facility, it will give Mr. Turner time to install the fixtures and shelving, which should take approximately two weeks. This will give Stanley about two weeks to stock the shelves and be ready to open around the first of July.

Stanley explained she, Member David and Cordeiro have been working on getting demonstrations from the different software companies for the cash register systems. She noted they have already met with Carolina Data Systems. Stanley stated the quote listed on the Capital Budget could change depending on which company they go with and the equipment being installed. She explained they were not only looking at costs but at systems that tailor to the needs of Youngsville. Stanley stated Carolina Data Systems was looking into the ability to repurpose the registers at the current ABC Store to reduce expenses. As for computers, she noted it depended on which company they went with. The contract may include the back-office computer, or the ABC Board may purchase their own if it is more cost effective. Stanley noted she just received updated information from Sonitrol this morning regarding the security system. She received the official quote for the ABC Store and explained Cordeiro had already vetted the company as the Town was using them to do Town Hall and the new Public Works facility. Stanley stated Sonitrol was in the process of updating all of Wake County's ABC Stores with the same equipment Youngsville was quoting. She stated they are giving us their bulk rate



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discount since they are already ordering the same equipment for Wake County. Stanley stated she spoke with Nextiva regarding phone services. She explained this was another company vetted by the Town. Stanley stated she contacted five companies for quotes on outdoor signage; requesting a quote for standard block lettering and requesting a separate quote for design proposals that incorporate our logo.

Chairman Houser stated he included a budget for furniture but noted the drawings included a built-in style desk. If that is included in the contractor quote, it will open some funds to be moved to another line item. He also included a small amount for startup supplies like cleaning, kitchen, and bathroom essentials.

Chairman Houser reiterated these were just preliminary numbers, noting he felt good about Mr. Turner's estimates. He wanted to get this done by the end of June as he worried the ABC Board may incur extra fees. The preliminary total was \$135,505.

Chairman Houser stated they also wanted an Operating and Start up Budget, which includes inventory and operating capital. He noted Mr. Turner had noted a figure of \$175,000 based on the linear shelving during one of his presentations, which they rounded up to \$200,000 to allow for some cushion. Chairman Houser stated he also wanted to include six months' worth of expenses and budgeted at \$50,000 for operating expenses. The preliminary Start up Budget was \$250,000.

Chairman Houser also included the Sources and Uses of Funds. He explained the ABC Board will have approximately \$137,000 in asset purchases and \$250,000 in operating capital. This will be offset by the proceeds from the sale of the property in the amount of \$190,000 and the \$48,000 from the debt forgiven by the Town. He explained the Board of Commissioners voted by Resolution to forgive this debt. When offsetting those two sources of funds against the expected expenses, the ABC Board is about \$150,000 short. Chairman Houser stated there was still some time to make final decisions and noted they will have to do Requests for Proposals (RFP) with local banks. Based on his experience, he felt the funding need would be more inline with a line of credit instead of a monthly payment loan.

Chairman Houser stated he felt good about the figures presented, noting they would change some but figured they would not change by more than 10%. Stanley noted the two items that may have the biggest change was the software contract and the signage. She has requested ballpark information for the signs and the informal quotes ranged from \$3,000 to \$10,000 depending on how elaborate the signage.



Youngsville ABC Board
P. O. Box 387
101 N College Street
Youngsville, NC 27596
(919) 556-3590
ABCStore@townofyoungsville.org

Chairman Houser stated he wanted to give the ABC Board all the information up front before requesting a vote to move forward on the lease. He noted they have not discussed the status of the existing ABC Store in detail. Chairman Houser stated the lease will expire in November and the Property Committee has recommended keeping the current ABC Store open through that time. If the ABC Board were to close and transfer the inventory to the new ABC Store, there was a possibility of not having to borrow money. He stated they will continue to discuss this as they move forward.

Member Stutzman inquired about expenses for the current ABC Store, especially if they lose customers to the new ABC Store. From a retail standpoint, Stanley explained they were looking at two different types of customers. She stated they could pursue keeping the current ABC Store as more of a high-velocity type store that will cater to repeat customers since people already know it is there. Stanley stated it would still be a profitable situation, noting they would not have to spend as much on inventory for that location. The ABC Store at the Shopping Plaza would be where they would keep more variety and harder to get items. This store will garner most of their traffic from the shoppers of the plaza. Stanley felt the current store could still function as a good source of income, especially if it is treated a little bit different from an inventory standpoint. Member Stutzman stated he was not suggesting closing the current ABC Store as soon as the new location opened. He expressed concerns about customers that will not want to return to the current location due to the traffic concerns. When added to the monthly expenses, was the current ABC Store going to attract enough customers to justify keeping it open. Member David agreed there was no way of knowing which ABC Store current customers will choose to use and noted how hard it was to predict. He felt they may have to retrain the customers and make sure they were informed of the new location, especially if the ABC Board decided to close the current location. Member David stated this change would probably annoy a lot of customers, even with the traffic issues, noting customers took ownership of the current location. He wondered if the new location would grab enough business from the areas that do not frequent our current location, such as business from the Franklinton ABC Store. These new customers will not affect the current location sales. Chairman Houser noted there were a lot of subdivisions on the other side of Highway #1 that he does not think frequent the current location, as the Wake Forest and Franklinton ABC Stores may be more convenient for them. Member David wanted to know if there was a way to stay in the current location to get a feel for how business will be affected after the new ABC Store opens and Stanley explained the lease for the current ABC Store ends in November. Currently, there is approximately \$2,000,000 in sales coming out of that building. These sales will not necessarily go away because of



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the new location as Stanley felt it would gain business that will not shop at the current location, noting 100% of the sales will not transfer to the new location. Stanley felt confident she could run the current location through November with minimal operating expenses because it will not be treated the same as the new location. The largest costs are payroll but noted she has control over that. Inventory for the current location has a large cost because they have done a great job ordering hard to get items. This inventory will not be needed at the current location as it can be handled at the new location. Stanley felt confident she could run the current location through the end of the lease with minimal expenses. She stated it was something the ABC Board would need to consider. Member David stated it was appealing to close the current location and move the inventory to the new location as it would save some startup costs. However, it would be easy to get a line of credit to bolster inventory for the new ABC Store and noted it would not be hard to get rid of inventory as some of the inventory they have liquidates quickly. Member David felt it would be advantageous to learn how much the current location can earn. Chairman Houser stated the owner of the current location may be open to renting on a month-by-month basis once the lease runs out in November. He noted he was unaware of any projects that have begun at the current location. Chairman Houser stated that even if the owner started working on a project today, it would still take quite some time to get through the planning and permitting process. He stated it was something the ABC Board should look at. Based on a previous feasibility study, Chairman Houser estimated the new ABC Store would keep the same level of sales they currently have, and the current location would only have to generate approximately \$1,000,000 in sales to break even for both stores. He felt Stanley's estimated sales at \$3,000,000 was certainly feasible if the current location was already doing approximately \$2,000,000. Chairman Houser felt comfortable stating, during the July to November time frame, the ABC Board could afford both locations. Cordeiro agreed, noting there were no guarantees but the only way to find out was to keep the current location open at the same time. He felt total operating expenses would be very low for one quarter. If the ABC Board does find it would be profitable to keep it open long term, the expenses will be worth testing the location.

Chairman Houser clarified he would like a motion to allow the Property Committee to continue moving forward with opening an ABC Store at the Shopping Plaza. He stated the lease will not be signed until after approval of the location by the NC ABC Commission in early March. If anything changes with the lease agreement, it will be brought back before the ABC Board to have the changes approved.

MOTION: APPROVE THE LEASE AGREEMENT WITH BARNETT PROPERTIES LLC AS PRESENTED



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The motion was made by Member David and was seconded by Member Stutzman. The motion passed unanimously.

Chairman Houser stated they were also working on a budget for the new ABC Store. Since the January figures were not finalized, they were unable to present their budget.

Patterson explained she was waiting for the January 26th invoices to be corrected as there were lot of changes during that shipment. She noted Stanley has been in contact with the warehouse numerous times and they have not yet received the final corrections. Patterson stated she did not feel comfortable entering those payables into the system. Because of this issue, she is unable to figure the ending inventory and costs of goods sold in January. Chairman Houser requested the December 31st income statement as it would help him get a head start. He will use those figures to come up with an expected year-end total to help him project the budget for the new ABC Store. Chairman Houser stated he would bring those figures back to the ABC Board next month.

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

The next item on the agenda was Reports and Other Business.

Stanly noted staff and customers have been wearing their masks.

Chairman Houser thanked everyone for their help on this project. He appreciated the ABC Board's involvement in assisting Stanley with the new ABC Store. Chairman Houser felt the ABC Board made the right decision hiring Stanley. He noted she has shown how capable she is in planning to open a new location.

Stanley updated the ABC Board regarding the software demonstrations. She noted Member David has participated in one of the demonstrations and they are working on a quote. Stanley stated Member David also sat in on the demonstration for the security systems. She explained the security panel at the current location is not functioning and the provider has been hard to reach. Stanley stated it would only cost \$528 to update the security system at the current ABC Store. She stated they have a projected update of that system in two weeks.

Cordeiro agreed Stanley has done an excellent job. He noted she has made some changes to the staff and recommended the ABC Board stop to meet the new team members.



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Cordeiro felt she has a great group of individuals to open the new ABC Store and to lead the ABC System in the right direction. He stated she was taking the ABC System in the right direction and appreciated the ABC Board's support of Stanley. Chairman Houser stated he stopped by the ABC Store and spoke with S Pritchett, noting she seemed excited with Stanley coming on board and helping her grow in her job. S Pritchett stated it meant a lot to her.

Chairman Houser asked for an update on the amount due to the Town regarding the profits from the sale of the property. Patterson stated she has been working on getting that information. She noted she was about to send the information to Laurie Lee and Austin Cavanaugh for their approval. Patterson explained her frustration with how the financials are reported with the cash accrual and modified accrual systems. She stated she recorded the sale on the accrual basis and Mrs. Lee had stated that was posted incorrectly. Patterson explained the auditors stated it should have been recorded on a modified accrual system and the assets should not be on the balance sheet even though they are shown on the audited financial statements. She stated she was confused as to what should be shown were. Patterson stated she is trying to confirm the sale has been recorded properly then she will confirm the distribution amount.

Mr. Cavanaugh thanked the ABC Board for having him. He told Patterson he would work with her on getting a resolution for the profit distribution. Mr. Cavanaugh stated he stopped by the ABC Store and spoke with Rhonda. He noted she was very knowledgeable and friendly.

The next item on the agenda was Closed Session. Chairman Houser stated there was a need to go into Closed Session to discuss personnel, N.C.G.S. 143-318.11 (6).

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL, N.C.G.S. 143-318.11 (6)

The motion was made by Member David and was seconded by Member Stutzman. The motion passed unanimously. The ABC Board entered Closed Session at 9:39am and exited at 9:45am. There was no action taken.

The meeting adjourned at 9:45am upon a motion made by Member David, seconded by Member Stutzman and passed unanimously.



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Capital Expenditure Proposal New Store Opening Project

Prepared: March 9th, 2021



Presented to the
Town of Youngsville ABC Board

PO Box 387
Youngsville, NC 27596
919-925-3397

bstanley@townofyoungsville.org



Youngsville Board of Alcoholic Beverage Control

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General Manager, Bridget Stanley, Board Chairman, Rich Houser, and Finance Officer Jackie Patterson have prepared the Capital Expenditure Budget attached.

Rick Turner will be providing flooring, fixtures, Covid Screens, Lighting, and design services. This was solicited at the request of the ABC Board. Further presentations will be put before the board for approval for software, security, and sign vendors. All estimated costs listed have been to multiple vendors for estimates, acting in the best interest of the financial needs of the ABC Board.

Based on the linear square footage, we will need to have an inventory on hand valued at approximately \$200,000. With the proceeds from the sale of the current ABC Store property, as well as the distribution forgiven by the Town of Youngsville, we will utilize this Capital Expenditure Budget to determine the need for our Line of Credit proposal to be submitted to banks for the new store opening.

*See exhibit A for Capital Expenditure Budget Overview.

*See exhibit B for Store Fixture List Estimate

*See exhibit C for Flooring Estimate

*See exhibit D for Lighting Estimate

I am requesting that the board vote approve the Capital Expenditure Budget for the new store opening project.



Youngsville Board of Alcoholic Beverage Control

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Exhibit A:

Capital Budget for New Store			Operating/Start Up			Sources and Uses of Funds	
	Provider	Cost	Budget	Estimate	Allocation		Available
Design/Consultation	Rick Turner	\$ 3,736.00	Inventory	\$ per Linear Ft	\$ 200,000.00	Sale of Property	\$ 190,000.00
Fixture Estimate	Rick Turner	\$ 68,361.00	Operating Capital	6 months Exp	\$ 50,000.00	Working Capital	\$ 48,000.00
Covid Screens	Rick Turner	\$ 1,155.00	Totals		\$ 250,000.00	Capital Budget	\$ 157,348.00
Light	Rick Turner/						
Fixtures/Installation	Landlord	\$ 9,453.00				Operating Budget	\$ 250,000.00
Flooring/Installation	Rick Turner	\$ 14,000.00				Borrowing Need	\$ (169,348.00)
Tenant Upfit	Landlord	\$ 10,000.00					
Cash Registers	Bid	\$ 29,000.00					
Computers	Best Buy	\$ 1,000.00					
Office Equipment	Office Depot	\$ 2,000.00					
Security System	Sonitrol	\$ 3,843.00					
Telephone System	Nextiva	\$ 1,000.00					
Outdoor Signage	Mercury Signs	\$ 11,000.00					
Desks, Tables and	Various	\$ 2,500.00					
Kitchen, Bathroom &							
Cleaning Supplies	Sam's	\$ 300.00					
Totals		\$ 157,348.00					



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Exhibit B:

Design Plus Store Fixtures, Inc
 5631 Cannon Drive
 Monroe, NC 28110
 704-821-7799 Fax-704-821-8823

STORE FIXTURE LIST ESTIMATE
--

CUSTOMER: Youngsville ABC

JOB #:

DATE: 1/17/21

SHEET: 1 OF 3

- *SPECIAL PAINT ON ALL METAL PARTS
"COPPERVEIN" OR "SILVERVEIN"
- *LAMINATE BACK PANELS ON WALL UNITS
- *CUSTOM GONDOLA END PANELS AND
END DISPLAYS
- *CUSTOM GONDOLA TOP CAPS
- *CUSTOM SIGN PACKAGE
- *CUSTOM SERVICE COUNTER & MINIS UNITS

QUANTITY	QUANTITY	EACH	TOTAL
	<u>Wall Shelving Units and Accessories:</u>		
	<u>Wall shelving units 90" high with laminate backs "TBD"</u>		
	<u>four rows 18" metal shelves, metal parts have special</u>		
	<u>powdercoat paint finish "Coppervein"</u>		
26	W-490-S520-HZ 4' wide Wall Unit	\$280.05	\$7,281.30
1	W-390-S520-HZ 3' wide Wall Unit	\$280.05	\$280.05
5	WE-9020-5 Wall End Unit, "Silvervein"	\$63.60	\$318.00
2	W-448-S520-HZ 4' wide Wall Unit, 4' high	\$185.40	\$370.80
1	WE-4820-5 Wall End Unit, 4' high	\$60.10	\$60.10
106	SUS-418 Adj. Metal shelf 18" x 48" "TBD"	\$27.65	\$2,930.90
4	SUS-318 Adj. Metal shelf 18" x 36" "TBD"	\$27.65	\$110.60
3	Custom Box Corner Filler 90" high with laminate finish	\$266.00	\$798.00
3	Custom Wall End Panel with radius top corner, laminate finish	\$224.00	\$672.00
1	Custom Low Wall End Panel with radius top corner, laminate finish	\$168.00	\$168.00
	<u>Specials/Premium Items Units</u>		
1	Special Items Wallcase w/storage in lower section, sliding glass doors in upper section w/lock, LED light & glass shelves. "Premium Items" sign at top (priced separately)	\$1,462.50	\$1,462.50
	<u>Rear Wall Display Components:</u>		
2	Display Wall Side Columns 12" wide x 24" deep x 8'-6" high with stained wood finish.	\$542.50	\$1,085.00
1	Display Wall Soffit 18" high x 36" deep x 11'-1-1/2" long with with stained wood finish	\$806.00	\$806.00
1	Stained Plank Wall Panel 9' wide x 8'-6" high, multi color planks	\$1,537.50	\$1,537.50
20	Stained Wood Shelves 3" x 4" w/slotwall clips	\$12.00	\$240.00
3	Warehouse Style Pendant Light, Galvanized finish with LED lamp (Wired by project electrician)	\$105.00	\$315.00
	<u>"Open Back" Gondola Units</u>		
	One lot floor shelving units 48" high with open back, 20" deep base shelf, 2 rows 18" deep shelves ea. side, metal parts have special powdercoat paint finish "TBD"		
30	G-448-S520-XX Open Back Gondola, 4' long, "TBD"	\$150.35	\$4,510.50
8	G-348-S520-XX Open Back Gondola, 3' long, "TBD"	\$150.35	\$1,202.80
5	GE-4820-5 Gondola End, "TBD"	\$95.50	\$477.50
76	VOBT-48 Open Back Upright Trim, "TBD"	\$10.80	\$820.80
60	MSF-4 48" Shelf Gap Filler, "TBD"	\$13.95	\$837.00



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SHEET 2 of 3

QUANTITY	QUANTITY	EACH	TOTAL
16	MSF-3 36" Shelf Gap Filler, "TBD"	\$13.95	\$223.20
120	SUS-418 Metal shelf 18"x 48", "TBD"	\$27.65	\$3,318.00
32	SUS-318 Metal shelf 18"x 36", "TBD"	\$27.65	\$884.80
4	Gondola Top Cap, Laminate finish gondola top cap 8' long	\$182.00	\$728.00
9	Gondola Top Cap, Laminate finish gondola top cap 12' long	\$273.00	\$2,457.00
<u>End Display Units and Gondola End Panels:</u>			
<i>End Display units consists of: 52" high gondola end panel with slotted standards, 2 - lam. fin. shelves and a base platform.</i>			
5	Gondola End Panel, with slotted standards and laminate finish	\$378.00	\$1,890.00
10	Laminate Finish Shelf 12" x 40" w/radius front	\$51.52	\$515.20
20	Standard Wood Shelf Bracket 12"	\$2.70	\$54.00
5	Gondola End Panel, laminate finish	\$350.00	\$1,750.00
5	Gondola End Display Platform, 19-3/4" x 42" x 6" high w/radius front, laminate finish	\$154.00	\$770.00
<u>Inserts for Tag Mould on Metal Shelves</u>			
1423	Lineal Ft. Laminate Insert Strips 1-1/8" wide,	\$0.45	\$640.35
<u>Service Counter, Rear Counter, Mini Bottle Display, Tastings</u>			
1	Service Counter, 12' long x 36" high, continuous row adjustable shelves, 2 register surrounds, two keyboard trays	\$2,754.00	\$2,754.00
1	ADA Service Counter, 5' long x 36" high, continuous row adj. shelves, 1 register surround, one keyboard tray	\$1,107.00	\$1,107.00
1	Mini's Base Counter, 14' long x 34" high w/hinged storage doors, laminate finish	\$2,625.00	\$2,625.00
1	Mini's Upper Unit, laminate finished Wall Panel 14' long w/ slotted standards, vertical supports	\$1,319.50	\$1,319.50
8	Laminate Shelf 10" x 40" long	\$36.25	\$290.00
8	Acrylic Tray Shelf 10" x 40"	\$110.20	\$881.60
24	10" Shelf Shelf Bracket	\$1.95	\$46.80
24	10" Adjustable Slant Shelf Bracket	\$2.90	\$69.60
1	Side Panel 34" w. x 36" high, laminate finish	\$174.00	\$174.00
2	Double Action Gate 36" w. x 24" high, laminate finish	\$188.50	\$377.00
1	Control Items Shelving Unit 59" wide x 20" deep x 84" high with laminate finish, 5 rows laminate finished shelves, lower section to have storage area with hinged door.	\$957.00	\$957.00
7	Plastic Snap On Price Tag Strip, 57" long	\$8.70	\$60.90
1	Tastings Counter, 50" long x 38" high w/laminate finish and laminate top. Unit sits on locking casters.	\$893.75	\$893.75
<u>Signs and Misc.</u>			
6	Custom Wall Mount Sign Panel	\$154.00	\$924.00
5	Custom Gondola Sign Panel, "T" post with double sided panels	\$210.00	\$1,050.00
1	Premium Items Sign	\$70.00	\$70.00
2	Shopping Cart, Grey	\$147.00	\$294.00
1	Set Shopping Baskets, Hand Held style, w/stand	\$87.00	\$87.00
1	Special Paint Set-Up Charge from mfg. (Our cost)	\$276.00	\$276.00
1	Laminate St Up Charge from shelving mfg. (Our cost)	\$55.00	\$55.00



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SHEET 3 of 3

QUANTITY	QUANTITY	EACH	TOTAL
	<i><u>Managers Office</u></i>		
1	Laminate Countertop 28" d. x 10' long w/lap drawer	\$525.00	\$525.00
1	Two Drawer File Cabinet with lock	\$281.25	\$281.25
1	Steel Countertop Support	\$25.20	\$25.20
	<i><u>Storage Shelving</u></i>		
12	RDWSF-2484 Wide Span Storage Shelving Upright	\$41.85	\$502.20
16	RDWSK-2496 Wide Span Storage Shelving Shelf Deck Kit	\$69.70	\$1,115.20
2	RDWSK-2460 Wide Span Storage Shelving Shelf Deck Kit	\$61.05	\$122.10

*FIXTURE TOTAL: \$56,398.00

FREIGHT: \$1,775.00

INSTALLATION: \$5,865.00

6.75% NC/FRANKLIN CTY. TAX: \$4,322.57

TOTAL: \$68,360.57

QUANTITY	QUANTITY	EACH	TOTAL
1	<i><u>OPTIONAL - COVID SCREEN AT SERVICE COUNTERS</u></i> 17' long Tempered Glass Safety Shield, aluminum tubing frame, tempered glass, 2 - 6' wide section and 1 - 5' wide section	\$1,155.00	\$1,155.00 Plus Sales Tax

NOTES:

*The extremely unstable price of steel in the worldwide market makes guaranteed pricing for more than a few months impossible. The prices contained herein are figured using the current steel surcharge given to us by the manufacturer and are for shipments made prior to March 31, 2021. Shipments after that date will be subject to the steel surcharge in effect at that time.



Youngsville Board of Alcoholic Beverage Control

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Exhibit C:

Design Plus Store Fixtures, Inc
 5631 Cannon Drive
 Monroe, NC 28110
 704-821-7799 Fax-704-821-8823

FLOORING ESTIMATE

CUSTOMER: Youngsville ABC
 New Store

DATE: 1/18/21
SHEET: 1 of 1

QUANTITY	QUANTITY	EACH	TOTAL
2711	<u>Sales Area and Office LVP</u> Sq. Ft. Luxury Vinyl Plank, Harbor Plank "Color TBD" WPC core with urethane backer, commercial grade 20 mil wear layer, click installation, 100% waterproof.	\$3.05	\$8,268.55
2	<u>Entrance Carpet Tile</u> Cases Daltonian Mega Tile "Color TBD" carpet tile	\$145.60	\$291.20
7	<u>Base Mould and Transition Strips</u> LVP Square Edge Platform Transition	\$58.80	\$411.60
1	Tile to Zero Vinyl Reducer Ramp, 3" x 12" long, Color "TBD"	\$58.50	\$58.50
3	Johnsonite Vinyl Cove Base Mould, 120' per carton, Color "TBD"	\$94.75	\$284.25

MATERIAL TOTAL: \$9,314.10
 FREIGHT: \$120.00
 *INSTALLATION: \$3,688.00
 6.75% NC/FRANKLIN CTY. TAX: \$885.74
TOTAL \$14,007.84

*Installation includes an allowance of \$150 for floor prep.
 Additional prep if required will be added to final invoice.



Youngsville Board of Alcoholic Beverage Control

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Exhibit D:

Design Plus Store Fixtures, Inc
 5631 Cannon Drive
 Monroe, NC 28110
 704-821-7799 Fax-704-821-8823

LIGHTS LIST

CUSTOMER: Youngsville ABC
 New Store

DATE: 1/18/21
SHEET: 1 of 1

QUANTITY	QUANTITY	EACH	TOTAL
	<u>Sales Area Trac Lights</u>		
14	R8WH Juno Single Circuit Trac, 8', White	\$39.60	\$554.40
3	R6WH Juno Single Circuit Trac, 6', White	\$27.50	\$82.50
2	R4WH Juno Single Circuit Trac, 4', White	\$21.25	\$42.50
5	R38WH Juno Conduit from above End Feed, White	\$9.00	\$45.00
1	R20WH Juno Flexible Angle Connector, White	\$19.60	\$19.60
15	R23WH Juno Straight Connector, White	\$3.55	\$53.25
31	DP-KLN25A-DW40W LED Trac Light Fixture, 3000 Lumens, White	\$102.70	\$3,183.70
3	DP-KGR3RW Round Trac Light Fixture with LED flood lamp	\$27.30	\$81.90
	<u>Sales Area Suspended Hi-Bay Lights</u>		
20	DP-HBA-RD13L High Bay LED Light, black w/aluminum reflector, 13,000 lumens 4000K	\$177.50	\$3,550.00
			
	<u>Non-Sales Area Suspended Hi-Bay Lights</u>		
7	DP-HBA-RD13L High Bay LED Light, black, no reflector 13,000 lumens 4000K	\$137.50	\$962.50
	<u>Non-Sales Area Lights</u>		
3	DP-K0000019489 2' x 4' Backlit LED Flat Panel Light, 4000K, 4422 Lumens	\$85.80	\$257.40

ITEM TOTAL:	\$8,832.75
FREIGHT:	Included
6.75% NC/FRANKLIN CTY. TAX:	\$596.21
*INSTALLATION:	By Others
TOTAL:	\$9,428.96

*Installation by project E.C.



Youngsville Board of Alcoholic Beverage Control

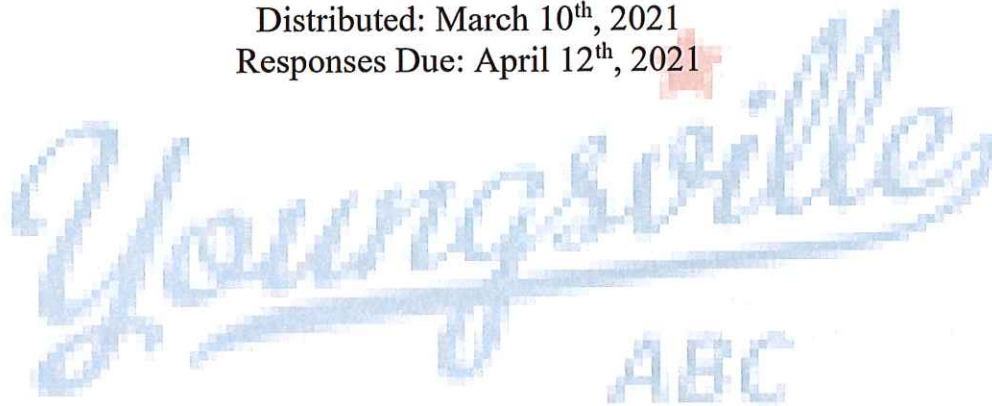
Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3402

REQUEST FOR PROPOSALS

For

\$200,000 Line of Credit – Revolving New Store Opening Project

Distributed: March 10th, 2021
Responses Due: April 12th, 2021



Distributed on behalf of the
Town of Youngsville ABC Board

PO Box 387
Youngsville, NC 27596
919-925-3397

jpatterson@townofyoungsville.org

bstanley@townofyoungsville.org

I. Purpose and Intent

This Request for Proposal (RFP) is issued by the Town of Youngsville ABC Board. The purpose of this RFP is to identify the institution that can best provide the Youngsville ABC Board with a fixed interest rate, revolving, Line of Credit (the "LOC").

II. Introduction

The Youngsville Board of Alcoholic Beverage Control (hereinafter referred to as the "the ABC Board") desires to enter into an installment financing agreement pursuant to N. C. G. S. 160A-20 in the principal amount not to exceed \$200,000. This is for a revolving line of credit in connection with the opening of its new store on or about June 1, 2021. The ABC Board is soliciting your proposal to provide the necessary financing, subject to the terms and conditions set forth in this Request for Proposal.

The ABC Board will be obligated to make the payments to fall due under the installment financing agreement. The ABC Board conducts an annual Audit of its Financial Statements which are required by NC General Statutes and regulated by the NC ABC Commission.

The ABC Board expects to award the bid to the financial institution by Tuesday, April 20, 2021 and the ABC Board anticipates closing this transaction on or prior to Monday, May 3, 2021.

III. Contract Specifications

- a. The desired amount of the financing is not to exceed \$200,000.
- b. Ability to be able to transfer funds between deposit account and LOC
- c. The desired term of the financing is for a **twelve-month (12)** period, annually renewable, with a fixed interest rate and monthly interest payments. The ABC Board anticipates needing this line of credit for up to 3 years.
- d. All proposals must specify the rate of interest to be charged.
- e. List all additional costs expected to be associated with this financing in your bid, including but not limited to all origination, prepayment, legal and escrow fees/penalties that the ABC Board may be required to pay. If a fee/cost is not shown in your bid, the ABC Board will not be obligated to pay it.
- f. Total funding will be available to be drawn from time to time based on the borrowing needs of the ABC Board.
- g. The installment financing agreement must not contain a non-substitution clause and there must be a non-appropriation clause in the agreement.

- h. Both parties must agree that the installment financing agreement shall be governed by the State of North Carolina. Proposer will obey all state and federal statutes, rules and regulations that are applicable to the financing.

The ABC Board reserves the right to request additional information from the bidders and reserves the right to reject all proposals and to waive any irregularity or informality. Although the selection will be based substantially on the lowest total financing cost (including both interest cost and upfront fees and expenses), the ABC Board reserves the right to select that best meet the needs of the ABC Board.

IV. Submission of Proposal

Submit proposal to my attention by, Monday, April 12, 2021 (by 5:00 pm), via email jpatterson@townofyoungsville.org or mail (Youngsville Board of Alcoholic Beverage Control – PO Box 387, Youngsville, NC 27596).

If you have any questions or need additional information, please contact:

- a. Rick Houser, Chairman of the Board 919-272-0435 rhouser@townofyoungsville.org
- b. Jackie Patterson, Finance Officer 919-868-9496 jpatterson@townofyoungsville.org

Thank you in advance for your consideration of this proposal, and support of the Town of Youngsville community.

Sincerely,

Jackie Patterson
ABC Board Finance Officer
jpatterson@townofyoungsville.org
919-868-9496



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Outdoor Sign New Store Opening Project

Distributed: February 12th, 2021



Presented to the
Town of Youngsville ABC Board

PO Box 387
Youngsville, NC 27596
919-925-3397

bstanley@townofyoungsville.org



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

General Manager, Bridget Stanley, requested design proposals and estimates to four sign companies. Two were recommendations from the Town Youngsville and the ABC Board and two were random solicitations from the General Manager.

The two recommended companies replied stating that they did not do "lit signs". Both companies that did submit proposals, gave the same general dollar estimate for the scope of work we requested.

Mercury signs has had incredible communication and customer service through this process. Below are the specs for the proposed sign, as well as a draft rendering of the sign on our store front. Hamid, the owner of Mercury Signs, has a phone meeting with Erin Klinger, Town of Youngsville Planning/Zoning Manger, on Thursday March 11, 2021, to get the exact dimensions approved.

24" Tall x 143" Long; LED Lit Channel Letters; White Faces; Black Trim & Returns; Custom Painted Brick Colored Raceway; "ABC"; 30" x 74" Light Grey Painted NC State Pan Logo Sign; Cut Through Lettering; White Letters & Red Star Will Light Only; Raceway Mounted; "Youngsville"

16" Tall x 122" Long; LED Lit Channel Letters; White Faces; Black Trim & Returns; Custom Painted Brick Colored Raceway; "Liquor Store"

Sign 1 - \$4845 (ABC)

Sign 2 - \$3025 (Liquor Store)

Door Graphics - \$95

Installation - \$950

Permit - \$195 + Tax + City Fees (\$80)

Total - \$9190 + Tax

*See exhibit A for draft rendering of sign.

I am requesting that the board vote on the design of the sign, and the requested funds (via the capital expenditure budget approval).

Mercury Signs has also given a verbal quote of \$250 or less for an acrylic sign for the shopping center monument if there is a space available and the landlord approves our store to be advertised in that space.



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Exhibit A:

OPTION 1



OPTION 2





7306 Vonclaybon Road
 Apex, NC 27523
 (919) 808-1205

INVOICE

INV-537

Payment Terms: Cash Customer

Created Date: 3/10/2021

DESCRIPTION: Channel Letters Sign

Bill To: Youngsville Board of ABC
 101 N. College Street
 Youngsville, NC 27596
 US

Ordered By: Bridget Stanley
 Email: bstanley@townofyoungsville.org
 Work Phone: (919) 925-3397

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Channel Letters Raceway Mounted	1	\$7,870.00	\$7,870.00	\$7,870.00
1.1	Channel Letters - Text: 24" Tall x 143" Long; LED Lit Channel Letters; White Faces; Black Trim & Returns; Custom Painted Brick Colored Raceway; "ABC"; 30" x 74" Light Grey Painted NC State Pan Logo Sign; Cut Through Lettering; White Letters & Red Star Will Light Only; Raceway Mounted; "Youngsville" 16" Tall x 122" Long; LED Lit Channel Letters; White Faces; Black Trim & Returns; Custom Painted Brick Colored Raceway; "Liquor Store"				
2	Door Graphics	1	\$95.00	\$95.00	\$95.00
2.1	Vinyl Premium 54" Print - Text: Door Lettering & Logo Applied to Glass Door (4 sqft); 3M IJ180Cv3/8518 Vinyl & Laminate				
3	Installation	1	\$950.00	\$950.00	\$950.00
3.1	Installation - On-Site - Text: Installation of Channel Letter Sign & Door Graphics				
4	Permit Acquisition	1	\$195.00	\$0.00	\$195.00

4.1	Sign Permit & Zoning Fees - Text: Sign Permit Acquisition Fee; Franklin County Permit Fees are Additional and Will Be Added to the Final Invoice				
5	Credit Card Processing Fee	1	\$273.30	\$0.00	\$273.30
5.1	credit card pricing -				

Please refer to this link for our terms and conditions
<https://mercurysignsinc.com/terms-and-conditions/>

To avoid paying the bank for the credit card processing fees, please consider using one of the non-credit card options to pay this invoice:

If you would like to pay via Zelle, please send the net payment to our secure Zelle account using our email - hhalani@mercurysignsinc.com.

If you prefer to pay by check or EFT directly from your bank, please give us a call and we can make that happen securely and efficiently

Subtotal:	\$9,383.30
Taxable Amount:	\$8,915.00
Taxes:	\$601.76
Grand Total:	\$9,985.06
Amount Paid:	\$0.00
DEPOSIT REQUIRED:	\$4,992.53



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Security System New Store Opening Project

Distributed: February 15th, 2021



Presented to the
Town of Youngsville ABC Board

PO Box 387
Youngsville, NC 27596
919-925-3397

bstanley@townofyoungsville.org



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

General Manager, Bridget Stanley, requested security system estimates from two companies, our current provider and Sonitrol, at the recommendation of the Town Administrator. Our current provider failed to send any information. Sonitrol has provided us with the estimate.

Board Member Kirk David, in serving as a member of the Proposal Review Committee, sat in on the initial solicitation for services with Sonitrol sales representative, Richard Williams. After reviewing content, we decided to do an immediate install for the current store since we were without security monitoring.

Sonitrol has provided us cost effective, full security service security, for our current location. They have also provided us estimates with the same rates for our new store as the "bulk" installations for the Wake County ABC Stores.

Total Quote: \$3843

- *See exhibit A for Quote
- *See exhibit B for draft placement of equipment
- *See exhibit C for Commitment to Service Agreement

I am requesting that the board vote for approval to sign contract for equipment and services for the new location, and to approve the requested funds (via the capital expenditure budget approval).



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Exhibit A:

track record of quality to over 1600 current customers. Our high degree of customer loyalty is a reflection of superior technology, installation, monitoring, service and customer service. These services extend from our unique *Smart Audio* intrusion system to fire detection, access control, video surveillance and various technical monitoring functions.

Intrusion Detection;

Following is a quote for Sonitrol Verified Smart Audio Intrusion detection providing complete wall to wall, floor to ceiling coverage qualifying for the \$10,000 Performance Warranty.

Schedule of equipment:

- (1) Sonitrol FlexIP Panel (*internet connection required*)
- (1) LCD Keypad
- (3) Smart Audio Sensors
- (3) Pedestrian Door Contacts
- (1) Hard-wired Panic Button
- (1) Exterior Siren/Strobe (*Activates only on communication failure*)
- (1) Grounding/surge protection/battery backup
- (1) Wire/misc. parts

Total for equipment and installation;

\$1,800.00

+ 6.75% tax = \$121.50

\$1,921.50 (tax included)

- Lifetime parts & labor warranty on all installed equipment
- Same day service response for any emergency requests to include weekends or holidays
- Access to account management via MySonitrol.net if requested
- Complete customer service via our Raleigh office
- Monitoring by Sonitrol of Charlotte Central Station

\$65 per month full service and maintenance, database management, monitoring, warranty, and *Commitment to Service*

Video Surveillance; IP (Health-Monitored)

Following is a quote for five IP Megapixel cameras recording to a 2TB Network Video Recorder (NVR). Recorded or live footage can be viewed locally or remotely via your network, as well as Smart Phone. This system is proactively monitored for video not present, NVR down, heat, days recording, and overall health of the appliance.

Schedule of equipment:

- (1) Sonitrol/3xLogic V250-8 Channel NVR 2TB w/ built-in PoE
- (5) Sonitrol IP Dome Camera (*4MP Resolution, IR Day/Night, Fixed Lens*)



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

(1) Wire/misc. parts

Total for equipment and installation;

\$1,800.00

+ 6.75% tax = \$121.50

\$1,921.50 (tax included)

The monthly maintenance agreement includes warranty administration for the NVR (5 year), loaner in case of failure, and camera replacement for five years. Labor is covered for the lifetime of the agreement. All prices include installation. Future lift rental not included.

\$45.00 per health-month monitoring, full service and maintenance, warranty, and *Commitment to Service*

Sonitrol Smart Audio Intrusion System

The Sonitrol Security System utilizes highly sensitive audio sensors that will be strategically located throughout the building to provide total and overlapping space protection. In addition, we will install closed circuit contact switches on all perimeter doors. During the time the system is fully armed, any sound level greater than the normal ambient level for each audio sensor will also cause an "activation". Also, the opening of a perimeter door, regardless of sound level, will generate an "activation". When any "activation" occurs, the sound of the facility will be transmitted over your existing telephone lines to our U.L. central monitoring station, located in Charlotte, NC for analysis by trained Sonitrol operators. False alarms are greatly reduced due to our ability to verify the cause of each "activation".

In the event that the sounds of vandalism or an intrusion begin, our central station personnel will immediately contact the Youngsville Police Department and keep them abreast of the incident as it unfolds. This unique audio detection system available only from Sonitrol is responsible for some ten thousand apprehensions each year. The Sonitrol service is so reliable that a completely covered facility is backed with a \$10,000.00 warranty, which states, "If for any reason, a forcible entry is made undetected and unreported by Sonitrol to the interior of the client's building actually protected by the Sonitrol Security System during the time the security system is in operation and the building is not open for business, Sonitrol shall, at its option, pay in money or replace or repair any loss or damage (*not including jewelry*) caused by forcible entry to the client's merchandise, furniture, fixtures or equipment."

In an industry where loss prevention is the fundamental goal and ultimate measure of customer satisfaction, Sonitrol stands alone in actually meeting this expectation. Because of its localized



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Emergency

The emergency portion of the system is on 24 hours a day and is not affected by arming and disarming the system. Should it be activated, an emergency signal will be transmitted to our central station and the appropriate authorities will be dispatched.

Duress Code

The last employee to leave a place of business is often vulnerable to attack. The system, having been just armed, may be disarmed with a special code, which makes it appear to have been turned off. Sonitrol will receive a duress signal and dispatch the appropriate authorities. The duress code will also activate the audio system allowing the Sonitrol operators to monitor the live audio from the facility and keep the police abreast of unfolding events as they respond.

911 Feature

The touchpad will function as a fixed emergency station. The 911 code, when entered, will send an emergency signal to Sonitrol and activate the audio system. The appropriate authorities will then be dispatched and operators will monitor the live sounds of the building. This technology guarantees our customer's employees will get high priority in the event of a true emergency situation.

In addition to providing your facility with:

- Complete perimeter supervision
- Total and overlapping audio space protection (*Full Coverage)
- Duress and emergency codes with audio listen back
- The Sonitrol no false alarm fine guarantee
- Code-in/Code-out Management report

This proposal meets and exceeds all requirements of your business, as we understand them. Sonitrol offers your business the **reliability, technology and stability** of doing business with an international loss prevention company, while at the same time providing the **accountability, cost competitiveness, and service** of a locally owned and operated office. If you have questions regarding any material in the proposal, please call us at our local office (919) 848-3611 and we will be happy to provide an answer. We appreciate the opportunity to serve you in your facility and look forward to working with you more in the future.

Regards,

Richard Williams
Security Consultant
Sonitrol Integrated Security
919-414-6109

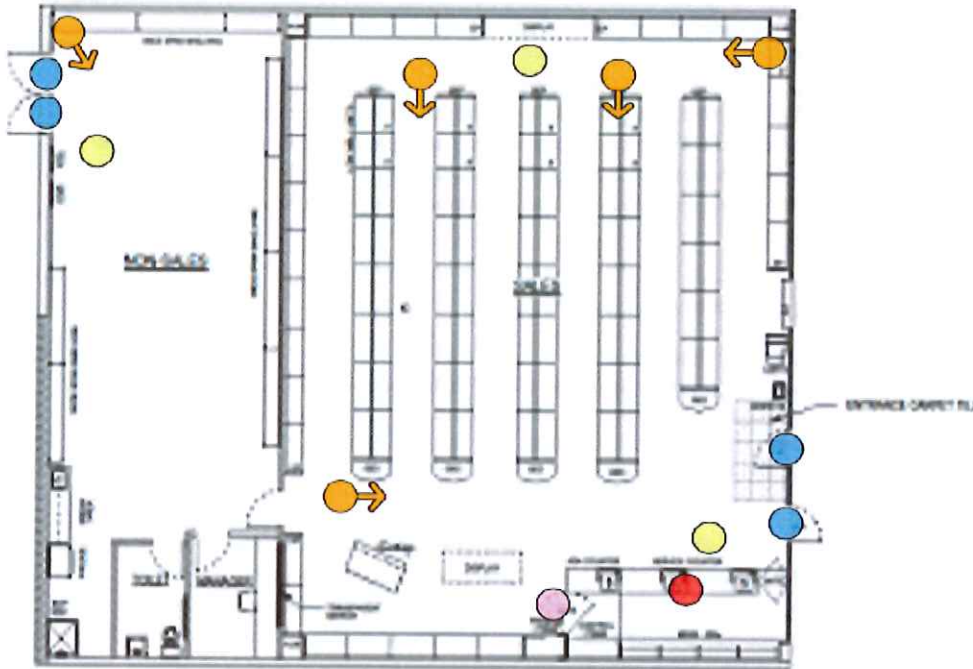


Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Exhibit B:



YOUNGVILLE ABC

- LEGEND**
- ACCESS CONTROL
 - AUDIO SENSOR
 - CAMERA
 - CONTACTS
 - KEYPAD
 - PANEL
 - INTERCOM

Sonitrol of the Triangle / Sonitrol of the Triad
501 Pennington Drive
Raleigh, NC 27605
Phone: 919-846-3830
Fax: 919-846-3830
Email: services@sonitroltriangle.com
www.sonitroltriangle.com





Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Exhibit C:



Sonitrol Integrated Security

Commitment to Service

Available for Commercial/Industrial Subscribers

\$15,000 Performance Warranty

Sonitrol Integrated Security will pay for the first \$15,000 of any loss you may incur due to a forced entry that goes undetected or the proper authority is not notified. This Warranty is independent of any insurance you may have. Refer to the Warranty Program for a full description.

Satisfaction Guarantee

Sonitrol Integrated Security will give a full, unconditional refund of your installation fee and remove our equipment from your premises if, for any reason you are dissatisfied with your Sonitrol service within the first six months after installation.

Service Guarantee

Sonitrol Integrated Security guarantees the arrival of a service technician, on-site, within 4 hours from the time of your emergency service request, (excluding service necessitated by Acts of God). Sonitrol Security Systems of the Triangle will pay you \$50 if we do not respond within this time frame.

False Alarm Guarantee

Sonitrol Integrated Security pledges to verify all alarm activations initiated by audio detection devices prior to police dispatch to drastically reduce and even eliminate false alarms. We are so confident in our systems that if you receive a fine for a false alarm that was dispatched and not caused by your personnel, your communication vendor or an Act of God, we will represent you in canceling the fine or we will credit your account for the amount of the fine.

Except as stated in this Commitment, the terms of the Customer Contract apply.

To Qualify "Commitment to Service" must be stated on the contract.

Client Signature: _____

Dealer Representative: _____

Date: _____



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

POS Vendor Proposal New Store Opening Project

Distributed: March 10th, 2021



Presented to the
Town of Youngsville ABC Board

PO Box 387
Youngsville, NC 27596
919-925-3397

bstanley@townofyoungsville.org



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

General Manager, Bridget Stanley, solicited proposals from the three remaining POS vendors approved by the NC ABC Commission. These were Carolina Data Systems, Macro Integrations, and Steve Gaskins Consulting.

For each proposal the Proposal Review Committee, myself, and Board Member Kirk David, reviewed a live software demo. This demo was sent to each Board Member for review as well. I also had the vendors send in a detailed estimate for services and equipment.

Based on the estimates provided for services and equipment, as well as effectiveness of POS software, we are proposing a vendor switch from Dalcom to Steve Gaskins Consulting.

SGC has provided a competitive all-inclusive estimate for services and equipment and has shown the willingness to provide the flexibility needed to fit our ABC Boards specific needs. With execution of a contract for the new Store, SGC has agreed to provide all necessary loaner equipment (two POS, cash drawers, scanners, CC Terminals, Inventory Scanner, etc) and software to current store at no additional charge. He will recover that equipment at the time that we decide to close that store. If for some reason, we decide to keep that store open, or to relocate it and maintain it as a second store, he will recover the loaner equipment and sell us brand new equipment under the same terms as listed in the initial contract.

He has given us the option to pay half at the installation of the loaner equipment at the new store, and the remaining balance at the installation of equipment at the new store. He has also given us the ability to pay the annual licensing/maintenance fees at our convenience (within one year of initial service). Or we can choose to pay all up front.

*See exhibit A for Estimate

*See exhibit B for Picture of POS Equipment

I am requesting that the board vote approve the selection of POS Vendor Steve Gaskins Consulting, with funds requested as approved in the Capital Expenditure Budget, for the new store opening project.



Youngsville Board of Alcoholic Beverage Control

Post Office Box 190, Youngsville, North Carolina 27596

Phone: 919.925.3401 | Fax: 919.925.3402

Exhibit A:

Steven Gaskins Consulting, LLC

P.O. Box 613
Vanceboro, NC 28586 US
steve.gaskins@sgconsulting.com



Estimate

ADDRESS
Youngsville ABC Board
PO Box 387
Youngsville, NC 27596
United States

ESTIMATE 1047
DATE 01/25/2021
EXPIRATION DATE 04/25/2021

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Elo All-in-One Register Bundle	3	6,495.00	19,485.00T
	IMS Back Office PC	1	1,495.00	1,495.00T
	Credit Card Terminal	3	500.00	1,500.00T
	Inventory Scanner	1	1,495.00	1,495.00T
	Online MXB	1	3,000.00	3,000.00T
SUBTOTAL				26,975.00
TAX				1,820.81
TOTAL				\$28,795.81

Accepted By

Accepted Date



Youngsville Board of Alcoholic Beverage Control
Post Office Box 190, Youngsville, North Carolina 27596
Phone: 919.925.3401 | Fax: 919.925.3402

Exhibit B:

