

Minutes of  
City of Creedmoor  
BOARD OF COMMISSIONERS  
Work Session  
February 14, 2011  
5:30 p.m.

**PRESENT**

Mayor Darryl D. Moss, Mayor Pro-Tem Herman Wilkerson, Commissioner Jimmy Minor, Commissioner Otha Piper, Jr, Commissioner John Stallings, and Commissioner Ralph Seagroves. Also present were Mr. Tom Mercer, City Manager, Korena Weichel, Deputy City Clerk, and Attorney Tom Currin.

**INVOCATION and PLEDGE OF ALLEGIANCE**

Mayor Moss called the meeting to order and offered the invocation. Commissioner Stallings led the Pledge of Allegiance.

**ADOPTION OF AGENDA**

Moved by Commissioner Stallings to adopt the meeting agenda with a revision for an executive session on contract negotiations; seconded by Commissioner Minor. The motion received a unanimous vote.

**PADDINGTON UPDATE 5:32:44 PM**

Zoning Administrator Flowe reported on the recombination plat that was approved for the property and what it did essentially was correct prior errors in the original subdivision plat, in reference to splitting the parking lot and dividing the building from the pool. There is a plan in place over the next few days to meet on site to review trees needing to be cleared for selective cutting; as a way to preserve trees around the play equipment. Installation will begin on March 7<sup>th</sup> for all playground equipment. City has issued permits in order for developer to operate the sales office but not to occupy any dwelling until the playground is installed. The original developer will be contacted after results are shown for the installation of the playground equipment.

**ALAMO, 4-WAY QUICK STOP, & BURNED BUILDING ON HWY-56 UPDATES 5:37:18 PM**

Code Enforcement Officer Ganus reported.

- (1) Regarding the Alamo building on N. Durham Avenue, the Board of Adjustment held a hearing on February 7, 2010. The appeal hearing before the Board of Adjustment resulted in a 90-day extension to get the engineering report & permits from the Building Inspector. After the initial 90 days, another 90 days will be granted to demolish or complete renovations. The initial 90-day period began on the date of the hearing, February 7, 2011.
- (2) The next update was on the 4-Way Quick Stop. Mr. Ganus met with owner and gave him a time period for clean-up that he has not complied with at this point. A hearing is scheduled with the owner for February 21, 2011 at 3:00 pm to discuss building conditions, inside and out. Following that meeting a finding of fact and order and a deadline will be implemented.
- (3) The Burned Building on Highway-56 has been demolished by the property owner, Mr. Peace. Most of the debris has been cleared off the site but staff has discovered some debris that has been buried on the property. The owner has been advised that the buried materials must be dug up and all materials be removed from the property completely.

Mayor Moss asked about the overall strategy of the project list that was sent via email. Mr. Ganus explained that the purpose is to keep the Board informed in real-time and to give a status report of each present case. Information includes the type of case, year opened, sequence number of the case, violations found on the property, action taken, and the current status. Mayor Moss asked if the Board wanted to keep these items as standing items on the agenda; the Board indicated that they would for the time being.

Mr. Ganus further updated the Board on other properties in the City being addressed:

- In September, the Union Auto Shop across from the fire station was issued an approved site plan with specific requirements listed that as of now have not been complied with. The owners were advised that they are limited in space to where the site plan authorizes parking and no vehicles are to be parked within the right-of-way. Written notification was given stating that they have until February 28, 2011 to get all site plan requirements in place, at which time Mr. Ganus will meet to verify compliance. In addition, the property has signs and banners that are noncompliant; owner was advised to acquire permits within next couple of weeks and the banners have to come down immediately.
- The property across the street from City Hall with the old vehicles and overgrowth was also issued a notice to clean up debris and other materials. The owner was given until March 31, 2011 to bring into compliance.
- Several complaints have been made about the Hicks Property on Seaboard Rd. Mr. Ganus is scheduled to meet with the owner on February 21, 2011 at 9:30 a.m. to identify all violations and then will issue a written notice.

Zoning Administrator Flowe approached and advised that the City's animal control ordinance may need to be revised. Staff will be bringing draft version with standard language for Board approval and review.

#### **USDA WATER/SEWER INFRASTRUCTURE PROJECT UPDATE 5:57:46 PM**

Manager Mercer reported that the ads have been running and the pre-bid meeting will take place February 16<sup>th</sup> at 2:00 p.m. Sealed bids are due on March 8<sup>th</sup> at 2:00 p.m. with the goal to present the bid review and award the contract at the Regular Board Meeting in March.

#### **CITY MANAGER'S COMMENTS 6:00:12 PM**

- Fireworks Contract Postponement Date Follow-Up

Manager Mercer informed the Board of the fees related to postponement dates. If the fireworks show is postponed due to weather until July 2<sup>nd</sup> no additional fee would be imposed. However, if postponement set for the following Friday, July 8<sup>th</sup> (as Board had requested) fees will be capped at 20% of the total. The Board requested that Manager Mercer try to negotiate a no-charge postponement. If he is unsuccessful at doing so, the Board approved the rain date of July 2<sup>nd</sup>.

- Recommendation of Firm for NCDOT Ped Grant 6:06:17 PM

Business Development/Transportation Project Manager Wilkins reported that five companies submitted proposals for the project. Each submittal was reviewed in detail and final staff recommendation is for the Alta/Greenways due to their extensive experience in pedestrian/greenway planning, diversity of their staff and experience, public participation process, their willingness to work with staff to cohesively design a comprehensive plan, and their project timeline as outlined in their approach. Mayor Pro Tem Wilkerson asked what would be the impact to the City with NC DOT if the selected firm was unable to finish the project in time. Manager Wilkins will question NCDOT to recognize what is written within the agreement. Manager Wilkins noted that they have a very good reputation and NCDOT has worked with them many times before. Administrator Flowe provided additional information on the uniqueness of this category of funding which requires firms to be prequalified by the NCDOT in order to even submit a proposal, so the companies have to specialize in and stay within DOT program rules. Manager Wilkins noted that Greenways, Inc. has 15 employees (4 to 5 are allocated specifically for this project) and have recently joined with Alta, a nationally recognized firm who recently completed a project in Butner from whom staff received an excellent reference.

Moved by Mayor Pro Tem Wilkerson to accept the Professional Services Agreement with Alta/Greenways for the Pedestrian Master Plan; Seconded by Commissioner Piper. The motion received a unanimous vote.

- Hester Road Connections

Manager Mercer reported that a discrepancy has occurred with the amount of money that the City will be paid for the connections as far as quantity of connections. The county had requested 25 connections and only 10 for which we have received funds have been connected thus far. The state administrator for the grant will be in on Wednesday, February 16 to inspect the site. Commissioner Minor suggested an attempt should be made to contact residents to inform them of the window for connections covered by the grant.

**COMMITTEE REPORTS**

- **Finance, Administration, & Intergovernmental** 6:21:50 PM

Commissioner Minor reported on the committee's recommendation for purchasing procedures. A handout was given on a suggested policy and procedure for the Manager's authority to purchase. Board members and staff are being asked to review and comment.

- **Energy, Environment, & Natural Resource** 6:23:07 PM

Commissioner Minor stated that the Fire Department will be receiving an inspection from the Department of Insurance. He emphasized the need to get the hydrant inventory completed within the next 30-45 days.

Manager Mercer reported on the meeting held with public services (PSNC) about the installation of the new gas line. They are looking at beginning on Hwy-56 toward Mt. Energy School and the City. City staff shared the latest utility maps showing where growth is expected. PSNC's goal is to have everything up and running before the new school year. Company representatives informed City staff that they are looking into running line toward Butner and behind Main Street and up Lake Road. If residents are interested in tapping into the natural gas line, staff has a contact number that will be distributed. PSNC will also be performing a door-to-door survey to disseminate information. The entire process will be offered in phases due to funding issues.

Mayor Moss reported that he had attended the recent Planning Board Meeting and learned their intent is to bring the Hazardous Industry Ordinance back before the Board in March. Administrator Flowe is going to present recommendations at their next meeting, which will then be brought before this Board.

Administrator Flowe noted he will be writing the standards for the Industrial zone and then do the Hazardous Industries as an overlay to the Industrial Zone.

- **Public Safety**

Commissioner Seagroves asked what the burning regulations are within the City. Mayor Moss stated that the State regulations prohibit burning yard debris in any container although an allowance is given for campfire pits.

- **Transportation Infrastructure** 6:36:11 PM

Mayor Pro Tem Wilkerson asked about the status of the sidewalk on North Main Street in front of Dr. Lewis' office. Public Works Director Wilson reported that they are still waiting for weather to improve before they can pour concrete. He also reported that, on February 8, 2011 crews repaired the leak on Ferrell Court (6x4 spot to water main) with temporary asphalt paving to be applied this week.

- **Community & Economic Development** 6:38:24 PM


Commissioner Stallings asked Captain Williams to report on the recent meeting on Gang Awareness that was held the previous Thursday. Approximately 60 persons were in attendance to review the gang assessment survey findings. Next steps include plans to open a Boys & Girls Club locally in Oxford, while also looking for a location on the southern end. We are currently looking for locations that will be affordable and will enable kids to walk to the facility. Captain Williams noted that within the city there has been gang related vandalism & fights in school that were addressed and recognized. Commissioner Minor mentioned the shirt factory property as a space for the Boys & Girls Club here in Creedmoor.

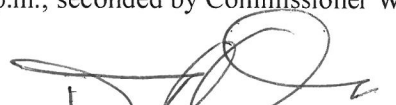
Moved by Commissioner Stallings to go into closed session (per G.S. 143-318.11) for contract negotiations; seconded by Commissioner Wilkerson. The motion received a unanimous vote.

**ADJOURNMENT**

Upon returning from closed session, there being no further business before the Board, Commissioner Stallings moved to adjourn the meeting at approximately 7:21 p.m.; seconded by Commissioner Wilkerson. The motion received a unanimous vote.

ATTEST:

  
Koréna L. Weichel, Deputy City Clerk

  
Darryl D. Moss, Mayor