

MINUTES OF
CITY OF CREEDMOOR – BOARD OF COMMISSIONERS
REGULAR MEETING
JUNE 26, 2007
7:00 P.M.

PRESENT:

Mayor Darryl D. Moss, Mayor Pro-tem Tim Karan, Commissioner Angela Mangum, Commissioner Otha Piper, Jr., Commissioner Kent Ray and Commissioner Larry Robinson. Also present was Robert A. Schaumleffel, Jr., City Manager, Sandra Harper, City Clerk and Attorney Tom Currin.

QUORUM:

Mayor Moss welcomed everyone and called the meeting to order at 7:00 p.m. in the Commissioner’s Room at City Hall.

INVOCATION:

Mayor Moss

PLEDGE OF ALLEGIANCE:

Commissioner Piper

ADOPTION OF THE 2007-2008 BUDGET AND FEE SCHEDULED:

Mayor Moss thanked citizens and staff for the budget process this year.

Mayor Moss gave a recap of the proposed 2007-2008 City of Creedmoor Budget. Mayor Moss said that this meeting was the 8th Budget meeting. He added that the Public Hearing was held June 20, 2007 and hopefully the Board will be adopting the budget this evening. Mayor Moss advised that the City has approximately a ten million dollar budget. He noted that the percentages of the budget are General Fund 29%, Enterprise Fund 21% and CIP 50%. Mayor Moss said that the flow chart minus the CIP program shows the largest percentages as follows:

- Police Department - 10%
- Public Service - 10%
- Sewer Fund - 16%
- Water Fund - 34%

Mayor Moss said that during the Public Hearing there were three citizens that spoke. Mr. Dave Pollard spoke about Duck Hunting on Lake Rogers, Mr. Homer Ashby asked about

the Powell Bill and Ms. Donna Wayne asked about the plans for the recycle center. He added that other citizens have asked him about the sewer rates, garbage and recycling. Mayor Moss said that former Commissioner Pat Robinson asked about the salaries and he also received an e-mail from Mr. Deuard Bowden about the salaries. Mayor Moss also expressed that Mr. Jeff Grote of the Weisgerber Group has been communicating with him about the developer fees.

Mayor Moss said that Mayor Al Woodlief of Oxford addressed this Board last month to request Creedmoor's participation of funding for the airport, Economic Development Commission, Rescue Squad, Museum, Human Relations and Family Living Violence Free, which is located in Creedmoor. Mayor Moss said that the Board has chosen not to contribute to the airport or the Economic Development Commission. He said that he will be sending a letter of verification.

Mayor Moss encouraged citizens to think about this budget as a roadmap. He advised that it is not cast in concrete. He expressed that none of us can predict the future and anything can happen in our community such a weather catastrophe or equipment breaking that would cause this Board to reconsider funds.

Mayor Moss asked the Clerk to add to the TO Do List, 1) Post a No Hunting sign on the property at the Tar River Conservatory, 2) Educating the citizens for easements, water faucet locks and AMR.

Commissioner Piper said that he agreed with Mayor Moss that this has been a tough year on the budget. He said that everyone is being hit hard with the increase in gas and oil/electric bills. He said that he had hoped to keep the tax rate at 70¢; however, it could not be done due to the approximate shortfall of \$60,000 with the Butner incorporation. Commissioner Piper added that there was approximately \$21,000 per 1¢ on a tax rate. He said that the Board was looking at a 3¢ increase and decided on a 2½¢ increase. Commissioner Piper commented that SGWASA has gone up on our water and sewer rates. He said that as the City looks to the future there will be alternate resources for water/sewer that hopefully will not hit the pocketbook as much.

Commissioner Robinson said that he would like to thank employees for their hard work this past year along with this budget process. He said that he has heard from citizens since the article in the Butner Creedmoor News about salaries. Commissioner Robinson said that there was a misunderstanding. He said that this budget was made to set aside money for raises. He said that employees must go through a review process and receive a raise but it is not for those amounts. Commissioner Robinson said that the City Manager used a formula from the Municipality of Governments. He said that they publish a book, which tells the high, low and average salary for each job for the size of the town and the average was chosen to place in the budget but not necessarily to spend.

Commissioner Karan said that he has positive and negative comments towards this year's budget. He said that one negative is the multiple irrigation meters in the fee schedule. He also expressed that he feels this should be moved to the City's Code of Ordinance.

The other negative is that he is disappointed that the Commissioners are not going to receive computers this year. He said that they are all responsible for having access to e-mail. Commissioner Karan also mentioned that some citizens do not understand why the Commissioners will be receiving \$50.00 per additional meeting each month. He said that they have to provide their own gas, arrange for a babysitter as necessary and furnish our own paper and ink for home computers for City business that comes out of their salaries. Commissioner Karan expressed that there are a number of things that the Commissioners have to provide that the City does not pay for. Commissioner Karan said that a positive was the AMR System that the City is going to be purchasing this year. He said that the cost will be \$350,000.00, which will not be paid by City taxpayers. He said that the AMR System is to be paid for by capacity fees. Commissioner Karan said that this will be a computerized system. He also expressed that the City has spent over \$250,000 in land acquisitions to protect Lake Rogers, which is our primary drinking source. He said that the City has purchased over 200 acres of property, all of which was a zero cost to tax payers. He expressed again that over \$250,000 of funds was generated by capacity fees. Commissioner Karan thanked the development community for their assistance in making Creedmoor a better community. Commissioner Karan said that the other positive was the percentage increase for sewage. He said that SGWASA increased rates 20% and the City held that to 6%. Commissioner Karan said that as Commissioner Piper mentioned there was a \$60,000 shortfall and the City's budget increase this year with 2½¢ is approximately \$50,000. Commissioner Karan said the City is doing more with less. He said that the City has made up for the loss with the increase of population in this community and the new tax base. Commissioner Karan said that the new Food Lion and other commercial properties are generating additional taxes. Commissioner Karan said that the City is also generating approximately \$60,000 at a zero cost to citizens.

Commissioner Mangum said that as the budget meetings began there was a feeling that the Board would have to raise the taxes at least 3¢ to make up for the shortfall due to the Butner incorporation. She said that the Board had to think of ways to compromise so that the citizens would not have to pay 3¢ tax. She said that as Commissioner Karan mentioned one of the items was to cut computers out of the budget for the members of this Board. She said this hurts our personal budget. Commissioner Mangum said that she was excited that our recreational fund is continuing to grow. She said it is very important that citizens have a place to enjoy each other. Commissioner Mangum said that people stay isolated in today's world and adults and children need a place where they can walk and converse, which makes a connected community. She said that she feels the City Manager has done a wonderful job of continuing to use our water tower to generate funds. Commissioner Mangum said that in the budget is \$141,000.00 for recreation. She expressed that Commissioner Karan has been working on grant money to do upgrades at the lake and at the ball fields. Commissioner Mangum irritated that she is excited for the City's future.

Commissioner Ray said that the Mayor asked this Board in the beginning what each member was looking to achieve out of this budget. Commissioner Ray added that what he wanted mostly was to educate each citizen so that they will know where their dollars are being spent and also for them to be aware of the critical factors of the community as

we grow. He said that Creedmoor is a rapidly growing community and has experienced extension beyond our bounds. Commissioner Ray said that a number of our resources have been eaten up by current development. He also advised that the City is lacking resources needed for other development.

Commissioner Ray said that he would like to thank staff and each of the Board members for their hard work on this budget to keep the tax increase at 2½¢. He said that the City did lose 3% because of the Butner incorporation. He commended staff and this Board for being able to generate funds to make up that loss. Commissioner Ray said that Granville County had to increase their tax rate because of the amount of growth and the number of services required. He added that commercial property is not rapidly moving into Granville County and the cost of providing services to residential homes and residential services most of the time far exceed what a tax base can provide. Commissioner Ray said that he is proud that this Board held the tax rate to 2½¢. He emphasized that he was disappointed that more citizens did not participate. He said that he appreciates the staff in attendance. Commissioner Ray said that this Board did the best with the information that was provided. He expressed that the Board tried to conserve the City's resources and to provide the best services.

Mr. Robert A. Schaumleffel, Jr., City Manager said that the format was changed this year to a line item departmental budget. He said that there will be another phase in the future. Mr. Schaumleffel said that he was trying to have a clear budget that identifies the resources for this budget. He said that the City is fortunate to have money in the Capital Fund and also generate towards a recreation fund. Mr. Schaumleffel said that the City needs to expand the commercial base to keep the pressure off of the residents. He noted that the salaries were provided by the NC Municipal League and we have to be competitive in a market that is the fifth fastest growing in the United States. Mr. Schaumleffel said that we are not only competing with the municipal area but also the private sector. He said that some of the most competitive jobs are only fifteen minutes away. Mr. Schaumleffel said that at the last meeting the decision was made to refine the process to a more performance based evaluation.

CITY OF CREEDMOOR BUDGET ORDINANCE
2007-2008 FISCAL YEAR

BE IT ORDAINED by the Board of Commissioners of the City of Creedmoor, North Carolina, that the following budget is approved and adopted as the 2007-2008 fiscal year budget of the City of Creedmoor, a municipal corporation in the State of North Carolina this the 26th day of June, 2007 by unanimous vote.

TOTAL INCOME	\$9,608,203.00
Fund Balance Appropriation	54,405.00

TOTAL REVENUE \$9,662,608.00

TOTAL EXPENDITURES

GENERAL FUND:

Mayor and Board of Commissioners	\$79,922.00
City Manager	113,966.00
City Attorney	105,000.00
City Clerk	55,998.00
Police Division	958,254.00
Fire Division	82,560.00
Finance Department	305,909.00
Dir of Admin Services-HR	127,393.00
Dir of Admin Services-IT	117,065.00
Dir of Admin Services-RM	107,835.00
Planning Department	113,614.00
Building Official	95,465.00
Public Services Dept	575,893.00
Downtown Development Fund	7,500.00

TOTAL GENERAL FUND \$2,846,374.00

ENTERPRISE FUNDS:

Water Department	\$ 831,157.00
Sewer Department	953,840.00
Powell Fund	113,800.00
Recreational	141,800.00

TOTAL ENTERPRISE FUNDS \$2,040,597.00

CAPITOL IMPROVEMENT FUNDS:

Water Fund	\$3,266,644.00
Sewer Fund	1,508,993.00

TOTAL CAPITAL IMPROVEMENT FUNDS \$4,775,637.00

NET ALL BUDGETS FOR 2007-2008 \$9,662,608.00

AND, BE IT FURTHER ORDAINED by the Board of Commissioners of the City of Creedmoor, that (1) departmental expenditures for the 2007-2008 fiscal year shall not

exceed the estimated departmental totals depicted on the accompanying Budget Summary, the total being \$9,608,203.00 and (2) revenues for the 2007-2008 fiscal year shall equal total expenditures; and (3) revenues from the advalorem property tax shall be levied in the amount of \$.725 per \$100.00 valuation.

The motion to approve this Budget Ordinance was made by Commissioner Karan and second by Commissioner Piper and was approved by a 5 - 0 vote on this the 26th day of June, 2007.

Voting Yes: Commissioner Karan, Commissioner Mangum, Commissioner Piper and Commissioner Kent Ray and Commissioner Larry Robinson

Voting No: None

Absent: None

Mayor Moss asked all the employees in attendance to stand. Staff received a round of applause.

Mayor Moss said that he supports the level of raises for staff including the City Manager that have been presented.

Mayor Moss asked Mr. Tom Mercer, Administrative Service Director to give a update of the performance evaluation process. He said that that what the City is trying to do is put the City in a position from a personnel and employee standpoint to create stability within our employee ranks. Mayor Moss expressed that one of the top complaints other than water bills is the high employee turnover rate for employees within the City of Creedmoor. He said that the way the Board has chosen to do this is 1) Place the City Manager in a position to recruit good people and 2) to keep these people. Mayor Moss said that this puts our community in a position to compete and is something that the City has to do to move forward. Mayor Moss said that he feels it was important to invite the City employees here this evening because of the importance for them to hear this presentation to understand what will take place over the next thirty days.

Mayor Moss asked Mr. Tom Mercer, Administrative Services Director to give a presentation on the Employee Evaluation Process.

Mr. Tom Mercer, Administrative Services Director addressed the Board and gave the Board a handout of the Employee Performance Appraisal and Salary/Hourly Increase Process. He said that at the last meeting he was given the task of meeting an August 1, 2007 deadline. Mr. Mercer said that he has first created a schedule to distribute to meet the August deadline. The second thing is to determine what forms are to be used for management, exempt, non exempt and Police personnel. He said that he has a summery of what is being considered as far as performance evaluations. Mr. Mercer read the areas

that are being evaluated; cooperation, attendance, punctuality initiative, dependability, attitude, judgment, skills as relates to an employees job, communication, productivity, interpersonal relationships with their piers, management and citizens in the community, organizational skills and safety. He said that safety is a real issue with the safety and well being of the Maintenance Department and Police Department. Mr. Mercer said that there are questions that will be asked such as what new skills have the employee learned or shown improvement during the year, what is the employee's greatest strength or area of contribution to their goals for the year, where can there be improvements to the employee over the next year and what specific training should be considered. He said that the employee will also be asked what changes the employee would like to see in the operation next year and what the employee's personal goals are for the next year. Mr. Mercer said that some employees would like to become certified, other employees would like to have additional training in a specific area or move into a different department.

Mr. Tom Mercer gave the Board another handout that rates the employee's performance by a point system; 4 for outstanding, 3 for above expectations, 2 meet all expectations, 1 for needs improvement and 0 is unacceptable. He said that he has already sat down with one Department Head to go over their personnel to make sure that this system will work.

Mr. Tom Mercer advised that on June 28, 2007 he plans to train and instruct department heads as to proper use of this form and create a list within categories of management, exempt, nonexempt and Police. He said that he wants to look for any inequity within groups to make sure that there is consistency with such things as their education and experience. Mr. Tom Mercer said that on July 9, 2007 he would like to have Department Heads gather feedback from customers of the employees for review. He said that on July 11, 2007 he would like the Commissioners to set 2007-2008 goals for the City Manager. Mr. Mercer said that on July 16, 2007 the Manager and Department Heads determine and establish the 2007-2008 goals. He said that on July 18, 2007 he would like the Department Heads to determine and establish the 2007-2008 individual goals for their department. On July 23, 2007 review with the Department Head and City Manager each employee's performance appraisal for 2006-2007 without goals. Mr. Mercer said that until now the individuals have not been given goals for them to pursue in a manner that he will be presenting. Therefore, it is not correct for us to hold those individuals feet to the fire for goals that they were not given. However, there are certain things within this sheet that is not a goal but is expected as professionalism. Mr. Mercer used examples such as cooperation, punctuality, initiative and dependability. He said that once this is done on July 27, 2007 he will review and determine if a person meets those expectations and the minimum would be a 3.5% COLA. If they are over the mid point that is all they will receive. Mr. Mercer said that if that employee is rated in the meets category or higher he would look at this along with #3; Internal equity (employees credentials, documented employee work performance and equity among piers). In this case we would look at both of those and based upon this there is a recommended adjustment to that salary. He noted that the external market conditions is why the North Carolina League of Municipalities Annual Salary Classification Plan was presented and we will look at that average and compare this to that individual and if they are in a meets category, we look at that along with #3 Internal Equity (employees credentials, documented employee work

performance and equity among piers). We look at both of those and based upon this there is a recommended adjustment to that salary. Mr. Mercer said that starting in 2008-2009 we would introduce the merit increase concept. You have to establish the goals and measure those goals. Mr. Mercer said that on August 1, 2007 the salary increases are to be implemented within the improved budget guidelines on the classification pay schedule, which was previously approved by the Board. There will be three quarterly reviews for each individual. We need to ensure that each Department Head has incorporated this as one of its goals. These review dates will be November 1st, February 1st and May 1st for a formal review with each individual. Mr. Mercer said there will be an ongoing monitored report to the City Manager, Mayor and Commissioners.

Mayor Moss thanked Mr. Tom Mercer for his presentation.

Mayor Moss said that Commissioner Piper and Commissioner Mangum would be doing the City Manager's evaluation.

Commissioner Mangum said that she has a different tool than was presented for the evaluation. She has made slight changes and after meeting with Commissioner Piper they will share their evaluation with the Board for their review.

Mayor Moss said that he would like to do a spreadsheet that shows how many line items in the budget were personnel related and his guess was approximately 80%. He expressed that the City takes this very seriously and they are going to do everything possible to justify how the employees are paid.

Mayor Moss advised the Board that Mr. Charles Hay from the Maintenance Department was cutting grass at 8:00 a.m. this morning at City Hall and fell out. He inquired about the status of Mr. Hay.

Mr. Tom Mercer, Administrative Service Director said that apparently he had a migraine headache and he was doing much better.

REQUESTSS TO ADDRESS THE BOARD:

No one was scheduled to address the Board this evening.

MINUTES:

Attorney Currin said that there were some technical changes he would like to make in reference to the reconsideration of the rezoning of the 29.38 acres on Highway 56 and it is alright for the Board to put that in the form of a motion and he will provide the Clerk the changes electronically by e-mail tomorrow.

Moved by Commissioner Karan and seconded by Commissioner Robinson to adopt the minutes of March 14, 2007 Special Meeting, May 15, 2007 Town Hall Meeting and May

22, 2007 minutes with the technical changes by the City Attorney. The motion received a unanimous vote.

PUBLIC COMMENTS:

Mayor Moss asked for a show of hands for citizens wishing to speak this evening. He said that if Mr. Hicks was here to speak in reference to an e-mail he showed him earlier this was not the appropriate time. Mayor Moss said that tomorrow he will schedule a meeting with the Finance Administration and Intergovernmental Committee and Mr. Hicks. He said that he will notify Mr. Hicks of the scheduled date and time of the meeting.

Mr. John Wilkerson and his daughter Jennifer of 308 S. Main Street addressed the Board. Jennifer Wilkerson thanked the Board for the new sidewalk down Main Street to Dogwood. Mr. John Wilkerson thanked the Board for using the sidewalk to walk into town to attend the Board meeting this evening.

Ms. Mildred Goss of 322 Aiken Avenue invited everyone to the Fourth of July Picnic at Lake Rogers next Wednesday from 10:00 a.m. until 2:00 p.m. She said there would also be a cake bake contest and the first prize is \$50.00. Ms. Goss said that she would also like to personally thank Police Chief Benware and Mr. Robert A. Schaumleffel, Jr., City Manager for taking care of a problem that she recently had. She also thanked Bob Jones, Public Service Director and his staff for taking care of a tree limb problem on Oak Street that was scraping the school buses. She said that Mr. Schaumleffel had staff and equipment on Oak Street before 9:00 to take care of the problem and this shows that Mr. Robert A. Schaumleffel, Jr., City Manager is doing a super job.

Mr. Samuel Bradsher of 102 Allen Street addressed the Board and thanked Commissioner Ray for having someone come out to scrape the ditches. He advised that there is another problem with the pipes stopping up which is causing standing water. Mr. Bradsher said this is causing a mosquito problem. He asked if it was possible to send someone out to unstop the pipe so that the water can run off properly.

APPROVAL/ADDITIONS TO AGENDA:

Moved by Commissioner Ray and seconded by Commissioner Piper to approve the agenda. The motion received a unanimous vote.

MANAGER'S REPORT:

Mr. Robert A. Schaumleffel, Jr., City Manager said that he had enclosed in the Board's packet a copy of an Application for Federal Assistance, SF-424. This application is pertaining to the \$27,200,000 loan for water and wastewater improvements. The application must be signed by the Mayor and forwarded to the appropriate agency.

Moved by Commissioner Karan and seconded by Commissioner Ray approval of the Application for Federal Assistance. The motion received a unanimous vote.

Mr. Robert A. Schaumleffel, Jr., City Manager said that he is recommending that the Board give notice to the community of a Mandatory Water Conservation. He said that he had the City Clerk pull the last Mandatory Water Conservation that was previously adopted by the Board.

Commissioner Karan said that last time the City turned off the irrigation meters and the systems that residents have is probably the most efficient way to water a lawn. He expressed that he does not want to see the irrigation meters turned off this year. Secondly, he wants multiple notification to the citizens. He suggests that the water department use the phone system, place a notice on the water bills and also via the media in addition to the newspaper.

Mayor Moss said that he will notify Mr. Blake Bowers from the television station.

Commissioner Mangum has concerns of citizens that have spent lots of dollars to landscape and sod their lawns. She said that she would like to see an exception in this case.

Attorney Currin said that the motion would be made by Resolution.

Upon discussion, moved by Commissioner Karan and seconded by Commissioner Piper to approve the Mandatory Water Conservation. The motion received a unanimous vote.

CITY OF CREEDMOOR
NOTICE OF MANDATORY WATER CONSERVATION

Notice is hereby given that the Board of Commissioners of the City of Creedmoor has declared that Mandatory Water Conservation Measures are in effect. Therefore, it is unlawful to make any use of water supplied by the City of Creedmoor set out in Creedmoor City Code Section 52.58.

Notwithstanding the forgoing the Board of Commissioners has provided by Resolution the following:

1. (a) that lots with even street numbers may water lawns, shrubbery, trees, flowers and vegetable gardens Tuesday and Friday during the hours of 5:00 a.m. to 10:00 a.m.
- (b) that lots with odd street numbers may water lawns, shrubbery, trees, flowers and vegetable gardens on Wednesday and Saturdays during the hours of 5:00 a.m. to 10:00 a.m.

2. Notwithstanding the language in Subsection Section (C), Commercial Users may use up to 15,000 gallons of water supplied by the City of Creedmoor per month, said month being measured on that commercial users billing schedule.

3. Property owners and occupants who have newly landscaped yards and properties which planting was substantially completed prior to this action, shall be exempted to the extent necessary to maintain said newly planted landscaping and plants.

Adopted this the 26th day of June, 2007.

Mr. Robert A. Schaumleffel said that at the request of the Mayor items #4 and #5 are to be deferred until July. Mr. Robert A. Schaumleffel, Jr. said these items are for an update to the Personnel Manual.

Mr. Robert A. Schaumleffel, Jr. presented the Board with two Budget Amendments for 2006-2007. The first amendment was for a state grant for an auxiliary pump, hoist and a basket for inside the well to catch debris. The second amendment is for the increase charges from Butner.

Moved by Commissioner Karan and seconded by Commissioner Mangum to approve Budget Amendment #1 and #2 for 2006-2007. The motion received a unanimous vote.

Budget Amendment #1

BUDGET AMENDMENT 2006-2007

Moved by Commissioner Karan and seconded by Commissioner Mangum that the 2006-2007 Budget be amended as follows:

SEWER FUND:

REVENUE:

Increase Sate of NC Grant	\$73,528.00
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EXPENSE:

Increase Sewer Grant	\$73,528.00
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NET CHANGE IN BUDGET	\$73,528.00
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Adopted this the 26th day of June, 2007.

BUDGET AMENDMENT 2006-2007

Moved by Commissioner Karan and seconded by Commissioner Mangum that the 2006-2007 Budget be amended as follows:

SEWER FUND:

REVENUE:

Decrease Engineers	\$14,280.00
Decrease Line Repair/Extensions	18,500.00
Decrease Chemicals & Supplies	35,220.00
Decrease Lease Purchase	<u>5,000.00</u>
	\$73,000.00

EXPENSE:

Increase Charges from Butner	<u>\$73,000.00</u>
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NET CHANGE IN BUDGET -0-

Adopted this the 26th day of June, 2007.

OLD BUSINESS:

Department Head Reports:

Provided in the Board packets were monthly reports from the Inspections Department, Police Department and Planning Director.

Mr. Dave Roesler, Planning Director addressed the Board to announce that the notice the Board received in reference to the review of the Draft Granville County Comprehensive Transportation Plan has the correct meeting date of July 18, 2007 but the wrong meeting place. He noted that the meeting place has been changed to the Conference Room at Vance Granville Community College and the time is from 5:00 p.m. until 7:30 p.m.

Mayor Moss said effective today at 4:00 p.m. Mr. Bob Jones, Public Service Director no longer works for the City. He resigned to go to another place of employment.

Mr. Robert A. Schaumleffel, Jr., City Manager said that he has offered Mr. Wayne Wilkerson, a current employee the position of Water Plant Superintendent.

Mr. Tom Mercer, Administrative Services Director addressed the Board and gave a hand out of the City of Creedmoor Certification Status Summary for Water/Sewer. He gave an overview of the time frame for the various certifications. In the meantime, The Wooten Company has agreed to contract for these services. Mr. Mercer said that Randall Lloyd, a previous employee is willing to contract with the City for Physical/Chemical Grade 1. He said that Mr. Wayne Wilkerson is scheduled to take the certification for Physical/Chemical Grade 1. Mr. Mercer advised that the City also needs someone to receive a Pesticide State License.

Commissioner Karan inquired about a policy that the employee would have to reimburse the City for the training they receive if they leave within a certain amount of time.

Attorney Currin said that the employee would have to sign a personal services contract where they agree to reimburse the City on a pro rated basis within a reasonable period of time.

Commissioner Karan advised that the current SGWASA Director acts as the certificate holder for the Lyon Station and Cozart Sewer Districts as well as the City of Stem. He also provides under a contractual basis all staff management and this may be something that the City may want to consider.

Commissioner Ray said that from looking at the handout Mr. Bob Jones, former Public Service Director has five (5) certifications. He asked if the search for a new Public Service Director will require that this person have the same certifications.

Mr. Robert A. Schaumleffel, Jr., City Manager said that if he has all the certifications that would be great but he prefers that the new person be a manager because of all the personnel issues that the City has. Mr. Schaumleffel said that in the past the City has hired personnel without a high school diploma and the schools will not allow these people to take the certifications. Therefore, we are trying to raise the standards.

Commissioner Ray asked that Mr. Schaumleffel reassure him that these salaries were entered in the newly adopted budget.

Mr. Robert A. Schaumleffel, Jr., City Manager said that for the new Superintendent, his salary will be split. He added that in six months after he receives his certification he will receive the difference.

Commissioner Mangum said that she is very excited about the information given from Mr. Dave Roesler, Planning Director this evening about CAMPO.

Commissioner Karan asked about the upcoming hearings that may need to be scheduled.

Mr. Dave Roesler, Planning Director advised that the Planning Board has been looking very seriously at mobile home regulations and mobile home parks. They are looking at increasing standards for new mobile home parks and applying appearance related standards for individual mobile homes that come into our community.

Mr. Dave Roesler, Planning Director advised that there are two Board of Adjustment meetings for the month of July. One is for a setback variance for Mr. Harold Jenkins on South Durham Avenue and the other is a request for a variance for Creedmoor Fuel to replace the above ground tanks. He said that he does not disagree with the request of Creedmoor Fuel because what they plan to do will increase the safety factor of the property.

Mr. Dave Roesler, Planning Director said that there is also a request for a Special Use Permit for a portion of the Creedmoor Collector as it goes through the commercial portion of the Parkway property. The main purpose is to maintain access to the residential property. This is scheduled to go before the Planning Board on July 12, 2007.

Mr. Dave Roesler, Planning Director said that he found out last week that CAMPO has allocated \$29,000 per year for three years with the NCDOT. He said the City can accumulate that money over a three year period and if that money is not spent within that timeframe the funds are lost.

Commissioner Mangum said that she would like to pursue the sidewalk from the Food Lion to the High School.

Commissioner Ray said that he would like to see the sidewalk completed from Dogwood to Whitehall.

Reconsideration of the Rezoning of 29.39 acres – Hwy. 56 W.:

Attorney Currin said that the Petition for Voluntary Annexation was certified by his office and it was owned by multiple owners and was under the option of purchase by Rockland Partners. He added that each owner was required to sign the petition. Attorney Currin said that an application for rezoning does not have to be executed by the owners. Attorney Currin expressed that State law says that the City provides the procedure for amending and the City's Zoning Code does not require a rezoning be initiated by an owner. He said that it can be initiated by any interested party. Attorney Currin said that one of the owners signed the application, which is an interested party. The application did in fact describe an area that was larger than the area that he specifically owned. He added that if an owner fails to execute the application for rezoning that has only one affect. However, the adjoining property owners that did not sign the application would have received a letter of the rezoning.

Attorney Currin gave a brief overview of why this was back before this Board. He said that in August, 2006 there was an approval by motion for a rezoning request for Special Use District-2 for 29.39 acres on the south side of Hwy. 56. He advised that in April as a

result of a repeated request and the matter becoming the subject of a HUD complaint it was said that some people who are affected did not get the required notice. Attorney Currin said that there were notices sent out by staff to all of the parties that they understood were entitled to receive a mail notice. He said that he has asked during the ongoing proceedings if there was some individual that was departed and entitled to the mail notice that was listed on the tax books as an owner that did not get a notice and who therefore, failed to be at the meeting. He expressed that they have not been able to identify any such person. The statute says that during the absence of fraud certifications by the responsible party and the notices were made is conclusive. There was an appropriate certification made prior to the consideration in August by Dave Roesler that those mailings have been made. Nevertheless, someone suggested that some people did not receive the mailings even though it had been certified.

Attorney Currin said that the second is whether or not the posting was proper. He said the old requirement regarding posting when you even had to post was a general requirement. He said this was in effect through December 21, 2005 and read the following: "In addition to the publishing notice the City shall post one or more proper signs on or immediately adjacent to the subject area reasonably calculated to give public notice of the proposed rezoning." Attorney Currin reiterated "reasonably calculated to give public notice of the proposed rezoning."

Attorney Currin said that they changed the requirement effective January 1, 2006 and it does not say "give reasonable notice to the proposed rezoning, it now says "When a zoning map of amendment is proposed the City shall prominently post a notice of the public hearing on the site proposed for rezoning or on an adjacent public street or highway right-of-way. He said that instead of originally calculating to give notice of the proposed rezoning, it now says specifically "Notice of the public hearing". The notice that was posted did in fact give reasonably calculated notice of the proposed rezoning. However, it did not specifically refer to the public hearing before you that is now intended by the January 1, 2006 change. Attorney Currin advised that out of the abundance of caution it was suggested that the City may want to have the hearing again and give everyone notice so that if in fact there was anyone that did not have any opportunity to be heard that they could be heard. At that point, a motion to reconsider was issued by a party who had voted for the original motion to adopt the zoning change and the motion to reconsider was passed. When an original motion to reconsider which passes that has the effect to place the original motion back in front of the Board as if it had arrived for the first time. Attorney Currin said that what the Board has before them now as a result of the April action and this Board tabled at the last meeting is a motion to rezone the property to Special Use District Business Use.

Attorney Currin said that the Board now has a request that has been made by the owners for a Special Use for an access road to cross this subject property to go into the residential area that is outside of the City's jurisdiction. He pointed out that the request is an appropriate request if you rezone to Special Use. If so, it will go before the Planning Board and then forwarded to this Board for consideration. Attorney Currin advised that if the Board does not adopt the motion to rezone, it is not an appropriate request. It will

not be a Special Use District and they will need to file an application for a subdivision because it is a new road. Therefore, the Board will need to take action on this matter to go back and pass the motion a second time to adopt it with the motion being recorded for a Special Use Permit Phase I for the roadway to move forward. However, if the motion fails, they do not have the Special Use zoning and will convert back to Residential-2. If this is the case, they will have to make another application to subdivide for the purpose of having access.

Mr. Dave Roesler, Planning Director addressed the Board and advised that the statutes state that you only have to send to adjoining property owners and the City is currently sending notifications to property owners within 500 feet of the property.

Moved by Commissioner Piper and seconded by Commissioner Karan to rezone 29.38 acres located on Hwy. 56 W. to Special Use District Business-2. The motion received a unanimous vote.

Commissioner Karan said that he would like the Public Hearing scheduled this evening for the Parkway roadway to give ample time for the notifications and posting of the property.

Moved by Commissioner Karan and seconded by Commissioner Ray to schedule the Public Hearing for July 24th, 2007 meeting for request of a Special Use Permit for a roadway on the property located on Hwy. 56 West. The motion received a unanimous vote.

TO DO LIST:

1. Sidewalks:

Commissioner Robinson asked about an inspection for the new sidewalk on Main Street along with a punch list. He said that he noticed a few things that need to be done as follows: 1) large rocks needs to be removed, 2) grading around the utility pole, 3) broken branches need to be cut from the tree and sealed.

Mr. Robert A. Schaumleffel, Jr., City Manager said that any observations of things needed for the sidewalk to be forwarded to Steve Colenda, City Inspector.

Commissioner Ray inquired about negotiations to extend the sidewalk to Whitehall.

Mr. Robert A. Schaumleffel, Jr. City Manager said that nothing was being done at this time because they gave an estimate of approximately \$60,000.00. Mr. Schaumleffel said that there was possible funding to do so in the future.

Commissioner Karan said that there may be an outburst of support now that people see that it was nicely done and citizens that in the past did not want the sidewalk are utilizing it.

2. Community meeting in reference to the sidewalks – South Main Street.

Mayor Moss said that the community meeting could be deleted because it was already taken care of.

3. Mt. Energy issue to be corrected:

- Water Quality
- Inability to fight fire
- Financial

Mayor Moss said that these are still open issues.

4. EMS Station connect to Wilton Line:

Mr. Robert A. Schaumleffel, Jr. said that the Board has instructed him to not allow any more connections until the Mt. Energy issue is corrected.

5. Sign Ordinance:

- Cost of signage

Mr. Dave Roesler, Planning Director advised that it was to be a welcome to downtown sign and he pursued pricing and was not happy with the quotes. He said that he is researching.

6. Downtown Traffic:

Mr. Dave Roesler, Planning Director referred to CAMPO and said that they consider Main Street as Hwy. 50.

Mayor Moss said that he requested that downtown be known as Main Street Creedmoor.

7. Contact Mr. Wally Bowman in reference to the Old Weaver Trail truck signs:

Mayor Moss advised that he spoke with Mr. Bowman about two weeks ago and the signs are to go up.

8. Pursue Paddington/Highlands (Punch List):

Commissioner Karan said that the concern is that they have put a full finished lift on the entire project rather than in phases. There is a question as to whether there will be a bond or a letter of credit issued to the City to insure that the final coat of asphalt does not fail.

Mr. Dave Roesler, Planning Director said that Paddington has a bond placed until the year 2010. He said that this bond can be used to improve the road to standards.

Commissioner Karan said that when the change allowing the swimming pool was approved at Final Plat the wording changed from recreation area to possible recreation area. Commissioner Karan said that the City has a requirement of 1/35th of an acre per lot be used for active recreation area. If they have their 36th house, they should be starting the second acre. The pool and parking area would just barely meet the requirement and they need to start the second recreation area. Commissioner Karan reiterated that the active recreation space needs to be pursued.

Mr. Dave Roesler, Planning Director said that he is doing research on the Preliminary Plat Approval and there may be some leverage there.

Mr. Robert A. Schaumleffel, Jr., City Manager said that there is a segment of new pavement that has collapsed at Paddington. He said that it looks like it is in conjunction with utilities.

Commissioner Karan said that Section 153.31 Final Plat Submission and Review, Item F, states there is a twenty-four month period from the Preliminary Plat Approval where they must have submission of the full Final Plat or the Preliminary Plat becomes null and void.

Mr. Robert A. Schaumleffel, Jr., City Manager advised that he has heard rumors that the development is for sale.

Commissioner Ray said that he has an e-mail that says there are three developments for sale and possibly a fourth one.

9. Bids for trash pickup/recycle:

- Waste Industries
- Wynn Sanitation

Mr. Robert A. Schaumleffel, Jr., City Manager advised that the bids are going out tomorrow morning. Mr. Schaumleffel said that he spoke with Mr. Wynn and told him that as soon as the bids go out he will be notified.

Commissioner Ray inquired about the July 1, 2007 date for the closing of the recycle center.

Mr. Schaumleffel, City Manager said that Mr. Billy Williams of Waste Industries stopped by yesterday and I communicated that he and Mr. Wynn would be competing. There will be curbside pickup and curbside recycling.

Commissioner Karan asked about the timeframe for the return bids.

Mr. Schaumleffel, Jr., City Manager said that the timeframe would be about two to three weeks. He is going to ask for a 30 day extension from the current contract from Waste Industries.

Commissioner Karan asked for an approval of contract for the July 24th meeting.

Commissioner Ray said that he would like an extended contract for the recycle center until the City can provide the curbside pickup.

10. Dr. Dudley:

- Park Avenue property (Recreational Space)

Mayor Moss said that the City is having ongoing conversations with Dr. Dudley.

11. Sound System:

- Speakers for the back of the Commissioner's Room

Mayor Moss said that this was referred to Mr. Tom Mercer, Administrative Services Director.

12. Ms. Velma Gooch:

Mayor Moss said that this issue has been resolved.

Commissioner Ray inquired if Ms. Gooch understands about the patching of the pavement.

Mr. Robert A. Schaumleffel, Jr., City Manager said that he spoke with her about all three issues and she understands and seemed to be happy.

Commissioner Ray asked that Mr. Schaumleffel put in writing to Ms. Gooch about the results of the three issues. He commented that Ms. Gooch had spoken to him about the pavement issue and did not seem to be happy.

13. Taxi Cab Ordinance:

Mr. Schaumleffel said that an MD called and asked if there is a taxi cab service that transports from Creedmoor to Durham.

Mayor Moss has referred this issue to the Transportation Infrastructure Committee. He noted that the last Taxi Cab Ordinance the City had was a franchise for Mr. Green that has now expired.

14. Lake Rogers Playground proposal follow-up:

Mayor Moss said that the budget passed and there are funds allocated for Lake Rogers Playground.

Mr. Robert A. Schaumleffel, Jr., City Manager said that a vendor called and spoke to him about scheduling a meeting and he will notify Commissioner Karan of the date and time.

Commissioner Karan said that Commissioner Mangum helped him with the Comprehensive Plan for the playground.

Commissioner Karan advised that the sand for the fall zone of the existing playground equipment is inappropriate at this time. He said that he would like to see the sand brought in and taken care of before the July 4th celebration.

15. Water/Sewer Negotiations with Oxford:

Mayor Moss said that as everyone is aware the City has been negotiating with Oxford and staff has met with USDA and is moving forward.

16. ETJ Expansion Request follow-up with Granville County:

Mayor Moss said that there is no new information at this time.

17. Fire Hydrant Inspection:

Mayor Moss inquired about the status of the inspections for the fire hydrants.

Mr. Robert A. Schaumleffel, Jr., City Manager said that he would research this and report back to the Board.

18. Lake Rogers Dredging Project:

Mr. Robert A. Schaumleffel, Jr., City Manager said that there is no new information. He said that they were to complete the environmental aspect and the bidding process should begin within sixty day.

Commissioner Robinson asked if the Wooten Company will bid on the various types of dredging.

Mr. Robert A. Schaumleffel, Jr., City Manager said that he believes that both will be part of the bid package.

Attorney Currin said that because the Soil Conservation Service has allowed the City to put more depth on land acquired all of the sediment removed can probably be placed onto the land purchased from the Tar River Conservancy. That being the case, it can all be pumped. The intervening land owners are in agreement to provide at a reasonable cost access across their land if you pump it. Attorney Currin said that it is not as likely that the land owners will be inclined to allow heavy equipment across their land if hauling by machinery. Attorney Currin said that the engineers have spoken to a number of bidders

and the consensus has been that pumping it will be cheaper. He noted that the other alternative may be abandoned.

Mr. Schaumleffel, Jr., City Manager to provide the Board an update from Mr. Dan Boone of the Wooten Company.

19. Tom Currin:

- Duke Power Franchise
- HUD Complaint
- Annexation

Mayor Moss advised that the Duke Power Franchise is still being negotiated.

Mayor Moss said that the HUD Complaint has already been discussed.

Attorney Currin said he prefers not to discuss the annexation this evening.

20. How tax collections will be evaluated:

Commissioner Ray said that the City Attorney was to make language changes to the contract.

Commissioner Karan said that the language is to specify that the County will only be collecting the new taxes beginning July 1, 2007. Therefore, the City will not be paying a percentage to the County for collection of prior delinquent accounts.

Attorney Currin said that this has not been done. He added that he and the Granville County Attorney have not met to discuss this request.

21. Post Tar River Land Conservatory – No Hunting:

Attorney Currin said that a resolution needs to be adopted and asked what the Board wants to restrict.

Commissioner Karan said that the use of firearms should be restricted.

Commissioner Mangum suggests using No Hunting because this land is for recreational use.

Commissioner Karan said that the City can buy the postings from the Sheriff's Department. He said that there is a registration format and the Sherriff will patrol and enforce no hunting.

Police Chief Benware said that if the City owns the property the City Police Department can patrol and enforce the jurisdiction. He added that the property must be accessible.

Mr. Robert A. Schaumleffel, Jr., City Manager said that he and Commissioner Karan will meet to discuss the requirements.

21. Traffic Calming Devices:

Commissioner Karan said that as Chairman of the Street Committee and Commissioner Robinson, Vice Chair they have discussed and researched a company called Traffic Logics that sells rubberized ramping systems that can be bolted down or moved. He said that he has listed seven locations within the City that he feels are in need of a traffic calming device. He noted that citizens have contacted him to slow down traffic in six of the locations. Commissioner Karan said that Lyon Street is his suggestion because of the way citizens speed down the hill.

Commissioner Ray said he agrees that one should be placed on Lyon Street. He said that he has received phone calls from citizens about the children at play and there is quite a bit of traffic in that area.

Commissioner Karan said that in choosing this list the Street Committee looked at the length of the streets and cut through streets. He expressed that the additional Streets are White Hall and Mayview Drive, Woodland and Forest and Mangum and Ferbow Street.

Mayor Moss referred this to the Traffic Infrastructure Committee and the Planning Director to research criteria to provide the Board information to call a Public Hearing.

Mr. Robert A. Schaumleffel, Jr., City Manager said that someone is interested in purchasing the property that the City has been receiving complaints about in the community of Lyon Street. He said this may be an opportunity to tie in sidewalk improvements.

22. McCracken Oil Screening:

Commissioner Ray said that the McCracken Oil Company received a Special Use Permit and they were to have screening by some type of shrubbery. He said that it has been over two years and this has not taken place. Commissioner Ray said that it is an eyesore and he wants this issue pursued. Commissioner Ray said that he wants to know what conditions were placed on the Special Use Permit and asked that the City Clerk pull the minutes from the meeting and have them available at the next Board meeting.

NEW BUSINESS:

Performance Evaluation Update:

Mayor Moss said that Mr. Tom Mercer gave his presentation earlier this evening.

Music Festival:

Mayor Moss said that Commissioner Mangum and Commissioner Robinson are the lead people working on the Music Festival.

Commissioner Mangum said that she has updated forms for this year's Music Festival and suggests a time change. She expressed that during the two hours last year there were four bands and this year she would like to have six bands. She announced that the Music Festival would be held on September 15, 2007 from 12:00 noon until 6:30 p.m. on Main Street.

CAMPO Update:

Mayor Moss said that this was presented earlier this evening.

MAYOR'S REPORT:

Mayor Moss announced that he received a call today from Sid Harrell of the State's Water Supply and learned that the Hester Road grant that the County applied for is still being considered. He advised that the County wants to know if the City is still interested in supplying water to this area. Mayor Moss said the last time the County contacted the City they requested financial participation and we said that we did not mind helping but financially we could not do so. Mayor Moss said that there is a health issue for the Hester community and he hopes that with the City's two SGWASA representatives and the City of Creedmoor we can find a way to help those people.

Mr. Robert A. Schaumleffel, Jr., City Manager said that the City agreed to help the last time we were asked but that the City would not provide water to that area and have new development tie into the lines.

Commissioner Ray said that the Board all agreed that we would like to help and also agreed that there would be no connections made to the lines without annexation.

Mayor Moss referred this issue to the EENR Committee and the City Manager.

Mayor Moss announced that the second monthly Board meeting was scheduled for Wednesday, July 11, 2007 at 7:00 p.m.

Mayor Moss announced that the Embers will be in Creedmoor on Thursday, August 23, 2007 for Alive After Five.

By consensus of the Board, the second monthly meetings are scheduled for 7:00 p.m. until 9:00 p.m.

Commissioner Robinson said that over the last month his yard and his neighbor's yards are being dug up by dogs. He said that the dogs are after the rabbits that hide in the pipes. He said that these dogs are causing quite a bit of damage and asked who he should

contact. Commissioner Robins said that he has noticed stray dogs wandering the neighborhood and asked the policy for Animal Control.

Mr. Robert A. Schaumleffel, Jr., City Manager said that Animal Control should be notified.

Commissioner Robinson said that the dogs are doing this during the day and he came home recently to find his neighbor's pipe in his yard. He inquired about the Police Department patrolling for the dogs and asked if they can call Animal Control.

Commissioner Ray suggests that he set a trap to cage the dogs until Animal Control can pick them up.

Commissioner Karan said that this was his month to attend the County meetings and there was little activity. He said that a focal point was the group called SOLO (Save Our Little Ones) and they are trying to take back Granville Street Park in Oxford.

Commissioner Karan said that an upcoming SGWASA agenda item is the possibility of merging systems between the City of Creedmoor and SGWASA.

Commissioner Karan said that the KABOOM application is almost complete. The only item needed is a five year plan. He said that he plans to meet with the Youth Council by July 15, 2007.

Commissioner Karan said that the Beautification Committee will be awarding another Yard-Of-The-Month and there have been four applications received.

Commissioner Karan announced that Captain Eudy has been working diligently on the National Night Out event scheduled for Tuesday, August 7th, 2007. Commissioner Karan said that the Creedmoor Day Of Play is also scheduled for August 7th, 2007. He expressed that the City is competing for a \$25,000.00 grant. He said that this event will be held along with the National Night Out event.

Commissioner Mangum said that the Beautification Committee may have more applications if they would give a \$25.00 certificate for an application submitted by a neighbor to help someone's yard look nicer.

Commissioner Mangum said that she will be meeting with Commissioner Piper to go over information for the City Manager's evaluation.

Commissioner Mangum said that the other item she had was the Music Festival and this has already been discussed.

Commissioner Ray said that there was a meeting of the Steering Committee for the UNRBA educational initiative for protecting the water. He said that he was unable to

attend that meeting and he will get the information and report back to the Board at the meeting scheduled for July 11, 2007.

Commissioner Ray reiterated that the City needs to have available a list to provide education to citizens in reference to water loss.

Commissioner Ray thanked the Board and everyone that participated in the Budget process. He also thanked the citizens that came to the Budget meetings.

Moved by Commissioner Karan and seconded by Commissioner Ray to go into Closed Session on Attorney/Client Privilege Confidential Communication in accordance to NCGS 143-318.11. The motion received a unanimous vote.

Upon return to Regular Session, moved by Commissioner Piper and seconded by Commissioner Mangum to adjourn. The motion received a unanimous vote.

Mayor

Clerk