



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
JUNE 4, 2019
6 P.M.

Present

Mayor Bobby Wheeler, Mayor Pro Tem Ernie Anderson, Commissioner Del Mims, Commissioner Neena Nowell, Commissioner Herman Wilkerson, and Commissioner Archer Wilkins. Also present were City Manager Korena Weichel, Community Development Director Mike Frangos, Planning Technician Michael Malecek, Administrative Services Director Nancy Riegel, Finance Director Reuben Carden, Public Works Director Steve Edwards, Chief Keith King, and City Attorney T.C. Morphis, Jr.

Absent

None.

Call to Order

Mayor Bobby Wheeler called the meeting to order at 6:00 p.m. Commissioner Wilkerson offered the invocation, and Commissioner Wilkins led the Pledge of Allegiance.

Roll Call

Roll call by the Interim City Clerk determined a quorum was present.

Moment of Silence

In honor of the victims of the Virginia Beach Government Complex shooting on May 31, 2019.

Approval of Agenda

City Manager Korena Weichel requested the addition of item 8(h) Resolution 2019-R-05. Commissioner Wilkins made a motion to approve the agenda as amended; seconded by Mayor Pro Tem Anderson. Motion approved 5-0.

Consent Agenda

Commissioner Mims requested that item 5(b) 211 North Main Street // Two Year Lease Agreement be removed from the consent agenda for discussion.

Commissioner Wilkins made a motion to approve the consent agenda (May 7, 2019 Board of Commissioner Meeting Minutes and Budget Amendment #6); seconded by Commissioner Wilkerson. Motion approved 5-0.

Commissioner Mims requested clarification on the 150-day termination of agreement notice by the landlord, any eventual relocation of the Community Development Office, and any loss in tax revenues. City Manager Weichel stated that the allowances in the contract for termination and a tax threshold for the landlord were a result of the negotiated 25% reduction in rent. Weichel also stated that there is no other suitable office space available for the Community Development office, currently. Mayor Pro Tem Anderson and Weichel discussed the possibility of a one-year lease, which would not have resulted in the reduced rental rate. Commissioner Wilkerson and Weichel discussed the landlord option to terminate the lease with 150-day notice. There is no option for the city to terminate the lease, but staff doesn't anticipate relocation of Community Development before June 2021.

Commissioner Wilkins made a motion to accept the 211 North Main Street Two Year Lease Agreement; seconded by Commissioner Nowell. Motion approved 5-0.

Public Comment

With no one coming forward to speak, Mayor Wheeler closed the public comment period.

Capital Reserve Funds and Project Update

Finance Director Carden presented an update on the Capital Reserve Fund. Currently, there is \$87,146 remaining after accounting for budgeted expenditures before accounting for any interest revenue earned since the last budget ordinance. Carden also updated the Board on the additional funding amounts for the Cross City Trail project: \$2,320,531 from Capital Area Metropolitan Planning Organization (CAMPO) and \$973,455 from the city. Commissioner Mims and Carden discussed how the Finance Department would handle budget shortfalls beyond the \$15,000 contingency line item. Carden reported that a new budget ordinance would need to be approved to account for anything beyond the budgeted amount.

Carden also reported on the total amount expended on Capital Projects thus far. CMAQ 2 NC-56 East: \$291,384 (10%), CMAQ 3 NC-56 West: \$243,017 (12%), US-15 Sidewalk: \$169,227 (14%), Lake Rogers Park Improvements: \$345,931 (50%), Community Center: \$297,717 (5%).

City Manager Weichel presented updated project numbers for the Community Center project as of May 30. Parks and Recreation Trust Fund (PARTF) award remains at \$500,000, Granville County funding at \$350,000, and the City's portion is \$5,166,150.

Weichel also gave an update on the Lake Rogers project. Currently there is \$75,000 from the Granville County Tourism and Development Authority (TDA) in the bank, and the TDA has approved an additional \$25,000 award that will be made available after July 1. The city has also received informal notice of a \$10,000 County Recreation Committee grant, bringing the total grant funding to \$110,000. Weichel also gave an update on Phase II construction for Lake Rogers. Construction on the boardwalk, walking trails, and fishing platforms is scheduled to begin in July, weather permitting.

Public Hearing // FY20 Operating Budget

City Manager Weichel presented the Fiscal Year 2020 budget ordinance. The budget was originally presented to the Board on May 7, 2019. Following the initial presentation, staff revised and lowered property tax revenue estimates by \$35,000 based on projections by Granville County and FY19 actual. The current tax rate provides adequate funding, but additional revenues will be needed in Fiscal Year 2021 due to several one-time cost savings. Weichel recommended that the Board consider a tax increase in Fiscal Year 2020 to lessen the expected impact on Fiscal Year 2021 tax rates.

Mayor Wheeler opened the Public Hearing for the Fiscal Year 2020 Budget Ordinance (2019-O-05).

Ed Gleason: 1973 Bowles Avenue, Creedmoor

Gleason spoke about the current tax rate, which has benefited the community. However, Gleason believes that tax rates will likely have to go up next year to cover costs. Gleason also predicted that South Granville Water and Sewer Authority (SGWASA) would ask the city for additional funds, and reminded the Board about funds requested by the Creedmoor Volunteer Fire Department (CVFD). He asked the Board to consider a higher tax rate in Fiscal Year 2020 as requested by City Manager Weichel.

Ed Mims: 2204 Regent Court, Creedmoor

Mims endorsed the comments made by Ed Gleason.

With no one else coming forward to speak, Mayor Wheeler closed the public hearing.

Commissioner Nowell asked that the Board consider a \$0.02 or \$0.03 tax increase just as she had stated at the May 7 meeting after the initial budget presentation.

Commissioner Mims posed four questions to consider with this budget approval: What level of participation will be required with SGWASA? What unfunded mandates would be passed by the NC Legislature? What maintenance costs would be associated with new construction like the Community Center? Should the Board choose between a \$0.05 - \$0.07 increase a year from now or an incremental increase of \$0.02 - \$0.03 now? Mims stated that the first three questions had unknown answers, but she agrees with Commissioner Nowell that the Board should increase taxes in Fiscal Year 2020 to avoid a drastic increase in Fiscal Year 2021.

Mayor Pro Tem Anderson spoke regarding the requested \$0.02 tax increase from Commissioners Mims and Nowell, which Anderson estimated would increase the city's revenue approximately \$73,000. Anderson recommended that the Board approve the budget as presented, and that he believes this extra money would either sit in surplus or be used to cover an unanticipated expense.

Mayor Wheeler addressed concerns raised by Mayor Pro Tem Anderson. Wheeler believes that the city could easily have a budget shortfall and no way to raise additional funds without borrowing money. This seems likely to Wheeler considering the three major ongoing projects plus the additional funding request from the CVFD. Wheeler believes that it's good business practice to be proactive and raise the rate \$0.02 now, instead of being in a position where the city is either forced to raise the tax rate at least \$0.05 or cut city services a year from now.

Commissioner Wilkins made a motion to approve Ordinance 2019-O-05 Establishing FY20 Operating Budget; seconded by Mayor Pro Tem Anderson.

In discussion of the motion on the floor, Commissioner Mims and City Attorney Morphis discussed the process to amend a motion. Mims sought to amend the motion to reflect a \$0.02 tax increase, however Morphis stated that he had concerns about the Board amending an existing motion to an extent that it would negate the original intent. Morphis recommended that the Board vote on the motion first, and if it fails a new motion could be made.

Upon request for a roll call vote by Commissioner Mims, the motion to approve Ordinance 2019-O-05 was approved 3-2:

Mayor Pro Tem Anderson: Yes
Commissioner Mims: No
Commissioner Nowell: No
Commissioner Wilkerson: Yes
Commissioner Wilkins: Yes

Commissioner Mims and City Attorney Morphis discussed the fact that a motion to institute a \$0.02 tax increase in Fiscal Year 2020 would not be in order at this time, since the motion to approve Ordinance 2019-O-05 as presented was approved.

FY20 Fire Protection Agreement (CVFD)

City Manager Weichel presented the Fiscal Year 2020 Fire Protection Agreement with the CVFD. There is a line-item expenditure of \$153,050 to fund this agreement included in the Fiscal Year 2020 Budget. City staff is also recommending that the Board require the CVFD to submit results of an annual audit along with a formal budget request each year beginning with Fiscal Year 2021. Staff is assisting the CVFD with identifying grants or locating a suitable used truck.

Commissioner Wilkins requested that there be a formal written agreement stating that the City of Creedmoor would commit to assisting with the search and purchase for a new or used ladder truck. Weichel stated that she had asked the CVFD to wait six months in order to locate the best funding and purchase options available, and the CVFD had previously agreed to that request.

Commissioner Wilkins made a motion to approve the FY20 Fire Protection Agreement between the City of Creedmoor and the CVFD, and further moved that each annual funding request submitted by the CVFD be accompanied by a professionally certified annual audit beginning in Fiscal Year 2021 and continuing each year

thereafter, and further moved that the City of Creedmoor will make good faith efforts to assist the CVFD with the purchase of a new or used ladder truck; seconded by Commissioner Wilkerson.

In discussion of the motion, Commissioner Nowell stated that the CVFD should request additional funding from Granville County considering that 58% of the CVFD's calls were outside the city limits. Commissioner Wilkins stated that he would like the motion on the floor to remain as previously stated. Commissioner Wilkerson and Mayor Wheeler discussed the cost of a used ladder truck versus a new one. They also discussed how much the city currently pays for an agreement with a volunteer fire department versus paying for a department completely staffed by city employees.

Commissioner Mims made a motion to amend the original motion by Commissioner Wilkins to state that nothing in this agreement shall commit the City of Creedmoor to any financial obligation for the purchase of a new or used ladder truck. The motion failed due to lack of a second.

Upon request for a roll call vote by Commissioner Wilkins, the motion by Commissioner Wilkins to approve the FY20 Fire Protection Agreement was approved 4-1:

Mayor Pro Tem Anderson: Yes

Commissioner Mims: No

Commissioner Nowell: Yes

Commissioner Wilkerson: Yes

Commissioner Wilkins: Yes

2019/2020 Fee & Rate Schedule

City Manager Weichel presented the Fee & Rate Schedule for Fiscal Year 2020. Changes to the current Fee Schedule include an additional charge for fingerprint cards beyond two, and an increase in non-resident Lake Rogers picnic shelter rental rates.

Commissioner Mims, Mayor Wheeler, and City Manager Weichel discussed the possibility of offering senior citizens and/or veterans discounts for facility rentals. Mayor Wheeler asked Weichel to return with a recommendation on how best to determine eligibility for any discounts at the August 2019 Board of Commissioners meeting.

Mayor Pro Tem Anderson and City Manager Weichel discussed the number of rentals by residents versus non-residents. Commissioner Wilkerson expressed concern that the city could have issues with people taking advantage of any discounts offered when they may not be eligible.

Commissioner Wilkins made a motion to approve the 2019/2020 Fee & Rate Schedule; seconded by Mayor Pro Tem Anderson. Motion approved 5-0.

Public Hearing // Carolina Secure Storage Master Sign Permit

Planning Technician Malecek presented proposed designs for signage at the Carolina Secure Storage Site at the Creedmoor Business Park (2150 NC 56 East). Carolina Secure Storage is requesting approval of a Master Sign Permit to enhance the aesthetic appearance of their building by replacing banners and lettered signs with a digital board and internally illuminated façade signage. A public hearing notice was sent to all nearby property owners. The Planning Board unanimously recommended approval of this item at the May 9, 2019 meeting.

Mayor Wheeler opened the Public hearing.

Ernie Anderson: 601 Hawley School Road, Creedmoor

Mayor Pro Tem Anderson requested to speak as a citizen, because he is a nearby property owner that received mailed notice for this public hearing. Anderson is 100 percent in favor of the proposed plan, and would like to see all temporary signage removed from the Business Park.

With no one else coming forward to speak, Mayor Wheeler closed the public hearing.

Commissioner Wilkins made a motion to approve Resolution 2019-R-04: MSP 2019-01 Carolina Secure Storage Master Sign Plan; seconded by Commissioner Wilkerson. Motion approved 5-0.

Façade Improvement Grant // 418 North Main Street

Community Development Director Frangos presented the Façade Improvement Grant application for 418 North Main Street. The proposed improvements include a new store front and windows, four new second floor windows, and exterior painting. The property owners, MacGill Farms, LLC and Marishka Investments, LLC, are applying for the maximum reimbursable grant amount of \$7,500 based on a total project amount of \$21,550.38. The building consists of two façades, and 420 North Main Street will also be eligible for a Façade Improvement Grant at a later date.

Commissioner Mims made a motion to approve FIP-2019-01 for 418 North Main Street in an amount not to exceed \$7,500 and subject to post construction award review based on paid invoices; seconded by Commissioner Wilkins. Motion approved 5-0.

Inter-Local Agreement Between the City of Creedmoor and Granville County Regarding Property Located at 122 Pecan Street in Creedmoor

Community Development Director Frangos presented a summary of nuisance mediation efforts at 122 Pecan Street. Frangos has attempted to contact the property owner on multiple occasions without success. City Attorney Morphis is working on an effort for the City of Creedmoor to acquire the property, demolish the building, and clean up the lot. The city would be responsible for demolition and cleanup costs, and could only be reimbursed if the property is sold. Frangos estimated the cost of demolition and clean-up at \$50,000.

Commissioner Wilkerson and City Attorney Morphis discussed the possibility of a private citizen buying, and cleaning up the site. Morphis stated that would be beneficial to have a private citizen take on this project, and nothing in this proposed agreement would stop that from happening.

Mayor Pro Tem Anderson made a motion to approve the inter-local agreement between the City of Creedmoor and Granville County regarding property located at 122 Pecan Street in Creedmoor; seconded by Commissioner Wilkins. Motion approved 5-0.

Governing Board and Employee Travel Policies

Mayor Wheeler presented proposed revisions to Governing Board and employee travel policies. Wheeler spoke about the importance of Creedmoor being represented at conferences, but felt that it was not necessary to send more than one Board member to most national functions. The proposed policy outlines an allotment of \$2,500 for the Mayor and \$1,500 for each Commissioner, and \$5,000 for members to attend national conferences, like the National League of Cities, on a rotating basis. Approval of additional expenditures beyond the proposed allotments would be at the discretion of the Mayor.

Mayor Pro Tem Anderson spoke about attendance at national conferences. Anderson believes that these are critical to bringing back new ideas to Creedmoor. He presented a recent initiative from Burleson Texas that offers their citizens reduced tuition to the local community college. Anderson would like to see Granville and Vance counties attempt something similar with Vance-Granville Community College, and thinks a program like this could be successful to help the children of Creedmoor. Anderson further stated that he believes it's important to send more than one Board member to conferences to bring back a range of perspectives.

Mayor Pro Tem Anderson and Mayor Wheeler discussed how many small cities participated in the National League of Cities. Anderson estimated that 80% of participants were from cities with a population of less than 50,000.

Commissioner Mims stated that she documents her attendance at meetings and conferences with written reports submitted to the City Clerk.

There was further discussion by Mayor Wheeler, Commissioner Wilkins, Commissioner Mims, and Mayor Pro Tem Anderson related to how the budgeted travel funds are allotted. Currently the budgeted amount averages to \$3,000 per Board member, but this isn't formally stipulated in the travel policy.

Commissioner Wilkins made a motion to limit travel expenses to \$3,000 per Board member, and no Board member is allowed to transfer their allocation. Wilkins further moved that once the \$3,000 limit is met, it will be the responsibility of that Board member to pay any additional expenses without reimbursement. Wilkins further moved that Board members should be able to attend national events (i.e. National League of Cities) and report what was learned at a subsequent Board of Commissioners meeting, and that this will also hold true for state conferences like the NC League of Municipalities conference. Wilkins further moved that the remainder of the existing travel policy shall remain unchanged, and that approval for Board expenses should remain at the discretion of the Board of Commissioners with payments and reimbursements approved by the City Manager; seconded by Commissioner Wilkerson.

Commissioner Mims made a motion to defer consideration of the motion on the floor from Commissioner Wilkins until the August 12, 2019 meeting to allow staff time to present a revised written policy reflecting the proposed motion; seconded by Commissioner Nowell. Motion denied 2-3.

Mayor Wheeler called for a vote on the original motion by Commissioner Wilkins. Motion denied 2-3.

Mayor Wheeler asked staff to return to the August 12 meeting with a new written policy for the Board to consider. Commissioner Wilkins asked City Manager Weichel to research any previous Board actions that have not been included in the most recent written policy.

Mayor Pro Tem Anderson made a motion to approve the separation of the Governing Board travel policy from the employee travel policy; seconded by Commissioner Wilkins. Motion approved 5-0.

Resolution of Support for NC DHHS Relocation to Triangle North Granville

Mayor Pro Tem Anderson made a motion to approve Resolution 2019-R-05 Support for NC DHHS Relocation to Triangle North Granville; seconded by Commissioner Nowell. Motion approved 5-0.

City Manager's Report

City Manager Weichel gave an update on Lake Rogers Park improvements noting that there are a few punch list items remaining for Phase I. The goose population has returned to the park, but yard sweepers are coming twice per week to clean. Weichel also reported that all contracts have been executed for the Cross City trail. She notified the Board that there could be short-term water service interruptions to homes and businesses along the Cross City Trail construction zone, but all affected customers would be notified by the contractors in advance. Service interruptions should last for less than 30 minutes. Weichel reminded the Board that NCDOT will begin the NC-56 realignment project (Project R-5707) in the coming days. Additionally, Weichel is still working with Duke Energy on a contract to convert street lights to LEDs throughout Creedmoor. Weichel also stated that the new City Clerk, Terry Hobgood, will begin employment on June 5. Finally, Weichel thanked the Board for approval of the budget tonight.

Commissioner reports

Commissioner Wilkerson reminded everyone about the Independence Day Celebration on July 3, and gave an update on hydrant flushing efforts around the city.

Commissioner Wilkins thanked the Board for supporting the purchase of a ladder truck for the fire department.

Mayor Pro Tem Anderson reported on his attendance at the City Vision conference in Hickory, and the Kerr-Tar Regional Council of Governments meeting.

Commissioner Mims thanked staff for preparing the budget that was approved tonight. Mims also reported on several events and meetings that she attended, including the City Vision Conference. The full written report of Commissioner Mims' attendance at the City Vision Conference is on file in the City Clerk's office.

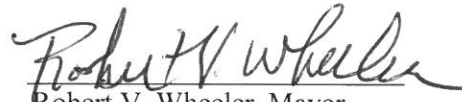
Commissioner Nowell asked that the Board consider updating the children's play area at Lake Rogers as part of Phase III construction. Nowell also reported on her attendance at several meetings and events, including the Capitol Area Municipal Planning Organization meeting.

Mayor's Report

Mayor Wheeler reminded Board members to ensure that no more than two meet at any time to discuss city business. Wheeler reported on upcoming events including Coffee with a Cop, Chillin' with a Cop, and South Granville and Granville Central High School graduations. Wheeler also asked Chief King to clarify a few issues regarding street parking, skateboarding, and pedestrian crosswalk laws.

Adjourn

Commissioner Wilkerson made a motion to adjourn the meeting at 9:16 p.m.; seconded by Commissioner Wilkins. Motion approved 5-0.


Robert V. Wheeler, Mayor

ATTEST:



Terry A. Hobgood, Jr., City Clerk



