



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
MAY 2, 2023
6:00 PM

Present: Mayor Bobby Wheeler, Mayor Pro Tem Emma Albright, Commissioner Edward Gleason, Commissioner Georgana Kicinski, Commissioner Robert Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, Community Development Director Michael Frangos, City Attorney Kevin Hornik, Administrative Services Director Camille Lockley, Executive Assistant Sarah Spruill, Recreation Director Christopher Horrigan, Police Chief Troy Wheless, Public Works Director Steve Edwards, and City Clerk Barbara Rouse.

Absent

None

Call To Order And Invocation

Mayor Wheeler called the meeting to order at 6:00 p.m. and Commissioner Way led the invocation.

Pledge Of Allegiance

Commissioner Kicinski led the Pledge of Allegiance.

Roll Call

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

Approval Of Agenda

Commissioner Gleason made a motion to approve the Agenda as presented. The motion was approved by a vote of 5-0.

Consent Agenda

Commissioner Wilkins made a motion to approve the Consent Agenda: Reappointment of Virgil Douglas to the Creedmoor Veterans Organization, Open Closed Meeting Minutes (*November 16, 2020, December 14, 2020, January 5, 2021, March 2, 2021, April 6, 2021, May 4, 2021, May 18, 2021, June 1, 2021, July 6, 2021, August 1, 2022, October 4, 2022, October 17, 2022, and November 21, 2022*), Appointment of Michael Turner as Deputy Finance Director, and Approval of April 4, 2023, BOC Meeting Minutes. The motion was approved by a vote of 5-0.

Introductions, Recognitions, And Presentations

Chief Wheless presented a Special Recognition Plaque to P.D. Officer Stacey DeSantis for her efforts in apprehending a person wanted for murder.

Mayor Wheeler presented Public Works Director Steve Philips with a Proclamation proclaiming May 21-27 Public Works Week in the City of Creedmoor.

Request To Address The Board

Chad Abbott, C3 Design & Engineering, PLLC spoke to the Board about Conditional Zoning and density in Creedmoor. His four main points presented to the Board were: 1) Developers are getting density way over and above what they would normally get if developed under SFR requirements, which is okay as long as appropriately buffered and located. 2) Conditional Zoning will be coming at the City hard and heavy over the next few years, the City must have an understanding of the process and abilities to hold developers accountable for quality development that elevates Creedmoor into a place where people want or desire to live and stay, not just a dumping ground of extremely dense sub-divisions, all at entry-level homes with high turnover and they move on to another community that offers them that next level of a home and price point. 3) Because developers are getting more units per foot of road frontage, their development costs are decreasing, allowing them to build lower-priced homes. To combat having all neighborhoods with the same priced, cookie-cutter homes, these developments should be held accountable for having quality amenities, not just reserving unusable space as

a means to meet “minimum” open space standards. 4) The City should try to keep development densities similar to those existing and allowed on a given parcel under normal zoning requirements, however, the developer will save on development costs by reducing the footprint of the lot and the City saves on infrastructure maintenance and neighbors and surrounding properties are protected by larger buffers because the “developable” acreage isn’t just being maxed out to get something near 4 units per acre...that’s never a reality under normal zoning nor should it be a result of conditional zoning because the developer then gets everything and the City gets nothing for allowing them the concessions on lot sizes and reducing their development cost. After some questions, Mayor Wheeler and the Board thanked Mr. Abbott for his presentation.

Public Comment | David Melhado, 6005 Heartland Farm Road, Creedmoor, NC

David Melhado spoke to the Board about how he has transformed 30 acres of former tobacco property in the ETJ into a home site farm. He continued to say that he had been following the various development proposals, including Yorkshire, and he is concerned that good planning practices may be overlooked in favor of rapid development and tax revenues at the expense of the communities' agricultural residents. He said he is hopeful that this Board would listen to and consider the opinions of the agricultural community when evaluating development proposals. The Mayor thanked Mr. Melhado for his comments.

Old Business | ETJ Expansion Update

City Attorney Kevin Hornik reminded the Board that last month they directed him to move forward with steps necessary to expand the City’s ETJ and he said that he was working through the process now. He then advised the Board that one of the first steps they would have to commit to was providing mailings to all of the property owners who would be incorporated into the City’s ETJ, based on the proposed ETJ expansion, which he added, would be a fairly large number of property owners. He then asked whether the Board wanted to first reach out to the County Commissioners to have discussions about how open they were to relinquish their zoning authority in this area [proposed ETJ expansion area] before City Attorney and staff go through the time, effort, and expense of sending the mailings, scheduling public hearings and taking all of the other additional steps that need to move this forward - *or* - would the Board want to go ahead and begin all of the steps necessary and sort out the County’s position along the way. After some discussion by the Board, Commissioner Wilkins asked for the City Attorney to confirm that ETJ had nothing to do with City taxes. City Attorney confirmed that that was correct. He said that ETJ [extra territorial jurisdiction] means that only the City’s development regulations would extend into the ETJ. After each Board member offered their opinion on the matter, the consensus of the Board was to get the County Commissioners' seal of approval on this ETJ expansion before the mailings are sent, public hearings held, and any other steps that are necessary for establishing the proposed ETJ are taken. No action was taken.

Discussion Items | FY 2024 Budget Presentation

City Manager Michael Turner presented the FY-24 Budget to the Board, first clarifying that the City’s budgeted funds were in either the General Fund, Storm Water Fund, or the Powell Bill Fund. He then presented the General Fund Revenues (FY24): *Ad Valorem Taxes \$2,163,469, Other Taxes and Licenses \$1,639,514, Unrestricted Intergovernmental \$340,000, Restricted Intergovernmental \$75,000, Permits and Fees \$50,000, Sales and Service \$345,143, Investment Earnings \$100,000, Miscellaneous \$30,000*, for a total of \$4,743,126 with the assumptions that, Ad Valorem Taxes are held to the projected 2023 level, Restricted Intergovernmental includes only the school resource officer, Permits and Fees are held at the 2023 level, Sales and Services are projected to grow by 10%, and Investment Earnings are projected to decrease because total cash will decrease in 2023. Next, the General Fund Expenditures were presented with the FY24 Requested Amount of \$5,809,536 and the FY24 Manager Recommended Amount of \$5,087,010 with a difference of *General Government \$41,500, Governing Body \$25,800, City Manager \$118,334, City Clerk \$16,171, Administrative Services \$10,445, City Attorney \$15,000, Finance \$1,770, Police \$81,185, Fire – no change, Public Works \$69,888, Community Development \$173,886 and Recreation \$168,587 totaling \$722,526*, with the assumptions that no new positions are created, no Cola [2% merit included], no new projects, and the only Capital included would be the \$166,229 for police cars and equipment leases.

Next, the total FY24 General Fund Revenues of \$4,743,126 minus the Expenditures of \$5,087,010 were presented, which resulted in a shortage totaling \$343,884 City Manager said. The question of “how to balance the current budget deficit” was answered next by the City Manager, who told the Board that maintaining the current tax rate would not add any additional revenue for the City and would preserve the budget deficit at \$343,884, as compared to a .01 cent rate increase which would generate \$35,968 in additional revenue and would bring the budget deficit down to \$377,916, and a .02 cent rate increase which would generate \$71,936 in additional revenue and bring the budget deficit down further to \$271,948. Up next were organizational requests, with the total FY24 amount at \$38,000 [*Creedmoor Cemetery Association \$4,000*,

Families Living Violence Free \$1,000, Granville Search and Recovery \$2,000, Granville County Historical Society, Inc., \$500, Granville County Veterans Affairs \$500 and Creedmoor Veterans \$30,000].

City Manager then presented the Proposed balances as of 06/30/23: *General Fund-Unassigned \$7,387,018, Stormwater Fund \$390,000, Powell Bill Fund \$498,000, Capital Outlay Water \$389,444 and Capital Outlay Sewer \$544,474. Storm Water Fund Revenues of \$475,526 and Expenditures of \$475,526, as well as the Powell Bill Revenues of \$152,000 and Expenditures of \$152,000, were presented.* The following questions were then presented to the Board, which the City Manager said would need to be answered before the adoption of the budget: any increases to property and casualty insurance, any increases to health insurance, funding for Fund 16 items still needed to be decided, whether to add a 1% COLA which would cost the City \$27,337 and the Organizational Funding requests, specifically Creedmoor Veterans Organization request for \$30,000. Lastly, City Manager presented Transformational Project Fund 16, with a budgeted amount of \$594,974 and a to-date amount of \$159,088 *[balance in the fund total \$434,344 not used or allocated to date].*

City Manager then opened up the floor for questions and guidance from the Board. Commissioner Kicinski suggested that the Public Works mini excavator and trailer not be cut out of the budget adding that possibly they [Public Works] could sell their larger pieces to fund it and she continued that it was time to come through with the 'asks' of the Public Works Department and put their requests back into the FY24 budget. Commissioner Gleason then asked what's in the bank today and what will be in the bank at the end of this fiscal year and Interim Finance Director Hobbs said the bank balances and what the City could use are usually very different numbers. She continued and said that she will have more exact numbers at the next budget workshop. Commissioner Gleason then asked how much of the current fund balance was in an interest-bearing account to which Hobbs answered that almost all of it was. Continuing, Commissioner Gleason said that at some point a prior Board passed a resolution asserting that the City must maintain a fund balance of 100%, he said that he would like to see the fund balance reserves reduced [by resolution] to 70% or 80% so that some items can be put back into the FY24 budget. Mayor Wheeler then directed City Manager to put that item on the agenda for the next budget workshop. Commissioner Way said that he agreed with Commissioner Kicinski, he also wanted to see the excavator for Public Works put back into the FY24 budget, along with the GOGov app and message boards. Commissioner Way continued and said the people who work for the City are the most important asset and he said that he would like the pay/salary study put on the next budget workshop agenda to discuss it further. Commissioner Wilkins agreed that GOGov should be put back into the budget as well as the newsletter and he reiterated to the City Manager to bring something more in-depth about the pay/salary study to the next budget workshop. The Mayor then asked that the way-finding signs be added back into the FY24 budget also to which Commissioner Kicinski added that the money for that could come out of a tourism grant. Commissioner Gleason then said that he thought the Board should put the money back in the budget to join with the County to hire a grant writer. After a bit more discussion by the Board, the Mayor thanked the City Manager for his presentation.

City Manager's Report

City Manager Michael Turner reported to the Board that last month he, Steve Edwards, and Chris Horrigan met with Pastor Eric Mann of the First Baptist Church to discuss a community project for Earth Day, Saturday, April 22, 2023 and that they had chosen a cleanup project at the Creedmoor Community Center. City Manager also reported to the Board that this past Friday, April 28, the final ARPA data upload was made to the NC Treasury Department, and once Interim Finance Director Carla Hobbs finalizes the journal entries, all of the ARPA records will be boxed up and stored in the event there is an audit between now and April 30, 2026. He then told the Board that Wallace Peiffer informed him that there is a closing scheduled for Friday, May 19, 2023, for the 109 Park Avenue property and that, to date, the Hester Rd property has had approximately 10 showings of interest by our listing agent and other Multiple Listing Service Agents. In closing, City Manager told the Board that the Harris Park sign has been refurbished by PW and was scheduled to be installed tomorrow and he then gave a "Shout Out" to the CVFD and their ladder truck for assisting the Public Works Department with the stain removal on the roof of the City Hall building.

SGWASA Report

Commissioner Way reported that he forwarded the SGWASA Monthly report to the BOC before the meeting. He then told the Board that the SGWASA Board will meet on May 9th to go over their budget and vote on next year's budget. He said that because SGWASA Engineer, Mark Hamlett has left, all projects are being streamlined at this time. Commissioner Kicinski then added that SGWASA had submitted paperwork for the USDA loan for the second half of the money for the 1-85 Sanitary Sewer System Improvement Project.

Commissioner Reports

Commissioner Way reported that he attended the SGWSA meeting this month. He also said that he has had several conversations with citizens about the proposed Yorkshire development.

Commissioner Gleason reported that he also attended this month's SGWASA meeting as well as the County Commissioner's meeting. He added that he spoke with residents about the proposed Yorkshire development also.

Mayor Pro Tem Albright reported that she attended alumni night with Daniel Hayes and she attended a girls' softball, soccer, and baseball game. She then reminded the Board that tomorrow was Walk to School Day (6:30 a.m.) and she invited everyone to join in the event.

Commissioner Kicinski reported that she attended the SGWASA meeting and the Finance Committee meeting. She also reported that she attended a meeting with the DOT, School Board members, County Commissioners, and City Staff to discuss the potential traffic situation at Hawley Middle School that may impact the residents in August [new school year], she added that it was a good meeting and she thought they found a resolution. The Commissioner continued by thanking Chad Abbott for his presentation and she added that green space was extremely important to her also. Lastly, she reported that she and the Mayor attended the NCLM CityVision Conference in Concord, NC and she met with two Grant Writer companies adding that NCLM will be opening their own Grant Department for all members.

Commissioner Wilkins reported that he met with two members of the Veterans Organization meeting on April 12th and there was a discussion about the Veterans Monument with estimates (3 monuments) from \$10,000 to \$21,000. The members choose the \$21,000 monument. Commissioner Wilkins added an invitation for City Manager to attend their next meeting on May 10th. He continued to tell the Board that he spoke to residents about the proposed Yorkshire development and he attended the NC Black Alliance Summit from April 25th to April 27th.

Mayor's Report

Mayor Wheeler reported that he attended the NCLM CityVision Conference in Concord, NC also. He then reminded everyone about Walk to School Day. Mayor Wheeler thanked City Attorney Hornik for his clarification of the City's ETJ and asked that if any residents have a question about how the potential change in ETJ will affect them to please reach out to any Board member or City staff and they would be happy to go over it with them. He then thanked County Commission Russ May for attending the meeting this evening.

Adjournment

As there was no further business to come before the Board, Commissioner Gleason made a motion to adjourn the meeting at 7:52 p.m. The motion was approved by a vote of 5-0.


Robert V. Wheeler, Mayor

ATTEST:

Barbara Rouse

Barbara Rouse, City Clerk