



**MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS  
BOC - WORK SESSION  
APRIL 15, 2024  
6:00 PM**

**Present**

Mayor Bobby Wheeler, Mayor Pro Tem Georgana Kicinski, Commissioner Emma Albright, Commissioner Edward Gleason, Commissioner Robert Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, City Clerk Barbara Rouse, Executive Assistant Sarah Spruill, Administrative Services Director Camille Lockley, Public Works Director Steven Edwards, Community Development Director Michael Frangos, Recreation Department Director Dennis Meshaw, Finance Director Lee Faines, and Police Chief Troy Wheless

**Absent**

All Board members were present.

**Call To Order And Invocation**

Mayor Wheeler called the meeting to order at 6:00 p.m. and Mayor Pro Tem Kicinski led the invocation.

**Pledge Of Allegiance**

Commissioner Gleason led the Pledge of Allegiance.

**Roll Call**

A roll call by the City Clerk determined a quorum was present.

**Approval Of Agenda**

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

**Discussion Items | Introduction of Joseph Stallings - GC Economic Development Director**

The City Manager introduced Director Joseph Stallings, the new Granville County Economic Development Director. Mr. Stallings told the Board that he had 13 years of experience with the North Carolina Railroad Company, the Town of Garner, and the Town of Benson and he will bring his experience to the County level, adding that he believes Granville County has a bright future and a tremendous amount of potential moving forward. The Mayor and Board thanked Director Stallings for his time.

**Discussion Items | Monthly Financial Report Ending March 31, 2024**

Finance Director Lee Faines presented the Financial Report for the month ending March 31, 2024, to the Board. Faines reported to the Board that the General Fund Revenues were 75% collected, the General Fund Expenditures were 75% expended, the Stormwater Revenue was 46% collected, and Stormwater Expenditures were at 53% expended. Lastly presented were the Powell Bill Revenues which were 118% collected and the Powell Bill Expenditures which were 74% expended. There were a few questions from the Board. No action was taken.

**Discussion Items | Revised Wayfinding Sign Design**

Community Development Director Michael Frangos presented revised wayfinding sign design drawings from National Sign Plaza (NSP) with alterations as proposed by the Board at their March 5<sup>th</sup> BOC meeting. Frangos said that NSP gave the City what they asked for, two (2) sign designs, one with a scalloped top with the City logo sitting in the middle and one with a flat squared top, again with the City logo sitting in the middle. After viewing the two potential design options, the consensus of the Board was to go forward with the scalloped top sign design with the City logo in the center and the blue/white color scheme on the text while keeping the City name and City logo in the traditional maroon color. There was some discussion about furthering this design scheme throughout the City to which the Mayor responded that he would rather wait to see how the new signs look first.

**Discussion Items | Community Development Office Lease Agreement**

Community Development Director Michael Frangos told the Board that the Community Development Office's current lease agreement ends on June 30, 2024, and C4SP, LLC owner Joel Panera had provided the City with a draft lease on February 29, 2024, and indicated a monthly rent of \$2,665.78, roughly a 20% increase from the previous two-year lease agreement. Frangos said that the agreement needed two minor edits per a request by Mr. Panera. Since then Frangos said, all downtown property owners were mailed warning letters about the appearance of their properties. Mr. Panera received three letters (209 N. Main Street - Sunnyside; 211 N. Main Street - CDO Office; and 302/304/306 N. Main Street - First National Building) regarding the buildings he owns. After responding via email to the Code Enforcement Officer, Mr. Panera delivered an edited lease agreement with an additional 5.35% increase and charged it to "municipal ordinance expense." Frangos then told the Board that after some conversation between himself and Mr. Panera, he (Mr. Panera) agreed to bring the City's lease back to the original rate of \$2,665.78 for two (2) years. After some discussion from the Board, Mayor Pro Tem Kicinski made a motion authorizing the City Manager to execute and sign the new lease agreement with Joel Panera for the original quoted amount of \$2,665.78 per month for a term of two (2) years. The motion was approved by a vote of 5-0.

**Discussion Items | Budget Workshop for the FY 2024-25 Annual Operating Budget**

City Manager Michael Turner presented the FY-2025 Budget to the Board, reminding them that the first FY-2025 Budget Workshop was held on March 18, 2024, when he presented an uncut version of all budget requests. This Workshop, he explained, was the second of three, and at this workshop, he said, he will present his recommended budget to the Board with some cuts and adjustments for review and discussion as follows:

	<i>FY24 Adopted Budget</i>	<i>FY25 Requests</i>	<i>FY25 Manager's Recommendations</i>	<i>Percentage +/- Diff.</i>	<i>Dollar +/- Diff.</i>
General Government	\$15,500	\$44,500	\$36,000	132%	\$20,500
Governing Body	\$148,469	\$107,988	\$109,448	- 26%	(\$39,021)
City Manager	\$326,411	\$356,774	\$356,973	9%	\$30,562
City Clerk	\$123,675	\$124,221	\$136,838	11%	\$13,163
Admin. Services	\$635,187	\$712,601	\$713,465	12%	\$75,278
City Attorney	\$60,000	\$62,000	\$60,000	0%	-0-
Finance	\$254,012	\$257,354	\$279,923	10%	\$25,911
Police	\$2,373,307	\$2,630,183	\$2,633,025	11%	\$259,718
Fire Protection	\$277,029	\$451,587	\$451,587	63%	\$174,558
Public Works	\$568,028	\$617,735	\$628,761	11%	\$60,233
Comm. Development	\$206,075	\$510,210	\$465,606	126%	\$259,531
Recreation	\$566,019	\$719,826	\$720,356	27%	\$154,007
<b>Totals</b>	<b>\$5,553,712</b>	<b>\$6,594,979</b>	<b>\$6,591,982</b>	<b>19%</b>	<b>\$1,035,270</b>

The City Manager then presented a breakdown of his recommendations by department starting with General Government: New Requests 15 – 48” LED replacement Christmas wreaths for Main Street \$12,000,–(\$3,000 funded from 2024 budget), City of Creedmoor Emergency Operations Plan (EOP) – \$20,000. Governing Body: Non-recurring request Municipal Election - \$16,000, Veterans Monument - \$22,500, iPads - \$ 7,200 with recommended salary adjustments for only two (2) Legislative Boards – PB & BOA from \$50 month to \$60 per month for meetings attended (PB (8) @ \$60 per meeting = \$480 month X 12 meetings totals \$5,760, and BOA (5) @ \$60 per meeting = \$300 per quarter X 4 meetings \$1,200). City Manager: C/C Shared Grant Writer – increased \$3,500 (\$40-\$43.5K) for incidental expenses. – Training, travel, office supplies, etc., Manager and EA Salary adjustment & benefits from 2023 performance evaluations, and two times per year Creedmoor to host Kerr-Tar COG C/C manager's breakfast meeting. City Clerk: Granicus was moved from the ASD budget to the City Clerk line for an increase of \$12,000 (and a reduction of the same amount, \$12,000 from the ASD budget) and a Computer Tablet for out-of-office meetings and conferences - \$1,600. Administrative Services: Granicus moves from ASD to City Clerk with a decrease of \$12,000, VC3 IT contract renewal at \$50K, Cable to Fiber Optics with Spectrum \$5,988, US Postage \$700 increase, Property and Liability insurance increase is to be announced, across all departments in City Government LGERS employee contribution is increasing from 12.85% to 13.60 % (or .75%) for City employees, and 14.10% to 15.10% (or 1.0%) for Law Enforcement employees. City Manager then added that the City is still waiting for Property, Liability and Health insurance increases, as well as awaiting NCLM's COLA survey which they are conducting now and it should be completed by April 30. City Attorney: BOC awarded a new MOU at the April 2, 2024 Board meeting for the Brough Law Firm, FY 2023 budgeted \$60,000 spent \$51,120, and FY 2024 budgeted \$60,000, year-end projection of \$45,976. Finance: Computer Tablet for out-of-office meetings and conferences for finance director -

\$1,600 as well as Training & Travel – Fall/Spring/Summer NCGFOA Conference - \$3,000. Police: 8 Rifles \$8,000, Ammunition for weapons \$6,000, 7 Ballistic vests \$10,500 (2 new 5 reply.), Uniforms at \$18,000, 8 License Plate Readers at \$24,000 (proposed was the purchase of only 2 License Plate Readers but Commissioner Wilkins wanted the original number of 8 to be in the budget to which Commissioner Way agreed and said that it was a great tool for law enforcement and the consensus of the Board was to bring the number back to 8), Training & Travel at \$10,000, Verizon Air Cards at \$16,800, (Car Computers/cameras), 20 replacement portable/handheld and 4 mobile/vehicle radios at \$140,000, Personnel Priority # 1 Narcotics / Gang Officer – FTE at \$81,000, Priority # 2 Reclassification of one current officer position to K-9 at \$20,000 and no additional SRO for Mt Energy School is in this request. Fire Protection: The City Manager told the Board that the fire Protection/Rescue Services Agreement increased by \$174,558 from \$227,029 to \$401,837 with a recent County reevaluation of property tax values. Fire Protection/Rescue Services is \$401,837 and the Annual Ladder Truck Payment is \$ 49,750 for a total of \$451,587. Public Works: Replacement PW vehicle M-4 at \$73,000, Replacement Zero Turn mower at \$13,600, 1-Box and 1-Push Blades for new “Track Skid Steer” at \$ 6,500, 1- Bush cutter for new “Track Skid Steer” at \$ 7,654, Computer Tablet for out of office and field use by Maintenance Technician at \$1,600. Grounds maintenance (mulch & plantings) increase \$3,000 for taking over R5705-L, Elm Street Parking lot grade/gravel is \$12,000, Part-Time Admin./Data Entry Clerk 16 hours week at \$15 per hour \$24,000 Year, with no benefits, budgeting a 5% rate increase for SGWASA, and the City will adjust their numbers with final decision (\$330 – CCC, \$500 – PW, City Hall & CDO = \$830). City Manager continued with Community Development: 12-month Planner position with benefits with a cost to the City of \$93,600, Replacement Vehicle for CDO Office at \$13,600 (lease option), 20% Increase on Community Development Lease by \$5,400, Main Street Public Parking Lot at \$102,000 and Lake Rogers Flood Study, Stewardship & Surveying at \$55,000. Parks and Recreation: Two new replacement lightweight peddle boats at \$16,000, Bathrooms - fixtures, lights, doors, paint, etc. at \$ 9,000, Community Center Painting (Int. Ext) at \$ 8,000, Replacement of 2009 Christmas tree with a new sectional tree at \$20,000, System-wide Recreation Master Plan at \$75,000, Replace deck rails on GC Senior Services deck at \$5,000 and Increase the number of temporary service hours at \$15,830. The City Manager then presented the County Service Contributions, totaling \$7,700, for FY 2025 as follows: Families Living Violence Free - \$1,000 – the same amount as the prior year, Creedmoor Cemetery Association - \$4,200 - up \$200 from the prior year, Granville County Search & Rescue - \$2,000 – the same amount as the prior year, and the Granville County Historical Society - \$ 500 – the same amount as the prior year.

Up next, Administrative Services Director Camille Lockley presented to the Board a proposed amendment to the City’s Personnel Policy which included changes to the Longevity Pay Schedule which included changing the years of service schedule to 0-2 years - \$100, 3-5 years - \$300, 6-10 years - \$500, 11-15 years - \$750, and 16 plus years - \$1000. Changes to the City’s Dress Code were presented next and Mayor Pro Tem asked, and there was a consensus of the Board, that the ASD include a clause stating that shirts must be at or below fingertip length if an employee is wearing leggings. Continuing, Ms. Lockley explained that there will now be a link for the City’s Social Media Policy for easy access by employees, and in closing, she presented a proposed Teleworking Policy to the Board. Mayor Wheeler and the Board thanked Administrative Service Director for her presentation.

Next, Finance Director Lee Faines presented the FY 2025 Budget Update reporting to the Board that the FY25 Estimated Revenues at the current tax rate of 61.5¢ totaling \$7,392,183 and at the revenue-neutral tax rate of 36.4¢ totaling \$5,719,905. Expenditures were presented next with a requested amount for FY 2025 of \$6,594,979 and a proposed amount of \$6,591,982 (managers recommendation), Faines further explained that the FY 2024 Adopted Budget was \$5,553,712, resulting in a \$1,035,270 increase for FY 2025. Next up, Faines presented the Projected General Fund Balance as of June 30<sup>th</sup>, 2024 of \$9377,503, Board Adopted Amendments of \$855,005, with 70% of General Fund Expenditures for FY25 at \$4,613,806 and a Fund Balance of \$3,908,692 available for projects. The Powell Bill Fund was next, with Estimated Revenues of \$186,000, Requested Expenditures of \$351,000, and Fund Balance Appropriated at \$165,000. Stormwater FY25 Revenues were estimated to be \$501,954 and Expenditures were \$501,954 and included Administrative and Planning fees of \$335,842, Repairs and Improvement of \$145,412, and Service Payments of \$20,700. The floor was opened for questions and after some discussion from the Board, the Mayor thanked the Finance Director for his presentation.

Next up, Community Development Director Michael Frangos presented the Proposed Community Development Fees and Rate Adjustments for FY25 which included the Re-Inspection Fee which he said, would be changed to \$50 per site visit, to which Commissioner Way commented that he thought the rate per site visit should be raised to \$100 and the Board agreed. Moving on, Frangos told the Board that the Preliminary Plat Review Fee proposed was \$750, the Final Plat Review Fee proposed was \$250, the Miscellaneous Services category was deleted, and the Zoning Compliance Permits Fee proposed was \$150 for single/two-family structures, \$75 for mobile homes, \$150 for multi-family and \$250 for Temporary Use Permits. Frangos continued telling the Board that for Zoning Studies, Verifications, and Certificates of Non-

Conformity the Fees proposed were \$600 for a Vested Rights Procedure and \$150 for a Vested Rights Extension, the Zoning Map Amendment Fees proposed were \$1,000, the Food Truck/Open Air Sales Fees proposed were \$100 and renewed annually, the Solicitor and Transient Vendor Registration Fee proposed were \$25 and also renewed annually. After a few questions from the Board, the Mayor thanked the Community Development Director for his presentation.

Lastly, Recreation Director Dennis Meshaw presented the FY25 Proposed Fees and Rate Adjustments as follows for the Willow Oak Room: Half Day Rentals for City Residents \$200, Non-Residents \$260, Senior/Military/Non-Profit \$185 for Residents, \$240 for Non-Residents, For-Profit Activities \$310 for Residents and \$390 for Non-Residents. Full Day Rentals for City Residents \$400, Non-Residents \$520, Senior/Military/Non-Profit \$370 for Residents and \$480 for Non-Residents, For Profit Activities \$626 for Residents and \$785 for Non-Residents. Meshaw then said the use of the Willow Oak Room from 8 pm to 11 pm added a Proposed Fee of \$195 for Residents, \$250 for Non-Residents, \$180 for Senior/Military/Non-Profit Residents, and \$230 for Non-Residents, and For-Profit Activities the Proposed Fee was \$258 for Residents and \$314 for Non-Residents. The Willow Oak Room Application Fee was then presented for City Residents \$100, Non-Residents \$100, Senior/Military/Non-Profit \$100, and For-Profits \$50. After a few comments, the consensus of the Board was in favor of the increases proposed for the Recreation Fees.

The City Manager took the podium and thanked the staff for all their work in refining their FY25 budget lines for this workshop. The floor was then opened for questions and after some discussion, Mayor Wheeler reminded the Board that the City wanted to build a new Police Station, and the City wanted to build a new Fire Station, but the City could not because the money was not there to do it. He continued and said that the City needs to look forward and start planning now and keep that in mind when considering the budget and the tax rate and look at what the City needs to accumulate each year to reach its goals. Commissioner Way then asked the Community Development Director to look into street lights for Hwy 56 going towards Butner as well as the holiday decorations and banners on the poles going towards Lake Rogers. The City Manager closed by thanking the Board and telling them that he would be bringing a more refined budget back to them at the next Budget Workshop on May 20<sup>th</sup>.

### Adjournment

As there was no further business to come before the Board, Commissioner Wilkins made a motion to adjourn at 7:43 p.m. The motion was approved by a vote of 5-0.

  
Mayor Robert V. Wheeler

  
Barbara Rouse, City Clerk, CMC

