

Minutes of  
City of Creedmoor  
BOARD OF COMMISSIONERS  
**Work Session**  
May 9, 2011  
5:30 p.m.

**PRESENT**

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

**INVOCATION and PLEDGE OF ALLEGIANCE**

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

**ADOPTION OF AGENDA**

Moved by Commissioner Stallings to adopt the meeting agenda with the following additions: (1) item 5c, Paddington Subdivision update; (2) item 5d, Lake Rogers duck hunting update; and (3) an executive session for discussion of real property acquisition; Seconded by Commissioner Seagroves. The motion received a unanimous vote.

**STATUS UPDATES**

- a. *Code Enforcement Officer John Ganus reported on the following standing agenda items:*

Alamo: The engineer's report was received today and is currently being reviewed by the City Building Inspector.

4-Way Quick Stop: The owner of the property has not done anything to the property and is currently under two separate orders. The first, with the deadline approaching in June, is an order to repair or demolish the building. The second, in reference to cleaning up the property as far as the overgrowth and trash/debris present on the property, Officer Ganus stated that he has had some discussions with landscape contractors to acquire estimates to perform the clean-up. If this route is chosen, the City would pursue placing a lien on the property to recoup the cost of the clean-up.

Burned Building on Hwy-56: No response from property owner has been received by the City as of yet in reference to cleaning-up the debris that was buried on the site by the hired contractor. At some point in the future, the City may consider reverting to hiring a subcontractor to perform the clean-up and then filing a lien on the property to recoup those costs. Officer Ganus stated that the preferred method was to get the owner and his contractor to clean-up the property themselves.

302 Main Street (Batten Law Firm): Officer Ganus reported that he had issued a home occupation permit revocation to the Batten Law Firm at 302 Main Street. Pending adoption of a new zoning ordinance that will be presented to the Board within the next year, an agreement to suspend the revocation was issued. Officer Ganus explained this was because the new ordinance, if adopted, would have the effect of bringing the property into full compliance.

- b. USDA Water/Sewer Projects: Manager Mercer reported that the LGC has approved the financials and the documents are currently being bound with a projected submission date to USDA by May 13<sup>th</sup>. Two important dates related to the project were announced: May 17<sup>th</sup>, a pre-construction meeting will be held at 1:30 pm; and May 23<sup>rd</sup> is the planned date to issue the 'Notice to Proceed' to begin construction. The Board and Manager recognized the need to have a communication plan in place to be able to notify residents and City-event coordinators of disruptions that may occur as a result of the project. At the pre-construction meeting, the Manager stated that he plans to discuss these and many other questions that will need to be addressed prior to commencement of the project.

- c. Paddington Subdivision Update: Administrator Flowe reported that Timberstone Homes is planning to acquire additional lots and will be contributing funding, based on a prorated amount that they have already spent on the playground, for each of the additional lots. The HOA will be receiving additional funding and/or Timberstone Homes will be installing additional equipment, benches, etc. in Play Area #1 or in other areas, depending on their preference.

Pine Valley: Administrator Flowe reported that he had met with the developers and partners in Pine Valley regarding a plan to relocate the play areas within that subdivision. The original location was next to power lines and a 4-wheeler trail in the back of the subdivision away from homes. The final plat was reviewed and a better way to realign lots and reposition the play area in a more ideal location was agreed upon. This new location will be more centrally located to Phase II and in an area where no existing homes are located. The developers have agreed to supply an additional \$5000 bond (along with the \$5000 bond already in place) to ensure sufficient funding is available for the project.

- d. Lake Rogers Duck Hunting Issues: Attorney Currin informed the Board that he has not yet received the survey from Attorney Stark and also that his telephone calls have not been returned. City staff are currently working on GIS recapitulation of the original survey from the 1940's to assist in looking at enforcement based on the location of property lines.

### **Resolutions**

Attorney Currin explained that Resolutions 2011-R-11 and 2011-R-12 should be considered by the Board in reverse order rather than the order that they appear on the agenda.

#### Resolution 2011-R-12: Bond Order Authorizing Issuance of Water/Sewer System Revenue Bonds to Provide Funds to Construct Improvements

Commissioner Piper introduced *Resolution 2011-R-12: Bond Order Authorizing Issuance of Water/Sewer System Revenue Bonds to Provide Funds to Construct Improvements* and moved for its adoption; Seconded by Commissioner Minor. The motion received a unanimous vote.

#### Resolution 2011-R-11: Resolution Providing For the Issuance of a \$4,965,000 Water and Sanitary Sewer System Revenue Bond Anticipation Note

Commissioner Wilkerson introduced *Resolution 2011-R-11: Resolution Providing for the Issuance of a \$4,965,000 Water and Sanitary Sewer System Revenue Bond Anticipation Note* and moved for its adoption; Seconded by Commissioner Minor. The motion received a unanimous vote.

#### Resolution 2011-R-09: Resolution Approving an Application for a Master Plan – Revised Preliminary Plat for Fontaine

Administrator Flowe explained that the revised plat reduces the number of lots from 388 to 152, reduces the amount of impervious area, and increases the amount of permanent open space and conservation areas, essentially concentrating development and reducing overall density by one-half. The Planning Board, by unanimous consent, approved the Revised Preliminary Plat for Fontaine, and recommends its passage to the Board.

Moved by Commissioner Minor to adopt *Resolution 2011-R-09: Resolution Approving an Application for a Master Plan – Revised Preliminary Plat for Fontaine*; Seconded by Commissioner Piper. The motion received a unanimous vote.

#### Resolution 2011-R-10: Reaffirming City of Creedmoor's Commitment to Protecting Local Water Sources and Improving the Quality of Life of Creedmoor Citizens

Attorney Currin informed the Board that this resolution is necessary as a policy statement to proceed with funding for the Clean Water Grant.

Moved by Commissioner Stallings to adopt *Resolution 2011-R-10: Reaffirming City of Creedmoor's Commitment to Protecting Local Water Sources and Improving the Quality of Life of Creedmoor Citizens*; Seconded by Commissioner Seagroves. The motion received a unanimous vote.

### **City Manager's Comments**

Manager Mercer reported that he had met with the Finance Committee to review the pay study and personnel policy updates as submitted by the MAPS group. He requested action by the Board to adopt the pay study and personnel policy update. Mayor Moss pointed out that the policy update was needed to address legislative changes since the previous policy was adopted, some of the changes were internal recommendations, and some outdated items were removed. He announced that the upcoming financial obligations of the USDA project has prompted a change in the role of the City Clerk. Korena Weichel will become the new City Clerk in addition to her duties as Administrative Services Director and her role as Human Resources Officer. Mayor Moss elaborated on the current recruiting efforts for a new Deputy City Clerk to perform administrative duties as well which entails a current part-time position moving to full-time in the Administrative Services Department. When asked by Commissioner Stallings if the full-time position would revert back to a part-time position after the USDA project, the Manager said he did not anticipate that due to the increased work load in other areas.

Commissioner Wilkerson asked the Manager about including a policy addressing voluntary shared leave. The Manager indicated he would rather consider the matter on a case-by-case basis to prevent abuse and the Board agreed that it may be looked at as a separate policy. Commissioner Stallings then inquired as to the duties being taken off of the City Manager and placed upon the position of Human Resources Officer. The City Manager explained that the Human Resources field has become much more technical in recent years and Korena Weichel has received her PHR (Professional in Human Resources) certification and will continue to receive ongoing training in the field to ensure the City is compliant with current employment laws.

Moved by Commissioner Piper to adopt *Resolution 2011-R-14: Resolution Adopting Revised Personnel Policy and Salary Schedule*; Seconded by Commissioner Minor. The motion received a unanimous vote.

### **Budget Discussion**

The Manager requested that the Board submit any additional budget-related questions to him or if they preferred, to request a one-on-one discussion with him at their earliest convenience.

### **Executive Session**

Commissioner Stallings moved to go into closed session for real property acquisition, per G.S. 143-318.11; Seconded by Commissioner Piper. The motion received a unanimous vote.

The Board returned from Executive Session at 7:27 pm.

### **Committees**

#### *Finance, Administration, & Intergovernmental*

Commissioner Piper made a motion to expand the scope of the Preliminary Engineering Report in order to have The Wooten Company perform additional analysis regarding the impact of the City of Creedmoor tying onto the City of Oxford's utility system and sending sewage to Oxford for treatment. The cost of the additional service is not to exceed \$10,000.

#### *Energy, Environment, & Natural Resources*

Commissioner Minor made a motion authorizing the City Manager to send a letter to the City of Oxford staff regarding possible water and sewer allocations from the City of Oxford; Seconded by Commissioner Stallings. The motion received a unanimous vote.

#### *Public Safety*

No report.

*Transportation Infrastructure*

Commissioner Wilkerson reported that price negotiations are underway for scraping the dirt/gravel roads the City is responsible for maintaining. The Mayor called attention to the pedestrian planning meeting on Wednesday and Manager Mercer added that the City now has a student representative from the High School on the committee. Commissioner Wilkerson later asked if the City had received the expected information from Duke Power regarding the street lights in the City. City Manager Mercer will check with staff on this.


*Community & Economic Development*


Commissioner Stallings asked if the street signs identifying Chief Street as a private street had been removed. City Manager Mercer will follow up on this and take the appropriate action. Commissioner Stallings commended Business Development and Transportation Project Manager Wilkins on a good job developing and implementing the "Yard of the Month" program.

The Mayor briefly spoke about attending the Town Hall Day recently and commented that Extraterritorial Jurisdiction (ETJ) issues and annexation issues continue to be significant issues for most municipalities.

**ADJOURNMENT**

There being no further business before the Board, Commissioner Wilkerson moved to adjourn the meeting at approximately 7:36 p.m.; seconded by Commissioner Piper. The motion received a unanimous vote.

  
Darryl D. Moss, Mayor

  
Korena L. Weichel, Deputy City Clerk

