



Minutes of
City of Creedmoor
BOARD OF COMMISSIONERS
Regular Meeting
April 26, 2011
7:00 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 & PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

The Mayor called for the approval of the agenda. Moved by Commissioner Stallings to adopt the agenda; Seconded by Commissioner Piper. The motion received a unanimous vote.

MANAGEMENT AND PERSONNEL SERVICES (MAPS) PRESENTATION TO THE BOARD

Manager Mercer introduced Ms. Becky Veazey, President of the MAPS (Management and Personnel Services) Group. Ms. Veazey summarized her presentation as an overview of the pay classification plan, salary survey, and personnel policy update performed, a review of the methodology used, a "walk through" of the hard copy report provided to the Board, and an offer to return after the Board has thoroughly reviewed the report.

Ms. Veazey provided a detailed presentation. Key points for a pay classification plan are listed below.

- Having a classification and pay plan helps keep individual pay rates comparable to the "market rate" for their skills and assists in determining what is an appropriate merit increase for high-quality work.
- Systematic plans and policies provide a defense to the City in the event of legal challenges.
- Assists in employee retention.

From the pay classification plan developed for Creedmoor:

- Surrounding municipalities (other potential employers) were surveyed to create a base line to serve as the market rate.
- Employees' actual pay was compared to the market base line.
- Some job titles were revised to better reflect current terms and enhance comparability.
- Job classifications were presented with a Minimum amount, Mid-point amount, and a Maximum amount.

Questions from the Commissioners, and responses, included:

- A question from the Mayor if the study indicated that new positions needed to be created. No.
- Ms. Veazey presented implementation options that the Board could adopt. Option 1 is estimated to cost \$61,089. The Mayor questioned what the cost of fringe benefits might be. City Manager estimated that benefits could add another \$20,000.
- Ms. Veazey drew attention to the removal of elected officials' health insurance from the personnel policy. She explained that, because elected officials technically fall outside of the scope of the personnel policy, a separate policy will need to be developed to address this coverage.
- Ms. Veazey also pointed out a proposed change in retiree health care policy. Once a retiree reaches Medicare eligibility, the City would no longer provide health care insurance. If adopted, this would be effective for employees hired after July 1, 2011. Several questions followed about how prevalent this reduction in benefits is. Ms. Veazey responded that some cities are adding benefits, but there are more that are reducing benefits.

Following Ms. Veazey's presentation, Manager Mercer indicated that the next step in the process would be for the Board of Commissioners to "digest" the findings, ask questions, and adopt as the Board sees fit. Manager Mercer also disclosed that additional information on implementing the salary recommendations would be coming.

REQUESTS TO ADDRESS THE BOARD

No requests to address the Board.

ADOPTION OF MINUTES

Motion by Commissioner Minor to approve the Minutes of (i) the March 22, 2011 Board of Commissioner's Regular Meeting and (ii) the April 11, 2011 Board of Commissioner's Work Session; Seconded by Commissioner Seagroves. The motion received a unanimous vote.

PUBLIC COMMENTS

No one approached the Board to make Public Comments.

RESOLUTION 2011-R-08: DEDICATION FOR PUBLIC GREENWAY/WALKWAY

Business Development/Transportation Projects Manager Wilkins presented a resolution calling for the dedication of a drainage easement on City-owned property to support the City's Cross Town Trail Project. The easement would be in the vicinity of the Battle Rogers ball field.

Moved by Commissioner Minor to adopt *Resolution 2011-R-08: Dedication for Public Greenway/Walkway*; Seconded by Commissioner Stallings. The motion received a unanimous vote.

Mayor Moss noted that Commissioner Wilkerson had been voted Vice Chair of the Granville Greenways committee. Commissioner Wilkerson addressed the goal of keeping greenway signage consistent throughout Granville County.

CITY MANAGER'S REPORT

City Manager Mercer's report contained the following key points.

- Finance Director Wiles presented Budget Amendment 07-FY11, an amendment to establish a maintenance line item for the facilities at Lake Rogers. The increased use of and activity at Lake Rogers prompted this amendment. Certain cell tower revenue has been more than budgeted, which provided the funding for the amendment.

Moved by Commissioner Piper to adopt *Budget Amendment 07-FY11*; Seconded by Commissioner Minor. The motion received a unanimous vote.

By mutual agreement of the Manager, the Mayor, and the Board, the issues from **OLD BUSINESS** were moved up so that the budget presentation could be made with less time constraints. Planner Cahoon provided the following updates:

- A brief update on the development progress of the Powell Bill map. Minor changes need to be made. The status of Chief Street is under review to determine if it is eligible for Powell Bill funds.
- The owners of the horse rescue operation at Pine Street have received a warning from the City Code Enforcement Officer. The owners may apply for a Special Use Permit by May 6th. They may be liable for civil penalties after May 30th.
- The Alamo has an April 30th deadline for removal of hazardous material. Staff continues to work with the owners of the Burned Building on Highway 56, to address the removal of buried construction debris. A citation has been issued to the 4-Way Quick Stop for overflowing trash, debris and other code violations. Planner Cahoon discussed several other zoning and compliance issues within the City. The Mayor raised a question because he thought that the horse rescue operation was in compliance. Planner Cahoon indicated that if the horses were on one parcel they could be, however they are currently housed over five different parcels, resulting in a large concentration of horses on a small parcel.

Manager Mercer then presented an update on the USDA Water & Sewer Project. Contracts are being processed and prepared in anticipation of the LGC approval next week. Following this, documentation will be collected, bound and delivered to the local USDA office for review by USDA officials. A pre-construction meeting on May 17th is planned with construction to begin approximately one week later. A general discussion about the timing of contract

approval ensued. City Attorney Currin suggested continuing the current meeting to May 6th and approving the contracts if everything was ready and in order as the Board will be gathering to take a trip to Wake Forest to observe an example of a family entertainment center on that date.

NEW BUSINESS

Manager Mercer presented the preliminary budget for Fiscal Year 2012. The budget was presented as “Investing Strategically During Economic Uncertainty.” The presentation focused primarily on the unrestricted portion of the General Fund and comparison of the current budget to the preliminary FY12 budget. Key points included:

- The presentation is adjusted to enhance the comparability of the Storm Water management operations over the two years.
- Modest revenue growth percentage (less than 3%) in most cases. This is based on information supplied from the County Tax Collector, the NC League of Municipalities estimated revenue growth rates for the coming year, and the City’s own information.
- Many of the revenues are not expected to show significant growth statewide. However, Creedmoor’s population has increased approximately 25% following the 2010 Census. The City should see those revenues with a per capita component increase.
- Health insurance costs and required retirement contributions have increased.
- Based on the information at this point, no tax increase is proposed and no change in water & sewer rates; This is dependent on SGWASA’s actions.
- Stormwater funding is expected to be accounted for in a separate fund. Rates and billing options are still being developed. Granville County may be offering a county wide utility that will provide a billing mechanism.

Manager Mercer provided details to the Board of Commissioners for review and encouraged them to contact him with questions. Additional detail will be presented at the next board meeting. Manager Mercer clarified that the budget does not include any funding for site preparation for a new fire station. The Mayor polled the Commissioners for their comments.

Commissioner Minor indicated that he would like to see a tax decrease again this year, but that there are still many variables at work which could affect the final budget.

Commissioner Stallings asked if we had the three-year fireworks contract with the guaranteed pricing in place yet. The Manager reported that the vendor has the contract and is expected to sign and return it in the near future.

The Mayor asked Manager Mercer what he saw as the next steps in the budget process. Manager Mercer answered that some one-on-one time may be needed to review the MAPS recommendation with the Commissioners.

City Attorney addressed the legal standing of having a personnel policy and having a personnel policy adopted as an ordinance of the City. The current recommendation is to remove the personnel policy from the Code of Ordinances. City Attorney Currin will review the City’s current position and will prepare a motion to modify the standing of the policy, if the Board so wishes.

MAYOR’S REPORT

The Mayor presented his report including:

- May 19th will be a joint Town Hall Meeting with County Commissioner Karan. Mr. Doug Logan of Granville County is expected to speak on the County’s disaster preparedness and what individuals can do to be ready for emergency situations.
- The Mayor and Planner Cahoon attended the Environmental Awards hosted in Raleigh.
- The Mayor called attention to a grant workshop at NCCU.

COMMISSIONERS’ COMMENTS

Commissioner Piper: The Commissioner expressed his thanks to the staff for their work on the budget.

Commissioner Stallings. Commissioner Stallings asked for a clarification on the status of Chief Street. Is it a public or private street? The sign blade shows it as a private street. He also called attention to the nomination process for the “Yard of the Month” program. He also questioned where the overflow parking is going during recreation

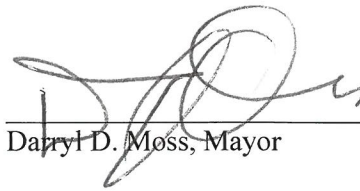
events? Manager Mercer indicated that parking is available behind the RBC Bank. Commissioner Stallings asked if accepting merchant cards was reducing the cut-off list? Manager Mercer and Finance Officer Wiles responded that the cut-off list has routinely been approximately 40 customers; that has been reduced and the convenience fee for telephone orders has kept the cost to the City below what was anticipated.

Commissioner Wilkerson: Commissioner Wilkerson raised the need to scrape the dirt roads in the City. This would affect Sunset Street, Oak Street, Mangum Street, Chief Street and Holly Creek.

Commissioner Seagroves: The Commissioner reported that the Police Department has applied for a grant to purchase a trailer to store and transport the equipment needed for traffic stops.

CONTINUED MEETING

There being no further business before the board, at approximately 9:03 pm Commissioner Stallings made the motion to continue this meeting until May 6th at 7:00 p.m.; Seconded by Commissioner Wilkerson. The motion received a unanimous vote.



Darryl D. Moss, Mayor



Ren E. Wiles, Finance Officer/ City Clerk

