

MINUTES OF  
CITY OF CREEDMOOR – BOARD OF COMMISSIONERS  
WORK SESSION  
MAY 11, 2009  
5:30 P.M.

**PRESENT:**

Mayor Darryl D. Moss, Mayor Pro-tem Tim Karan, Commissioner Jimmy Minor, Commissioner Otha Piper, Jr., Commissioner Larry Robinson and Commissioner Herman Wilkerson. Also present were Tom Mercer, City Manager and Sandra Harper, City Clerk. Absent was Attorney Tom Currin.

**QUORUM:**

Mayor Moss called the meeting to order at 5:30 p.m. in the Commissioner's Room at City Hall.

**INVOCATION:**

Mayor Moss

**PLEDGE OF ALLEGIANCE:**

Commissioner Karan

**MR. JIM MILLS – ADS (FTR GOLD):**

Mr. Jim Mills addressed the Board and gave an update of the FTR Gold software. He expressed that the software allows converting the recording from the FTR secured format to a standard windows media file, which will play on any pc. This system also allows conversion to an audio file to burn to a CD that will play in any standard CD player. He explained that if the meeting exceeds 80 minutes there will be multiple CDs involved in the audio format; however, in the Windows Media format the system will accommodate up to six and one-half hours with one standard CD. Mr. Mills said to use the FTR format will produce up to thirty hours on one CD. He requested that a CD-R be used such as Sony or Maxell for good quality reproduction. Mr. Mills suggested that anyone that would like a CD to make the request the evening of the meeting and the Clerk will burn the CD the next day. He expressed that it is time consuming and explained that the software has to first look at the audio, convert it to a separate format and the Clerk has to burn that format to a CD. He also noted that the recordings are being archived to the City's network. Mr. Jim Mills expressed that if the Clerk has any problems or questions that she can call him.

Commissioner Karan said that the player had been loaded onto the Commissioner's laptop computers.

Mr. Jim Mills advised that the Commissioners could launch the player and the player panel will become visible, click on the folder and the “load audio” will become visible and they should be able to launch the meetings. He said that FTR is visible under SBS/FTR on the City’s network. Mr. Mills expressed that the Commissioners would only be able to listen to the recordings and do not have to worry about deleting anything.

Mayor Moss thanked Mr. Jim Mills for his presentation.

## **COMMITTEES:**

### **Finance Administration:**

Commissioner Robinson said that he had nothing further at this time.

### **Traffic Infrastructure:**

Commissioner Wilkerson said that he wanted a decision made for the sidewalks on Main Street and this discussion would be during the budget work session.

### **Community & Economic Development:**

Commissioner Piper said that he and Mayor Moss would be scheduling another meeting to plan the activities of the September Music Festival.

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

Commissioner Karan said that his discussion would be in regards to water/sewer rates under budget.

### **Public Safety:**

Commissioner Minor said that he had nothing further at this time.

## **BUDGET WORK SESSION:**

Mr. Tom Mercer, City Manager/Finance Officer presented the Board with a drawing of the Main Street/NC Hwy. 50 sidewalk plan in front of the Cardinal State Bank. He said that he and Dave Roesler, Planning Director drove to Clinton, North Carolina to view their streetscape for ideas and was impressed with the design. Mr. Mercer, City Manager/Finance Officer said that because the plan he presented was not a continuous pattern the cost would be \$20.00 per square foot additional charge. He noted that if they stamp the concrete with the same design the cost would be an additional \$5.00 over the cement cost. The estimated price per square foot would be \$7.00 per sq. ft. plus the \$5.00, which would be \$12.00 per square foot for the sidewalk. He added that the curbing would be \$50.00 per lineal foot. Mr.

Mercer, City Manager said that there would also need to be asphalt replacement at the curb. He said the approximate price would be \$17, 900, which includes the stamping. Mr. Mercer, City Manager advised that also included would be the demolition of the old sidewalk, curb and gutter, installation of new sidewalk, concrete treatment, round curb and gutter and restore the new asphalt on gutter edge at Main Street. This would be from the property line of Southern States and Cardinal State Bank to the Post Office driveway.

Commissioner Minor advised that during the walk out to view the proposed project Cardinal State Bank advised that they would pay for the old driveway cuts replacement. He said that the agreement was that the City would pay for the sections between the driveway and Cardinal State Bank would take care of the sidewalk and curbing.

Commissioner Wilkerson questioned pouring cement without cracks appearing where the two colors join.

Mr. Steve Colenda expressed that the cost goes up to \$20.00 per sq. ft. because of the red imprint. He said that it was a two stage process; 1) they form it, pour, stamp, seal and stain, 2) they come back and pour the rest of the sidewalk.

Mr. Tom Mercer, City Manager/Finance Officer said that he felt that they needed to have another meeting with the bank and physically walk out there with the quote and the paper.

Mr. Steve Colenda said that the last conversation he had with the bank was that they were going to pay for the new curb, new drive and would replace the curb and gutter in the old drive entrance.

Commissioner Wilkerson said that was completely different from what they said at the first meeting.

Mr. Dave Roesler, Planning Director advised that his understanding was that they could not replace the curb without leveling the sidewalk. He said that they were also responsible for fixing any damage during construction.

Commissioner Wilkerson said that at a previous meeting he discussed that there were two meter boxes that were approximately 1” above the sidewalk and the decision was made that the City would adjust the boxes to be level with the sidewalk.

Mr. Dave Roesler, Planning Director said that he felt there were three options: 1) Conventional sidewalk, 2) Design and 3) All brick stamp. He expressed that the draft option presented this evening was more costly because it was labor intensive.

Commissioner Robinson expressed that the sidewalk would also need to be maintained.

Commissioner Minor said that his preference would be the \$12.00 per square foot with a stamped pattern.

Mr. Deuard Bowden, Business Advisory Council Chairman addressed the Board and said that it was important that the Board make a decision as to the aesthetics of the sidewalk. He said that it would be best to have the same design throughout the City.

Commissioner Karan said that he felt a herringbone or brick design was pretty; however, the replacement of the rest of the sidewalks had not been budgeted. He said that there are sections of the City that do not have sidewalks. Commissioner Karan noted that there are approximately 600 homes that have children riding school buses because the City has no safe routes to school. Commissioner Karan expressed that the City needs a cohesive plan.

Commissioner Wilkerson added that he and the City Manager had discussed that there are sections of sidewalk downtown that is dangerous to citizens and in need of repair.

Commissioner Piper commented that he agreed that a decision needed to be made on the type of sidewalk and to make it uniform throughout the City.

Commissioner Minor suggested placing a colored diamond pattern every few feet for character, which would save the City a lot of money.

Mayor Moss referred this issue to the City Manager and the Transportation Infrastructure Committee to review and to meet with the Cardinal State Bank representatives.

Commissioner Robinson expressed that Mr. Deuard Bowden was correct in saying that the Board needed to make a decision as to the aesthetics of the sidewalk and to stay consistent.

Commissioner Karan said that he had a concern of the stamped concrete having an imprint that would be a hazard to a citizen that walks with a cane.

Commissioner Wilkerson suggested that the City Manager, the Transportation Infrastructure Committee and the Planning Director meet to make a decision on the streetscape. He expressed that once a decision has been made, the sidewalk could be duplicated for the new Family Fare BP station.

Mayor Moss said that he trusted the Transportation Infrastructure Committee to make a decision. Mr. Tom Mercer, City Manager is to schedule a meeting to include himself, Transportation Infrastructure Committee, Planning Director and the Cardinal State Bank representatives.

Commissioner Wilkerson said that the five streets of Creedmoor recommended for Highway projects are Hwy. 50, Highway 56, Highway 15, Creedmoor Connector and Northside Road.

Mr. Tom Mercer, City Manager/Finance Officer announced that the City auditors were at City Hall today and the Commissioners needed to sign a questionnaire. He expressed that the 2007/2008 audit was progressing effectively and no surprises are anticipated.

Mr. Tom Mercer, City Manager/Finance Officer met with all of the Commissioners in regards to the budget for both the General Fund and the Water/Sewer Fund.

Mr. Tom Mercer, City Manager/Finance Officer gave the Board a handout for the General Fund in reference to the Fire Department. He said that the budget was increased \$3,010 for workers compensation.

Mr. Tom Mercer, City Manager/Finance Officer gave a handout of the Capital Outlay for the Police Department.

Chief Benware expressed that the amount requested was for two used automobiles in the amount of \$26,000. He said that the City currently had two staff vehicles that have over 100,000 miles and he would like to replace them with used vehicles that have approximately 30,000 miles. Chief Benware said that he would rotate his car out for an older car. He proposed purchasing a used Highway Patrol vehicle for approximately \$8,000 and to use the remainder to purchase a good used vehicle. Chief Benware said that he does not anticipate a need for a new car next year.

Commissioner Minor inquired about plans to purchase a second speed reader box.

Chief Benware replied that he had not budgeted for one this year since his department purchased one last year; however, he felt it was a good idea. He said that the speed reader boxes are cost effective. He explained that the speed reader that was purchased last year has data log software and they could consider saving money by eliminating this software and have the flashing only.

Commissioner Wilkerson said that he recently inquired about this and was told the cost would be \$4,000. He said that he felt that they should purchase an additional speed reader box with the data log software and consider future purchases without the software.

Commissioner Piper said that \$4,000 was a low cost to save lives.

Mr. Tom Mercer, City Manager/Finance Officer advised that the deadline was missed for a grant this year; nevertheless, there may be money available in the budget. He said that he would bring this back to the Board at the first work session in June.

Chief Benware said that he had put in for a grant for an additional officer for three years at 100% with no match, which covers salary and benefits. The grant requires that the City fund the officer for an additional year. He would like to use this officer for downtown patrol to monitor parking regulations, to help with code enforcement violations, to fill in for officers on vacation or any vacancy that may become available.

Mr. Tom Mercer, City Manager/Finance Officer referred to page 16 in the General Fund under Legal Services. He said that this was in reference to Marlow and Company, the City's representatives in Washington, DC.

Mr. Tom Mercer, City Manager/Finance Officer said that he planned to set up a line item reserve for stimulus money for the future. He said this would be to pay back a low interest loan against a grant.

Mayor Moss inquired about the rules to account for the stimulus money.

Mr. Tom Mercer/Finance Officer advised that he had not received the rules. He said that the LGC would be sending out a memorandum bulletin explaining what needs to be done. Mr. Tom Mercer, City Manager/Finance Officer said that it seemed that it would mostly be tracking the jobs that are being created and reporting numbers in a different way.

Mr. Tom Mercer, City Manager/Finance Officer advised that there was a three hour meeting today with Grants and Construction in reference to Lake Rogers. He said that they have met the 55,000 cubic yards of sediment removal and are in the process of dismantling the dredger. They plan to let the sediment dry and bulldoze the area of containment of the sediment and contact the U.S. Forestry for the planting of trees and the placement of grass seed. The big items remaining from the dredging are 1) reconciling the 55,000 cubic yards by soundings and by the dewatering site survey, 2) remove the equipment, 3) finish grade and 4) punch list. There is a 10% hold back of payment until final inspection. He said that they understand that the road on the Wellons Foundation property would have to be taken care of. June 15, 2009 is the scheduled date for a final walk through by Grants Construction and Loan.

Commissioner Karan advised that he received an e-mail from the Upper Neuse River Basin Association that there is to be an NC Eco-Enhancement program on Ledge Creek.

Mr. Tom Mercer, City Manager/Finance Officer gave an overview of the Enterprise Fund. He said that it was a little misleading if the history is not known because of the volume of water not purchased from SGWASA. He gave the Board a handout of a spreadsheet for the water/sewer billing. He showed a comparison of 264 days and 365 days. He also gave an overview of the base charge data for 2008/2009 and 2009/2010. He said that this did not define inside/outside rates.

Commissioner Minor inquired about the gallons billed to customers on a monthly basis for comparison to what the City paid SGWASA. He said that the City had done a lot of flushing and asked if there were plans to place a meter to calculate the amount of water.

Mr. Tom Mercer said that this had been discussed and it was concluded that it would be a good idea to purchase a new meter.

Commissioner Minor expressed that the smoke coming up from the storm drain downtown may be because part of the system was put in as a storm drain/sewer system.

Commissioner Karan expressed that SGWASA Board members had not received a budget package and that the public hearing would be scheduled at tomorrow night's meeting.

Commissioner Minor inquired about the numbers for Wilton and Mr. Tom Mercer, City Manager/Finance Officer said that he had made a spreadsheet on this and would forward a copy to the Board.

Commissioner Wilkerson said that the water rates were increased last year to produce revenue and asked the outcome.

Mr. Tom Mercer, City Manager/Finance Officer replied that he estimated that it would be an unfavorable \$10,000. He said that there were two unpredicted burnouts. Mr. Mercer said that the actual numbers would be available next month.

Mr. Tom Mercer, City Manager/Finance Officer said that today the checking account balanced as of April. He said that this was being done on a routine basis.

Mr. Tom Mercer, City Manager/Finance Officer said that it was helpful to e-mail information to the Commissioners for their review and for them to give feedback before the meetings. He said that the information for Waste Industries was not available because they do their contract later due to the CPI. Mr. Mercer, City Manager/Finance Officer said that he just received the information for the Powell Bill and he would be sending this information to the Board. He said that there may be additional money available.

Commissioner Wilkerson said that he heard that the State was considering turning over the maintenance of state streets to the municipalities.

Mayor Moss said that he read that this was no longer being considered.

Commissioner Wilkerson asked if the City Manager had received information from the County on the tax base.

Mr. Tom Mercer, City Manager said that he had not received this information.

Commissioner Wilkerson said that he had received a letter of his re-evaluation on his house and asked if it would be used this year or the year 2010.

Mr. Tom Mercer, City Manager/Finance Officer said that the County had not talked with him about this. He said that this was on his list of questions to ask the County.

Mr. Steve Colenda, City Inspector said that there would first be an appeals process for citizens.

Mayor Moss inquired about “ready to serve” fees.

Commissioner Karan said that he and the City Manager discussed this during the EENR meeting and the numbers are shown at the back of the budget notebook. He expressed that the City Manager was to meet with the Wooten Company in reference to the capacity calculations.

Mr. Tom Mercer, City Manager/Finance Officer said that there are new meters placed where there are rental inactive accounts. He expressed that the City has a lot of re-readings of meters. Mr. Tom Mercer, City Manager/Finance Officer noted that SGWASA charges a fee for this service and this may be something that the City should consider.

Commissioner Karan noted that he and the City Manager discussed that the City has a billing policy that promotes conservation. He said that they talked about adding to the new rate schedule a program to encourage citizens to upgrade their system to conserve water.

Mr. Tom Mercer, City Manager/Finance Officer said that he met with the Boy Scout Troop Master and discussed that as a project the Boy Scouts could make the kits for the Mt. Olive Pickle barrels.

Commissioner Robinson spoke of water conservation initiatives that the City of Durham offered in the past and said that this may be something that the City of Creedmoor could consider in the future.

Commissioner Minor gave an update on the July Fire Works and advised that the County agreed to waive the permit fee and the \$50.00 per hour fee for EMS. He said that there was a Public Safety meeting scheduled tomorrow to discuss the event.

Mayor Moss said that the General Fund seemed to be stable and there would not be a tax increase. He noted that the City Manager is awaiting additional information for the Powell Bill. Mayor Moss expressed that the challenge would be the Enterprise Fund and Waste Industries.

Mr. Tom Mercer, City Manager/Finance Officer said that there would be Capital Fund and Recreation Fund to be addressed.

Mayor Moss expressed that the City received a letter today stating that the PARTF application had been rejected because they were not provided with a legal description of the Fontaine project. He said that it was provided in the package; however it was overlooked and they have agreed to revisit the application.

Mayor Moss announced that at the May 26, 2009 Board meeting there would be a recognition ceremony for Sheriff David Smith and Magistrate Ralph Seagroves that are retiring after several years of service.

Commissioner Wilkerson suggested that the Board members contact the Granville County Commissioners to let them know their approval/disapproval of the incoming Sheriff Brin Wilkins.

Commissioner Piper said that he had known Brin Wilkins for many years and he is a dedicated citizen of this community and has served Granville County well.

Mayor Moss said that if the Board makes the decision to sponsor Brin Wilkins for Sherriff he will contact the Granville County Board Chairman for the County's procedure.

Commissioner Wilkerson asked the City Inspector about the street signs.

Mr. Steve Colenda, City Inspector said that they were ordered and should be in by Friday.

Mr. Steve Colenda gave the Board a handout in reference to the shoulder of the road located at the corner of West Church Street and Elm Street. He said that the delivery trucks are tearing up that area. He requested that the Board consider placing "No Parking Zone" signs at that area.

Commissioner Wilkerson advised that the drain pipe at the driveway at the plaza was stopped up.

Mr. Steve Colenda said that there was an 8" to 10" pvc pipe in lieu of a 15" rcp and if needed, they would flush it out with a fire hose.

Moved by Commissioner Piper and seconded by Commissioner Wilkerson to adjourn. The motion received a unanimous vote.

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Mayor

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City Clerk