

CITY OF CREEDMOOR – BOARD OF COMMISSIONERS
REGULAR MEETING
JANUARY 24, 2006
7:30 P.M.

PRESENT:

Mayor Pro-tem Tim Karan, Commissioner Angela Mangum, Commissioner Otha Piper, Jr., Commissioner Kent Ray and Commissioner Larry Robinson. Also present was Robert A. Schaumleffel, Jr., City Manager, Sandra Harper, City Clerk and Attorney Tom Currin. Absent was Mayor Darryl D. Moss

QUORUM:

Mayor Pro-tem Tim Karan called the meeting to order at 7:30 p.m. in the Commissioner's Room at City Hall.

INVOCATION:

Commissioner Piper

PLEDGE OF ALLEGIANCE:

Commissioner Robinson

MINUTES:

Moved by Commissioner Ray and seconded by Commissioner Piper approval of the November 22, 2005 and December 27, 2005 Organizational Meeting minutes. The motion received a unanimous vote.

APPROVAL/ADDITIONS TO AGENDA:

Moved by Commissioner Ray and seconded by Commissioner Piper to approve the agenda with the addition of Item 9-e ABC Commission under New Business. The motion received a unanimous vote.

PUBLIC COMMENTS:

No one wished to speak.

CITY MANAGER'S REPORT:

Mr. Robert A. Schaumleffel, Jr., City Manager said that he was approached by the manager of the Royal Pavilion Apartments regarding deposits for utilities. He said that our current policy is that homeowners pay a \$75.00 deposit and for a renter there is a \$200.00 deposit. Mr. Schaumleffel said that at the current time there are four vacant

apartments and the apartment manager has concerns that part of the reason is because of the large deposit. He advised that this is a Senior Project classified as a Section Eight with twenty-eight apartments. Mr. Schaumleffel said that he spoke with the City Attorney and there are three approaches to this issue; 1) Leave the fee schedule as it is currently, 2) Reduce the deposit to \$75.00 with a commitment from the owner that the apartment complex will pay any balance left owing greater than \$75.00, 3) Leave the \$200.00 deposit as is and give them up to one year to pay the deposit. He advised that the apartment manager said that the apartment complex has a high pet fee and they allow their tenants up to one year to pay.

Mayor Pro-tem Karan deferred this item and no action was taken.

Mr. Robert Schaumleffel, Jr., City Manager said that he was made aware today by the Chief of Police that the City was awarded a grant for a MBT unit for a cruiser and it must be signed by January 31, 2006. He said that the local government match would be \$5,104.51 for software and that money would be appropriated out of the 2006-2007 Budget.

Moved by Commissioner Mangum and seconded by Commissioner Ray approval of the local match for the MBT grant. The motion received a unanimous vote.

Mr. Robert Schaumleffel, Jr., City Manager advised that there have been several changes made by administration to both parking/non parking locations at the entrance and exit and striping added at the curbing in the front and side of the municipal building. He said that in order to relocate the drop box to the curb line at the front of the municipal building he was requesting that the Board adopt an ordinance or resolution making Masonic Street one-way from Main Street to Elm Street. He said that this helps correct parking on both sides of the street and the drop box can be relocated where it should exist. Mr. Schaumleffel said that this also enables the Public Works Department to establish parallel parking on the North side of the street for better traffic control. He noted that speed bumps have been placed on both entrances of the municipal site. Mr. Schaumleffel said that before the removal of the 15 minute parking signs and the placement of No Parking signs on Masonic Street they spoke to the business owners on the corner and they had no opposition. He gave the Board a handout of the proposed plan.

Mayor Pro-tem Karan referred this item to the Street Committee.

Mr. Robert Schaumleffel, Jr., City Manager said that he was asked by Commissioner Ray to revisit the Development fee connection charges that were revised by the Board a few months ago. He said that he was giving the Board notification at this month's meeting and would bring suggestions and recommendations to next months meeting for action.

Commissioner Ray asked the Board members to go back and review the approved budget and also look at the fee schedule as amended. He asked that they pay close attention to the figures.

OLD BUSINESS:

Provided in the Board packets were monthly reports from the Water Plant and Police Department.

NEW BUSINESS:

Audit Report – Winston, Williams, Creech & Evans:

Mayor Pro-tem Karan announced that Mr. Jim Winston and Ms. Carleen Evans were here this evening to give an audit presentation.

Ms. Carleen Evans addressed the Board and gave a brief overview of the City of Creedmoor June 30, 2005 Audit Report.

Overview

- Creedmoor has received an unqualified opinion on their June 30, 2005 financial statements. She noted that the report was submitted to the LGC in a timely manner.

GASB 34 Highlights

- Statement of Net Assets

	<u>2004</u>	<u>2005</u>
Total Assets	\$ 6,373,834	\$ 7,315,102
Total Liabilities	1, 830,170	1,733,882
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Net Assets	\$ 4,543,664	\$ 5,581,220

Statement of Activities

	<u>2004</u>	<u>2005</u>
Revenues	\$ 3,959,137	\$ 4,453,524
Expenditures	3,470,947	3,415,968
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Change in Net Assets	\$ 488,190	\$ 1,037,556
Beginning Net Assets	4,055,474	4,543,664
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Ending Net Assets	\$ 4,543,664	\$ 5,581,220

Governmental Fund Revenues

- Original Budget \$ 2,252,047
- Final Budget \$ 2,444,587
- Actual \$ 2,589,380

General Fund Expenditures

- Original Budget \$ 2,252,047
- Final Budget \$ 2,444,587
- Actual \$ 2,155,949

Proprietary Funds

- \$540,000

Fund Balance

	<u>2004</u>	<u>2005</u>
Governmental	\$ 639,262	\$ 1,072,693
Proprietary	\$ 3,013,145	\$ 3,553,781

General Fund – Fund Balance

- 1,072,693

Cash

- All Funds Combined

	<u>2004</u>	<u>2005</u>
	\$ 1,756,988	\$ 2,839,830

Adjusted Tax Levy

	<u>2004</u>	<u>2005</u>
	\$ 1,188,850	\$ 1,246,702

Tax Collection Percentages

	<u>2004</u>	<u>2005</u>
	94.42	94.88

Mr. Jim Winston said that they appreciated the opportunity to be here and enjoyed working with the City. He noted that they were happy to get it done in a timely manner and certainly want to keep that trend going forward. Mr. Winston said that he gave Mr. Schaumleffel, Jr., City Manager a contract for next year with a 3.7% cost of living adjustment.

Mayor Pro-tem Karan thanked Mr. Winston and Ms. Evans for the presentation.

Vision Payment Solutions, LLC – Contract for Debit Card Residents Use:

Mr. Robert A. Schaumleffel, Jr. City Manager gave the Board a handout and advised that he previously had a couple of meetings with Vision Payment Solutions, LLC in reference

to offering the citizens of Creedmoor the option of debit/credit payments. Mr. Schaumleffel said that Mr. Jamar Walker was here this evening to make a presentation.

Mr. Jamar Walker addressed the Board and gave a brief presentation of Vision Payment Solutions, LLC for payment by debit as follows:

Equipment: Lipman Nurit 8320 high-speed stand alone terminal with pin pad.

Functionality: The Lipman terminal will allow both credit and debit card processing via card swipe or manual key entry.

Cost:

Equipment

- Lipman Nurit terminal: \$425.00
- Pin Pad: \$125.00
- Total: \$550.00

Labor

- Installation fee: \$55.00
- Programming fee: Waived
- Total: \$55.00

Grand Total: \$605.00

Processing

- Card present: 1.52% and .32
- Card not Present (Phone order, internet or mail) 1.90% and .32

NOTE: Build in a \$2.00 administrative fee for processing and the cost will either wash or provide a nominal material gain. Average item ticket is currently \$70.00

No action was taken at this time. Mr. Schaumleffel, Jr., City Manager will bring this item back before the Board after the City Attorney modifies the language in the contract.

Amended CIP/Enterprise Fund:

Mr. Robert A. Schaumleffel, Jr., City Manager requested that the Board adopt the Amended CIP for the Enterprise Fund. He advised that this would enable administration to continue to address this years activities planned for financing the immediate capital expenditures, which are part of phase one of the water/sewer. Mr. Schaumleffel said that this will provide the City the process towards taking action on the long range solution for water/sewer as directed by the Board. He said that enclosed in the Board packet was the Revised Capital Improvement Funds, which includes both Revenue and Expenditure estimates.

Moved by Mayor Pro-tem Karan and seconded by Commissioner Mangum approval of the Revised Capital Improvement Funds. The motion received a unanimous vote.

Maurice T. Whitfield – Petition for Voluntary Annexation:

Attorney Currin addressed the Board and advised that Mr. Maurice T. Whitfield had submitted a Petition for Voluntary Annexation and it was filed in proper form. He said that the title had been searched and he was certifying to the Clerk that the property was owned by Maurice T. Whitfield.

Moved by Commissioner Piper and seconded by Mayor Pro-tem Karan to schedule the Public Hearing for Voluntary Annexation of the Maurice T. Whitfield property for February 28, 2006. The motion received a unanimous vote.

ABC Commission:

Mr. Doyle D. Alley, Deputy Administrator for the ABC Commission addressed the Board and gave a brief presentation of the permitting process to sell alcoholic beverages. He said to obtain a permit one must provide the required documents, which can be obtained through the Commission's website www.ncabc.com.

Required Documents:

- Application form(s)
- Deed, Lease or Rental Agreement
- Articles of Incorporation for Corporation
- LLC Documentation – Articles of Organization for LLC's
- Inspection/Zoning Compliance Form
- Local Governmental Opinion Form

Mr. Alley advised that for a mixed beverage permit it must be for a Restaurant, Private Club or Non-Profit Organization.

Restaurant:

- Food sales must be at least 30% of total food and alcohol (beer, wine and mixed beverage) sales.
- Food must be kept available during all hours that business is open. A limited menu is allowed during non-dining hours.

Private Clubs:

- New members must submit a written application for membership. Membership to the private club cannot be issued to a new member until three days after submitting a written application for membership.
- A membership roster with all members names and addresses in alphabetical order must be kept on the premises at all times.
- The business must be open only to members and their guests.
- Proof of membership (membership card) must be issued to the member and kept in his or her possession when on the licensed premises.

- Management and employees cannot solicit members to sponsor nonmembers who arrive at the door.
- House guests are not allowed.

Non-Profit:

- Premises solely occupied for the purposes of their retail business
- Through deed or legal means
- Provide Bathrooms

Temporary Permits:

- Frequently issued to new applicants. This privilege is granted entirely within the discretion of the Commission.

Mr. Alley said that if there is a problem within his jurisdiction he is accessible. He noted that he is the troubleshooter and he will address the problem, mediate when possible and go to court if needed. Mr. Doyle said that he can be reached at (919) 779-0700, extension #245.

Mayor Pro-tem Karan thanked Mr. Alley for his presentation.

Commissioner's Report:

Commissioner Mangum made reference to her e-mail correspondence with DenMark Construction. She said that she looked at some of the properties and she saw 10 lots that caught her attention. She said she had concerns of the steep driveways almost to the point that they do not look safe for a child to walk, bounce a ball or ride a bike. She said that she was not sure if it was the responsibility of the developer or responsibility of DenMark. She said these homes were located in Southerbys Subdivision.

Mr. Robert A. Schaumleffel, Jr., City Manager said that it was initially the responsibility of the developer when they present the development plan. He said afterwards it is the responsibility of the builder to make sure the grading plan for the individual lot matches the grading plan for the overall subdivision.

Commissioner Mangum said that there were also metal spikes sticking out of the ground where soil retention walls were placed.

Commissioner Ray said that Southerbys did not have a curb and gutter requirement because they had the support of the State due to the topography. He said that he felt it was the developer that was responsible for the problem in Southerbys. Commissioner Ray said that the Planning Board may want to address this issue in a landscape ordinance.

Mr. Schaumleffel said that the Planning Board is currently working on the Planned Unit Development and a landscaping Ordinance. He said that this will take care of the problem because any future developments will fall under these guidelines.

Commissioner Ray said that in regards to DenMark he received the information he requested for the location of another ridgeline that had been moved and his understanding

is that where it was moved was not a wetland area, which is a different situation than Creedmoor. He advised that he would give an update at the next meeting.

Commissioner Mangum said that during her drive-through at Southerbys, she noticed that one of the lots has a rock wall built next to a driveway so that they could squeeze houses closer together. She said that there was a gentle rain as she drove through and there were streams running through some of the front yards. She said that her concern is that DenMark is coming before this Board saying that they want to develop a wonderful and quality community at Chappell Point and the examples she saw was not a safe community for children to play.

Commissioner Robinson said that it sounds like the problem is with the developer and not the builder of the homes.

Commissioner Ray noted that another subdivision that is having drainage problems is Williamsburg Park and DenMark did the drawings for this project.

Commissioner Mangum said that during her drive through she couldn't get past a big pile of brush. She also emphasized that when they build a garage at a drop off like she saw at these homes somebody does not know what they are doing.

Commissioner Ray said that the City is going to have to eventually legislate exactly what the developers and builders can and cannot do. We can't continue to approve these developments until the developer builds environmental sound homes.

Commissioner Piper agreed with Commissioner Ray and said that it is up to this Board to dictate what Creedmoor will look like in the future.

Commissioner Robinson said that he agreed that we need to make legislation and make sure of enforcement. He said that staff has to be conscious and we have to stand behind staff.

Commissioner Ray said that the bottom line is that it's our resources that they are here to take and we have to hold them accountable.

Commissioner Robinson said that he attended the Granville County monthly meeting and reported that the School Board made a presentation. He said they reported that Creedmoor Elementary was adding twelve classrooms and South Granville High was adding six classrooms. He noted that Mt. Energy fixed their parking area and completed the addition of four classrooms. He commented that they have recently broke ground for the new Central High School and have already run into water problems. He said they need to either add a water tower or add a pump. Commissioner Robinson said that it was announced that the cost for the High School went up from \$1.25 sq. ft to \$1.50 sq. ft over the past year.

Commissioner Robinson said there was mention of voting machines. He said that it was also announced that when there is an election they will now advertise in the Butner-Creedmoor News as well as the Oxford Ledger.

Commissioner Robinson said that the County decided upon a Fee Simple Lease for the Butner Sports Arena.

Commissioner Robinson said that the County passed a Resolution to keep down the gas tax in the State of North Carolina.

Moved by Commissioner Mangum and seconded by Commissioner Robinson to go into Closed Session for Attorney-Client Privilege in accordance with GS 143-318.11(a)(3).

Upon return from Closed Session, moved by Commissioner Mangum and seconded by Commissioner Robinson to adjourn.

Mayor Darryl D. Moss

City Clerk

