

MINUTES OF
CITY OF CREEDMOOR – BOARD OF COMMISSIONERS
MARCH 22, 2005
7:30 P.M.

PRESENT:

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

QUORUM:

Mayor Moss called the meeting to order at 7:30 p.m. in the Commissioner's Room at City Hall.

INVOCATION:

Mayor Moss

PLEDGE OF ALLEGIANCE:

Commissioner Karan

PUBLIC HEARINGS:

In House Request – Flow Charts for Planning Programs:

Mayor Moss opened the Public Hearing.

Mr. Patrick Maloney, Planner addressed the Board and gave an overview of the Flow Charts for Planning Programs. He said that the flow charts provide directions that an applicant can follow during different stages of development, which can be added into the City's Ordinance. Mr. Maloney noted that the Planning Board, by unanimous vote, recommended to the Board of Commissioners approval of the flow charts.

No one else wished to speak so Mayor Moss closed the Public Hearing.

MINUTES:

Moved by Commissioner Karan and seconded by Commissioner Piper to approve the February 18, 2005 Special Meeting and the February 22, 2005 Regular Board meeting. The motion received a unanimous vote.

APPROVAL/ADDITIONS TO AGENDA:

Moved by Commissioner Karan and seconded by Commissioner Ray to approve the agenda with the addition of item 10-f - In House Request – Flow Charts for Planning Programs under New Business. The motion received a unanimous vote.

PUBLIC COMMENTS:

No one wished to speak.

MANAGER’S REPORT:

Mr. Robert Schaumleffel reported that he worked with Lynwood Hicks, Water Treatment Superintendent to get the valve attached that allows us to open the water line between Creedmoor and Butner. He said that the line was opened last Sunday and that Mr. Hicks would continue to do so about every two weeks.

Mr. Schaumleffel said that Mr. Steve Colenda, Building Inspector and himself went to Pecan Street to look at a deteriorating building. He commented that the building has roof, floor, plumbing and electrical damage beyond repair. He noted that there was broken windows, access underneath the house and also varmint infestation. He asked direction from the Board as to how they would like for him to proceed with this issue.

Commissioner Wilkerson said that he had been contacted about this building. He said that in the summer time there are rats and snakes coming from this building. He said that he felt action should be taken as soon as possible.

Commissioner Piper said that he had also received complaints from an adjoining property owner about this building.

Commissioner Karan said that action should be taken on all deteriorating properties in the City.

Attorney Currin said that the Inspector would need to issue a notice to the property owner and a hearing would be held. He noted that the owner would have an opportunity to appear at the hearing. At the time of the hearing, a determination would be made as to whether the building is unsafe, can be made safe, dilapidated or just deteriorated. If the building is just deteriorated the owner will be given the opportunity to repair. He said that if the building were not repairable then it would have to be taken down without the option to repair. He said that in the event it is condemned based upon the condition other than unsafe that the Board would need to pass an ordinance.

Moved by Commissioner Piper and seconded by Commissioner Ray authorizing the City Manager to take necessary action for the condition of the building located at 108 Pecan Street. The motion received a unanimous vote.

Mr. Schaumleffel said that he gave each Board member a copy of the ISO report for view. He said that he also met with the Water Plant Superintendent and with the Board's approval he would like to send him to a mandatory distribution class. He said that the City recently had some deficiencies in classifications and the State gave us 90 days for correction. Mr. Schaumleffel said that he would like to send another water plant employee to this same distribution class at a later date so that we would have more than one employee with the state certifications. Mr. Schaumleffel said that this class would be held at the Fayetteville Technical Community College from March 28th through April 1st, 2005 and the cost is \$140.00.

Moved by Commissioner Mangum and seconded by Commissioner Piper approval of the water department distribution training class for the Water Plant Superintendent. The motion received a unanimous vote.

OLD BUSINESS:

Department Head Written Reports:

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

Commissioner Mangum commented that under the Water Plant report there are repeated references to the restrooms being left unlocked and suggested that personnel from the water plant be responsible for this instead of the Police Department.

Mr. Lynwood Hicks, Water Plant Superintendent said that Daylight Savings time would be starting soon and staff would be leaving while it is still daylight and the park is open from sunrise until sunset. He noted that the water plant is open from 4:00 a.m. until 6:00 p.m. weekdays and 4:00 a.m. until 5:00 p.m. on weekends.

Chief Pollard said that he is aware of this. He said that his officers go out on call and neglect to lock the restrooms.

Commissioner Wilkerson said that he felt the Police Department should lock the restrooms at night because they turn around in the parking lot to check on the water plant and it only takes a few minutes to lock the gate.

Commissioner Mangum inquired about the number of suspicious persons or vehicles listed on the report. Chief Pollard said that these are vehicles out late at night in the business and residential areas.

Mr. J.D. Goldston requests annexation of the property located at Hwy. 15 North:

Attorney Currin said that he was satisfied with the guardian of title and if the Board wished to consider this annexation that the clerk had a written certification.

Moved by Commissioner Wilkerson and seconded by Commissioner Piper to schedule the Public Hearing for April 26, 2005 at 7:30 p.m. for the annexation of the Goldston property on Highway 15 North.

Planning Board/Board of Adjustment appointments:

Sandra Harper, City Clerk advised that there were three reappointments for the Planning Board. She said that there were two City Board members and one ETJ Board member positions available. These terms are for three years.

Moved by Commissioner Karan and seconded by Commissioner Piper to appoint Mr. Guy Smith to the Planning Board as a City member. The motion carried by a 3-2 vote.

Yes Votes: Commissioner Karan, Commissioner Piper and Commissioner Wilkerson

No Votes: Commissioner Mangum and Commissioner Ray

Moved by Commissioner Wilkerson and seconded by Commissioner Piper to reappoint Mr. Jimmy Minor as a Planning Board City member. The motion received a unanimous vote.

Moved by Commissioner Karan and seconded by Commissioner Wilkerson to reappoint Mr. Mike Allen as a Planning Board ETJ member subject to County approval. The motion received a unanimous vote.

Sandra Harper, City Clerk said that there was also one appointment available to fill the unexpired term of Ms. Josephine Burt as a Board of Adjustment ETJ member. This term will expire March, 2006. The City Clerk noted that the Board of Adjustment was still in need of an ETJ alternate member and that she would re-advertise.

Moved by Commissioner Karan and seconded by Commissioner Wilkerson to appoint Mr. Dennis Lester as a Board of Adjustment ETJ member to fill the unexpired term of Ms. Josephine Burt subject to County approval. The motion received a unanimous vote.

NEW BUSINESS:

Improvements to Battle Roberts Field:

Commissioner Karan said that he met with Mr. Schaumleffel, City Manager last week to discuss the proposal for improvements to the Battle Roberts ball fields. Commissioner Karan said that there are two ball fields and the City is only utilizing one of them. He said that there is approximately \$32,400 in recreation funds available. He said that he would like to appropriate some of the recreation fund as a ball diamond line item to redo the smaller of the two fields. The project would consist of approximately \$10,000.00 for lighting and approximately \$5,000.00 for fencing. He said the fencing would coral from the gym down to the fence along Hwy. 56. He said that there would be approximately

\$3,000.00 for dirt. He said that 60% of this dirt would be for the small field and the remainder would be for the larger field. He said that there are citizens that have volunteered to do the spreading and grading for both fields. He mentioned that a citizen said that he would be willing to put crab grass preventative on the fields and is considering seeding the smaller outfield at his own expense. Commissioner Karan said that Sun Rock is donating crushed stone for the emergency vehicle area. He said that the project would cost approximately \$20,000.00. Commissioner Karan said that there would be a wind resistant screening area in the dugout for the t-ball field. Commissioner Karan said that some of this material would be used material and they need to make sure that they receive good quality material to meet the City's standards.

Commissioner Mangum had concerns of vehicles driving on the fields after seeding. Commissioner Karan said that the gate would be locked and no vehicles would be allowed other than emergency vehicles.

Commissioner Wilkerson said that he could not agree with second hand wire that is rusty or not of good quality. Commissioner Karan said that the fencing would be done on a payment plan and that payment would not be made until the City has inspected the quality of work.

By consensus of the Board, the City Manager is authorized to proceed with the contract to renovate the ball fields and to specify that all materials are good quality before approval of payment.

Moved by Commissioner Karan and seconded by Commissioner Piper for a Budget Amendment to transfer funds from the recreational program fund to the ball field line item in the amount of \$22,000 for this project. The motion received a unanimous vote.

Mayor Moss said that he felt that CARE and SGAA would do everything possible to protect the investment of the ball fields.

Mayor Moss commended Commissioner Karan on his project of issuing the schedules for both CARE and SGAA.

SGWASA Update:

Commissioner Ray gave a brief update on SGWASA. He said that at the last meeting the SGWASA Bylaws were adopted and each entity gave a presentation on capacity studies. He said that there was no decision made at that time as far as allocation. He said that Durham or Oxford seems to be the most viable option for purchasing water/wastewater. He said there was still the question of what is going to happen to Butner.

Granville County Hazardous Mitigation Plan:

Mayor Moss said that the City of Creedmoor had not adopted a Hazardous Mitigation Plan because the City was waiting for the County to adopt their plan. He gave a brief

overview of sections that refer to Lake Rogers. He also referred to Section 4, Community Capability Assessment; which does not mention Creedmoor. Mayor Moss referred this draft plan to the City Manager for further review.

Scheduled Dates for Retreat and Town Hall Meeting:

Mayor Moss announced that the Town Hall meeting is scheduled for Tuesday, May 3, 2005 at 7:00 p.m. and that the Retreat is scheduled for Saturday, July 16, 2005. He said that the location and time for the Retreat is to be determined at a later date.

ICMA 401 (a) Money Purchase Plan:

Mr. Robert Schaumleffel, City Manager introduced to the Board a money purchase retirement plan administered by ICMA Retirement Corporation. He said that ICMA was his professional organization in past employment and he would like to continue his retirement with this plan. Mr. Schaumleffel asked the Board to consider the adoption of the Suggested Resolution For A Legislative Body Relating To A 401 Money Purchase Plan.

Moved by Commissioner Piper and seconded by Commissioner Ray approval of the adoption of the Suggested Resolution For A Legislative Body Relating To A 401 Money Purchase and that the Finance Director is to be named the coordinator. The motion received a unanimous vote.

Public Hearings:

In House Request – Flow Charts for Planning Programs:

Attorney Currin said that the In House request for Planning Programs would need to be adopted by Ordinance.

Mayor Moss said that the Planning Programs consists of the Sketch Plan Major Subdivision, Preliminary Plat Major Subdivision, Final Plat Major Subdivision, Minor Subdivision (four lots or less), Re-zonings and Text Amendments, Special Use Permits Administrative Appeals, Variances (except watershed protection variances) and Interpretations, Variances from Watershed District Requirements and lastly, Zoning and Sign Permits.

Commissioner Wilkerson said that they had voted in the past that the developer would come before the Board to present the proposed development and he would like to see this in the Flow Charts for Planning Programs. Attorney Currin said that request had never been part of the zoning ordinance. He said that in the past there had been an informal procedure for allocation purposes and that process worked very well. He said that the City Manager in the near future plans to develop a more formal procedure that would be even more precise as far as allocation and resources. He said that the flow charts are intended to state what the zoning ordinances are.

Mr. Patrick Maloney, City Planner addressed the Board and said that there was a draft form of the procedural checklist information for Sketch Plans, Preliminary Plat, Final Plat and also Construction Plans, which is what you are speaking of. Mr. Maloney said that this item has been taken to the Planning Board for review and there will be a recommendation made to the Board within the upcoming months. He said that this checklist also talks about the engineering reviews by the Wooten Company.

Mr. Schaumleffel, City Manager said that he has a lot of experience in development and the City now has a Planner. He said that he is going to restructure Public Works and involve the Police Chief, Fire Chief and other professional staff in the discussion with the developers. He said that he would involve the Board in the process as soon as possible. He said that he had a discussion with the Planning Board Chairman and he plans to develop a more formal procedure that entails the quality of the development, utilities and the timing of zoning and annexation. He said that the Board would find that this procedure would help the decision as to whether a development should be approved. He said that after approval of an annexation they still need to address the density problem.

Moved by Commissioner Karan and seconded by Commissioner Ray to adopt the Flow Charts for Planning Programs. The motion received a unanimous vote.

MAYOR'S REPORT:

Mayor Moss thanked the Board, Ms. Mildred Goss, Ms. Eleanor Fowler, Ms. Sandra Harper, Lynwood Hicks, Chief Pollard and all the people that helped make the Centennial Celebration a success.

Mayor Moss inquired about the upcoming Budget meeting dates.

Mr. Schaumleffel presented the Board with a copy of the Budget Workshop dates scheduled for May 9, May 16, May 23, and June 6 for the proposed Public Hearing to be continued from the Board of Commissioners meeting of May 24, 2005. If requested, additional Budget workshops to be held June 13, 20 and 27, 2005. He said that June 28, 2005 is the scheduled date for adoption of the Budget.

COMMISSIONER'S REPORT:

Commissioner Ray commended all the people that were affiliated with the Centennial Celebration. He said that he enjoyed it very much.

Commissioner Mangum said that she really enjoyed the Centennial and that it was great to see the school kids involved. She said that the school band and school chorus was wonderful.

Commissioner Mangum requested that the budget dates of Monday May 9 & May 16 be changed to Tuesday May 10 and Tuesday May 17, 2005. Mr. Schaumleffel said that he would reschedule those dates as requested.

Commissioner Karan said that he attended the County meeting for Commissioner Piper because he was not feeling well. He said that the County had closed out the Wilton water line project. He said that the County is looking at making a paddle trail, which uses the Tar River from Mariah Road to the Vance County line. He said that the County had purchased land on Hwy. 96 and they propose putting in a ten car parking area, picnic shelter and possibly a pier.

Commissioner Karan said that CARE had completed their basketball season at the gym. He said that he plans to compile the hours of usage and a proposal for their rental fee to report back to the Board.

Commissioner Karan announced that Commissioner Ray and himself are working on the Spring Antique and Flower Show. He said the scheduled date is planned for May 21, 2005. Commissioner Karan said that he would be asking the Planner to compile information and help with the notifications.

Commissioner Karan said that he received a packet from Scott Walston of DOT for the Thoroughfare Plan. He said that it had gone through the process at the State level and the RPO level and is ready for the MPO.

Commissioner Wilkerson asked about the status of NEXTEL and ALLTEL for the water towers. Mr. Schaumleffel said that he met with representatives from Southern Corrosion and they asked for a copy of the previous lease. He said that he would keep the Board informed of any progress. Attorney Currin asked if Southern Corrosion said anything about the additional framework for a third carrier. Mr. Lynwood Hicks, Water Plant Superintendent said that the option would double the coral and they do not like to do that so they would more than likely hang it off the catwalk. Attorney Currin said that it would be a benefit financially if there could be two more added rather than one. Mr. Hicks also said that it was mentioned previously about a generator and ALLTEL had no plans to provide a generator for battery backup.

Commissioner Wilkerson inquired about the status of the use it or lose it allocation policy as previously discussed. Attorney Currin said that it was included in everything that had been discussed between the City Manager and himself in terms of the procedure for Sketch Plan, etc. He said that the procedure would be comprehensive. Mr. Schaumleffel said that he had some ideas and he wanted everyone to understand that this is not going to solve the long-term issue and that the City is going to have to continue to move towards a permanent solution. He said that with a permanent solution that they would approach the developments in a fair and consistent manner but it would be a more difficult procedure than in the past.

Attorney Currin expressed that some developments are built in phases and what may need to happen would be to have an individual understanding with each developer as to how long they have to use the capacities that have been allocated.

Commissioner Ray said that SGWASA had concurred that the allocations that the entities already have are theirs to allocate as they choose. He continued to say that any future allocations coming out of the 234,000 gallons of wastewater remaining would be done on a preliminary basis through SGWASA. Commissioner Ray said that as in the past a developer would go to the entity to make a request for allocation. He said that the City would give that allocation on a preliminary basis and then go before SGWASA to request allocation. He noted that SGWASA would give the length of time that the developer would have before losing the allocation.

Commissioner Wilkerson asked about a timeframe for the procedure process. Mr. Schaumleffel said that he would be speaking to the Planning Board at their next meeting and the procedures suggested would tie in with the allocation issues. Mr. Schaumleffel said that he would like to see an adjustment of presenting a plan to the Planning Board and they forward a recommendation to the City Board at which time you could make a decision based on annexation, zoning, development plan and also make the decision on water/sewer allocation. He said that he would prefer to go into more detail once he can present an entire package.

Commissioner Wilkerson said that it is nice to have new developments but it is bad when citizens call and want to know why the old part of Creedmoor is not being taken care of. He said that he planned to talk with the City Manager about the needs for the older part of Creedmoor.

Commissioner Piper apologized for not being able to attend the Centennial because of illness. Commissioner Piper said that a lot of preparation went into this event and he commended Ms. Mildred Goss and the Centennial Committee for their hard work.

Commissioner Piper said that the City Clerk requested to attend a conference and as Chairman of the Finance Committee he wanted to present it to the Board. He said that he had forwarded the information to the City Manager.

Mr. Robert Schaumleffel, City Manager said that the City Clerk had requested to go to the IIMC Annual Conference to be held May 22 thru May 26, 2005 in St. Paul, MN. He said the cost would entail \$266.00 for hotel fees, \$247.00 for plane fare, and conference fees of \$595.00, which totals \$1,108.00. He explained that the City Clerk would be sharing the hotel cost with two other Clerks to save money. Mr. Schaumleffel noted that the Clerk would receive four points towards her MMC Certification for attending this conference.

Moved by Commissioner Karan and seconded by Commissioner Mangum authorization of the funds for the City Clerk to attend the IIMC Annual Conference in St. Paul, MN. The motion received a unanimous vote.

Commissioner Wilkerson said that the Annual Easter Egg Hunt at Lake Rogers was a success and he hoped that the City would have it again next year.

Moved by Commissioner Wilkerson and seconded by Commissioner Ray to go into Closed Session for Acquisition To Real Property in accordance with GS 143-318.11. The motion received a unanimous vote.

Upon return from Closed Session, moved by Commissioner Ray and Seconded by Commissioner Piper to adjourn.

Mayor

City Clerk

