



**MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
MAY 20, 2024**

**Present**

Mayor Bobby Wheeler, Mayor Pro Tem Georgana Kicinski, Commissioner Emma Albright, Commissioner Edward Gleason, Commissioner Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, Executive Assistant Sarah Spruill, Administrative Services Director Camille Lockley, Community Development Director Michael Frangos, City Engineer Carl Barclay, Finance Director Lee Faines, Police Chief Troy Wheless, Recreation Director Dennis Meshaw, and City Attorney Kevin Hornik.

**Call to Order and Invocation**

Mayor Wheeler called the meeting to order at 6:00 and Commissioner Gleason led the invocation.

**Pledge of Allegiance**

Commissioner Wilkins led the Pledge of Allegiance.

**Roll Call**

A roll call by the City Clerk determined a quorum was present.

**Approval of Agenda**

Commissioner Way made a motion to approve the agenda as presented. The motion was approved by a vote of 5-0.

**Discussion Item | Monthly Financial Report Ending April 30, 2024**

Finance Director Lee Faines presented the Monthly Finance Report to the Board for the period ending April 30, 2024, and he told them that *83% of General Fund Balance Revenues were collected, 82% of General Fund Balance Expenditures were spent*, adding that the City was right on target for the year. Faines continued by telling the Board that *Stormwater Fund Revenues were at 47% collected (actual 115% collected by the County) 60% of Stormwater Fund Expenditures were spent, Powell Bill Fund Revenues were at 120% collected and Powell Bill Fund Expenditures were 77% spent*. After his report, and as there were no questions from the Board, Mayor Wheeler asked the Finance Director to remain at the podium. The Mayor then presented the Finance Director with an Award for Financial Reporting Achievement from the Government Finance Officers Association of the United States and Canada. Mayor Wheeler said that this Certificate of Achievement was presented to the Finance Department under the leadership of Lee Faines, and, he said, this Certificate is awarded to those government units whose annual financial reports are judged to adhere to program standards and represent the highest award in government financial reporting. Next, the Mayor presented the Finance Director with a Certificate of Achievement for Excellence in Financial Reporting, from the Government Finance Officers Association to the City of Creedmoor for its annual Financial Comprehensive Financial Report for the fiscal year ending June 30, 2023, and the Mayor added, it is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. Congratulations Lee!

**Discussion Item | Budget Work Session**

The City Manager began his presentation of the City of Creedmoor's recommended budget for Fiscal Year 2024 – 2025 by reminding the Board that over the past two budget Work Sessions, in March and April, staff had made significant cuts and additions to their budgets as requested by the Board. The City Manager continued by saying that, at the Board's direction, staff have worked to achieve a tax rate that advances the goals and priorities set by the Board, and at the same time not cause any hardships to the citizens of Creedmoor, adding that since 2019, the tax rate for Creedmoor has remained at \$0.615 per \$100 of valuation. The property tax revaluation that was conducted by Granville County this fiscal year resulted in an additional \$1.7M in property tax revenue he said, and NC General Statutes require all local governments to publicly announce what the revenue-neutral property tax rate is, for comparison purposes and budget discussions, and the City of Creedmoor's *revenue-neutral rate is \$0.368 per \$100 of valuation*. The City Manager continued and reported that for the fiscal year 2024-2025, revenues increased by \$785,000 largely from the increases in property and sales taxes. The recommended General Fund budget was \$6,720,740; with an increase of 21%, and the budget he added, as presented this

evening, is balanced, with equal revenues and expenditures, and is prepared under the Local Government and Fiscal Control Act of North Carolina, the City Manager continued by saying that this budget, presented to the Board for discussion here, reflected a reduction in the current property tax rate from 0.615 cents per \$100 of valuation down to 0.42 cents per \$100 of valuation, but although the tax rate is decreasing, many taxpayers could see higher property tax bills in the 2024-2025 budget year because of a rise in tax valuation of local properties. In closing, the City Manager said that the FY 2024-2025 recommended Budget maintains the current level of City services, addresses the priorities set by the Board, and supports the exceptional workforce of the City of Creedmoor. Finance Director Faines then presented the FY 2025 Recommended Budget to the Board for \$6,720,740. Faines outlined some highlights that were new since the last budget work session; the Cost of Living Adjustment (COLA) survey had been received from NCLM, and based on those results, Faines said he recommended a COLA at 3.6% for all full-time employees, included was the reinstatement of all eight (8) of the License Plate Readers as per direction of the Board, totaling \$24,000, and also included was an additional \$8,000 for VC3 for the fluctuation of costs due to new hires and terminations and an additional \$8,500 for upgrades to City owned workstations. As there were no questions from the Board, Faines continued and told them that the recommended tax rate for the City was \$0.42 per \$100 valuation (Faines said that the tax rate of \$0.5205 would balance the budget with no fund balance appropriations). The Revenue Assumptions were presented next; 5% projected growth in Sales and Use Tax Revenue, currently earning 5% interest in funds invested in NCCMT (North Carolina Cash & Management Trust), with projected investment earnings held to their projected 2024 level, the Restricted Intergovernmental includes funding for two (2) SRO's (currently funded), Permits and Fees were held at the 2024 level with Faines adding that the increase in the Fee and Rate Schedule approved by the Board, will go into the general fund balance, and Sales and Service were projected to grow by 7%. Faines then presented the Powell Bill Funding next, telling the Board that the Powell Bill Fund recommended amount was \$351,000, and the Powell Bill Fund Balance Appropriated was \$165,000 for Capital Projects including Sidewalk Gap ROW acquisition, Sidewalk Gap Engineering & Design. Stormwater Estimated FY25 Revenues were \$501,954 and Stormwater FY25 recommended amount was \$501,954, which included Administration & Planning at \$335,842, Repairs & Improvements at \$145,412, and Service Payments of \$20,700, Faines reported, adding that the Stormwater Fees and Rates have been adjusted based on the recommendations from the study done by Raftelis. The Fee and Rate Schedule Adjustments for the Willow Oak Event Room were presented next, with a \$50 increase for Half-Day Rentals, the 8-11 pm Addition, and the Application Fee (except for For-Profit Activities which had no increase), and a \$100 increase for Full-Day Rentals. Finance Director Faines then told the Board that a Public Hearing on the Budget was scheduled for the next BOC meeting, which he said, would be June 4<sup>th</sup>, and it would befit the Board to have the FY 25 tax rate decision made before that hearing. The Mayor then asked for each members recommendation on the FY25 tax rate; Commissioner Albright recommended the City remain at the current \$0.615 tax rate so there are reserves for future growth in the City, Mayor Pro Tem recommended a tax rate of \$0.525 citing the need for funding for the growth of necessary services for the City and she said that we (the City) cannot continue to tap into fund balance to balance the City's budget, Commissioner Gleason recommended a tax rate of \$0.42 adding that although this is still a tax increase, he said the City could use some of its fund balance instead of a big tax increase, and Commissioner Way recommended a tax rate of \$0.42 adding that with County and SGWASA rate increases it will be hard for people to afford to live in Creedmoor, Commissioner Wilkins recommended a \$0.42 tax rate saying that he did not want to burden the citizens of Creedmoor with a higher tax rate, and the Mayor offered his recommendation of \$0.51, the middle of the road he said and would address the long-range goals of the City and plan for the future. After some lengthy discussion, Mayor Wheeler recounted a 3-2 consensus of \$0.42 for the FY25 tax rate but no vote or action was taken. Commissioner Albright asked to be on the record that she will not vote for a \$0.42 tax rate because she said she thinks it is too low for the City, Commissioner Wilkins added that he wanted to go on record saying that he refuses to burden the citizens of Creedmoor with a higher tax rate, Commissioner Way then added that the reason he is good with the \$0.42 tax rate was because the Finance Director recommended it and after the information was presented, he backed the Finance Director, Mayor Pro Tem then said that at \$0.525 the City is essentially lowering the tax rate and the City is not responsible for the revaluation of the County, Commissioner Gleason said that there are other ways to finance projects for the City besides increasing the tax rate. The City Manager closed the Budget Work Session by telling the Board that he wanted to publicly express his appreciation to the City Finance Director and Department Heads for their assistance in developing a fiscally responsible recommended budget. Under the leadership and direction of the Board of Commissioners, he said that he looked forward to another successful year that would bring the City closer to achieving the goals identified by the Board and enhancing the level of service we provide to the citizens of Creedmoor. Mayor Wheeler thanked the City Manager, Finance Director, and staff for all of the hard work they put into this budget workshop.

### **Discussion Item | Granville County Board of Education - Annexation Request**

*At the May 7th Regular BOC meeting, City Manager Turner reported to the Board during the Manager's Report that he had received a Resolution signed by the Chair of the Granville County Board of Education (BOE) and Superintendent requesting the annexation of the Mt Energy Elementary School property into the corporate city limits. The City Board asked Attorney Hornik to reach out to the BOE Attorney, Mrs. Eva DuBuisson to identify any other statutory requirements*

that would be necessary to annex Mt. Energy School and report back to the Board at the next Board meeting. City Attorney Kevin Hornik updated the Board on the Mt. Energy annexation by telling them that he had not heard back from the Board of Education's attorney, however he said, Representative Bill Graham, Executive Director of Operations and Safety, Granville County Public Schools, reached out to Community Development Director Frangos for a copy of the City's Annexation Petition Form, so he added, hopefully we (the City) will be receiving a petition request shortly with the statutory requirements and once we can verify that everything is accurate in the annexation petition package, we (the City) can then move forward with a public hearing on the annexation. No action was taken.

### **Discussion Item | Construction Project Updates**

City Engineer Carl Barclay presented the Board with an update on the 2766 Clifton Avenue Drainage Repair Project and the Ferbow Street Sewer Relocation Project. The first update presented was the Clifton Avenue Drainage Repair Project, which, the City Engineer reminded the Board, began some time back, with the homeowner notifying the City of a sinkhole next to his home and cracks in his foundation. Subsequently, a settlement agreement was signed and repairs were made to the foundation Barclay said. Repairs to the drainage system were completed, an easement agreement (for a permanent drainage easement on the property) completed, junction box repairs (Bid NC) completed, pipe removal and replacement as well as repairs (30 inch – 10ft. below grade) completed, and the final portion involved having the driveway removed and replaced and, Barclay said, all in, approximately \$90,000 had been spent on this project. Next up, the City Engineer presented a quick overview of the Ferbow Sewer Relocation Project, again reminding the Board that because of the erosion conditions surrounding the manhole, he added that it was only a matter of time before a catastrophic failure of the sewer system would happen, and to prevent that, he said, the sewer manhole had to be relocated. Barclay continued and explained that to do this, numerous requirements had to be met. Wooten had been hired to survey the existing conditions and recommend a plan to design and relocate the manhole, as well as acquire numerous permits and secure easements on three (3) of the neighboring parcels, and lastly, approval from SGWASA. The project was awarded to Mofatt Pipe Inc., for surveying, erosion control, and sewer bypass pump, and Wooten and Co. handled the construction inspection and post-construction inspection of the sewer facilities. Barclay went on to explain the sewer relocation project and he told the Board that approximately \$270,000 had been spent on the project. There were no questions and the Board thanked the City Engineer for all his hard work on these two projects and the City Manager applauded him for all his hard work as well.

### **Discussion Item | Appointed Boards and Committees**

Mayor Pro Tem Kicinski said that she wanted to discuss this item because, she said, there were so many vacancies on Boards and Committees and she wanted to let the public know that there are vacancies out there. Mayor Pro Tem then inquired about joining the Creedmoor Veterans Organization as she is a family member of a veteran. She then said that the DEI Board is down to only three (3) members and she asked when the last DEI meeting was to which Commissioner Gleason said December. Commissioner Gleason added that before the next BOC meeting, he is expecting at least two (2) new applicants to the DEI and he expects they will be able to start a regular meeting schedule (every two months). After some further discussion on vacancies on various boards, Mayor Wheeler asked Dennis Meshaw to have the CPRC Committee appoint someone to the Vice Chair position as soon as possible. There was some further discussion, and no action was taken.

### **Closed Session**

Commissioner Wilkins made a motion to go into Closed Session at 7:24 p.m. The motion was approved by a vote of 5-0.


Commissioner Gleason made a motion to return to Open Session at 7:59 p.m. The motion was approved by a vote of 5-0.

### **Adjournment**

As there was no further business to come before the Board, Commissioner Gleason made a motion to adjourn at 8:00 p.m. The motion was approved by a vote of 5-0.

  
Barbara Rouse, City Clerk, CMC



  
Robert V. Wheeler

