



**MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS BOC  
MEETING MINUTES  
JUNE 4, 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, City Clerk Barbara Rouse, Executive Assistant Sarah Spruill, Public Works Director Stephen Edwards, Administrative Services Director Camille Lockley, Community Development Director Michael Frangos, Finance Director Lee Faines, Recreation Director Dennis Meshaw, Police Chief Troy Wheless, and City Attorney Kevin Hornik.

**Absent**

All Board members were present.

**Call to Order and Invocation**

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

**Pledge of Allegiance**

Commissioner Albright led the Pledge of Allegiance.

**Roll Call**

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

**Approval Of Agenda**

Commissioner Wilkins made a motion to approve the Agenda. The motion was approved by a vote of 5-0.

**Consent Agenda**

Mayor Pro Tem Kicinski made a motion to approve the Consent Agenda; 2024 Creedmoor Music Festival Alcohol Waiver, Approval of the May 7, 2024 BOC Meeting, Appointment of Christopher J. Bowley to the Planning Board, Resolution 2024-R06 Directing the Clerk to Investigate the Sufficiency of Petition for AN-2024-01, and Resolution 2024-R-08 Resolution Scheduling a Public Hearing on AN-2024-01, the Annexation on Mt. Energy School. The motion was approved by a vote of 5-0.

**Introductions, Recognitions, and Presentations**

Police Chief Wheless and Mayor Wheeler commended Officer Desantis for her heroism and they presented her with a Certificate of Recognition.

Police Chief Wheless presented Officer Tiffany Smith-Moore with an Intermediate Level Law Enforcement Certificate.

**Public Comment**

Mr. Richard J. Jansen, 711 Stem Road, Creedmoor spoke to the Board about the "junkyard" situated behind his property, saying that the old lawnmower, 55-gallon drums, and the old tires are a public health concern. There was some discussion between the Board, City Attorney, and Mr. Jansen about whose responsibility it was to enforce City/County codes. City Attorney Hornik said that this property is outside the City's corporate limits so the City has no jurisdiction but Mr. Jansen said that the County won't address it. Mr. Jansen also spoke about the road bend in front of his house and how people speed around that bend. Commissioner Wilkins asked if the City could reach out to the County to find out what could be done.

## **Old Business | Presentation on the Proposed FY 25 Operating Budget**

The City Manager told the Board that following three very productive Budget Work Sessions in March, April, and May, he respectfully submitted the Manager's Recommended Budget for Fiscal Year 2025 and the Fee & Rate Schedule for FY-2025, for their approval, and he said, it was accordance with the provisions of the City Charter and the State's Fiscal Control Act. City Manager then presented the Board with a review of the FY25 Budget: General Fund Revenues were estimated to be \$6,059,152, Ad Valorem Taxes, based on the newly Assessed Property Values, were \$661,626,993, the Current Tax Rate was 61.5 cents, and the Revenue Neutral Rate was now at 36.8 cents, and he added, staff recommends that the BOC set the new tax rate for FY 2025 at 42 cent per \$100 of valuation. The City Manager went on to present the General Fund Expenditures: Departmental Requests came in at \$6,594,979, Manager's Proposed Budget this year is \$6,720,740, and he highlighted a few, but not all Expenditures: 3.6 COLA as reflected in the North Carolina League of Municipalities COLA Survey of 235 units of local government: (189) municipalities, (39) counties and (7) other local government entities, two replacement vehicles (PW & Community Development Department), two new full-time employee's (Planner & Narcotic/Gang Investigator), Engineering and Construction of two Public Parking lots (Main & Elm), Police Department portable and mobile/vehicle radios, a Recreation Master Plan, and eight additional License Plate Readers. The City Manager then presented the following; *Fund Balance Appropriated; General Fund Expenditures of \$6,720,740, General Fund revenues 6,059,152, And Fund Balance Appropriations were \$ 661,598. The City Manager then presented the Powell Bill Fund; Estimated Revenues of \$186,000, Requested Expenditures of \$351,000, and Fund Balance Appropriations of \$165,000 - Capital Projects were Sidewalk Gap ROW acquisition and Sidewalk Gap Engineering & Design. Presented next was the Storm Water Fund; Estimated FY-25 Revenues \$501,954, Estimated FY-25 Expenditures \$501,954, and broken down he added, those costs were Admin & Planning \$335,842, Repairs & Improvements \$145,412, and Service Payments to GC Tax office \$20,000 (Storm Water Fees and Rates had been adjusted based on the recommendation the BOC received from the Raftelis Study). The City Manager continued and reported that in addition to the Proposed Budget, the BOC discussed minor changes to the Fee & Rate Schedule at April 15, 2024, BOC meeting, Community Development changed its Re-inspection Fee, Site Plan Review, Major Subdivision Review, Miscellaneous Services, Zoning Compliance Permits, Zoning Studies, Certifications, and Certificates of Non-Conformity, Zoning Text and Map Amendments, Peddlers, and Penalties. The Parks & Recreation section increased rentals of the Willow Oak Room at a \$ 50 increase for half-day rentals, a \$100 increase for full-day rentals, and a \$50 increase for Application Fee. The City Manager closed by saying that he wanted to publicly express his appreciation to the City Finance Director – Lee Faines, and all Department Heads and other City staff for their support and assistance in developing a fiscally responsible budget, adding that this recommended budget reinforces our commitment to fiscal and environmental stewardship, operational efficiency, strategic investments, and effective change in management. Going forward we look ahead to another successful and productive year that brings us all closer to achieving the goals identified by the Board, and enhancing the level of service we provide to the citizens of Creedmoor City Manager said.*

## **FY 25 Operating Budget Hearing**

Mayor Wheeler opened the floor for the FY25 Operating Budget Hearing.

*Ms. Samantha Harris, 2113 Orchard Court, Creedmoor, NC*

*Ms. Pamela Criswell, 2208 Hyde Court, Creedmoor, NC*

*Ms. Thelma Thomas Mungo, 1611 Irving Place, Creedmoor, NC*

Mayor Wheeler closed the FY25 Operating Budget Hearing.

## **Old Business | Adoption of FY 25 Budget Ordinance #2024-O-05 and Adoption of the FY 24-25 Fee and Rate Schedule as presented.**

The City Manager reminded the Board that Following the February 10, 2024, City Annual Strategic Planning Workshop, the City Manager and staff prepared their respective department budget requests in preparation for the FY 25 Annual Operational Budget. On March 18, 2024, April 15, 2024, and May 20, 2024, he continued, the Board held three Budget Work Sessions to receive and discuss the manager's proposed budget, and following each Work Session adjustments were made by the City Manager as directed by the Board. The City Managers recommended FY-25 Budget request presentation this evening reduced the *Ad Valorem tax rate from 0.615 cents per \$100 of valuation of taxable property to 0.42 cents per \$100 of valuation*, and he reminded the Board that the FY 25 Operational Budget and Fee & Rate Schedule must be approved by June 30, 2024. After some discussion, Commissioner Gleason made a motion to approve the FY25 Operating

Budget as presented, approve Budget Ordinance 2024-O-05, and approve the adoption of the FY24-25 Fee and Rate Schedule as presented. The motion was approved by a vote of 3-2.

Commissioner Albright – No  
Commissioner Gleason – Yes  
Mayor Pro Tem Kicinski – No  
Commissioner Way – Yes  
Commissioner Wilkins – Yes

Mayor Wheeler then thanked the City Manager, Finance Director, and all the department heads for all of their hard work on the FY25 Budget.

### **New Business | Budget Amendment #8 Closing the City's Budget for FY 24**

Finance Director Lee Faines explained to the Board that the Grant Project Ordinance for the City Hall renovation was adopted at the May 7, 2024, legislative meeting. This amendment he continued, was to transfer the \$250,000 from the General Fund to the Capital Project fund for this project and appropriates the \$546 received from the insurance company for the repair of two police vehicle windshields, and this amendment will also move the remaining cash in the Capital Reserve fund in the amount of \$190,358 to the General Fund (cash remained in this fund after the completion of the Community Center project). Lastly, Faines told the Board, that this amendment recognized \$8,000 of additional revenue in interest earned on stormwater funds that are in the North Carolina Capital Management Trust account to prevent potential overspending and to ensure the City complies with the local government budget and fiscal control act. A motion was made by Mayor Pro Tem Kicinski to approve Budget Amendment #8. The motion was approved by a vote of 5-0.

### **Old Business | Easement Agreement for New Joe Peed Lift Station**

Community Development Director Michael S. Frangos explained to the Board that this item came before them for their consideration relating to requests of the City to grant an easement across property that the City owns, the area at the end of Helen Street that has been identified as a potential future recreational amenity. Ledge Creek Flats (aka Old Lagoon) is a 20+ acre parcel that could be developed as a low-impact recreational use (something akin to a dog park, walking trail, Frisbee golf course, drone flying track, or bird-watching meadow) Frangos explained. In light of these potential future uses, Frangos suggested the Board request a free future connection to the water and wastewater system from SGWASA in exchange for donating the easement area, and he furthered, that having it written into the easement agreement would preserve the right for the term agreed upon. Continuing, Frangos told the Board that there was also a concern regarding the placement of two (2) new manholes and the potential future driveway to this recreational amenity, and therefore he said, their placement should be further from a potential driveway or roadway and they should also be at grade level. Furthermore, Frangos said, the existing wastewater connection to the old Joe Peed Road lift station is being abandoned, and in its place, the flowable fill will be pumped into pipes, they are left in the ground, but the manholes will remain. Continuing, Frangos told the Board that the City has three on the old lagoon properties right now and there were no designed plans for their abandonment, and the two (2) manholes southwest of 5814 are located on City property (there are several others on private property), and because these manholes will no longer be in use, the City is requesting they be abandoned by removing the top of the manhole to an elevation 2' below ground level and filling the manhole barrel with suitable material. In closing, Frangos added that hopefully these concerns can be addressed before the easement is finalized and he recommended that the Board table the easement agreement until the City can meet with SGWASA to get more details on the matter. After some discussion, Mayor Pro Tem Kicinski made a motion to table the Easement Agreement until the June 17<sup>th</sup> BOC Work Session. The motion was approved by a vote of 5-0.

### **Old Business | ZTA-2024-01, Text amendments to the Code of Ordinance and Creedmoor Development Ordinance and Public Hearing**

Community Development Director Michael S. Frangos explained to the Board that ZTA-2024-01 proposed several amendments to the Creedmoor Code of Ordinances and the Creedmoor Development Ordinance. These amendments had been proposed by staff and were recommended for approval by the Planning Board at their May 2024 meeting. ZTA-2024-01, Frangos explained, proposed to amend the following chapters of the Code of Ordinances: *CHAPTER 96: Health and Sanitation*; Nuisances, *CHAPTER 111: Peddling and Soliciting*, and *CHAPTER 156: Community Appearance*. Frangos continued explaining that the articles of the Creedmoor Development Ordinance with proposed amendments were: *ARTICLE 2: General Provisions*, *ARTICLE 4: Boards and Commissions*, *ARTICLE 7: Permits and Procedure*, and *ARTICLE 19: Watershed Protection Ordinance*. A public hearing has been duly advertised in the Butner-Creedmoor News for June 4, 2024, he added.

## **ZTA-2024-01 Public Hearing**

Mayor Wheeler opened the Public Hearing for ZTA-2024-01.

*Manuel Aguilar Aroche, 2511 NC Highway 56, Creedmoor, NC*

Mayor Wheeler closed the Public Hearing for ZTA-2024-01.

Commissioner Gleason made a motion to adopt the Resolution of Consistency 2024-R-08, Ordinance 2024-O-6 Amending the Creedmoor Code of Ordinances and Creedmoor Development Ordinance as proposed in ZTA-2024-01. The motion was approved by a vote of 5-0.

## **Discussion Items | Discussion on Farmers Market**

Mayor Pro Tem Kicinski told the Board that she would still like to see the Farmers Market go forward in the City and see how it does. After some discussion, it was the consensus of the Board to move forward with creating a Farmers Market in the City, and the City Manager was directed to go ahead and work out the details.

## **City Manager's Report**

The City Manager reported that the Creedmoor Veterans Monument concrete foundation was poured today by the Public Works Department, the monument will be installed on Monday, June 17, 2024, and a Dedication Ceremony and ribbon cutting are being planned for Friday, June 21 from 6:00 until 7:00 pm. The City Manager then reported that Spectrum Fiber Optics had begun the installation process and advised the City that their work would be completed by Friday, June 14, 2024. Continuing, the City Manager reported that two octagon Picnic Tables had been installed for public use at the corner of Main and Sanderford Streets, the VC3 Executive Summary for May reflected 15 work orders were opened and 35 were closed, the Monthly Managed Services Contract payment remained consistent, and he said, on Wednesday, June 12, 2024, the City of Creedmoor will host the monthly City/County Manager's meeting at the CCC in the Willow Oak Room. In closing, the City Manager reported to the Board that the Granville County Board of Elections invoiced the City for the 2023 Municipal Election totaling \$16,553.67, which was an increase of \$4,965.67 over the \$11,588.02 cost of the 2020 election, and Johnson Control was expecting to complete the upgrade of the Creedmoor Police Department's Electronic Access Door Control system on Friday June 7<sup>th</sup>, 2024.

## **SGWASA Report**

Mayor Pro Tem reported that SGWASA was working with property owners on the Elm Street overflow issue and she reported that Butner's Mayor Linda Jorden had resigned.

Commissioner Way reported that the latest Directors Report was emailed out to everyone.

## **Commissioner Reports**

Commissioner Wilkins reported that on May 21<sup>st</sup> he attended the Butner Stem Awards, and on June 3<sup>rd</sup>, he attended the Granville County School Board Meeting.

Commissioner Way reported that he attended the South Granville County High School FFA Banquet and that his son, a senior, was awarded the Senior of the Year award. Congratulations! Commissioner Way also reported that he attended the SGHS concert following the banquet.

Commissioner Albright reported that the last CPRC meeting was canceled and that she attended the Falls Lake Academy Graduation on Saturday along with Russ May, Rep. Sossamon, and Mayor Pro Tem.

Commissioner Gleason reported that he attended the South Granville County High School Spring Concert, The SGWASA meeting, and two County meetings.

Mayor Pro Tem Kicinski reported that she attended the Fall Lake Academy Graduation, the South Granville High School Spring Concert, the South Granville High School Baccalaureate Service, the UNRBA meeting, and the CAMPO Joint meeting with Durham and Chapel Hill. Mayor Pro Tem also thanked the Main Street property owners for doing a great job with their business fronts and she then invited all Veterans to join the City in the unveiling and dedication of the new Veterans Memorial Monument at the Community Center on June 21<sup>st</sup> at 6 pm.

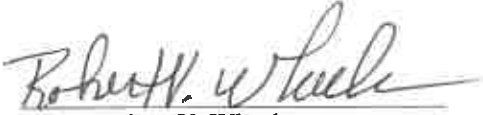
### Mayor's Report

Mayor Wheeler reported that he too attended the South Granville County High School Spring Concert, and the South Granville High School Baccalaureate Service he went to visit Morehead City and got a tour of the City from the City Manager, Christopher Turner (the City Manager's son).

### Adjournment

Mayor Wheeler thanked everyone who worked on the FY25 Budget.

As there was no further business to come before the Board, Commissioner Wilkins made a motion to adjourn at 8:07 pm. The motion was approved by a vote of 5-0.

  
Mayor Robert V. Wheeler

  
Barbara Rouse, City Clerk, CMC



