



MINUTES OF CITY OF CREEDMOOR BOARD OF COMMISSIONERS WORK SESSION OCTOBER 21, 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, PD Chief Troy Wheless, City Engineer Carl Barclay, Community Development Director Michael Frangos, City Attorney Kevin Hornik (via Zoom), and Finance Director Lee Faines.

Call to Order and Invocation

Mayor Wheeler called the meeting to order at 6:00 and Commissioner Wilkins offered the invocation.

Pledge of Allegiance

Commissioner Gleason led the Pledge of Allegiance.

Roll Call

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

Approval of Agenda

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

Discussion Item | Presentation on Butner-Creedmoor Boundaries

The City Manager introduced Butner's Planning Director Jennifer Ganser and Butner's Town Manager Jordan McMillen to the Board. Butner's Town Manager then introduced himself and spoke to the Board explaining to them that the Town of Butner had been approached by a developer (NorthPoint), who were interested in mixed-use residential parcels to be accessed from Butner's jurisdiction, and the property was located within the Town of Butner and Granville County's Zoning Jurisdiction (a letter of intent was included in the agenda packet for the Board). He continued and told the Board that North Carolina Session Law 2007-269 limited Butner's ability to annex the area east of Cash Rd and south of I-85 without first receiving approval from the Creedmoor Board of Commissioners. McMillen went on to say that this was an opportunity for Creedmoor and Butner to collaborate on these (and possibly other) specific properties located between the Butner and Creedmoor boundaries, which he added would better position both municipalities for future growth and development, and this would possibly solve developmental challenges that both municipalities may face moving forward as the area grows. Town Manager McMillen then told the Board that he had two requests this evening: Request # 1, was for the City of Creedmoor to consider approval for the Town of Butner to annex Lots 4, 5, and 6 (tax parcels; 088601267334, 088601257799, and 088601362208 on the tax map) to allow for a consistent development plan, access and regulations (subject to request from the property owner for voluntary annexation), and, Request #2, was to consider further conversations between the two (Butner and Creedmoor) to further define a line of annexation between two jurisdictions to better facilitate future development processes i.e., an annexation agreement between the Butner and Creedmoor. McMillen went on to talk about the connection between Butner and Creedmoor and he clarified that approximately 80 acres out of approximately 150 acres which lie between the two cities/towns was the total for Lots 4, 5, and 6. The floor was open for questions from the Board. Commissioner Wilkins asked what the value of the property in the first request was to which McMillen answered the tax value was \$377,000, and Commissioner Wilkins then informed the Board that the *value* of the land today was somewhere around \$2.8M - \$6M. There were more questions by the Board, Commissioner Way asked if the NorthPoint Developers had reached out to the developers of Creedmoor Village to which McMillen said he thought they had. Mayor Pro Tem Kicinski asked if the mixed-use was residential and McMillen answered that the front half was approved for residential use. Mayor Pro Tem then suggested the City speak to the developers of

Creedmoor Village to get their thoughts on this before the Board made any decision, and she said she was concerned about a conflict between the two projects (Creedmoor Village and the proposed project) and she had concerns with the value of the property. Commissioner Wilkins then told the Board that he could not go along with the two requests as presented. Community Development Director Michael Frangos was asked to join the discussion and he told the Board that the parcels (4, 5, and 6) in Request #1 were owned by one person and he thought that Creedmoor Village and this project could work together. Commissioner Way said that he would like to speak to the NorthPoint Developer and the Creedmoor Village Developer at the same time. Frangos continued and spoke to the Board about the Line of Annexation Agreement, which was included in the Board's Agenda Packet, telling them that this Interlocal agreement between the two (2) municipalities would create a mutually agreed upon line (between Butner and Creedmoor) that would carry forward into the future and he thought this would be a beneficial agreement for the City. After some more discussion, Mayor Wheeler said that the Board would like to have a conversation with the developers of Creedmoor Village before they make any decision and then this item would be placed on the agenda of a future BOC meeting. Commissioner Way asked if a meeting could be set up between the NorthPoint Developers and Creedmoor Village Developers to which Mr. McMillen said that could be done. The City Attorney was asked for his input and he said that this is entirely a policy decision for the Board, not one he is comfortable weighing in on but from what he heard he said, it seemed the Board would like to hold off for now and have representatives for both interested developers come before the Board and explain how this would work from a practical perspective for each item and their respective developments. After some more discussion by the Board and Mr. McMillen, the consensus of the Board was to table this item so there could be a conversation between the Board and both developers and bring it back at the November 18, 2024 BOC Work Session. The Mayor thanked Butner Town Manager Jordan McMillen for their time.

Discussion Item | Resolution to Exempt the Parking Lot from the Mini-Brooks Act

City Engineer Carl Barclay explained to the Board that G.S. § 143 Article 3D requires municipalities to use qualification-based selection (QBS) when soliciting architectural, engineering, or surveying professional services. However, he added, the QBS process takes significantly more time and staff effort than the traditional request for proposal (RFP) process. Consequently, he added, G.S. § 143-64.32 authorizes municipalities to exempt projects where the estimated fee for professional services is less than \$50,000, and to expedite the survey of the Main St. Public Parking Lot, a requirement of the easement agreement, it was recommended that these services be exempted. The City Engineer also told the Board that the City Attorney had reviewed and approved the proposed resolution. As there were no questions from the Board, Commissioner Wilkins made a motion to approve Resolution 2024-R-15. The motion was approved by a vote of 5-0.

Mayor Wheeler called a short recess at 6:45 pm and the meeting resumed at 6:52 pm.

Discussion Item | Davenport Public Finance Group Presentation

The City Manager reminded the Board that on May 15, 2024, the Board received a presentation by the Davenport Public Financial Group on the services they offered and provided a proposed scope of work to look into the City's debt profile to facilitate moving forward with the new Creedmoor Police Department building project, and at the BOC's August 6, 2024, legislative meeting, the Board authorized Finance Director, Lee Faines to enter into an Engagement Agreement with Davenport. The City Manager told the Board that he and Finance Director Lee Faines met with Davenport on several occasions to provide information and review the draft presentation. Ted Cole, Senior Vice President with Davenport then presented an overview of their findings to the Board which included Credit Rating and Peer Comparative Overview; *Creedmoor is currently not rated by Moody's, S&P and Fitch*, General Fund Operations and Fund Balance; *the City has managed itself well financially and has generally maintained a structural balance with operating revenues exceeding operating expenses by nearly 17% (over the past five years, revenues had outpaced expenditures by an average of 12.64% and the total General Fund Balance had increased by \$2,371,468 since FY2020, with the majority of this increase being Unassigned Fund Balance, Existing Tax Supported Debt Profile of the City; the existing 10-year payout ratio for FY25 was 100%, and Capital Improvement Planning and Financing Considerations; a \$3,500,000 project amount was assumed, and three possible scenarios were presented: Scenario 1 was to borrow \$3.5 million to fund project costs with no use of Fund Balance for project costs or debt service, Scenario 2: Borrow \$2.5 million to fund project costs and commit \$1 million of General Fund Balance above policy limits to fund the remaining assumed project costs, and Scenario 3: Borrow \$3.5 million to fund project costs and commit \$1 million of General Fund Balance above policy limits to offset debt service payments.* Commissioner Way thanked them and told them that this had brought perspective to the numbers for the project. A preliminary Financing Calendar was also presented to the Board. Mayor Pro Tem said the presentation was wonderful and the other Board members agreed. After some questions, the Mayor thanked Mr. Cole for his informative presentation. No action was taken.

Discussion Item | Jamie Oxendine FY25 1st Quarter Report

The City Manager introduced the City of Creedmoor and Granville County's Shared Grant Writer, Jamie Oxendine to the Board. Mr. Oxendine then spoke to the Board introducing himself and explaining the grant process generally, diving further into the specifics of grants that he had applied to for the City of Creedmoor. There were some questions by the Board, after which Commissioner Way said that the Board appreciated all of the money he was able to secure for the City, and the Mayor thanked Mr. Oxendine for his time.

Mayor Wheeler called for another short recess at 7:50 pm and the meeting resumed at 7:54 pm.

Discussion Item | Monthly Financial Report Ending September 30, 2024

Finance Director Lee Faines presented the Financial Report for the month ending September 30th, 2024. General Fund Revenues were 13% collected Faines told the Board and 26% expended, Stormwater Fund was 76% collected and 19% expended, the Powell Bill Fund was 50% collected and 6% expended. The Finance Director went on to tell the Board that the City had received its first lump sum of Ad Valorem Taxes in the amount of \$1.9M for property taxes and he said that the audit had been submitted this week. The Mayor and Board thanked the Finance Director for his continued hard work.

Discussion Item | Discussion on "All-Way Stop at Hillsboro and US 15"

Mayor Pro Tem Kicinski began this discussion by telling the Board that on October 2nd, 2024 a four-way stop was initiated at the corner of Hillsborough Road, Joe Peed Road, and Hwy 15. She said she had received numerous phone calls about this four-way stop and she went searching for an answer to how this came to fruition. Mayor Pro Tem said she sent an email to NCDOT asking about the four-way stop and she said that an email response was received stating that back in July of 2022, Ms. Kayla Cooper from the NCDOT communicated via email to John Voyer and Mike Frangos about this topic. She stated that the NCDOT had sent an email thread about the four-way stop and had requested agreement from the City, after numerous failed funding cycles since 2022, this project was finally selected by NCDOT for funding in 2024 the result of which was the new four-way stop at Hillsborough Road, Joe Peed Road and Hwy 15. Mayor Pro Tem went on to explain that she had asked NCDOT to do a study on this four-way stop area for the next six (6) months and they agreed to do that. She then added that the chaos on this issue has died down for the most part and she said everything seems to have worked itself out.

Public Hearing | ZMA-2024-02. Mt. Energy School

Community Development Director Michael Frangos explained to the Board that following the June 17, 2024, BOC Meeting and the adoption of Ordinance 2024-O-07, annexing the Mt. Energy ES campus, General Statutes required the City of Creedmoor to apply a municipal zoning district to the newly annexed area. He said that staff had initiated a zoning map amendment process to fulfill this legislative requirement, he added, and the property is currently zoned AR-40 (Agricultural and Residential) by Granville County, and the staff's and Planning Board's recommendation is for CIV - Civic Zoning District and the Planning Board recommended approval and has adopted a consistency statement.

Mayor Wheeler opened the Floor for the Public Hearing on ZMA-2024-02. As there were no comments from the public, the Mayor closed the Public Hearing.

Commissioner Wilkins made a motion to approve *Resolution 2024-R-14, Resolution of Reasonableness and Consistency*, and *Ordinance 2024-O-09, Amending the Official Zoning Map of the City of Creedmoor*. The motion was approved by a vote of 5-0.

Public Hearing | ZTA-2024-02, Enforcement

Community Development Director Michael Frangos explained to the Board that ZTA-2024-02 implemented text amendments to the Creedmoor Code of Ordinances Chapter 10.99 General Penalties; Chapter 96.08 Public Nuisances; Chapter 96.09 Debris in Stormwater Drainage System; and Chapter 96.99 Penalty; as well as Creedmoor Development Ordinance Article 23, Administration and Enforcement, adding that, in combination, these amendments streamlined the enforcement procedure, identified more serious nuisance conditions suitable for summary abatement, and implemented the summary abatement process.


Mayor Wheeler opened the Floor for the Public Hearing on ZTA-2024-02. As there were no comments from the public, the Mayor closed the Public Hearing.

After some discussion by the Board on updating the enforcement process and notice of violations concerning the City's abatement policy, Commissioner Way made a motion to approve *Resolution 2024-R-13, Resolution of Reasonableness and Consistency and Ordinance 2024-O-08, Amending the Code of Ordinance Chapter 10: General Provisions, and Chapter 96: Health and Sanitation; Nuisance3s and Creedmoor Development Ordinance Article 23: Administration and Enforcement*. The motion was approved by a vote of 5-0.

Mayor Wheeler asked the Board to consider moving the BOC Work Session from meeting on Monday evenings to Tuesday evenings and it would then be discussed at the November Legislative Meeting.

Adjournment

As there was no further business to come before the Board, Commissioner Gleason made a motion to adjourn at 8:17 p.m. The motion was approved by a vote of 5-0.


Barbara Rouse, CMC




Mayor Robert V. Wheeler