



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
MAY 3, 2022
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Commissioner Georgana Kicinski, Commissioner Robert Way, Commissioner Emma Albright, and Commissioner Ed Mims. Also present were Assistant City Manager/Director of Community Development Director Michael Frangos, City Attorney Kevin Hornik, Recreation Director Christopher Horrigan, Police Chief Keith King, and City Clerk Barbara Rouse.

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:00 p.m.

Invocation and Pledge of Allegiance | Commissioner Emma Albright offered the invocation, and Commissioner Robert Way led the Pledge of Allegiance.

Roll Call

Roll call by the City Clerk determined a quorum was present.

Agenda Approval

Commissioner Way requested that Item 10a, CVFD Discussion, be moved to item 6a.1, under Request to Address the Board. Commissioner Way also requested that the Board add to the agenda a new Discussion Item, 10a, Filling of the Vacant Board Seat.

Commissioner Albright requested to move Item 11b, Community Center Room Use, to Item 10b on the agenda.

Commissioner Kicinski requested to move the Minutes of the March 1, 2022 meeting to agenda Item 10c.

Commissioner Ed Mims moved to approve the agenda as amended. The motion was approved by a vote of 4-0.

Consent Agenda

Commissioner Kicinski requested that March 1, 2022, Meeting Minutes be removed from the Consent Agenda and moved to agenda Item 10c.

Kicinski then moved to approve the Consent Agenda: March 21, 2022, Meeting Minutes, April 5, 2022, Meeting Minutes, and April 18, 2022, Meeting Minutes. The motion was approved by a vote of 4-0.

Request to Address the Board | CVFD Presentation

Creedmoor Fire Department Chief Fisher and Assistant Chief Foley presented the Board with an update on the new fire truck and its anticipated delivery to the City. Assistant Chief Foley then spoke to the Board about the proposed establishment of a Unified Fire Protection Service District in the unincorporated areas of Granville County. He told the Board that the plan does (in his opinion) not benefit the City of Creedmoor.

He suggested that the City opt out of the districting. After some discussion, Commissioner Kicinski asked the Chief if the City would still need a contract with CVFD if they opted out, and he said yes they would and he added that even if the City opts out, the CVFD would still receive some money from the district. Commissioner Mims questioned whether CVFD would still answer calls from outside of the city limits and the Assistant Chief replied that they would continue to answer calls within and outside of the city limits. The Mayor thanked the Chief and Assistant Chief for taking the time to address the Board.

Request to Address the Board | DEI Advisory Board Applicant Rachel Renbarger

Ms. Rachel Renbarger spoke to the Board about her desire to serve as a member of the Creedmoor Diversity, Equity, and Inclusion Advisory Board. After Ms. Renbarger's presentation, a motion was made by Commissioner Way to approve the appointment of Rachel Renbarger to the DEI Advisory Board. The motion was approved by a vote of 4-0.

Request to Address the Board | Presentation: Understanding an Audit and Financial Report, Jay Sharpe

The City of Creedmoor's auditor, Jay Sharpe, Sharpe Patel, PLLC, presented a PowerPoint to the Board that outlined the process and role of the auditor in the budget process. He clarified that NC General Statutes require all incorporated towns and cities to have annual financial audits and that the audit process is overseen by the Local Government Commission. He continued to explain that the auditor's responsibility is to express an opinion on the financial statements, conduct an audit per appropriate auditing standards and plan and perform the audit to obtain reasonable assurance about whether the financials are free from material misstatement and he closed by telling the Board that the Management's responsibility lies in the preparation and fair presentation of the financial statements and the design, implementation, and maintenance of internal controls. After Sharpe's presentation, Commissioner Way asked the auditor what the General Fund Expenditure of \$650,550 (2020) was for and the Mayor reiterated the need to get an answer to that question. Sharpe said he would look into the number and get back to the Board with the answer. Commissioner Kicinski had questions about the prior year's budget book and the difference with how Sharpe Patel presents the budget to the LGC. Sharpe explained that many things affect the volume of the material in the reports. Commissioner Kicinski stated that they appreciated the presentation but there were specific financial questions the Board was struggling with and needed answers to such as the numbers in the Capital Assets fund which she stated had dropped a million dollars between 2020 and 2021, from \$1.2 Million down to somewhere around \$200,000. Kicinski then asked if auditors ever look into discretionary spending by the City Managers. Sharpe told her that for 2021 they did a prior year's adjustment because the fire expenditure had been accounted for incorrectly which was why the purchase of the fire truck of somewhere around \$500,000 was in the audit for the year 2020. Sharpe will provide the Board with an explanation of the adjustments to the 2020 audit.

Request to Address the Board | Piedmont Classification and Pay Study Presentation, Matt Reece

Matt Reece presented the Classification and Pay Study to the Board. He suggested that the City would need to spend \$82,000 to adjust to 99% entry and 87% of average actual salaries. He then presented bar graphs to show where the city's salaries and pay grades fell in comparison to surrounding areas. After explaining how raising the pay grades would give the city a better position in employee retention as well as in the hiring of new employees, Reece went on to explain to the Board the Proposed Assignment of Classes to Grade's slides which highlighted a minimum, mid-point and maximum pay rate per grade pay table. He then presented some slides from his previous presentation to the city and opened the floor to questions. Commissioner Kicinski said that the Board recently raised the Tele-communicators salaries and she asked if this study was done before that raise? Reece answered that he did not think the study was done before the raises – he believed the study was based on current figures. Commissioner Mims thanked Mr. Reece for his recommendations and the Mayor thanked him also.

Mayor's Presentation to former Commissioner Del Mims | Certificate of Appreciation from the NC Senate and Governor Cooper

Public Comment

*Jonelle Marable, 2215 Regent Court, Creedmoor, NC
Edward Gleason, 1973 Bowles Ave., Creedmoor, NC*

Old Business | Public Hearing –Resolution of Adoption of City Plan 2040 (2022-R-05)

Assistant City Manager/Director of Community Development Director Michael Frangos presented to the Board an overview of Creedmoor's City Plan 2040. He reminded the Board that all cities and towns must have a comprehensive plan in place if they want to utilize zoning. He continued that the City did have a plan in place but it was time to upgrade and update that plan (10 years since the last plan). He said that the plan only addresses the areas in which the City can regulate planning and zoning and that is within the City limits and the ETJ (Extra Territorial Jurisdiction). He went on to say that the plan is in its finalization and public review phase. Frangos then turned the presentation over to Kevin Murphy, City Planner, who continued the overview of the project including outreach, schedule of events, visions, and goals as well as an explanation of the future land use map. Kevin wrapped up the presentation by outlining the next steps in the process which would be the Public Hearing. Mayor Wheeler opened the floor for Public Hearing.

Public Hearing | Resolution 2022-R-05

Ernest Breedlove, 502 Lake Road, Creedmoor, NC

As there were no more comments from the public, Mayor Wheeler closed the Public Hearing. Commissioner Kicinski commended the Community Development Office on their superb job with this project. She also shared that she was overwhelmed with all the citizen involvement. Commissioner Mims thanked the Community Development Office for leading the project. After some more discussion, Commissioner Kicinski moved to adopt Resolution 2022-R-05 / City Plan 2040. The motion was approved by a vote of 4-0.

Old Business | City Hall Expansion Agreement for Professional Services

Alan Steinbeck presented a follow-up to the last meeting's presentation of the City Hall Expansion Project to discuss and answer any questions the Board may have concerning moving the project forward. Commissioner Kicinski said that in her opinion it would be best to go forward only with the Police Department building, the parking lot, and Sanderford Road at this time but to leave City Hall alone. She continued that when the project begins, the Board of Commissioners needs to be involved in the design and brought through every single step of the process. Commissioner Kicinski then made a motion to move forward with the plans for the Police Department building, the parking lot, and Sanderford Road. Assistant City Manager Frangos said that the proposal did not break out the expenses as proposed by Commissioner Kicinski and would likely have to be amended. Steinbeck told the Board that from the design perspective, the architectural fees would be different (less) and that the fees in general, are right around 6% now, and if part of the plan is deferred to a later date that would more than likely cost more. It was clarified by a question from Commissioner Way that it was the actual drawings that they were talking about in this fee discussion. The City Attorney weighed in that it is unwise to enter into an agreement without the actual agreement before the Board. After some further discussion, and a consensus by the Board to modify the proposal for the design of the P.D. and Sanderford Street, Commissioner Kicinski then withdrew her original motion. Mr. Steinbeck said they will come back to the Board with the prices of the proposal broken out as requested by the Commissioner. No action was taken.

Old Business | Lease Renewal of 211 N. Main Street, Community Development Office

Assistant City Manager Frangos told the Board that he had reached out to Joel Panera regarding the 2-year extension of the lease for 211 N. Main Street. As per Frangos, Mr. Panera will agree to a 2-year lease at

\$15 per square foot, with a 3-month renewal at the same rate which brings the total yearly rent for this property to \$26,550.00. Frangos told the Board that he is waiting for the agreement from Mr. Panera's attorney. Commissioner Kicinski reminded Frangos that all contracts must go before the Board and no contract could be entered into by the City Manager without the Board's approval. As there was no contract presented, no action was taken.

Mayor Wheeler recessed the meeting at 8:14 p.m. The meeting reconvened at 8:20 p.m.

New Business | Appointment to the UNRBA Board

Commissioner Kicinski told the Board that she would accept the appointment to the UNRBA Board so that the City would be represented. Commissioner Way made a motion to appoint Commissioner Kicinski to the UNRBA Board. The motion was approved by a vote of 4-0.

New Business | 2022-R-06 Initial Scheduling Resolution ZTA-2022-02

City Planner Kevin Murphy presented to the Board ZTA-2022-02 as a proposed zoning text amendment which sets the date of the public hearing on ZTA-2022-02 for Tuesday, June 7th, 2022 at 6:00 PM in the Board of Commissioners Meeting Room at City Hall, 111 Masonic Street, Creedmoor, NC, and authorizes the Community Development Department to publish a legal public notice of the public hearing in the Butner-Creedmoor News on May 20th, and May 27th, 2022 editions. As there were no questions from the Board, Commissioner Kicinski made a motion to adopt the resolution. The motion was approved by a vote of 4-0.

New Business | 2022-R-07 Initial Scheduling Resolution ZTA-2022-03

City Planner Kevin Murphy presented to the Board ZTA-2022-03 as a Recognize ZTA-2022-03 as a proposed zoning text amendment to the Façade Improvement Program that sets the date of the public hearing on ZTA-2022-03 for Tuesday, June 7th, 2022 at 6:00 PM in the Board of Commissioners Meeting Room at City Hall, 111 Masonic Street, Creedmoor, NC; and authorizes the Community Development Department to publish a legal public notice of the public hearing in the Butner-Creedmoor News on May 20th, and May 27th, 2022 editions. After some discussion, Commissioner Kicinski made a motion to adopt the resolution. The motion was approved by a vote of 4-0.

Discussion Item | Vacant Board of Commissioners Seat

Commissioner Way recommended that the Board move forward to fill the vacant Board seat. Commissioner Way said he had only received one email about serving on the Board, from Edward Gleason. Commissioner Mims said that he had as many as 3 names he would like to put forward to fill the seat but he did not share the names with the Board at that time. After some discussion from the City Attorney and Mayor about the process, it was decided that it was up to the Board how they wanted to move forward. Commissioner Kicinski stated that the City was going into a budget session, was going to be in the market for a new City Manager, and needed to fill the seat now. She continued that since Mr. Gleason had the knowledge and experience necessary to help the City move forward, the Board should appoint Mr. Gleason to the vacant seat. The Mayor suggested that a motion needed to be made one way or another with no allowance for amendments to the primary motion. Commissioner Mims made a motion to have interviews for potential candidates and also a ballot to fill the vacant seat. The motion failed with a vote of 3-1. Commissioner Way then made a motion to appoint Edward Gleason to fill the vacant seat of former Commissioner Brustmeyer-Brown. The motion resulted in a tie vote of 2-2. The Mayor then voted in the affirmative to break the tie. The motion was approved with a final vote of 3-2.

Discussion Item | Community Center Room Use

Recreation Director Christopher Horrigan told the Board that he had had a conversation with a business owner who wanted to hold a class on the use of firearms with an actual firearm to be used in the classroom and he needed the Board to clarify what was allowed or not allowed about the possession of a viable weapon

in the Community Center. Mayor asked Chief King if possessing a viable weapon on City property violated the no weapons law. Chief affirmed that it did. City Attorney stated that if the Board had an interest in allowing the possession of firearms for classes at the Community Center then the City Code would need to be amended. After a lengthy discussion, Mayor Wheeler asked if there was a motion to be made. Not hearing any, the Mayor moved on.

Discussion Item | Minutes from the March 1st, 2022 Meeting

Commissioner Kicinski pointed out to Commissioner Mims, as she read from March 1, 2022, BOC Minutes, that on March 1st there was a discussion about the evaluation of the City Manager which was in question at the previous BOC Meeting. Commissioner Kicinski then made a motion to approve the BOC Minutes of March 1, 2022. The motion was approved by a vote of 4-0.

City Manager's Report | Assistant City Manager Michael Frangos

Assistant City Manager Frangos told the Board that he had no new business to present to the Board. Commissioner Kicinski asked about the evaluation of the installation of plants on the retaining wall. Frangos told the Board that the new Engineer here at Creedmoor does not have a PE for the state of North Carolina yet. He is in the process of applying for the certification therefore Wooten had to be used to evaluate the wall. There was a discussion between Commissioner Kicinski and Recreation Center Director, Christopher Horrigan clarifying the upcoming May 6th and May 9th City events.

SGWASA Report | Commissioner Way and Commissioner Kicinski

Commissioner Way reported that repair was made for another leak on Main Street at the Dollar Tree and it required paving and that the paving on Church Street needed some minor repairs done. Commissioner Kicinski reported that the renovations at the water plant were complete.

Commissioner's Report |

Commissioner Mims thanked the Mayor for the email that outlined the guidelines for preparing the agenda. The Mayor said it was a joint effort between himself and the City Clerk.

Commissioner Way said he spent some time just sitting and talking with Chief King and he enjoyed the time spent together. He also told the Board that the FD did a pre-inspection of the Public Works facility and the staff. He added that it was the cleanest Public Works facility he had ever seen and he wanted to thank the staff for the visit and for all they do for the City. Mayor Wheeler mentioned previous Public Works Days that the City held and Recreation Director Chris Horrigan told the Board that the event is still held and is coming up soon and he will get back to the Board with the date.

Commissioner Kicinski shared with the Board that on Saturday, April 30th she volunteered at Operation Medicine Drop and it was a great event. She also shared that businesses in Creedmoor were generous in their donations for Teacher's Appreciation Day.

Commissioner Albright told the Board that former Commissioner Brustmeyer-Brown asked her to take the position as liaison to the DEI Advisory Board. She accepted the position and attended the previous DEI meeting. She also said the DEI Advisory Board is still looking to fill vacant seats.

Mayor Wheeler shared with everyone that he attended the NCLM Conference in Wilmington last week. He said it was very informative and he will write up a short report and share it via email shortly. He also said that former Commissioner, Reverend Archer Wilkins, from Mt. Vernon Missionary Baptist Church was extending an invitation to everyone to attend Law Enforcement Day at their church on September 18, 2022, at 11 a.m.

Closed Session

Commissioner Mims moved to enter Closed Session pursuant to NCGS 143-318.11(a)(6) Personnel at 9:24 p.m. The motion was approved by a vote of 3-1.

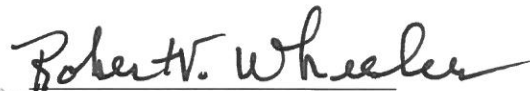
Commissioner Kicinski moved to leave Closed Session at 10:00 p.m. The motion was approved by a vote of 4-0.

Other Business

Commissioner Kicinski moved to suspend the City Manager's discretionary funding until the City gets a new City Manager. Kicinski questioned the amount the City Manager is allotted to spend. Assistant City Manager said that the amount is capped at \$5000. City Attorney Kevin Hornik asked Commissioner Kicinski if what the Board wanted was for their office to check with other municipalities to see what the legalities and policies are about City Manager's discretionary spending budget. Kicinski said that is what they need and Hornik replied that he would get back to the Board with that answer. Commissioner Kicinski then made a motion to limit City Manager's discretionary spending amount to \$1000 per occurrence. Commissioner Mims asked about the potential impact of the motion on the daily operations of the City. He said that he felt that the Board needed more information before they made a motion to change the amount of discretionary funding for the City Manager. Kicinski stressed that the funding should be cut in light of the City Manager's position in looking for employment outside of the city. After a lengthy discussion, Commissioner Kicinski continued with her motion to limit the City Manager's discretionary spending amount to \$1000 per occurrence. The motion was approved by a vote of 3-1.

Adjourn

There being no further business to come before the Board, a motion was made by Commissioner Ed Mims to adjourn the meeting at 10:37 p.m. The motion was approved by a vote of 4-0.


Robert V. Wheeler, Mayor

ATTEST:


Barbara Rouse, City Clerk

