



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

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Mayor Pro Tem Emma Albright, Commissioner Georgana Kicinski, Commissioner Robert Way, and Commissioner Ed Gleason. Also present were Acting City Manager/Director of Community Development Michael Frangos, City Attorney TC Morphis, Recreation Director Christopher Horrigan, Finance Director Candy Bowman, Acting Administrative Services Director Sarah Spruill, Police Chief Keith King, and City Clerk Barbara Rouse.

Absent

Commissioner Ed Mims

Call to Order

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

Invocation and Pledge of Allegiance | Mayor Pro Tem Albright offered the invocation and Mayor Wheeler led the Pledge of Allegiance.

Roll Call

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

Agenda Approval

Commissioner Kicinski requested that New Business, Item 9a, *Changes to the DEI Advisory Board*, be removed from the agenda, Item 5c, *Fiscal Year Budget Amendment #1*, be moved to New Business, Item 9a, and add a Closed Session pursuant to NCGS 143-318.11(a)(6) Personnel.

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

Consent Agenda

Commissioner Kicinski made a motion to approve the Consent Agenda: Lifting the State of Emergency in Creedmoor, August 1, 2022, and August 15, 2022, Meeting Minutes, John Gaul's Reappointment to CPRC, Kristy Williams's Reappointment to CPRC. The motion was approved by a vote of 4-0.

Request to Address the Board

There were no requests to address the Board.

Public Comment |

Ms. Tasherra Davenport, 404 S. Mineral Springs Road, Durham

Old Business | Cleaning Services Contract, Acting City Manager, Michael Frangos

Acting City Manager Frangos told the Board that in order to unify cleaning services for all City buildings to one company and to also increase the quality of services for the public and employees, a Request for Proposals (RFP) for cleaning services was solicited from 18 cleaning companies. He said that four cleaning companies submitted proposals and at the August 15, 2022, BOC meeting, the Board of Commissioners approved staff to assemble a draft cleaning services agreement with Corner Clean, LLC. Frangos then said the contract with Corner Clean, LLC would provide cleaning services for City Hall (including the Police Department), Community Development Office, Public Works Building, and the Community Center and was for 2 years, to begin on September 12, 2022, and expire on September 30, 2024, with the total cost annually at \$50,912.78. After some discussion, Commissioner Gleason made a motion to approve the new unified cleaning contract, at an annual cost of

\$50,912.78, with Corner Clean, LLC, and to send a termination of services letter to Top Cat, LLC. The motion was approved by a vote of 4-0.

Old Business | Creedmoor Multi-sport and Event Plaza, Design RFQ Vendor Selection, Christopher Horrigan

Recreation Department Director Chris Horrigan told the Board that an RFQ for the Creedmoor Multi-sport and Event Plaza was drafted and posted on the City website on 8/5/2022 and that he contacted 10 engineering and architectural firms via email the same day and each was provided with a follow-up email and phone call on 8/22/2022. He continued that he had received seven responses, five declined to submit a proposal, three were unresponsive, and two submitted proposals for the Sport and Event Plaza; Sports Court Carolina, and Stewart Engineers Inc. Due to the time-sensitive nature of this project, lack of interest from the potential pool of vendors, and the quality of the proposal from Stewart, staff (Recreation Director and City Engineer) recommend the selection of Stewart Engineering to complete design work on the Creedmoor Multi-Sport and Event Plaza. Chris said that the total for the contract was \$31,238 (design and construction plans). A discussion was then had about the total cost estimates for finishing all of the projects at the Community Center. Chris explained the possible additions and costs but clarified that at this time his only ask was for the Multi-sport and Event Plaza. He added the total estimated cost for this project is to be around \$100,000 - \$120,000 and he continued that he has secured a \$25,000 Grant from Granville County and a \$15,000 Grant from TDA, and that would bring the total for the City at around \$60,000 - \$80,000. Mayor Pro Tem Albright made a motion to select Stewart Engineering to complete the design work on the Creedmoor Multi-sport and Event Plaza as outlined in the proposal, and enter into a contract with Stewart Engineering not to exceed \$29,750 plus a 5% contingency of \$1,488 for a total not to exceed \$31,238. The motion was approved by a vote of 4-0.

Old Business | 109 Park Avenue – Engaging a Real Estate Agent, Commissioner Kicinski

Commissioner Kicinski told the Board that the sale of 109 Park Avenue needed to be advertised again because it was originally only published in the local papers and she wanted it to reach a larger audience. After some Board discussion about advertising and particular newspapers, Commissioner Kicinski suggested the upset bid ad should run for a month in The Herald Sun and The News and Observer. After some more discussion, Commissioner Gleason made a motion to table the action until the next work session when City Clerk would present the dollar amount to advertise once a week for four weeks in The Herald Sun and The News and Observer. The motion was approved by a vote of 4-0.

New Business | 2635 Bowden Drive Stormwater Project, John Boyer, City Engineer

City Engineer, John Boyer presented to the Board the logistics of a large sinkhole located on the property of 2635 Bowden Drive that he said was due to the failure of the storm drain facility situated in the yard at a depth of approximately 15 feet. He explained that the existing high-density polyethylene pipe (HDPE) has separated from the concrete box structure buried underground, and needs replacement with a different type of pipe. He continued that after this new pipe is installed, the sinkhole would need to be backfilled. He said that the City was able to secure two bids, the lowest bid was from a local contractor in Creedmoor for \$31,300, not including the cost of the pipe, which would cost an additional \$8,000. He said that there could be some contingencies that they could run into when the project is underway so he was adding \$6,000 to the project which brought the total to \$45,800. After some discussion by the Board, Commissioner Gleason made a motion for the City to proceed with the storm drainage repair effort at 2635 Bowden Drive, and appropriate \$45,800 to purchase the pipe materials and have the selected contractor perform the work in the field to install a new pipe and backfill the sinkhole. The motion was approved by a vote of 4-0.

New Business | Community Center Wall

John Boyer reminded the Board that the cement bag wall at the Creedmoor Recreation Center was determined to not be stable enough to permanently remain as constructed and at the August 15, 2022, BOC work session, the difficulties with the wall were outlined, and three options for either replacement or repair were presented. At the same meeting, the Board directed that the cost of demolishing the wall and re-grading the ground behind it be assessed. John told the Board that a bid for \$5,900 was received. The two options that were presented to the Board were; 1) the cement bag retaining wall at the Creedmoor Community Center be demolished and the ground behind the wall restored to its former profile, and that the City accept the proposed bid of \$5,900 to accomplish the task, or 2) the City Engineer gather three contractor's estimates to demolish the existing and rebuild a segmental block wall at the same location, and bring those back for review at a future meeting. The Board held some discussion about the choices. Commissioner Kicinski then made a motion for the City Engineer to get three quotes to demolish the existing wall and build a

segmental block wall at the same location and present them to the Board at a future meeting. The motion was approved by a vote of 3-1.

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

Comments from Mr. Martella

Mr. Martella thanked the Mayor and Commissioner Gleason for their response to his email about Stormwater/drainage issues on multiple properties in the Golden Pond community. He went on to say that the response was immediate and swift and that he felt the parties involved were committed to getting the problem taken care of. On behalf of the Golden Pond Homeowners Association, Mr. Martella again thanked the Mayor and the Board.

New Business | Review of Paychex Flex Agreement | Commissioner Kicinski

Commissioner Kicinski began the conversation by asking why the City was spending so much money on payroll (\$56,500) annually. She wanted to discuss other options available to lower the cost to the City. Acting City Manager explained that the City has been researching this with Paychex and have found a service being paid for, “*Managed Services*”, that the City is no longer in need of. He continued that staff was working to amend the current agreement (according to the terms) and eliminate the “*Managed Services*” option which would potentially cut the annual cost in half. Commissioner Kicinski asked the City Attorney to be part of the termination of the “*Managed Services*” option to protect the City. City Attorney Morphis said he will be involved in the process. No action was taken.

New Business | Budget Fund Rename, Acting City Manager Michael S. Frangos

Acting City Manager Frangos told the Board that the Finance Director needed to amend previous Ordinance titles, including 2022-O-02, 2021-O-11, and 2021-O-18, from ARPA Fund 2 to Transformational Fund, to ensure compliance for the City. He explained that this new Transformational Fund would be just a voluntary type of accounting that would allow the Board and community to see where every one of the supplanted ARPA dollars was ultimately spent. Harmon Crutchfield then added the importance of changing the original ARPA Ordinances and he said that he would be working with staff to bring all of the Ordinances up to date and will present them before the Board at a future meeting for adoption. After some questions and conversation continued between the Board, Harmon, and Finance Director Bowman, Commissioner Way made a motion to table the Ordinance(s) until the next BOC meeting. The motion was approved by a vote of 4-0.

New Business | Fiscal Year 23 Budget Amendment #1 – Purchase Order Rollover, Finance Director Candy Bowman

Commissioner Kicinski began the discussion by asking Finance Director Candy Bowman what the FY23 Budget Amendment #1 was about. Candy explained that these were purchase orders from FY22 that needed to roll over to FY23 and be put into the correct format. Harmon Crutchfield attempted to clarify for the Board that the changes needed to be made via Budget Amendment #1 to do the necessary budget transfers for FY23. After some more discussion, Commissioner Way made a motion to approve Budget Amendment #1. The motion was approved by a vote of 3-1.

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

New Business | Budget Expenditure – Email Archiving – Proofpoint, Michael S. Frangos

Acting City Manager told the Board that the City currently does not comprehensively archive email records as is required by General Statutes. He said that records retention law requires that all public records, including electronic records, be archived for seven (7) years. He said that VC3 promotes a service called Proofpoint that would capture and store all emails and he added that email archiving would mean that the city would always stay in compliance with email records retention requirements, and email archiving would also greatly simplify and speed up the fulfillment of future public records requests for items contained in the archive. He continued to say that this is an unpredicted expense

in the adopted FY23 budget and will be made part of a budget amendment soon. That said, Frangos told the Board that he was requesting the amount of \$5135.80 for Proofpoint Email Archiving Services through VC3. Commissioner Gleason responded by stating that within current the VC3 contract, the City has licenses with Microsoft Office 365 which has archiving services and he argued that using outside software is an unnecessary expense for the City. After some further discussion, Commissioner made a motion to table until a future BOC meeting. The motion was approved by a vote of 4-0.

Mayor Wheeler called a recess at 7:58 pm. The meeting was called back into session at 8:06 pm.

New Business | B.C. Roberts Field Rehabilitation Proposal, Chris Horrigan

As per Recreation Department Director Horrigan, in its current condition, B.C. Roberts field is unsafe for use. He said his goal is to see renovations completed so the field can be safe, sustainable, and accessible for the residents of Creedmoor. He explained that the scope of work necessary would include tilling and laser grading 53,000 sq. ft. of earth, applying 1.5 pounds per 1000 sq. ft. of sports blend Bermuda seed and applying starter fertilizer. He continued that he had received four quotes and is recommending Nolan Thomas because the company is local and came in with the better price, \$22,500 plus 5% contingency fees. He also noted that the funds are included in the FY23 budget and that the work will occur in the late spring of 2023. Chris told the Board that adding drainage to the renovations would cost the City an additional \$15,912 but that did not have to be completed at this time. After some discussion, Commissioner Way made a motion to enter into an agreement with Nolan Thomas and Company Inc. to complete a full renovation of B.C. Roberts field as outlined in the presented proposal, and to allow for a 5% contingency, with the total not to exceed \$40,332.60. The motion was approved by a vote of 4-0.

New Business | Recreation and Park Fee Schedule Updates, Chris Horrigan

Recreation Director Horrigan presented the Board with an updated/revised Rec and Park fee schedule He said that there were new paddle boats and the new fee would be \$13.00/\$17.00 per hour and \$40/\$52 per 5 hours with a damage free to boats of \$75.00. The schedule also added a rental fee for the fitness studio at the community center of \$10 per hour. Music Festival fees were updated also, the t-shirt price now \$10 and new fees for electric, \$140.00 and non-electric, \$100.00 stalls also. Commissioner Gleason made a motion to adopt the Recreation and Park Fee Schedule update, effective September 7, 2022. The motion was approved by a vote of 4-0.

New Business | CPRC Recruitment and Retention Recommendations, Commissioner Kicinski

Commissioner Kicinski suggested to the Board the following changes to the CPRC recruitment guidelines; 1) up to 2 ETJ positions allowed, 2) do away with the process of requiring resumes from applicants, and 3) omit the need for BOC interviews to obtain a position on the committee. After some dialog, Commissioner Kicinski made a motion to allow 2 ETJ residents to serve on the CPRC. The motion was approved by a vote of 4-0. Commissioner Kicinski then made a motion to allow all volunteer boards to waive the resume and interview requirement. The motion was approved by a vote of 4-0.

New Business | Human Resources Independent Contractor Agreement, Michael S. Frangos

Acting City Manager Frangos presented the Board with an Independent Contractor Agreement between the City and former employee Genesis Wallace. After a brief discussion, Commissioner Kicinski made a motion to reject the agreement. The motion was approved by a vote of 4-0.

New Business | Police Department Budget Expenditure, Chief King

Chief King told the Board that with the recent transition to digital phones, the police department's phone and radio recording software now required updated digital licensing to record and retain phone and radio conversations. He said that Telware's VOIP phone system will record the phones, but will not provide the security and reporting hierarchy needed to maintain current operations. He presented the Board with an agreement from Carolina Recording Systems which included an Internal IP Recorder – for \$3,850.00 and for Professional Services: Which includes pre-installation site survey, installation, configuration, testing, and unlimited training—for \$1,500.00. Chief King explained that this was a one-time cost upgrade and unpredicted expense in the FY23 adopted budget. He said the approval will allow the expenditure immediately and a budget amendment will be completed at a later date. He then clarified that the annual maintenance agreement with Carolina Recording is expected to increase minimally (\$642 annually) moving forward. Commissioner Gleason made a motion to approve the agreement for \$5,350. The motion was approved by a vote of 4-0.

New Business | Fund Balance Totals FY21 vs FY22, Harmon Crutchfield

Harmon Crutchfield told the board that the fund balance summary before them included information presented during budget deliberations. He then pointed out the surplus, revenues, and deficits, clarifying to the Board that the fund would increase by \$371,660.74, representing what had not been spent of the \$544,000.00. Some questions were answered by Mr. Crutchfield. No action was taken.

City Manager's Report | Acting City Manager Michael Frangos

Acting City Manager Frangos reported that a full-page ad was published for the Creedmoor Music Festival, the City had gained 46 people in the Certified 2022 population report, bringing the total population to 4912, the City returned a Notice of Compliance from NC DCQ for the MS4 Stormwater Program, and Liter Sweep was slated for November 5th, 2022.

SGWASA Report | Commissioner Way and Commissioner Kicinski

Commissioner Way said the City would be presented with the water modeling survey next Tuesday. He said that SGWASA would be presenting it to the Board at the next BOA work session meeting (September 19th).

Commissioner Kicinski reported that the finance committee for SGWASA met and decided not to add a kiosk to the City because only 35% of all customers are using electronic means to pay their bills. They decided at this time it is not financially feasible for the City.

Commissioner's Reports

Commissioner Gleason reported that he did not make the last Kerr-Tar meeting because of City Manager interviews. He also thanked the Mayor, Acting City Manager, and City Engineer for addressing the issue with Mr. Peter Martella and he said the meeting went well and that the City is doing everything within its power to resolve the issues within the Golden Pond Community.

Commissioner Kicinski told the Board she went to the Adam Carlson's Fundraiser-Quarter Auction. She thanked all of the citizens inside and outside of Creedmoor who attended and she thanked everyone who helped with the event. She said she had a great time and she was looking forward to the next fundraiser on Oct. 23, 2022.

Commissioner Way shared that he had attended National Night Out and he was happy to see people back out. He thanked the City and everyone who staffed the event.

Mayor Pro Tem shared that she too attended National Night Out. She also said that she was looking forward to attending the Creedmoor Music Festival.

The Mayor thanked Sarah Spruill and everyone for what they did to make Adam's fundraiser a success. He then asked Commissioner Gleason and Commissioner Mims to form a committee to put together an evaluation form for the City Manager position. He added he was looking forward to attending the upcoming Kerr-Tar Banquet with Commissioner Kicinski.

Closed Session | NCGS 143-318.11(a)(6) Personnel Matters

Commissioner Kicinski made a motion to enter Closed Session at 8:55 pm. The motion was approved by a vote of 4-0.

Commissioner Gleason made a motion to leave Closed Session at 9:34 pm. The motion was approved by a vote of 4-0.

Adjourn

There being no further business to come before the Board, a motion was made by Commissioner Gleason to adjourn the meeting at 9:37 p.m. The motion was approved by a vote of 4-0.

Robert V. Wheeler
Robert V. Wheeler, Mayor

ATTEST:

Barbara Rouse
Barbara Rouse, City Clerk

