

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
SPECIAL MEETING
SEPTEMBER 29, 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, Commissioner Ed Mims, Commissioner Ed Gleason, City Manager Michael Turner, City Attorney TC Morphis, Police Chief Keith King, and City Clerk Barbara Rouse.

Absent

Commissioner Way had previously informed the Board that he would arrive late and was not present when Mayor Wheeler called the meeting to order.

Call to Order

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

Discussion Item | City Hall Renovation Project

The Board convened this Special Meeting to discuss the City Hall renovations, specifically items that needed the Board's approval before the next legislative session on October 4, 2022:

- 1) *Location of the Police Department building*
- 2) *Parking lot, sidewalks, and roads*
- 3) *Retaining wall(s) and retaining wall location(s)*
- 4) *Two-Story Police Department building*
- 5) *Scope of renovations of the current City Hall building*
- 6) *Overall layout of the City Hall building*

Commissioner Way joined the meeting at 6:25 pm.

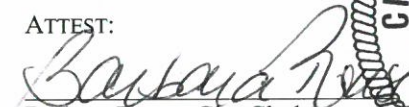
The Mayor and Board discussed the proposed renovations to the current City Hall building at length. Commissioner Gleason told the Board that he thought the boardroom in City Hall was large enough to meet the City's current and future needs. He added that there is room for monitors and Wi-Fi equipment in the boardroom and the Mayor agreed with the Commissioner. Gleason said he liked the idea of the sally port for the PD but added that the area above it should be built now. Board members questioned the financial aspect of the project and Commissioner Mims questioned who in the City would begin that process. The majority of the Commissioners thought the scope of work outlined in the proposed Schematic Design for the City Hall building was not necessary and that most of the building should remain the same as it is presently. Financing of the project was touched on as were anticipated project costs and the prospect of the City taking on some debt to finance a portion of the project. Commissioner Mims questioned the cost of the project and the Board's fiduciary responsibility to the citizens and then suggested to the Board that they could renovate 109 Park Avenue for the Police Department, which, he said would save the City money. Commissioner Kicinski said the ideas presented were all good and she shared her thoughts and spoke about having only one reception desk area instead of two, using cubes instead of solid walls at City Hall, and she agreed that she thought they should build above the sally port (PD) during the project. The Commissioners and Mayor continued with some more discussion including what the City's needs now and in the future were. The Board discussed the pros and cons of using 109 Park Avenue for the PD with the consensus being that it would need extensive renovations and had no adequate parking. Commissioner Way added that the age of the 109 Park Avenue property should be considered as it would also need considerable work to bring it up to code. He continued that he also thought they could do in-house renovations to accommodate what needed to be done to the City Hall building and he suggested adding an "Emergency Management" to the new PD, possibly above the sally port and he argued that the City could run emergency operations from there when necessary. Commissioner Gleason also added the possibility of adding a generator for both buildings.

When the Board had exhausted their thoughts as a whole, Alan Steinbeck explained to them that his role was to help facilitate their [the Board's] direction in the various phases of this renovation project. He re-focused the Board by outlining the 6 issues that were brought up at the previous Board meeting and were on the table: the scope of the renovations at the City Hall building, the overall layout of the City Hall building, site conditions of the parking lot layout, location of police building on site, retaining walls and their locations, and a two-story police station. Alan then answered the Board's questions starting with the financing of the project and how to start that process. He added that he had been looking into options for financing and told the Board that the USDA could be a good source to fund the project because they have a Community Facilities Grant and Loan Program and they offer competitive rates and they do not charge origination fees. After some more explanation on financing, he said another option was to go directly to the bank to finance. The next question Alan addressed was, what is the sense of urgency for the project? He said the sense of urgency was established because a completion date was chosen because the Community Development office wanted to move out of the building they rent on Main Street, the date that was set was 2024. He said the design process, the construction process, and the schedule was reverse-engineered into that time frame. He furthered that the urgency felt is the team's role to keep the project moving forward but there were still a lot of decisions that needed to be made. The next question, what are the costs, benefits, and concerns of the PD concerning the 109 Park Ave. property and what is the viability of the 109 Park Ave. property, and why is the project not moving in that direction was addressed? Alan said he recalled that 109 Park was just under 10,000 sq. feet, with the new proposed PD coming in at 8,800 sq. feet (not including the potential second-floor build-up). He said the buildings may be comparable (although he questioned that) but the parking could pose a problem, and another potential problem would be PD and emergency services getting in and out of the facility. He also said the quote to renovate 109 Park Ave., preliminarily, was \$1M but it would be substantially more in today's dollars – possibly looking at at least \$2M (at least). After some more discussion, the next question, the total cost of the project, was addressed. Alan said the total cost was now at \$8.99M (plus a 15 % contingency fee), with the PD at \$5.44M, renovation of City Hall at \$2.14M, site work at \$1.372M, and the outdoor space at \$34,000. He then added the possibility of a 6 % escalation of the building materials fee (anticipated). Alan and the Board discussed possible ways to cut out the total renovation of the City Hall building while still moving forward with the new PD building and updating the boardroom. The Board held some more discussions on the matter. The conversation continued with Alan telling the Board that there is no risk in taking the position of being very conservative in what to do with the City Hall building, and knowing that the needs of the administration and Community Development can be accommodated with the relocation of the PD. He assured the Board that solutions could be found if they chose to lower the scope of the City Hall revision down to its minimal need. The conversation continued with the City Manager saying that he held meetings with the Board to discuss the outstanding issues presented tonight and he added his thoughts to help the Board move forward. The City Manager's recommendation was to approve the first four (4) items but ask Little to go back and revisit the scope of the renovations to City Hall and possibly rehash the numbers with a more limited scope of work and see what the final cost would be. The Mayor added that he would like 109 Park Avenue taken off the table for use as a new PD as it is, in his view, a better fit for retail space. More conversation was had between Board members as they tried to reign in the issues. Alan suggested the Board continue using Little to do a limited-scope renovation for the City Hall building and he furthered that these back-and-forth sessions are normal in the overall scheme of a project like this. After some more discussion, and the Board weighing in with their final thoughts, it was agreed that they should move forward with the first four items of the six presented at this meeting; 1) *Location of the police department building*, 2) *Parking lot, sidewalks, and roads*, 3) *Retaining wall(s) and retaining wall location(s)*, and 4) *Two-Story police department building* and to hold off on any City Hall building renovations, items 5 and 6.

Adjourn

There being no further business related to this Special Meeting, a motion was made by Commissioner Mims to adjourn the meeting at 8:13 p.m. The motion was approved by a vote of 5-0.

ATTEST:


Barbara Rouse, City Clerk




Robert V. Wheeler, Mayor