



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

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Mayor Pro Tem Emma Albright, Commissioner Georgana Kicinski, Commissioner Ed Gleason, and Commissioner Robert Way. Also present were City Manager Michael Turner, Community Development Director Michael Frangos, City Attorney Kevin Hornik, Acting Administrative Services Director Sarah Spruill, Recreation Director Christopher Horrigan, 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 | Commissioner Kicinski offered the invocation and Commissioner Way led the Pledge of Allegiance.

Roll Call

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

Agenda Approval

Commissioner Gleason made a motion to approve the agenda. The motion was approved by a vote of 4-0.

Consent Agenda

A motion was made by Commissioner Kicinski to approve the Consent Agenda: Approval of October 17, 2022, and November 1, 2022, BOC Minutes and 2023 Recreation Fee Updates. The motion was approved by a vote of 4-0.

Introduction of Administrative Services Director, Camille Lockey

The City Manager told the Board that the City hired a new Administrative Services Director (ASD), and it was a promotion from within the organization. He said that the City of Creedmoor received approximately 15 applications for this position from August 2022 through October 2022 and several were interviewed. A current City employee, Ms. Camille Lockley was selected and promoted from Finance Clerk II to the position of ASD, City Manager told the Board, saying that Ms. Lockley holds a Master's Degree in Human Resource Management and five (5) years of experience working in HR-related matters with the Berwyn Heights and Edmondson Police Departments in Maryland before relocating to North Carolina. Ms. Lockley then introduced herself to the Board and thanked them for the opportunity to serve in her new position as Administrative Services Director.

Veterans Day Essay was presented by Grayson Gaul

Grayson Gaul won First Place in the Veterans Day Essay Contest (10th-grade class), at Granville Early College High School and read his essay to the Board prompting a standing ovation when he was finished.

Chris Dethmers, Granville County Veteran Services Officer

Mr. Chris Dethmers spoke to the Board about the services the Granville County organization offered to local Veterans.

Trent Brummett, Granville Search & Rescue

Mr. Trent Brummett spoke to the Board about what Granville Search and Rescue does and answered a few questions.

Request to Address the Board

There were no Requests to Address the Board.

Public Comment

There were no Public Comments.

New Business | AN-2022-01, Voluntary Annexation of Ezequiel Alonso Tracts

Community Development Director, Michael Frangos told the Board that Mr. Ezequiel Alonso had submitted a Voluntary Annexation Petition for two tracts of contiguous property he owns on Hawley School Road. Frangos said that the tracts are within the City's extra-territorial jurisdiction (ETJ) and the property owner wishes to construct a single-family residence and connect to nearby available SGWASA water distribution and wastewater collection systems (the recently adopted Allocation Policy [Resolution 2022-R-14] stipulates that any requestor of the City of Creedmoor domestic water allocation must be within the corporate city limits or have a valid petition for voluntary annexation on file). A motion was made by Commissioner Kicinski to approve Resolution 2022-R-15, Directing the Clerk to Investigate the Sufficiency of the Petition, and Resolution 2022-R-16, Setting the Date of the Public Hearing on the Question of Annexation to January 3, 2023. The motion was approved by a vote of 4-0.

Old Business | False Alarm Ordinance, Final Reading, Kevin Hornik, City Attorney

City Attorney Kevin Hornik told the Board that this proposed amendment to the City Code of Ordinances was originally presented at the BOC's November 21, 2022, Work Session meeting. He reminded them that it is intended to regulate false fire alarms to the Creedmoor Volunteer Fire Department in the same or similar manner as false alarms to the Creedmoor Police Department. This amendment acknowledges that false fire alarms cause unnecessary expenditures of the Fire Department's resources and generally make it more difficult for the Fire Department to provide effective service within their service area. Hornik said the two issues that he was asked to answer were the issue of collecting civil penalties [whether they can and how to do it] for violations of this ordinance and how the ordinance will be enforced. He said that in regards to the first question, any civil penalties local governments collected had to go to the local schools [NC Law] and the second question, the enforcement question, it will be enforced on a complaint basis, so CVFD will track the false fire alarms and then report to the City and then the City would investigate the complaints and take whatever action is necessary to collect the penalties, [violations of the City's False Alarm Regulations shall be enforced pursuant to Section 10.99 of the City Code of Ordinances, and may subject the violator to civil penalties of fifty dollars per violation]. After some discussion, Commissioner Way made a motion to adopt the Ordinance amending the Creedmoor False Alarm Ordinance. The motion was approved by a vote of 4-0.

Commissioner Gleason stepped out of the meeting at 6:34 and rejoined the meeting at 6:36.

Old Business | Approval of January 31, 2022, for DEI Town Hall, Mike Turner, City Manager

City Manager Turner reminded the Board that Mrs. Thelma Thomas-Mungo, Chairperson of the Creedmoor DEI Advisory Board, made a presentation to the BOC at their November 21, 2022, Work Session meeting, requesting the Board approve a Town Hall meeting. Since the meeting, City Clerk polled the Board for a date that worked for everyone, and January 31st was chosen as the date for the DEI Town Hall. There was a question about the time of the Town Hall and City Manager said he would get back to the Board with that information. Commissioner Kicinski then requested that the Board see the agenda for the Town Hall at least 2 weeks before the event date. Commissioner Gleason made a motion to approve the Tuesday, January 31, 2023 meeting date for the DEI Town Hall. The motion was approved by a vote of 4-0.

Old Business | City Hall Expansion Project, Michael S. Frangos AICP, CZO

Community Development Director Frangos told the Board that the packet they had received outlined the revised Police Department floor plans from Little Diversified. Frangos then introduced Jerry Guerrier, Community Studio Principal from Little who explained to the Board that the project was in the Design Development Phase [3rd phase of 6] and they [Little] would be submitting the design development drawings on December 21st which will have further direction on the architectural design as well as the structural, mechanical, plumbing and electrical drawings. He continued that on January 16th they [Little] will be submitting plans to the BOC for approval for the next phase of the

project [construction document phase]. Cost estimates are scheduled to be presented and discussed at the February Board meeting. The first and second floors of the proposed PD building were then presented along with the entire site view from the outside at different angles as well as showing how the building uses the continuity of other structures within the City in the design. The interior palettes were then presented by Chelsea Buel, Interior Team, which showed colors, finishes, floors, etc. for the first and second floors and specific areas. After some questions and answers, Mayor Pro Tem Albright made a motion to approve the revised floor plans for the new Police Department building as presented. The motion was approved by a vote of 4-0.

At 7:22 p.m. the Mayor called for a 5-minute break for the BOC to look over the material sample boards supplied by Little. The Mayor reconvened the meeting at 7:30 p.m.

Discussion Item | Funding Suggestions for Upcoming Projects, Commissioner Kicinski

Commissioner Kicinski spoke about recent interest rates and the City's capital projects currently underway, i.e., renovations on the City Hall building, the new PD building, and consideration for the Fire Department. She said that she would like the City Manager and the City Attorney to look into a bond referendum as a way to finance all of the capital projects the City has on the table. She explained that getting all the City's projects together and doing one bond referendum, would save the taxpayers money. She then said that the Master Plan for the Community Center and any other projects the City is anticipating should be included in the referendum. The Mayor said that by consensus of the Board the City Attorney and City Manager are directed to look into the option of doing a bond referendum for all capital projects.

Discussion Item | Master Plan for Community Center Property, Commissioner Kicinski

Commissioner Kicinski said that she wanted to go over the Master Plan for the Community Center and any updates. Recreation Director Christopher Horrigan said that he did not have a "Master Plan" but as they have been piecing their projects together, he said they may need a Master Plan now. He then presented the Board with a slideshow updating them on the Sports Plaza and the access road [to the Sports Plaza]. Commissioner Kicinski then said she wanted to see a Master Plan, which the Board would need to approve, broken down into phases, and further broken down by year. She said they cannot budget for the next year unless they know what they are doing and there needs to be a more organized plan for the Community Center. Horrigan agreed that before they move forward with more projects, they need a master plan for the Community Center, for funding purposes as well as to ensure all of the pieces fit together in a way that best serves the needs of the community. The Mayor thanked Mr. Horrigan for his presentation. No action was taken.

Discussion Item | Stormwater Repair – Bailey Court, Golden Pond, Michael S. Frangos AICP, CZO

Community Development Director Michael Frangos reminded the Board that this issue [Bailey Court] was discussed by the City Engineer at the November 1st, 2022 BOC meeting. He also reminded the Board that sinkholes have formed on the downstream side of a culvert pipe running under Ferbow Street nearby to Bailey Court in Golden Pond and this repair project calls for replacing about 140 linear feet of corroded 42" diameter steel pipe with the same amount of aluminized steel pipe, which has a long service life. He continued that the diameter of the new pipe can be reduced as the upstream drainage area has been greatly diminished since the construction of the Amber leaf subdivision [pressure removed]. Frangos said there has been an informal bidding process that yielded two bidders, Chris Milko, LLC, and Moffat Pipe, and the chief unforeseen and potentially costly change orders could be: (1) what sort of utilities were laid either on top of the 42-inch line or are close enough that accommodation will be needed; and (2) can the trees that exist on both sides of the street be preserved or must they be removed. Frangos then clarified that he needed direction from the Board as to whether they wanted to proceed with this project. The Mayor clarified that the question wasn't that the City had to do this repair, the question was did they want to do this repair? Frangos said yes that was correct as there have been no complaints this problem was discovered by the Public Works Department. After some discussion, Commissioner Gleason made a motion to approve the undertaking of the stormwater repair project at Bailey Court. The motion was approved by a vote of 4-0.

City Manager's Report | Michael Turner

The City Manager thanked Chris Horrigan, Angie Perry, and Cheyenne Lynch for the well-planned and orchestrated Annual Christmas Tree Lighting at the Creedmoor Community Center with additional thanks to Chief King and his team for assistance with traffic control and security. He then thanked Ms. Angie Perry and Chief King once again, for a well-planned, orchestrated, safe, and successful Annual Christmas Parade on Saturday. The City Manager then

said he wanted to express a special thanks and recognition to Sarah Spruill for assuming the duties of the Acting Administrative Services Director from May through December of 2022 sharing that Sarah started with the City over three years ago and has become one of the city's most flexible, experienced, valued, and appreciated team members by management for her service, contributions, and willingness to go above and beyond. The City Manager then reminded the Board that at the last Board meeting, staff was asked to double-check payroll records to insure there were no other benefit adjustments regarding LGERS or Prudential 401K plans. He said that the records have been checked and he confirmed that there should be no other adjustments required going forward. The City Manager presented photos and said that NC-DOT has completed repairs to Main Street Storm Drain in front of First Baptist Church. In closing, he updated the Board on the City Police Chief search saying that this past week they [City Manager and Chief King] met with Dr. Strauss and his Assessment Team, which was followed by a 3-hour debriefing session regarding their team assessments. As a result, he said, they now have the top two finalists who have scored well above average and an interview was scheduled for Friday with one of them. Lastly, he shared that the Ram Jack repair project [Conway property] was scheduled for December 12, 2022.

SGWASA Report

Commissioner Way reported that the Bowman Road project was completed and the hydrant was in place and the next SGWASA meeting was Tuesday. Commissioner Kicinski then suggested that the City put their hydrants on a maintenance schedule and she spoke about getting an MOU between the local fire departments and SGWASA. She also shared that the luncheon for the SGWASA employees was Thursday and that Commissioner Way will be sworn in at Tuesday's SGWASA meeting.

Commissioners Report

Commissioner Way reported he attended the SGWASA meeting, the City's Christmas tree lighting, the staff luncheon at the Community Center, and the Sheriff's swearing-in ceremony.

Commissioner Gleason reported he attended the Kerr-Tar meeting on Dec. 1st where they went over the comprehensive economic strategy for 2023-27 which was approved by the Board of Directors and they will bring it to municipalities to present it. He also thanked the Parks and Rec and Police departments for putting together the Christmas events. He then thanked the City Manager for hiring within the City for current openings.

Mayor Pro Tem reported that she took her parents to play Pickle Ball at the Community Center and she challenged staff and the Board to come down and play. She also said that she attended the City's Christmas tree lighting, County Commissioners' swearing-in, as well as attending the Butner, Creedmoor, and Stem holiday parades and the employee luncheon at the Community Center also.

Commissioner Kicinski reported that she attended the UNRBA and CAMPO meetings and that Falls Lake was awarded the "Lake of the Year". She shared that at the CAMPO meeting they discussed the rail line that will run from Raleigh to Richmond. She said that she also attended the Stem, Butner, and Creedmoor parades and the City's Christmas tree lighting as well as the employee luncheon.

Mayor's Report

Mayor Wheeler reported that he is part of the Granville County Opioid Committee and they are discussing how to use over one million dollars to combat opioid use. He also said he attended the Stem, Butner, and Creedmoor parades as well as the Christmas Tree lighting. The Mayor said he is looking forward to the New Year and that the Board has outshined themselves for all of 2022 he said he knows next year will be even better and he thanked everyone for all they have done and their dedication to the City, and he wished everyone a Merry Christmas. He then mentioned the Toy Drive organized by Katie Haynes and that any donations could be made at the Creedmoor Drug Store.

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

Commissioner Gleason made a motion to enter Closed Session at 8:37 pm. The motion was approved by a vote of 4-0.

Mayor Wheeler called for a short recess immediately upon entering Closed Session and called the meeting back into order at 8:41.

Mayor Pro Tem Albright made a motion to leave Closed Session at 8:54 pm. The motion was approved by a vote of 4-0.

Open Session Motions | 109 Park Avenue

Commissioner Gleason made a motion to reject the \$200,000 bid on 109 Park Avenue. The motion was approved by a vote of 4-0.

Commissioner Kicinski made a motion to authorize the City Manager to sign as the agent for the City of Creedmoor in the Contract with Coldwell Banker Advantage-Wallace Peiffer Group. 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 Kicinski to adjourn the meeting at 8:55 p.m. The motion was approved by a vote of 4-0.



Robert V. Wheeler, Mayor

ATTEST:



Barbara Rouse, City Clerk



