



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
JUNE 6, 2023
6:00 PM

Present: Mayor Bobby Wheeler, Mayor Pro Tem Emma Albright, Commissioner Edward Gleason, Commissioner Georgana Kicinski, Commissioner Robert Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, Community Development Director Michael Frangos, City Attorney Kevin Hornik, Administrative Services Director Camille Lockley, Executive Assistant Sarah Spruill, Recreation Director Christopher Horrigan, Police Chief Troy Wheless, and Public Works Director Steve Edwards.

Absent

City Clerk Barbara Rouse attended via Zoom.

Call To Order And Invocation

Mayor Wheeler called the meeting to order at 6:00 p.m. and Commissioner Kicinski led the invocation.

Pledge Of Allegiance

Mayor Pro Tem Albright led the Pledge of Allegiance.

Roll Call

Roll call by Executive Assistant Sarah Spruill determined a quorum was present.

Approval of Agenda

Commissioner Wilkins requested that Item #6.d., *Juneteenth Press Release*, on the agenda be moved up to Item #6.b.(1). Commissioner Gleason then made a motion to approve the agenda with the changes requested. The motion was approved by a vote of 5-0.

Consent Agenda

Commissioner Wilkins made a motion to approve the Consent Agenda: Approval of May 2, 2023 Meeting Minutes, Offer to Purchase the Hester Road Property (recognize an offer on the property of \$236,600, with an Earnest Deposit check of \$11,830, and direct staff to begin the Upset Bidding Process using this offer as the initial advertised price), Approval of Budget Amendment #14, Excusing Mayor Pro Tem from the June Work Session, and Canceling the June 19th Work Session. The motion was approved by a vote of 5-0.

Introductions, Recognitions, and Presentations

City Manager introduced and welcomed Mr. Lee Faines Jr. as the city's new Finance Director and Mayor Wheeler administered the Oath of Office to Mr. Faines.

Community Development Director Michael Frangos introduced Rebecca Middleton as the City's newest Planning Technician.

Mayor Wheeler presented a Proclamation proclaiming June 19, 2023, Juneteenth Day in the City of Creedmoor.

Commissioner Wilkins thanked the Mayor and Board for canceling the BOC Meeting that fell on the Juneteenth holiday (June 19th).

Recreation Supervisor Cheyenne Nickens presented information to the Board for the Juneteenth Celebration at Community Center and she outlined the Juneteenth Essay Competition to the Board.

Request To Address The Board | Chief Fisher and Assistant Chief Matt Foley

CVFD Chief Fisher and Assistant Chief Foley came before the Board to bring them up to date on the Creedmoor Volunteer Fire Department (CVFD). Assistant Chief Foley began by telling the Board that the County budget had been increased and that the CVFD contract with the County is up for renewal soon, adding that they are currently operating off of the 1980 contract, and he said hopefully that all would be settled soon. Foley continued and told the Board that they (CVFD) have been approved for the

NC State 2023 Volunteer Fire Department Fund Grant for \$60,000 (CVFD will get a \$30,000 check back) as well as the Federal SAFER Grant, which, he said, is a 5-year program that will bring in \$189,000 for the CVFD. Foley then told the Board they are still working on the proposed new Fire Station schematic design and he anticipated they will have it to the Board within a month or two and then they can then be sent out for bidding and get the final numbers on the cost. Chief Fisher added that they have to get the final numbers before they (CVFD) can explore additional grant opportunities. The Operational Update was presented to the Board via a handout and conveyed the following information; *FY 2023-24 CVFD Funding Sources: City of Creedmoor \$257,500, Granville County \$100,000, and Wake County \$10,000. Operating expenses: Vehicle \$46,800 (Fuel \$11,000, Inspections \$700, Insurance \$17,000, Maintenance and Repair \$10,000, Pump Testing \$1,500, UL Test \$1,600, and Upgrades \$5,000), Station \$43,100, Administrative and Reporting \$6,000, Dominion Natural Gas \$1,600, Duke Energy \$5,000, GFL Trash and Recycling \$250, Insurance \$10,000, Repair and Maintenance \$14,900, SGWASA \$2,200, Spectrum \$1,650, and Station Supplies \$1,500], Training \$21,100 (FDIC \$6,500, Equipment and Props \$4,000, Health & Wellness \$4,000, Outside Classes \$3,000, Prevention and Education \$1,500, and Recruitment \$2,100), Equipment \$45,000 [Maintenance \$10,000, New Equipment \$10,000, PPE \$20,000, and Uniforms \$5,000] Personnel \$141,500 (Fees and Insurance \$5,000, Meals and Ceremonies \$1,500, Volunteer Reimbursement \$25,000, Wages \$90,000, Assistant Chief Stipend \$9,400, and Chief Stipend \$10,600), and Capital Improvement \$70,000 (Equipment \$25,000, Truck \$40,000, and Station \$5,000) for a total of \$367,500. After their presentation, Chief Fisher and Assistant Chief Foley thanked the Board for their time.*

Proposed FY24 Operating Budget Presentation | City Manager Michael Turner

City Manager began by thanking Interim Finance Director Carla Hobbs, Department Heads, and other City staff that helped in the preparation of this year's budget. City Manager then presented the FY24 Operating Budget, reminding the Board that budgeted funds in Creedmoor were part of either the General Fund, Storm Water Fund, or the Powell Bill Fund. The General Fund Revenues were presented with *Total Revenues of \$5,240,996: Ad Valorem Taxes \$2,305,996, Other Taxes and Licenses \$1,725,000, Unrestricted Intergovernmental \$345,000, Restricted Intergovernmental \$150,000, Permits and Fees \$50,000, Sales and Service \$385,000, Investment Earnings \$250,000, Miscellaneous \$30,000*, with the assumptions that; *Ad Valorem Taxes were held to the projected 2023 level, restricted intergovernmental includes funds for two school resource officers, permits and fees were held at the 2023 level, sales and service were projected to grow by 10% and investment earnings were held to their projected 2023 level.* General Fund Expenditures were then presented and City Manager reminded the Board that they included: *General Government, Governing Body, City Manager, City Clerk, Administrative Services, City Attorney, Finance, Police, Fire, Public Works, Community Development and Recreation for a total of \$5,553,712.* City Manager added that the only new position was an additional School Resource Officer. He continued and told the Board that two positions were cut from the budget, the Planner 1 position (Community Development) and a requested Executive Assistant position (Police Department), Cola at 5% was included, no new projects were included and the only capital projects included were the Police cars and equipment leases, a digital dispatch console for the Police Department (to replace one that is going out of date), a mini excavator and trailer for Public Works for cleaning the stormwater right-of-ways, and two LED message boards for the Police Department. City Manager then reiterated that the *Revenues of \$5,240,996 and the Expenditures of \$5,553,712* resulted in a difference of \$312,716. He went on to say that the Proposed balances as of June 30, 2023, were: *General Fund (unassigned) \$8,344,700, Stormwater Fund \$400,000, Powell Bill Fund \$501,555, Water Capital Improvement Fund \$388,944 and Sewer Capital Improvement Fund \$546,974.* Continuing, City Manager told the Board that the Stormwater Fund Revenues were expected to be \$485,972, Stormwater Expenditures were expected to be \$485,972, Powell Bill Revenues were expected to be \$152,000 and Powell Bill Expenditures were expected to be \$152,000. City Manager then concluded his 2024 Operating Budget Presentation and the Mayor then opened the floor for questions from the Board. As there were no questions, City Manager presented the 2023-24 Fee and Rate Schedule to the Board, explaining that there were only two minor changes: the first one was a \$15 increase for a half day's rental of the Willow Oak Room at the Community Center, a \$30 increase for a whole day's rental of the Willow Oak Room (*page 51 of the Fee and Rate Schedule*), and the amount charged for Music Festival T-shirts would increase from \$10 to \$15 (*page 54 of the Fee and Rate Schedule*). City Manager asked if there were any questions, and, as there were no questions from the Board, City Manager said that concluded his 2023-24 Fee and Rate Schedule presentation.

FY24 Operating Budget Public Hearing | Mayor Wheeler

Mayor Wheeler opened the floor for the FY24 Operating Budget Public Hearing. As there was no one signed up to speak at the Public Hearing, Mayor Wheeler closed the Public Hearing.

Adoption of the FY24 Budget Ordinance # 2023-O- 03 and Adoption of the FY23-24 Fee and Rate Schedule as presented | City Manager Michael Turner

City Manager said that following the February 4th, 2023 City Annual Planning Workshop, he and City staff began their respective department budget requests in preparation for the FY24 annual budget, shortly thereafter, City Manager said, he met with the department heads on two separate occasions and reduced their budget requests by \$722,526 for a total of \$970,000 less than the

previous year's request. He continued and said that on May 2, and May 15, 2023, the Board of Commissioners held two budget workshops to receive the manager's proposed budget, and several changes were made as directed by the Board. He concluded by saying that his recommended FY24 Budget request presented this evening maintained the City's current tax rate at 61.5%, with no tax increase based on a current tax base of \$379,797,606. He continued and told the Board that a fund balance appropriation of \$312,716 was necessary to balance this year's budget. Commissioner Wilkins then made a motion to approve the FY24 Budget and Budget Ordinance 2023-O-03 and the adoption of the FY23-24 Fee and Rate Schedule as presented. The motion was approved by a vote of 5-0. The Mayor and Commissioners thanked the City Manager and City Staff for all of their hard work on the FY 2023-24 budget.

Old Business | CZ-2023-01, Yorkshire Public Hearing

Community Development Director Michael Frangos explained to the Board that the applicant, Brian Richard (Urban Design Partners, Raleigh, NC) had previously submitted an application for conditional zoning on the Yorkshire property (CZ-2023-01 Yorkshire Subdivision) owned by LGI Homes Inc., and, he explained that this agenda item was for the Public Hearing portion of the application only. He continued and said that City staff had fulfilled their obligation for proper Public Hearing notification for both NC General Statutes and the City of Creedmoor Ordinances and that first-class notices were mailed to 75 adjoining property owners on May 15, 2023, as well as Public Hearing Notice signs posted on each of the three (3) road frontages and he then added that an advertisement of the Public Hearing Notice ran in the Butner-Creedmoor News on May 26, 2023, and June 2, 2023, respectively. Frangos then reminded the Board that back in April of 2023, by a split vote, four in favor and two against, the Planning Board recommended approval of this zoning request with conditions and those conditions had not yet been worked out. Frangos continued and told the Board that the applicant had submitted an updated application package (as of 5/31/2023) with a new illustrative drawing of the proposed subdivision, as well as a counter-proposal to the City's suggested conditions and he told the Board that the applicant requested no action be taken at this meeting. Taking the podium next, Brian Richard (Urban Design Partners) presented slides recapping the revised design sketches for the proposed Yorkshire Subdivision and spoke to the Board about the property zoning, density, lot size, and open space which he stated were all well within the 2040 Comprehensive Plan's parameters. Richard continued and said that they now propose 3.3 long units per acre for a total of 465 long units max even though conditional zoning single family residential units allowed for 4 long units per acre density. He continued and said that the more defined concept plan presented tonight (part of the conditional zoning conditions) set the general framework for the plan such as the road layout, access points, general layout, amount of open space, etc. Richard added that they (revised design plans) not only meet the minimum required for all open space and tree conservation, but they exceed those requirements allowing them to create more common open space and more functional lots. After some additional information was presented, Joshua Spiegel, LGI Homes, was asked to take the podium by Commissioner Way who then asked, why, after the last Yorkshire public meeting, were phone calls not answered and people's questions were not addressed. Mr. Richard answered by saying that he had received many phone calls and email messages and that he did attempt to respond to everyone who reached out to him. After some additional questions and comments from the Board to Mr. Richard and Mr. Spiegel, Mayor Wheeler opened the Yorkshire Subdivision Public Hearing.

The following individuals were signed up and spoke at the Yorkshire Public Hearing:

Danny Emory, 2125 San Moss Hayes Road, Creedmoor – in opposition
Brenda Chappell, 1154 Beaver Dam Road, Creedmoor – in opposition
Pat Motschwiller, 2420 Coley Pond Road, Creedmoor – in opposition
Bobby Schooley, 8208 Last Oak Court, Raleigh – in opposition
David Melhado, 6005 Heartland Road, Creedmoor – in opposition
Tommy Hardee, 846 N. Crescent Drive, Creedmoor – in opposition
Janice Ferrell, 2278 US Hwy 15, Creedmoor – in opposition
Teri Brooks, 2111 Sam Moss Hayes Road, Creedmoor – in opposition
Chad Abbott, 2171 Sam Moss Hayes Road, Creedmoor – in opposition
(W. Fenell and T. Brooks 3 minutes each were deferred to Chad Abbott)

Mayor Wheeler closed the Public Hearing after the last participant spoke. He then thanked everyone in the audience for coming to City Hall to advocate their concerns about the proposed Yorkshire Subdivision. Commissioner Gleason then made a motion to approve Conditional Zoning 2023-O-01, Yorkshire Subdivision. City Attorney interjected that any vote approving or denying a rezoning by the Board required a Consistency Statement and a statement regarding the Reasonableness of Development. He added that possibly it could be done at this meeting through the BOC minutes which would require the Board to have a detailed discussion about what has been proposed (at this meeting) and that what the developer presented here was consistent with the 2040 plan and whether it was reasonable and in the public interest or not. City Attorney then cautioned the Board from jumping right in with a motion and a vote without the aforementioned parameters. Commissioner Gleason then withdrew his motion. After some further discussion, the applicant, Brian Richard, asked to address the Board and made a request to withdraw the Yorkshire application completely and "go back to the drawing board". City Attorney responded by stating that the Board would not need to take any further action as the applicant had withdrawn their application on the record and at a public meeting, but that there would need to be follow-up correspondence stating the same. Mayor Wheeler told Mr. Richard that he thought he had made the right decision and he appreciated his willingness to reconsider the issue. The Board thanked Mr. Richard.

Mayor Wheeler called for a 10-minute break at 8:03 p.m. and the meeting was reconvened at 8:15 p.m.

Public Comment

There were no comments from the public.

New Business | Recommended Revision to the City of Creedmoor Fiscal Policy Guidelines

Interim Finance Director Carla Hobbs expressed to the Board that this would be her last meeting, and she thanked them for the opportunity to return to the City to fill in as Interim Finance Director, she added that it had been a pleasure to work with everyone, especially City staff. Hobbs then reminded the Board that over the last several months, they had been discussing changing the City's Fiscal Policy to reflect Fund Balance Available (FBA) for appropriation to 70% of annual expenditures rather than the current 100% of annual expenditures (City of Creedmoor Fiscal Policy Guidelines adopted on August 17, 2015). She added that the change from 100% to 70 % was a responsible decision and would not cause any significant financial difficulties for the City and would be more in line with policies held by most other Municipalities. *A copy of the proposed Fiscal Policy Guidelines with revision was given to the Board with the emphasis that the only proposed revision to this policy [SECTION 3. RESERVE POLICIES - 3.], whereas the Appropriation percentage (%) had been reduced from 100% Fund Balance Available (FBA) to 70% Fund Balance Available (FBA).* Commissioner Kicinski asked specifically what this policy change meant. Hobbs answered that they now could spend more of their fund balance, as the City would now be only required to maintain 70% of that fund balance. The question of whether the City had a Capital Improvement Fund was asked and Hobbs answered that no they did not, except for Water Capital Improvements and Sewer Capital Improvements. Hobbs then suggested, and highly recommended, that the City work to create a Capital Plan that would cover four (4) to (5) years of capital project goals. There was then some discussion about taxes by the Board and Hobbs recommended waiting until next year's re-evaluation was complete and readdress the issue of tax rate then. After some additional discussion, the Board thanked Interim Finance Director Hobbs for all of the work she had done for the City. City Manager then reiterated the Board's sentiment, adding how much he appreciated what she had done for the City and thanked her for all of her hard work. Commissioner Gleason made a motion to reduce the Fund Balance Available (FBA) for appropriation from 100% to 70%. The motion was approved by a vote of 5-0.

New Business | Preventative Maintenance Agreement for Mechanical Services at the Creedmoor Community Center

City Manager Michael Turner told the Board that a request for proposals to provide Preventative Maintenance Mechanical Services Agreement for the HVAC equipment at the Creedmoor Community Center HVAC was solicited by City staff. He continued and told the Board that three vendors responded: Brady-Trane (\$7,820), Central Carolina Air (\$7,944), and Piedmont Services Group (\$8,175). He said that the lowest responsible bidder was Brady-Trane for an annual cost of \$7,820 with the scope of work to include: Annual Maintenance and Scheduled Maintenance on Unitary Equipment, Direct Expansion Equipment, and Fan Coils/ Variable Air Volume Units for 5 horizon units, 4 split units, and 8 VAV boxes. City Manager continued and said that following the initial term of one year, the agreement would automatically renew for periods of one year each unless either party gives written notice 45 days in advance, and he added that the City Attorney had reviewed the Maintenance Agreement, made some suggested modifications to the General Terms and Conditions of the Agreement, and the agreement had been accepted by Brady-Trane and funding for this service was approved in the FY-2023 Annual Operating Budget. Commissioner Way made a motion to approve the Preventative Maintenance Services Agreement with Brady-Trane (Greensboro) in an amount not to exceed \$7,820 per year. The motion was approved by a vote of 5-0.

New Business | Preventative Maintenance Agreement for Controls and Intelligent Services at the Creedmoor Community Center

City Manager Michael Turner told the Board that a request for proposals for Controls and Intelligent Services was solicited by City Staff for the Creedmoor Community Center. He continued and told the Board that three control system vendors responded: Brady-Trane (\$5,788), Central Carolina Air (\$1,320), and Piedmont Service Group (\$1,975). City Manager added that because Brady-Trane was a proprietary system, and was installed in the CCC in 2021, only Brady-Trane can provide the full level of access and control to the building's systems. He continued and said that while two other vendors bid on the project they cannot support and provide access to all of the features of the building systems without sub-contracting with Brady-Trane, and therefore, the proprietary nature of the automated system renders proposals from non-Trane vendors virtually of no benefit to the City. City Manager then told the Board that this agreement covered the main CPU, 5 air-handling unit controllers, and 8 VOV controllers and that following the initial term of one year, the agreement would automatically renew for periods of one year each unless either party gives written notice 90 days in advance and that the city attorney had reviewed the Controls Service Agreement, made some suggested modifications to the General Terms and Conditions of the Agreement, which, City Manager added, had been accepted by Brady-Trane and that funding for this service was approved in the FY-2023 Annual Operating Budget. Commissioner Wilkins made a

motion to approve the Controls and Intelligent Services Agreement with Brady-Trane (Raleigh) in an amount not to exceed \$5,788 per year. The motion was approved by a vote of 5-0.

New Business | Request to reduce the speed limit in Whitehall Subdivision

Commissioner Kicinski began the conversation by explaining that the Whitehall HOA President came to the Board some months ago and asked that speed humps be put in the Whitehall development. She continued and said that although the speed humps did not get Board approval, she was now requesting the Board reduce the speed limit in Whitehall Subdivision from 25 MPH to 15 MPH. After a bit of discussion by the Board, Commissioner Kicinski made a motion to reduce the speed limit in the Whitehall Subdivision from 25 MPH to 15 MPH. The motion was approved by a vote of 3-2.

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

City Manager's Report

City Manager Michael Turner reported to the Board that on April 27, 2023, the City of Creedmoor hosted the Kerr-Tar Council of Governments quarterly City/County Managers meeting in the Willow Oak Room of the Creedmoor Community Center, and he said attendees included Franklin, Granville, Person, Vance, and Warren City and County officials. He said that the meetings were coordinated by Diane Cox (Executive Director – Kerr-Tar COG) and chaired by Kim Denton (Franklin County Manager) and he added, after the meeting, a tour of the Recreation Center was given to the group by Recreation Director Christopher Horrigan. City Manager then said that on May 17, 2023, Creedmoor also hosted the Granville County City/County Managers monthly meeting which was attended by Drew Cummings, Korena Weichel, Harry Mills, Scott Schroyer, Brent Taylor (Oxford's new manager), and himself. He then reported that on May 24, he met with attorney, Jason Knight representing Bekee Ventures, LLC to execute the Closing Settlement documents for the sale of the 109 Park Avenue property, adding that the final proceeds to the City totaled \$297,956.71. City Manager continued and told the Board that VC3 was scheduled to upgrade all City Hall Servers and IT systems at a labor charge of \$6,762, with all of the necessary materials and equipment covered under the VC3 service agreement and that this included the synchronization of Logics, Content Central, and the VOA applications. He added that the only cost incurred would only be for new licensing to install and synchronization with Logics, Content Central, and VOA Office (\$6,762). Next up, City Manager said that a request for Proposals to provide annual Preventative Maintenance Mechanical Services on the HVAC equipment for City Hall was sent out to local vendors and the three vendors responded: Central Carolina Air (\$4,500), Piedmont Mechanical (\$2,467) and Scoggins & Company (\$1,974) with the lowest responsible proposal was from Scoggins & Company for an annual cost of \$1,974 and the scope of services include: quarterly service, cleaning /inspections and air filters. City Manager said that concluded his report.

SGWASA Report

Commissioner Kicinski reminded the Board that Commissioner Way had sent the SGWASA Executive Directors Project List to everyone, and she had made note of all of the vacancies SGWASA had. She continued and discussed PFAS and the PFOAS testing and how SGWASA is working to get their equipment updated. Commissioner Way added he had a phone call with Senator Bode trying to secure funding for the soon-to-be guidelines for the PFAS and PFOA filtration system and he added that the Senator would be working on that.

Commissioner Reports

Commissioner Way reported he attended functions at the South Granville County High School, and he said the baseball and softball teams did outstanding this year and the caliber of athleticism at the schools was great.

Commissioner Gleason reported that he attended the Kerr-Tar meeting on May 26th where they approved their annual 23/2024 budget, he attended the Baccalaureates at South Granville HS, the Falls Lake Academy Graduation, and the Granville County meeting where they too approved their annual budget.

Mayor Pro Tem Albright reported that she had attended the Spring Concert, Baccalaureates at South Granville HS, and the DEI meeting and she joined the sendoff of the South Granville HS boys to their state game. Mayor Pro Tem Albright then told the Board that as of this meeting, she was resigning her position as the liaison to the DEI Advisory Committee due to personal reasons.

Commissioner Kicinski reported that she too attended the Baccalaureates at South Granville HS, graduation at Falls Lake Academy, UNRBA meeting, and CAMPO meeting and she reported that the UNRBA Director will be coming to speak at an upcoming BOC

meeting. She also reported she participated in the Kids Walk to School event, had a meeting at the Legislature with Matthew Winslow and Frank Sossamon, she attended the high school Spring Concert and the Veteran's meeting. Commissioner Kicinski went on to report that she attended a community ETJ meeting, the Public Works Open House Luncheon, and the Butner Memorial Celebration adding that she would like the City to host a Memorial Day Luncheon next year.

Commissioner Wilkins thanked the Board for putting funding for the Veteran's Monument in the City Budget and he asked for a meeting with City Manager to go over the details. Commissioner Wilkins then thanked the Board for canceling their BOC Meeting that fell on the Juneteenth holiday. In closing, Commissioner Wilkins thanked the City Manager for his help cleaning up Pecan Hill and he said that he received many calls from citizens thanking the City for their help.

Mayor's Report

Mayor Wheeler reported that he too attended the high school Spring Concert, attended the DEI Meeting, and the Butner Memorial Celebration, and he said he agreed with Commissioner Kicinski about the City hosting a Memorial Day Luncheon next year.

Closed Session

Commissioner Wilkins made a motion to enter Closed Session at 9:03 p.m. The motion was approved by a vote of 5-0.

Commissioner Way made a motion to leave Closed Session at 9:55 p.m. The motion was approved by a vote of 5-0.

Commissioner Way made a motion to appoint Commissioner Gleason as liaison to the DEI Commission. The motion was approved by a vote of 5-0.

Adjournment

As there was no further business to come before the Board, Commissioner Gleason made a motion to adjourn the meeting at 9:56 p.m. The motion was approved by a vote of 5-0.


Mayor Robert V. Wheeler

Barbara Rouse

Barbara Rouse, CMC