



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
AUGUST 1, 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, Attorney Kevin Hornik, Administrative Services Director Camille Lockley, Executive Assistant Sarah Spruill, 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 Wilkins led the invocation.

Pledge Of Allegiance

Commissioner Gleason led the Pledge of Allegiance

Roll Call

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

Approval Of Agenda

Mayor Wheeler requested that item 9a., Update on the Hester Road Property, be moved to a later meeting date. Commissioner Gleason made a motion to approve the agenda with the change requested. The motion was approved by a vote of 5-0.

Consent Agenda

Commissioner Wilkins made a motion to approve the Consent Agenda; Reappointment of Charles L. Griffin and Victor Ramone McAllister Sr. to the Creedmoor Veterans Organization, Amendments to the Creedmoor Veterans Organization's By-Laws, Appointment of Danny Emory to the Creedmoor Veterans Organization as an ETJ Member, Appointment of Robert Earl Gorham to the Creedmoor Veterans Organization as an ETJ Member, Approval of May 15, 2023 and June 6, 2023 BOC Meeting Minutes. The motion was approved by a vote of 5-0.

Introductions, Recognitions, and Presentations

Mayor Wheeler administered the Oath of Office to PD Officer Jessica Laws.

Audrey Boone, Interim Executive Director of the Granville County Economic Development Office, introduced herself to the Board and spoke about her new position as Interim Executive Director.

Granville County Public School Superintendent Dr. Stan Winborne, Executive Director of Operations and Safety William Graham, Board Chair Woman Glenda Williams, Vice Chair Leonard Peace, and Board Members Ethel Anderson, and Dr. Helen Lindsey. were present at the BOC meeting. Dr. Winborne, Granville County Public School Superintendent, took the podium, introduced himself, and thanked the Board for having him he said that he was excited about having this new role and, said that he wanted to update the Board about the Hawley School move, saying that it was on track and under budget. Mr. Graham, Executive Director of Operations and Safety, then introduced himself and told the Board that during the week of July 11th the Hawley School move was completed. In addition, he added, some secondary moves were ongoing this week as well. He continued and told the Board about the DOT decision to make access and egress to Hawley school a right turn in and right turn out only - to minimize the impact for drivers on Hwy 56, but, he said, this will impact the community and would be a rather significant adjustment for the Hawley school community as well. After some discussion, the Mayor thanked Dr. Winborne and Mr. Graham for all of their hard work and their attention to detail to make it easier on the citizens as well as the students and teachers during the Hawley School relocation.

Creedmoor Community Center Recreation Supervisor, Cheyenne Nickens introduced the Juneteenth Essay Winner, Landon Williams. Landon then read his essay for the Board. Mayor Wheeler and the Board then congratulated Landon and thanked him.

Public Comment

There were no comments from the public.

New Business | FY24 Budget Amendment #1

Finance Director Lee Faines told the Board that this was the first Budget Amendment for FY24 and it contained items discussed at the last BOC Work Session. He said the total Purchase Order rollover amount from FY23 to FY24 was \$139,123, and he added that Budget Amendment #1, Section 1, contained a capital project that was completed in FY22 that still needed a capital fund balance transfer from the general fund for \$42,829 to close out the project (breakdown specific to the \$42,829 would be presented at the next BOC meeting per Finance Director). Continuing, Faines said Budget Amendment #1, Section 1, would also carryover all open Purchase Orders for FY23 year-end while recognizing grant funds received from Granville County TDA Grant (\$20,100), mini-grant (\$7,925), grant for training for Cheyenne Nickens (\$600). Faines continued and told the Board that Budget Amendment #1, Section 2, included Fund Balance Appropriations for stormwater for \$154,033. After some questions from the Board, Commissioner Wilkins made a Motion to approve FY24 Budget Amendment # 1. The motion was approved by a vote of 5-0.

New Business | Appointed Boards Code of Conduct

City Attorney Kevin Hornik reminded the Board that during the May/June 2023 time frame, the Board discussed the possible need for the City of Creedmoor to have a Code of Conduct for Appointed Boards and Commissions. Following that discussion, the Board asked the City Attorney Kevin Hornik to research how other municipalities handled similar policies and asked him to draft some guidelines for discussion at a future Board meeting. The City Attorney said he had prepared a draft for the Board to review entitled "The City of Creedmoor - Appointed Boards Code of Conduct" *version 4*, which, he said included all of the recent changes and each Board member had received a copy before the meeting. The City Attorney continued and said that the most significant change was concerning language in the Commissioner/ Liaison section, and, he said, he added paragraph 9, which included additional language intended to address certain conflicts of interest which could create the appearance of conflict. Commissioner Kicinski asked about the responsibility of members to attend meetings and what language volunteer boards could use to make volunteer events count towards their time and attendance. After some further discussion, the City Attorney answered that it would be up to the Board's discretion but he could amend the Code of Conduct to reflect that 85% of meetings must be attended. Mayor Pro Tem Albright asked if members should sign the Code of Conduct to show they have received and read it. The City Attorney answered that we could have them do that as part of the application process. Commissioner Kicinski made a motion to approve the draft subject to the amendments discussed. The motion was approved by a vote of 5-0.

New Business | City Traffic Schedule Update

Police Chief Troy Wheless told the board that the City Traffic Schedule was updated to include the speed limit in Whitehall change from 35mph to 25mph as well as a few other minor changes suggested by PD and Public Works. After some questions from the Board, Mayor Pro Tem Albright made a motion to approve the proposed updated Traffic Schedule for the City of Creedmoor. The motion was approved by a vote of 5-0. The traffic schedule was approved and is now effective per City Attorney, Kevin Hornik (the Ordinance will be presented at one of the next BOC meetings).

New Business | NC-DOT Municipal Contract for stormwater repairs on Elm Street and the intersection of W. Lyon Street

City Manager Michael Turner explained to the Board that this project began in October of 2022 and involved work that needed to be done on Elm Street in front of the fire station (a 150-foot section of pipe needs to be excavated and replaced, two stormwater collection boxes need to be installed, and a crossover line needed replacing). Continuing, the City Manager said this project was put out to bid by NC-DOT and came in at the amount of \$79,428.25 plus an additional 15% contingency. He continued and told the Board that the DOT has agreed to pay for 50% of the project and the other 50% is to be paid by the City of Creedmoor with half of that to be reimbursed by the CVFD. The final number, rounded up to \$92,000 makes the DOT responsible for \$46,000 and the City will pay the remaining \$46,000 (the City Manager reminded the Board that DOT does not contract with 501c3 agencies) and the CVFD will reimburse the City for their portion or \$23,000. Before a motion was made, City Attorney Hornik reminded the Board that the NC-DOT packet still included language that needed to be removed and he suggested the Board move to approve it subject to the amendment striking this language from the right of the acquisition section. After some discussion, Commissioner Kicinski made a motion to authorize the Mayor or City Manager to execute both agreements with the NC-DOT on behalf of the Board of Commissioners with the amendments advised by the City Attorney. The motion was approved by a vote of 5-0.

City Manager's Report

The City Manager reported to the Board that Pivotal Audio and Video had completed their upgrades to the Board room and a test of the systems was very successful at the July 17 meeting. He also told the board that following the July 17th attack on a County employee in Oxford, he and Chief Wheeler reviewed NCGS 14-415.11 (c) and Creedmoor City Ordinance 92.12, along with our current building signage to ensure they were up-to-date. New "No Firearms or Weapons" signs, citing both NCGS and City Ordinances, have been purchased and will be posted on all entrances to City Owned properties by tomorrow afternoon. Continuing, the City Manager told the Board that on Thursday, July 27, 2023, he attended the quarterly Kerr-Tar City/County Managers meeting in Warrenton, hosted by Warren County Manager Vincent Jones and he added, that next quarter's meeting will be hosted by Person County Manager Katherine Cathey. The City Manager continued and told the Board that on Friday afternoon he received a DRAFT Inter-local Agreement between Granville County and the City of Creedmoor for Shared Grant Writing Services from the City Attorney for review. He said that also, on Friday afternoon, the City received an upset bid on the Hester Road property totaling \$262,072 with a \$15,000 initial earnest deposit check received by the City, and therefore a new Public Notice had been sent to the BCN for another 10 days with a minimum acceptable upset bid offer of \$275,225.60 and that notice would run from August 4th thru August 14th. City Manager continued and told the Board that at the City's request, NC-DOT is refunding \$25K of the remaining \$44,493 unused balance from the R5707-L project (remaining balance of approximately \$19,000 is due Feb. 2024) and that tomorrow morning, he and Michael Frangos were meeting with Allison Anolik from McAdams Company to review the Sidewalk Planning & Design for the City of Creedmoor grant application. The City Manager added that three (3) tables had been reserved for the Annual Crime Stoppers Banquet which is being held on Tuesday, October 24, 2023, one table for CPD and two tables for Elected Officials and Staff. The City Manager then told the Board that at 3:00 p.m. today, he met with Maggie Smoak Brummitt, Physician Liaison from Granville Health Systems and a member of the South Granville Athletic Association to give her a tour of the Community Center and he told the Board that the SGAA is interested in renting the facilities for sports activities for youth ages 4 to 14. Lastly, City Manager informed the Board that he received confirmation that afternoon that The American Red Cross will be offering CPR, First Aid, and AED classes for citizens at the CCC on Monday, March 18, 2024, from 5:30 pm until 7:45 pm on a first come first service basis.

SGWASA Report

Commissioner Kicinski reported to the Board that the recent SGWASA meeting was short, but they completed their Cross-Connection Ordinance and Drought Ordinance. She added that SGWASA's new lobby was very nice and maybe the City can modernize their lobby to update City Hall. Commissioner Way added that the SGWASA Managers Report was sent out to Board members for review.

Commissioner Reports

Commissioner Wilkins reported that on July 12th, he and Commissioner Kicinski met with the City Manager, the Public Works Director, the City Engineer, and the Recreation Director to discuss the Veterans Memorial and banners honoring Veterans to be displayed at the Community Center (eventually expanding to Main Street and NC 56). He continued and said that Public Works Director Steve Edwards presented a new flag design that was received warmly by all, and he added flags would be purchased by loved ones of military personnel, would be displayed seasonally, and the Public Works Department would be responsible for their maintenance and storage. He also shared that Recreation Director Horrigan presented them with a possible new location for the Veterans Memorial on the hill, he explained, by the old concession stand. Wilkins also reported that he attended the Veterans Meeting at the Creedmoor Community Center and with the three pending applicants, their membership will be up to six. Additionally, he added, on July 12th he attended the Granville County Sheriff's Advisory Board meeting at the Sheriff's Department.

Commissioner Kicinski reported that she attended CAMPO and UNRBA meetings, Coffee with a Cop (she said it was a great turnout), she continued and said she attended the Veterans meeting, the SGWASA meeting, GCPS Superintendent Winborne's swearing-in, the CPRC Senior Picnic at Lake Rogers, and she met the new Town Manager of Butner and she said added that she is looking forward to keeping busy as we (the Board) moves forward.

Mayor Pro Tem reported that she attended the July 13th Holly Creek Apartments PD Hot Dog event.

Commissioner Gleason reported that he recently attended a UNC School of Government "Engaging the Community" session and he requested that GoGov be put back on the agenda so it can be discussed further. He continued and said he attended the July 26th DEI meeting and asked the DEI be put on the next BOC agenda to set up guidelines, etc, he said he also attended Coffee with a Cop and the neighborhood picnic at the Holly Creeks apartments.

Commissioner Way reported that he attended the joint fireworks show and also worked with the City Manager on an issue in the Davenport subdivision concerning drainage which they were able to resolve for a homeowner.

Mayor's Report

Mayor Wheeler reported that he too attended the Holly Creeks Apartment Hot Dog event. He also reported that he recently interviewed with WTVD, ABC11, on Economic Development and he said it went well.

Closed Session

Commissioner Gleason made a motion to go into Closed Session at 7:21 p.m. The motion was approved by a vote of 5-0.

Commissioner Gleason made a motion to leave Closed Session at 8:04 p.m. 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 8:05 p.m. The motion was approved by a vote of 5-0.



Mayor Robert V. Wheeler

ATTEST:



Barbara Rouse, CMC