MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 18, 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, Executive Assistant Sarah Spruill, Recreation Director Christopher Horrigan, and Police Chief Troy Wheless.

Absent
None

Call To Order And Invocation
Mayor Wheeler called the meeting to order at 5:58 p.m. and Mayor Pro Tem Albright led the invocation.

Pledge Of Allegiance
Commissioner Wilkins led the Pledge of Allegiance.

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

Approval Of Agenda
Mayor Wheeler added an item to the agenda, **5m**, *Changing the October 3rd BOC Meeting Date to October 2nd*. Commissioner Kicinski made a motion to accept the agenda as amended. The motion was approved by a vote of 5-0.

Discussion Item | Proposed 5K Run for South Granville and Hawley School on Nov 4th or 18th
Ms. Thelma Thomas-Mungo, DEI Chair, told the Board that she had planned and organized a Fun Run event to raise funds for the South Granville High School and Hawley Middle School Track Programs, and she added that she is requesting City assistance for a police escort, and vehicle and traffic control for the safety of the 5K runners. She told the Board that this would be a 5k run/walk, the start line will be located at Hawley Annex and the finish line will be the parking lot of South Granville High School. She then told the Board that she had talked with Chief Wheless and he was excited about the event and willing to provide any help to escort the walkers/runners safely from the main streets without having to block off major routes. Ms. Mungo then explained that they would have some vendors, giveaways, a 100m race area (donate $2-$3) to race others, food trucks, and a DJ, as well as a party at the finish line to celebrate the finishers. Ms. Mungo then told the Board that she had spoken with the principals and ADs at SGHS and Hawley School, the Sherriff and that she would be requesting permission from the Board of Education also. In closing, she explained to the Board that this event will be sponsored by a nonprofit, The Bridge of Granville County, and the proceeds from the registrations, 100m race, and QR code donations will all go to each school's track programs. After a few questions, the Mayor and Board thanked Ms. Mungo.

The agenda was taken out of order because Mr. Alan Steinbeck, the Wayfinding Sign Update presenter, arrived later in the meeting.

Discussion Item | Presentation on Location Options for the Creedmoor Veterans Memorial
Commissioner Wilkins said that he requested this item be put on the agenda because there are now ten (10) different locations in two (2) areas of the City that are options for the Veterans Memorial location and he added that the Veterans Organization members are frustrated that a decision has not been made on this issue. Mr. Charles Griffin, Chair Veterans Organization, took the podium to speak to the Board about the placement of the Memorial and he said his organization hopes the Board can make a final decision on it at this meeting. Commissioner Wilkins reiterated Mr. Griffin's sentiment, saying that he was

hopeful the Board would vote on the final location tonight to get this project done. City Engineer Carl Barclay then presented the Board with ten (10) possible options for the location/placement of the Creedmoor Veterans Memorial, seven (7) of the options were located at the Creedmoor Community Center and three (3) options were located at Lake Rogers Park and he presented each option with the *pros* and *cons* of that particular location (compiled from City staff: City Manager, Community Development Office, City Engineer, Parks and Recreation Director and Public Works Director). After his presentation, the City Engineer opened the floor for questions from the Board. Commissioner Wilkins again added that the consensus of the Veterans Organization was location #5 (top of the hill at the Community Center), but he said, he was now intrigued by locations #1 and #10 (grassy square near existing flagpole, previously designated as "Creedmoor Memorial Park" at the Community Center) and he asked the Board to consider those two areas. Commissioner Kicinski then said that she was in favor of location #5, Mayor Pro Tem said she was in favor of locations #1 and #10 or the flagpole by the lake, Commissioner Gleason said he was in favor of the location at Lake Rogers, and Commissioner Way said it was his opinion that the Veterans Organization should make this decision and he would go along with their choice. Mayor Wheeler suggested putting the memorial in the middle of the grassy field (location #7) but he said he would also like to see the master plan for the Community Center first. After some discussion, the Mayor recommended that this item be sent back to the Veterans Organization with the ten (10) location options to get more direction of what they (the Veterans) were looking for specifically with each option. Chair Griffin and Commissioner Wilkins then reiterated to the Board that their consensus was still for location #5, after which Mayor Wheeler said that this item would be put on the BOC meeting agenda for the October 2nd meeting.

Discussion Item | Way-finding Sign Update

Mr. Alan Steinbeck, PSG Inc., thanked the Board for inviting him back and he explained that his goal during this presentation was to give some advice and get some defined strategy for the City's way-finding sign project, which he added, had three critical aspects; 1) what the sign(s) is/are going to look like, 2) where the sign(s) will be located, and 3) what the sign(s) will say on them. Mr. Steinbeck then presented the Board with some local and regional examples of various sign design elements to consider, including the size, height, shape, color, pole dimensions, finials, and fonts adding the importance of location, visibility, and destination of the chosen signs. After his presentation, Mr. Steinbeck told the Board that the more of the elements they [the Board] could agree on, the easier it would be for the sign designer to meet the needs of the City. After his presentation, Mr. Steinbeck told the Board that what needs to happen next is to give the sign company some direction on what they want for the City. Community Development Director Michael Frangos added that the City had reached out to several different private companies to discuss the arrangement of a turn-key project that would guide the City through planning, design, survey, permitting, fabrication, and installation of the signage and he said he had received two quotes, one from ASI Signage for $43,000 and one from National Sign Plazas for $15,000. After some discussion about the design scheme and where the signs could be placed as well as the particulars of the two bids received, Mayor Wheeler thanked Mr. Steinbeck and suggested the Board think over the designs presented for a future BOC meeting.

Discussion Item | Resolution 2023-R-06 Authorizing Donation of Surplus Pick Up Truck to South Granville High School *and* Resolution 2023-R-07 Proposing to Accept Bid for Surplus Vehicle 2013 Dodge Charger and Direct City Staff to Advertise Upset Bidding

City Attorney Kevin Hornik reminded the Board that at the September 5, 2023, Board of Commissioners meeting four (4) used Creedmoor Police Department vehicles were declared surplus per North Carolina General Statutes §160A-226, and staff were directed to proceed with the disposal process. Commissioner Wilkins made a motion to approve Resolution 2023-R-06 Authorizing the Donation of One Surplus Pick Up Truck to South Granville High School and a motion to approve Resolution 2023-R-07, Proposing to Accept Bid for Surplus Vehicle, 2013 Dodge Charger and Directing City Staff to Advertise for Upset Bidding. The motions were approved by a vote of 5-0.

Discussion Item | National Recreation and Park Conference in Dallas October 10 - 12, 2023 for Cheyenne Nickens

Recreation Department Director Christopher Horrigan told the Board that Recreation Supervisor Cheyenne Nickens had been awarded a scholarship to attend the National Park and Recreation Conference in Dallas, Texas on October 10th, 11th, and 12th, 2023. He explained that the scholarship was underwritten by Merrell and included full registration costs ($645 value), plus a $1,000 stipend (paid directly to Cheyenne) for flights, hotel, food, and Uber transportation to and from the airport and the conference, and a three-night hotel stay has been booked ($300 total), flights are approximately $300, the remaining $400 will cover her food, Uber expenses around Dallas, and airport fees. He added this grant will be directly presented to Cheyenne and the Finance Director said that no budget amendment was necessary and the only money for the City to provide is her continued salary. The Mayor and Board offered their congratulations to Recreation Supervisor Cheyenne Nickens.

Discussion Item | County and State Board of Elections Requirements for Extending Mayors Term Limits

City Attorney Kevin Hornik reminded the Board that at their September 5, 2023, BOC meeting, he was asked to contact the Granville County Board of Elections and the North Carolina Board of Elections to identify requirements for changing the Mayors term limits from two (2) to four (4) years before this 2023 election cycle and report back to the Board. The City Attorney then said after his conversations with the County Attorney and with the NC BOE Attorney, he would recommend that the Mayor's term limits not be adjusted until after the election cycle. After some discussion, Commissioner Gleason made a motion to table this item until after the 2023 election and present it again at the November 20, 2023 BOC meeting. The motion was approved by a vote of 3-2.

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

Commissioner Kicinski then made a motion to go into a Closed Session to discuss the terms of office for the Mayor. The motion was approved by a vote of 4-1.

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

Discussion Item | ETJ Regional Boundaries Concept Update

City Attorney Kevin Hornik reminded the Board that at their September 5th BOC meeting, he was asked to prepare and present to the Board an update on discussions surrounding the possibility of a Regional ETJ. He told the Board that he was working to get a meeting together of all interested parties, and at this time he had no further updates. No action was taken.

Discussion Item | Inter-Local Agreement for Shared Grant Writing Services

City Manager Michael Turner explained to the Board that by invitation from the Granville County Government, the Creedmoor Board of Commissioners approved $40,000 in the FY-2024 Budget to share the cost (50/50) for a Shared Grant Writer Position and an Inter-local Agreement between Granville County and the City of Creedmoor for Shared Grant Writing Services was drafted with input from both City of Creedmoor and Granville County Attorneys and both City and County Managers. The City Manager then shared with the Board that on September 5, 2023, during a regular meeting of the Granville County BOCC meeting, the County Board approved the agreement, and this document was now presented to the Board for review and approval. The City Manager then added that he had requested to represent the City of Creedmoor during the interviewing process and he said the County Manager agreed with that. Mayor Wheeler asked if a motion was in order tonight to which the City Manager said that the Board could approve this agreement tonight, or, if the Board chooses, this item can be placed on the BOC October 2, 2023 Agenda as a Consent Item. The Mayor then requested this item be placed on the Consent Agenda for the October 2nd meeting.

Discussion Item | Resolution 2023-R-05 Amending the Water & Wastewater Allocation Policy

Community Development Director Michael Frangos reminded the Board that at the September 5, 2023, BOC meeting, they had directed him to amend the previously adopted Water and Wastewater Allocation Policy Resolution (2022-R-14), and this Resolution 2023-R-05, which is being presented tonight with the requested amendments. He went on to tell the Board that this change specifically related to Section 4, in which 510 gallons per day were previously reserved for the City Hall Expansion Project, and was added to the residential total, which he said, now made it 2,510 GPD and would once again allow the City to issue probably two (2) new zoning compliance permits for two (2) new structures. As there were no questions from the Board, Commissioner Gleason made a motion to adopt Resolution 2023-R-05, Amending the Water & Wastewater Allocation Policy. The motion was approved by a vote of 5-0.

Discussion Item | DEI Discussion

Commissioner Gleason explained that Resolution 2021-R-11, Establishing the DEI Board, was amended by the BOC on January 4th, 2022, changing the name from DEI Commission to DEI Advisory Board (4-1 with Commissioner Mims dissenting) but, he said, the actual resolution was never drafted and adopted. He asked that before the next BOC meeting, a resolution would be drafted to bring before this Board, officially changing the name from DEI Commission to DEI Advisory Board. Once passed, Commissioner Gleason said he plans to meet with the DEI Advisory Board at their October meeting and make sure they start moving forward with their plans for the next year. Commissioner Kicinski then questioned the number of members of the DEI Advisory Board for clarification. Commissioner Gleason said the number should be 8 total members, and the City Attorney suggested a minimum number of members and the consensus of the Board was to make the minimum 5. After a bit of discussion, the City Attorney said he would present the DEI Name Change Resolution as well as the revised DEI Advisory Board Bylaws at the October 2, 2023 BOC meeting.

Discussion Item | Cost Estimates to Upgrade Commissioners i-Pads

City Manager Michael Turner reminded the Board that staff were asked to obtain a cost estimate to upgrade the current BOC iPads to new ones with a larger screen surface, and with the option for cellular phone service, adding that the current BOC iPads have a diagonal screen surface of 10 - 1/2 inches with Wi-Fi capability only. He said that the proposed upgrades have a diagonal screen surface of 12 - 3/4 inch with Wi-Fi, along with the option for cellular capability. Three (3) options were presented for Board discussion: *Option A* - Upgrade to *Model MNXP3LL/A* with a 12 - 3/4 inch diagonal screen surface and Wi-Fi only at $999 per unit, plus an estimated tax of $67.43 for a total per unit cost of $1,066.43 – the first year's initial cost for one-unit including sales tax is $1,066.43 and the cost of six units would be $6,398.60 and there would be no recurring cost. *Option B* - Upgrade to *Model MP5XLL/A* with a 12 - 3/4 inch diagonal screen surface with Wi-Fi, and Cellular capability for $1,199 per unit, plus an estimated tax of $80.93 for a unit cost of $1,279.93, plus $455.88 per year for Verizon Cellular Service for a per unit cost of $1,735.81, and the cost of six units would be $10,414.86, with a recurring cost of $2,735.28 each year thereafter for the annual Cellular Service. , *Option C* – Board can continue to use their current iPads and reconsider replacements in the FY-2025 Budget Cycle with no additional cost to the City. In closing, the City Manager said that if the Board approves the upgrade of iPads, a Budget Amendment will need to be approved at a future Board meeting to cover the replacement cost. After some discussion, Commissioner Gleason made a motion to approve Option B, for $10,414.86. The motion was approved by a vote of 5-0. A budget amendment will be presented to the Board at their October 2, 2023 BOC meeting.

Discussion Item | 702 N. Crescent Drive - Authorization for Involuntary Compliance Proceedings

Community Development Director Frangos reported to the Board that Laith Kawaz and Lisa Gonzales own City property located at 702 N. Crescent Drive, Creedmoor (the northwest corner of NC 56 and Crescent Drive), and have violated Code of Ordinance §156.24 (c) Land Maintenance and Weeds, and Section §156.25 Park Strips. Frangos went on to explain that the first courtesy warning was written and sent before August 15, 2023, and since then, the site has not been maintained and a warning citation and civil citation have been sent via Certified Mail, return receipt requested, and regular first class mail. Frangos then told the Board that the house appears to currently be vacant, and a $50 per day fine has been accumulating since September 11, 2023. He added that if the violator fails to respond and comply with the citation within 30 days of issuance, the City may institute a civil action and seek any remedy or relief permitted by law in the appropriate division of the North Carolina Court of Justice. Per the General Statutes and §10.99 of the Code of Ordinances, the City of Creedmoor Board of Commissioners may authorize the City Attorney to pursue any involuntary remedy or corrective action needed. Mayor Pro Tem Albright then made a motion to proceed with involuntary compliance remedies. The motion was approved by a vote of 5-0.

Discussion Item | Changing the BOC Meeting date from October 3rd to October 2nd.

Commissioner Way made a motion to change the October 3rd BOC meeting date to October 2nd because of a scheduling conflict with National Night Out *and* to change the November 7th BOC meeting date to November 6th because of a scheduling conflict with Election Day. The motion was approved by a vote of 5-0.

Closed Session | Personnel per § 143-318.11.a(6)

Commissioner Kicinski made a motion to go into Closed Session at 8:10. The motion was approved by a vote of 4-1.

Commissioner Kicinski made a motion to leave Closed Session at 8:28 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 Way made a motion to adjourn the meeting at 8:30 p.m. The motion was approved by a vote of 5-0.

Robert V. Wheeler
Mayor Robert V. Wheeler

ATTEST:

Barbara Rouse
Barbara Rouse, CMC

CITY OF CREEDMOOR, N.C.
OFFICIAL SEAL
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