



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
WORK SESSION
OCTOBER 16, 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, City Clerk Barbara Rouse, Recreation Department Director Christopher Horrigan, Community Development Director Michael Frangos, City Attorney Kevin Hornik, Executive Assistant Sarah Spruill, and Police Chief Troy Wheless.

Absent

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 the City Clerk determined a quorum was present.

Approval Of Agenda

Commissioner Kicinski said she did not see a Closed Session [Attorney Client Privilege] on the Agenda and she said that she thought one might be necessary to discuss the confidential memorandum that the Board received from the City Attorney. The City Attorney then said that he did not see any need for a Closed Session unless there needed to be some discussion in direct response to the memorandum sent. The Mayor then asked if anyone needed to make any adjustments to the agenda. As there was no response by Board members, Commissioner Gleason made a motion to approve the agenda as presented. The motion was approved by a vote of 5-0. *A Closed Session was added at the end of the regular meeting as per Commissioner Kicinski's initial request which was not recognized by the Mayor in error.*

Discussion Item | Wayfinding Signs

Community Development Director Michael Frangos told the Board that the City was at the decision-making point for the wayfinding signs project, and, he said, the Board now needed to choose a company to move this forward. Frangos told the Board that the City was able to get three (3) different proposals from companies that could execute turn-key wayfinding sign projects; 1) Rite Lite Custom Signs & Architectural Elements, 2) ASI Signage Innovations, and 3) National Sign Plazas Inc. and he then added that the goal was to choose the vendor tonight, which would allow him [Frangos] to secure an initial agreement within the next few weeks and then present the agreement at the next BOC meeting. Frangos then shared a slideshow of possible sign designs (from other municipalities) that depicted signage ideas as well as colors, scales shapes, etc. Frangos reminded the Board that the goal of this discussion item was to get some clear direction from the Board as to what company they want to move forward with. There was some discussion and when asked, Frangos said he would recommend National Sign Plazas Inc., because he said, they had the most comprehensive approach and they were the least expensive. Commissioner Gleason asked if a budget amount had been set aside for wayfinding signs in this year's budget to which Frangos, with confirmation from the City Manager, answered yes, the amount in the City budget was \$6,000 plus \$6,600 in TDA funding. The City Manager then added that if the City does not use the \$6,600 TDA funding, they [the City] would forfeit those funds. After some more discussion on the particular company offerings, the consensus of the Board was to move forward with National Sign Plazas Inc., with the design of City signs to include the name [City of Creedmoor] on a top banner in some fashion.

Discussion Item | 2023 Creedmoor Music Festival Summary

Recreation Director Christopher Horrigan presented the 2023 Creedmoor Music Festival (CMF) Post Review PowerPoint to the Board saying that the estimated attendance was approximately 8,000 people, slightly higher than the attendance in 2022. He then went on to tell the Board that the Total Expenses for 2023 were \$24,048 and the Total Revenues were \$25,595 leaving a Net Revenue of \$1,547 (not including labor costs). There was some discussion about the advertising funds and grant funds with Horrigan explaining that the City did receive \$5,000 in grant advertising money but \$2,000 of those funds went into bulk advertising (digital billboard on US Hwy 1) for events throughout the County. Horrigan then told the Board that they had 14 sponsorships, adding that vendor numbers were up this year with 108 in total. Horrigan moved on to some of the after reviews of elements that went well at the event and required no change, elements that required some change, or elements that needed a complete change along with some future recommendations for the CMF. There was a suggestion by Horrigan to task a CMF Committee moving forward to analyze and examine the scope and to formalize the direction of the event for its future success. Commissioner Kicinski asked about the earlier recruitment of bands to which Horrigan said that was something that they had decided to do moving forward. In closing, Horrigan gave a thank you to staff and leadership for the continued success of the CMF and he added that "it had been a pleasure serving the City Manager, the Mayor, the Board, and the citizens of Creedmoor all these years".

Presentation of Proclamation to Christopher Horrigan | Mayor Wheeler

Mayor Wheeler presented Recreation Director Christopher Horrigan with a Proclamation honoring his service to the City of Creedmoor.

Presentation of Resolution to Commissioner Wilkins and Commissioner Kicinski | Mayor Wheeler

Mayor Wheeler presented Commissioner Wilkins and Commissioner Kicinski with Resolution 2023-R-10, a Resolution Supporting Operation Green Light for Veterans.

Discussion Item | Creedmoor Veterans Memorial Final Site Selection

Commissioner Wilkins told the Board that on October 11th, 2023, the members of the Veterans Organization unanimously agreed to sites #1 and #10 [grassy area by the flag pole at the Community Center] from the previous slide options at the Community Center for the new Veterans Memorial, and he asked the Board to come to a consensus tonight to select areas #1 and #10 for placement to move this issue forward. After some discussion, Commissioner Wilkins made a motion to put the future Veterans Memorial on sites #1 and #10 at the Creedmoor Community Center. The motion was approved by a vote of 5-0.

Discussion Item | Permanent Public Parking Access Easement Agreement.

City Attorney Kevin Hornik reminded the Board that at their October 3rd, 2023 BOC meeting, he was asked to prepare a draft agreement "Permanent Public Parking Access Easement Agreement" for use of a parking lot co-owned by Creedmoor Lodge No. 499 AR&AM and Five W. Corporation for public use in exchange for the City's agreement to improve the portion of the parking lot on the subject property. Before the meeting, the Board had received a copy of the proposed agreement to look over. The Mayor asked how long the easement would be enforced. The City Attorney said he believed this agreement would be perpetual but to keep in mind this agreement is only a draft at this point. After some discussion, the consensus of the Board was for the City Attorney to move forward with this agreement (and possibly an agreement for the other party). Commissioner Kicinski said she thought there should be a plaque to acknowledge the two parties.

Discussion Item | ETJ and Annexation Agreements

City Attorney Kevin Hornik began the discussion on a municipal ETJ saying the Mayor and Board should have received a confidential memorandum, which he said, was to provide a brief legal recommendation and update to the Board regarding the process, where we [the City] stand concerning the boundary discussions the Board has had or have been working towards with other local governments in the area and to provide an update on what Hornik said he thinks has been presented by County officials as an alternative option annexation agreement between various local governments. The City Attorney said that he did not have anything new to add to the discussion, and he said he would be happy to discuss more in Closed Session but he clarified that he didn't think it was necessary but because it would be legal advice/analysis, he thought it was something that should be discussed in Closed Session.

Mayor Wheeler asked if anyone had any other business to bring before the Board before they adjourned and Commissioner Gleason made a motion to adjourn at 7:10 p.m. but then withdrew his motion as Commissioner Kicinski requested a Closed Session per NCGS 143-318.11 (a) (3) Attorney-Client Privilege to discuss the Municipal ETJ issue.

Closed Session NCGS 143-318.11 (a) (3) Attorney-Client Privilege

Commissioner Gleason moved to enter Closed Session pursuant to NCGS 143-318.11 (a) (3) Attorney-Client Privilege at 7:11 p.m. The motion was approved by roll call vote 5-0.

Commissioner Gleason made a motion to leave Closed Session at 7:41 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 Wilkins made a motion to adjourn at 7:42 p.m. The motion was approved by a vote of 5-0.


Robert V. Wheeler

ATTEST:


Barbara Rouse, CMC
City Clerk



