



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
BOC - WORK SESSION
NOVEMBER 20, 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 (via Zoom), Community Development Director Michael Frangos, City Attorney Kevin Hornik, Executive Assistant Sarah Spruill, and Police Chief Troy Wheless.

Absent

None

Call To Order And Invocation

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

Pledge Of Allegiance

Mayor Pro Tem Albright led the Pledge of Allegiance.

Roll Call

A roll call by the Executive Assistant, Sarah Spruill, determined a quorum was present.

Approval Of Agenda

Commissioner Way requested the addition of a Discussion Item, *Creedmoor Fire Department Holiday Banquet*, be added to the agenda and Commissioner Kicinski requested to move Discussion Item 5f, *City Attorney Rate Schedule*, to Closed Session. Commissioner Wilkins made a motion to approve the agenda as amended. The motion was approved by a vote of 5-0.

Discussion Item | Presentation by Cynthia Ratliff, Executive Director, Granville County Chamber of Commerce

Cynthia Ratliff, Granville County Chamber of Commerce Executive Director, took the podium and introduced herself to the Board sharing a bit about how she became the Executive Director for the Chamber. Ms. Ratliff then spoke about the Granville County Chamber of Commerce's Mission and how it seeks to promote a healthy economy with good business conditions, support good government, improve community relations, and market services and programs for Chamber members. Ms. Ratliff also spoke about the benefits to Chamber members and events that are coming up through the end of the year. Ms. Ratliff then engaged the Board in discussions about local businesses within the City. The Mayor thanked Ms. Ratliff for her time.

Discussion Item | Mayor's Term Limits

Commissioner Wilkins reminded the Board that this discussion was from the September 18, 2023, BOC meeting and he added that this item was before a previous Board of Commissioners but it was never voted on. City Attorney Hornik then explained that in order to change the City Charter and to move forward with this item and change the Mayor's term limit from two (2) years to four (4) years, the Board would have to adopt a Resolution extending the Mayors term limits, set a public hearing date, and City staff would need to publish notice of the public hearing. The City Attorney continued and said that if that was the consensus of the Board he would have the Resolution prepared for the December 5th, 2023 BOC meeting. After a brief discussion, the consensus of the Board was to have the City Attorney prepare the Resolution changing the Mayor's term limit from two (2) to four (4) years to be presented on the Consent Agenda at the December 5th BOC meeting.

Discussion Item | Five-Year CIP Update

City Manager Michael Turner reminded the Board that during the FY-2024 Budget process, they (the Board) had directed him to prepare a 5-year Capital Improvement Plan (CIP) and bring it back for review and discussion. He said that over the past several months a City CIP Committee was assembled consisting of the City Manager, Chief of Police, Finance Director, Parks and Recreation Director, Public Works Director, Community Development Director, and the City Engineer and that each department head prepared a listing of projects for the period FY-2025 through 2029, prioritized their respective list and estimated project cost and then the City Finance Director took all of the information and placed it on a Master Schedule that was presented to the Board at this meeting. The City Manager added that any comments or feedback from the Board tonight or within the next couple of weeks would be helpful moving forward. Finance Director Faines then explained the list contained capital items, i.e., projects, vehicles, equipment, etc., and was a draft of projects to start the conversation and work towards highlighting the City's priorities. Board members then asked the Finance Director about various aspects of the CIP and there was discussion about the City's present needs and those in the future. The Board had some questions answered by the Finance Director, City Manager, and staff. No action was taken.

Discussion Item | CZ-2023-02 Creedmoor Village Conditions

Community Development Director Michael Frangos explained to the Board that the applicant, Brandon Moore, The Site Group, PLLC, and Community Development staff had exchanged comments and revisions to CZ-2023-02 Creedmoor Village, within the last week and since the Public Hearing was held on November 6, 2023, he wanted to bring this before the Board to talk more about the Creedmoor Village re-zoning, clarifying that he wanted to go through the proposed conditions with the Board and address questions and concerns they may have at this point. He explained that the drawings would change throughout the process, but, he further explained, that the thing the City should focus on now is the land use and the land uses impact on the surrounding neighborhoods. Frangos then presented CZ-2023-02, Creedmoor Village, Draft v3-Conditions of Approval, with highlighted edits included, to the Board as well as the 6.0 Conceptual Circulation Plan with edits. There was a discussion between the Board and Frangos about some of the particulars of the conditional zoning application and Frangos said this discussion would help in the next phase of the proposed project.

Mayor Wheeler called for a short recess at 7:06 p.m.

Mayor Wheeler called the meeting back to order at 7:11 p.m.

Discussion Item | Permanent Public Parking Access Easement Agreement

Before this Discussion Item, the Mayor and City Attorney spoke briefly in private. The City Attorney reminded the Board that at their October 3rd, 2023 BOC meeting he was asked to prepare a draft agreement "Permanent Public Parking Assessment Easement Agreement" for the use of a parking lot 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. The cost for improvements to the property was estimated at \$92,000 to \$102,000 by the City Engineer Carl Barclay. The City Attorney said that both draft documents still needed some further edits before they would be ready for signatures and he was now asking for the Board's comments and concerns. After some discussion, the City Attorney said his firm would do a final review of the agreements and then they (the agreements) would be sent off to their respective property owners, he added that the City could then enter into negotiations with each property owner and when that was complete the agreements would go before the Board for final approval.

Discussion Item | New Year's Eve on Main Street and Alcohol Waiver

Commissioner Kicinski said that in February she suggested the idea of a New Year's Eve Event in the City to be held on Main Street and she asked City staff to weigh in with their thoughts. Chief Wheeler told Commissioner Kicinski that he thought it was too late this year to pull this together as most people as well as staff have New Year's plans already. After some discussion, Commissioner Gleason suggested that the item be put into next year's budget.

Discussion Item | Creedmoor Fire Department Holiday Banquet Funding

Commissioner Way respectfully asked the Board of Commissioners if they would fund the Creedmoor Fire Department's Holiday Banquet this year. A question was then posed to the City Attorney regarding any legal issues with this request to which he answered there was not as long as it was something that could be paid out of the current budget and did not need a budget amendment. Commissioner Wilkins then asked what the cost of last year's banquet was and Commissioner Way said it was \$2,800, and their request would be not to exceed \$3,000. The City Manager then said he could look within the budget and see where he could find the \$3,000. After a brief discussion, Commissioner Way made a motion to direct the City Manager to try to find funds for the Creedmoor Fire Department's Holiday Banquet, and if adequate funds could be

found, the City would cover the costs, and if not, a budget amendment would be done to cover the costs at a future meeting. The motion was approved by a vote of 5-0.

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 7:27 p.m. The motion was approved by a vote of 5-0.

Commissioner Wilkins made a motion to leave Closed Session at 7:57 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 7:58 p.m. The motion was approved by a vote of 5-0.


Mayor Robert V. Wheeler


City Clerk Barbara Rouse, CMC



