



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
BOC - REGULAR SESSION
FEBRUARY 6, 2024**

Present

Mayor Bobby Wheeler, Mayor Pro Tem Georgana Kicinski, Commissioner Emma Albright, Commissioner Robert Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, City Clerk Barbara Rouse, Community Development Director Michael Frangos, City Attorney via Zoom, and Police Chief Troy Wheless.

Absent

Commissioner Edward Gleason

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 Albright led the Pledge of Allegiance.

Roll Call

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

Approval of Agenda

Mayor Pro Tem Kicinski requested that Item 5a, *Amendment of the CPRC 2013 Resolution and By-Laws*, be removed from the Consent Agenda. Mayor Wheeler then added Item, 9b., an *Amendment to the CPRC 2013 Resolution and By-Laws* to New Business. Commissioner Albright made a motion to approve the agenda as amended. The motion was approved by a vote of 4-0.

Consent Agenda

Commissioner Way made a motion to approve the Consent Agenda, Approval of January 2, 2024, January 16, 2024, and January 30, 2024, BOC Meeting Minutes, and an Ordinance Amending the Creedmoor City Charter to reflect the Mayor's Term Limits be changed to an election every four (4) years, instead of every two (2) years pursuant to N.C. General Statute §160A-102. The motion was approved by a vote of 4-0.

Introductions, Recognitions And Presentations

Mayor Wheeler presented a Certificate of Recognition to Brenda Badillo, an Honors English student at Granville Early College, as the winner of the Creedmoor Parks & Recreation Department's 2024 MLK Essay Contest. Ms. Badillo then read her essay to the Board.

Mayor Wheeler administered the Swearing-In and Oath of Office for PD Officer Johnny Evans II, who joined the Creedmoor Police Department on November 1, 2023.

Request to Address the Board

There were no requests to address the Board.

Public Comment

There were no public comments.

Old Business | CZ-2023-02 Creedmoor Village

Community Development Director Michael Frangos presented CZ-2023-02, Creedmoor Village, to the Board explaining that CZ-2023-02, began this conditional district rezoning process back in June of 2023, with a pre-application neighborhood informational meeting. Frangos said that they (Darren Koons) have made three (3) revised submittals of the conceptual master plan, and there have been seven (7) versions of the conditions of approval, and they have been reviewed by the Technical Review Committee, and have received a favorable recommendation from the Planning Board, and all of the questions from the public hearing held back in November of 2023 had been addressed in the conditions of approval as agreed to in full by the applicant. Continuing, Frangos told

the Board that if approved and developed, Creedmoor Village would become a significant addition to the City's urban residential landscape potentially allowing for a maximum of 575 residential units (425 multi-family apartments and 150 townhouses) as well as a regional shopping destination for all of southern Granville County. Frangos then told the Board that there were four (4) parts to this approval. 1) the conceptual site plan 2) the list of conditions – 16 in total, 3) Resolution 2024-R-02, and 4) Ordinance 2024-O-02, adding that the Community Development staff recommended approval of this conditional zoning. Frangos said that Darren Koons was unfortunately not able to attend this meeting but he asked that his gratitude to the Board be expressed and he sent his regrets for not being able to attend. There was then some discussion about the conditions of approval, with the Mayor Pro Tem Kicinski explaining to the Board that SGWASA is in the process of changing the *SGWASA Allocation Request Form* to the *SGWASA System Development Application Form*, so she said that it possibly should be changed on the conditions of approval for this conditional zoning. City Attorney Hornik jumped in and said that he would leave the language as currently written in the conditions of approval, but suggested the City insert some language that says "as the allocation program may be amended or updated from time to time" so the City is not referencing a policy that is not in place yet, but confirms that the City intends to follow whatever the future policy may be. Commissioner Wilkins then made a motion to approve Conditional Zoning CZ-2023-02 Creedmoor Village as shown on the conceptual master plan with the list of conditions. The motion was approved by a vote of 4-0. Commissioner Wilkins then made a motion to approve Resolution 2024-R-02, Statement of Consistency and Reasonableness. The motion was approved by a vote of 4-0. Commissioner Wilkins made a final motion to approve Ordinance 2024-O-02, Amending the Official Zoning Map of the City of Creedmoor. The motion was approved by a vote of 4-0.

Mayor Wheeler recognized Mr. Emory | Request to speak before the Board on CZ-2023-02, Creedmoor Village

Mr. Danny Emory, 2125 Sam Moss Hayes Road, Creedmoor asked the Board why they had not held a second public hearing on this application (CZ-2023-02, Creedmoor Village). The City Attorney answered that the City was under no obligation to hold a second public hearing, and he said the public hearing was held back in November and residents had the opportunity to make comments regarding this proposal, and he added, that during that time, the conditions that were negotiated were based on the comments that were received during the public hearing. Mr. Emory said he understood that, but, he thought because of the number of changes, the public should have had an opportunity to see what exactly was going on, to which the City Attorney answered that he believed that nothing about the development that was presented at the public hearing back in November had changed. After his comments, the Mayor thanked Mr. Emory.

Old Business | Amendment of the CPRC 2013 Resolution and By-Laws

Amendment of the CPRC 2013 By-Laws included two (2) points: changing the number of members from ten (10) to eight (8) and the appointment of a liaison by the BOC. Mayor Pro Tem Kicinski requested that this item be removed from the Consent Agenda and be added to Old Business because she said that the City's Appointed Boards Code of Conduct document should be added to all of the Board's By-Laws. City Attorney Kevin Hornik said that he did not think that it was necessary to add it (the City's Appointed Boards Code of Conduct) to the By-Laws because he said that the City already requires each appointed board member to sign the Code of Conduct when they are appointed to their respective board. After some discussion, the City Manager said that the requirement for signing the Appointed Board Code of Conduct was in the application process and was added when the BOC voted to require it. Mayor Pro Tem Kicinski then made a motion to approve the amendment of the CPRC 2013 Resolution and By-Laws as presented. The motion was approved by a vote of 4-0.

New Business | Adjustments to the 2024 BOC Meeting Schedule

Commissioner Albright began the discussion by stating that some Board members would not be available for the July 2nd, 2024, BOC Legislative meeting so a possible alternate date was needed. Mayor Wheeler suggested, that the July 2nd meeting and agenda could be combined with the following July 15th work session (a Public Comment Section Item would be added for the meeting to fulfill the monthly legislative requirement), or another BOC meeting could be added in July. After some discussion, Mayor Wheeler asked the City Manager if there would be any conflict moving the meeting to July 15th to which he answered he saw no conflict with that. Mayor Pro Tem Kicinski then made a motion to move the July 2, 2024, BOC meeting to July 15, 2024. The motion was approved by a vote of 4-0. Commissioner Way then told the Board that due to outside obligations, he too would not be able to attend the July 2nd BOC meeting but he would miss the March 18th BOC meeting also. Commissioner Wilkins then made a motion to excuse Commissioner Way from the March 18th, and July 2nd, 2024 BOC meetings. The motion was approved by a vote of 4-0.

New Business | Replacement of City Hall Electronic Door Access Control System

City Manager Michael Turner explained that a portion of the existing electronic door control system in City Hall became inoperable last year due to the unavailability of replacement parts and is considered to be at the end of its useful life by the City's vendor. He explained that the City Hall door control security system has four (4) entrance/exit locations, the front entrance door to City Hall at Masonic Street, the back entrance door at Sanderford Street, the main lobby entrance into the police department hallway, and the police department staff entrance from the PD side parking lot. He added that the PD staff entrance buzzer is no longer operational to dispatch and police officers must now call dispatch via radio or use their keys to enter the staff entrance. The City Manager told the Board that he, Chief Wheelless, and Public Works Director Edwards met on several occasions with the Johnson Controls representative Paul Rill to discuss the repair and replacement options. The City Manager continued and told the Board that the proposed quote from Johnson Controls was for the removal of the old system and the installation of a new system for \$28,800.36

under Sourcewell Contract # 030421-TIS. The City Manager further explained that Sourcewell is a competitive bidding exception under state law, specifically, §G.S. 143-129(e)(3) which allows units of governments, such as Creedmoor to purchase goods directly from Group Purchasing Programs or cooperatives without going through a competitive process. This means that if the City is buying from a registered Sourcewell contractor, it is not obligated under state law to get multiple quotes according to the UNC-SOG. The City of Creedmoor registered with Sourcewell as a member in 2019 and has used their contractors previously. In closing, the City Manager said that City Attorney Hornik had reviewed the Proposal from Johnson Controls as a Sourcewell Contractor and the Johnson Controls Annual Service Agreement, and there was one minor edit by the City Attorney, the addition of a Pre-Audit Statement as required by the Local Government Budget and Fiscal Control Act, and he added that Johnson Controls warranty coverage on this project is on all materials and labor for one year. After a few questions from the Board about the contract, warranties, handicap access, and response times, Commissioner Way made a motion to approve Budget Amendment # 6, FY24, for \$28,800.36 to allocate funding for the project. The motion was approved by a vote of 4-0. Mayor Pro Tem Kicinski then made a motion to accept Johnson Control's proposal of \$28,800.36 to install a new Electronic Access Door Control System and to authorize the City Manager to execute a five-year (5) Service Agreement with Johnson Controls for \$1,639.80 per year. The motion was approved by a vote of 4-0.

New Business | Financial Report Ending January 31, 2024

Finance Director Lee Faines presented the City's Financial Report for the period ending January 31, 2024, reporting that 63% of the total revenues were collected to date, the investment earnings have already exceeded the estimated collection for the fiscal year, and 85% of property taxes were collected. Faines then told the Board that 64% of expenditures were spent, 99% of stormwater revenues were collected, and 41% of stormwater expenditures were spent. Continuing, Faines said that Powell Bill collected \$172,793, \$20,000 over what was budgeted and expenses were at 17%. In closing, Faines told the Board that an RFP for Sharpe Patel's audit contract was sent on January 17, 2023, and he would bring it before the Board for their consideration at their March 5th BOC meeting. Mayor Pro Tem Kicinski asked if the revenue from the recreation center could be broken out on the finance report moving forward to which Director Faines said he could put it as an excerpt on the report to call out the recreation center revenues specifically. Mayor Wheeler thanked Director Faines for his report.

City Manager's Report

The City Manager Michael Turner reported to the Board that the preliminary Scope of Work, cost estimate, and other required documents had been submitted to the North Carolina Office of State Budget and Management for the \$250,000 State Grant for the Creedmoor City Hall Renovation Project. He then told the Board that the Granville County Parks, Greenways & Recreation Committee 2024 – 2025 Mini Grant Application was also submitted on January 30, 2024, requesting \$17,207.42 in grant funding for the replacement of picnic tables at Lake Rogers. City Manager continued and reported that on Tuesday, January 30, 2024, Creedmoor received the results of the 2024 Property Tax Re-Evaluation from the Granville County Tax Administrator, and the Tax Base increased 74% from \$385,622,634 (2023) to \$669,728,748 (2024). The City Manager then reported to the Board that the Granville County Government is currently in the process of conducting references and background checks on the City/County Grant Writer's position, and then he told the Board that he and the staff were working on a revision to the City of Creedmoor Personnel Policy to add or recommend changes including a Social Media Policy, Employee Dress Code, WFH Guidelines, etc. In closing, the City Manager reported that a refund of \$19,493 was still pending from NC-DOT on the R5707-L project as the year warranty on landscaping had now ended.

SGWASA Report

Commissioner Way said that he had forwarded the SGWASA Executive Report to the Board. Commissioner Kicinski reported that SGWASA's Executive Director, Scott Schroyer, would be at the City's Retreat on Saturday and would update the Board on the status of SGWASA.

Commissioner Reports

Commissioner Wilkins reported that he attended the January 10th Veterans Organization meeting and he shared that member Danny Emory purchased a flag for the meetings. *Thank you, Mr. Emory.*

Commissioner Way reported that he attended the joint Planning Board/BOC meeting and the BOA meeting and he was looking forward to working together.

Commissioner Albright reported that she too attended the joint Planning Board/BOC meeting.

Mayor Pro Tem Kicinski reported that she attended the CAMPO meeting with the Mayor in January, the UNRBA meeting, the County Board of Commissioners meeting, and the Board of Education meeting, which she said was very interesting, adding that it is good to know the County has a manager who recognizes that there are some deficiencies in the school system and he has got some good ideas on fixing them. Mayor Pro Tem also shared that she enjoyed a meeting with Community Development Director Mike Frangos on the NW Corridor Study along with County Commissioners and City Managers.

Mayor's Report

Mayor Wheeler reported that he too attended the joint Planning Board/BOC meeting.

Closed Session | G.S. 143-318.11(a)(5)

Commissioner Albright made a motion to go into Closed Session at 7:00 p.m. The motion was approved by a vote of 4-0.

Commissioner Wilkins made a motion to leave Closed Session at 7:38 p.m. The motion was approved by a vote of 4-0.

Adjournment

As there was no further business to come before the Board, Commissioner Wilkins made a motion to adjourn at 7:39 p.m. The motion was approved by a vote of 4-0.


Mayor Robert V. Wheeler


Barbara Rouse, City Clerk, CMC

