



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
MEETING
MARCH 5, 2024
6:00 PM**

Present

Mayor Bobby Wheeler, Mayor Pro Tem Georgana Kicinski, Commissioner Emma Albright, Commissioner Edward Gleason, Commissioner Robert Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, City Clerk Barbara Rouse, Executive Assistant Sarah Spruill, Community Development Director Michael Frangos, Finance Director Lee Faines, City Engineer Carl Barclay, and Police Chief Troy Wheless, City Attorney Kevin Hornik.

Call to Order and Invocation

Mayor Wheeler called the meeting to order at 6:00 p.m. and Mayor Pro Tem Kicinski led the invocation.

Pledge of Allegiance

Commissioner Way led the Pledge of Allegiance.

Roll Call

A roll call by the City Clerk determined a quorum was present.

Approval of Agenda

Commissioner Wilkins requested to add Item 10b., *Main Street Clean-Up*, to the agenda. Mayor Pro Tem Kicinski made a motion to approve the agenda as amended. The motion was approved by a vote of 5-0.

Consent Agenda

Commissioner Wilkins made a motion to approve the Consent Agenda, Approval of February 6, 2024, February 10, 2024, and February 20, 2024, BOC Meeting Minutes, the 3-year Master Services renewal Agreement with VC3 at a monthly rate of \$13,215.55, with authorization for the City Manager to execute the agreement, and Approval of the 2024 Official City Map. The motion was approved by a vote of 5-0.

Introductions, Recognitions And Presentations

Mayor Wheeler administered the Swearing-In and Oath of Office for Police Officer Mason Whitman.

Request to Address the Board

There were no requests to address the Board.

Public Comment

There were no public comments.

Old Business | Continue Discussion on CVFD Fire Truck Apron

During the February 20th BOC meeting, Commissioner Wilkins made a motion to table a discussion on the reimbursement of the CVFD's portion (\$22,920.81) of the repairs to the apron in front of the firehouse, allowing the Board time to review the CVFD budget and other financial information, until this BOC meeting. The motion was passed by a vote of 3-2.

Commissioner Gleason began this discussion by saying that he has been involved in fire service his entire life and he wanted to apologize for his original vote on the agreement with the CVFD asking for them to pay half back to the City, and now he said, he would like to see the Board find the money in the budget to reimburse the CVFD's portion of the repairs to the apron in front of the firehouse, and, he said, he thought the City could well afford the \$22,920.81 in question. Mayor Pro Tem Kicinski asked the City Manager whether or not he had talked to the CVFD Chief Fisher about this issue, to which the City Manager told the Board that he did ask the Chief whether or not the CVFD Board had taken any official action on requesting a reimbursement, adding that the agreement the City had was between this Board and the CVFD Board, and he said the Chief answered no, they had not taken any official action to request a reimbursement. Commissioner Gleason then pointed out that the cost of fire services is much more expensive today, their (the CVFD) work is going up and their (the CVFD) pay is still zero. There was some further discussion by

the Board and then Commissioner Gleason made a motion to table the discussion on the reimbursement of funds for the fire department apron repairs until the City receives a request (if the City receives a request) by the April 2nd BOC meeting, from the CVFD asking if the City would reimburse the money to them. Mayor Pro Tem said that she spoke to a firefighter from the CVFD who told her they were not looking for the money back, and she added that the City did not have to get involved in the repairs, but did so on behalf of the CVFD to get the apron done, and had agreed to pay half of their cost and she said this conversation needed to come to a vote and the Board needs to either move forward or end it, adding she didn't want to table this item. Commissioner Gleason then withdrew his original motion to table. Commissioner Way asked if the fireman Mayor Pro Tem spoke to was a member of the CVFD Board, to which she answered yes. Commissioner Gleason then made a motion to reimburse the CVFD for the contracted amount they had already paid if the City gets a request for the reimbursement from the CVFD by March 18, 2024. Commissioner Way requested a Roll-Call vote. The City Clerk then polled each Board member. The motion failed by a vote of 3-2.

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

Old Business | Draft Wayfinding Sign Examples

Community Development Director Michael Frangos explained to the Board that National Sign Plazas Inc. (NSP) had submitted the first drafts of possible wayfinding sign designs for the City. Frangos said the signs are expected to be 5.5 feet in length and/or width, or a total area of 32 square feet, with the final post and sign height being determined by the location. Three sign options were presented to the Board, with each member weighing in on their preferences for color scheme, font, City seal, and other sign components. After some discussion, Community Development Director Frangos was instructed to take the Board's sign selections back to NSP for them to further refine a final design for the City and then present it at a future BOC meeting.

New Business | Financial Audit RFP

Finance Director Lee Faines explained to the Board that the 3-year Financial Audit Contract for FY 2021, 2022 and 2023 with Sharpe Patel had expired, and an RFP for Audit Services had been sent out on January 17, 2024, to five audit firms, with the City receiving a total of two proposals. Continuing, he told the Board that the low bidder was a firm located in Whiteville, NC, which currently audits 19 Counties, 14 Cities and Towns, and many more government entities. While this firm has many governmental clients and experience, he said, the current load of audit contracts is a concern to him. The other firm, he explained was Sharpe Patel, PLLC located in Raleigh, NC and they have audited the City of Creedmoor's financials for the past three years. Faines then told the Board that after a detailed review of both qualitative factors and cost, he recommended that the Board approve Sharpe Patel's proposal for audit services for FY24, FY25, and FY26. After a few questions from the Board, Commissioner Wilkins made a motion to approve the Sharpe Patel, PLLC, FY24 Proposal to provide Audit Services for 2024, 2025, and 2026 as presented. The motion was approved by a vote of 5-0.

Discussion Item | Main Street Cleanup

Commissioner Wilkins requested this item be put on the agenda because, he said, he had a brief conversation with the City Manager on plans for the cleanup of Main Street and he wanted to share the information with the Board. The City Manager told the Board that he had reached out to Steve Edwards about sprucing up Main Street from Church Street to Hwy 56. The City Manager said Public Works intends to steam clean City Hall, Masonic, and Main Streets, repaint the yellow curbing and white parking spaces, clean regulatory and street signs, increase 6-inch sign blades to 9-inch blades on Main Street, and install two (2) additional decorative benches. After a few questions, it was requested that the City Manager look into purchasing Spring Banners for the City.

Discussion Item | GrantMatch

The City Manager reminded the Board that at their January 16, 2024, BOC meeting, Michelle Trempe with GrantMatch, presented information about the company, and the grant writing opportunities they offer local government and could offer the City of Creedmoor. There was some continued discussion at the February 20th BOC work session and the item was requested to be brought back to the Board for possible further action at this meeting. The City Manager then told the Board that he had reached out to Ms. Trempe to see whether the City could specify the projects they wanted to attain grants for and he was told they could and it would be part of the kickoff meeting with their Fundraising Specialist. The City Manager continued by saying that if the Board wanted to try this, he suggested the City focus on two specific projects with GrantMatch and see what they come up with, adding that they (the selected projects) are not too expensive because GrantMatch charges a fee of 10% for any awarded grants. The City Manager then proposed the City offer the following two projects: 1) a System Wide Master Plan for Creedmoor, and, 2) Lake Rogers Flood Study and Stewardship, adding that if the City received both grants, it would not cost the City a tremendous amount of money. The Mayor then asked if there was any commitment to the City to which the City Manager replied there was not. After a brief discussion, Commissioner Gleason made a motion for the City to enter into a limited contract with GrantMatch specifying two projects and authorizing the City Manager to execute the contract. The motion was approved by a vote of 5-0.

City Manager's Report

The City Manager reported that on Tuesday, February 27th, the Public Works Department took possession of the new Track Skid Steer for use on Powell Bill repair projects. The City Manager then reported that moving forward, the end-of-the-month Finance Reports will be presented at the monthly Work Sessions to allow the Finance Director adequate time to prepare and allow the BOC adequate time to review. At the request of the Board from the February Work Session, the City Manager said, the Community Development Director had been instructed to direct the City Code Enforcement Officer to ramp up enforcement efforts on Chapter 156: Community Appearance regulation requirements and he told the Board that a draft of the Public Parking Agreement was delivered to the two (2) property owners on Main Street with a request for review and comment within 30 days. The City Manager then reported that he was notified by the Granville County Manager's office that Mr. Jamie Oxendine had been hired as the City-County Shared Grant Writer with an effective start date of April 1, 2024. In closing, the City Manager reported that preparation for the FY 2024-25 Annual Budget has begun and that all departments have submitted their budget requests and reviews are scheduled for the second week in March.

SGWASA REPORT

Commissioner Way reported that the most updated SGWASA Directors Report had been sent out. Mayor Pro Tem Kicinski reported that she received an email from Scott Schroyer saying that the USDA loan application for \$35 million had been approved. She then explained that SGWASA has a leak application form that could be used by patrons if they suspect a water leak and SGWASA will check for the leak and will adjust the sewer rate accordingly if a leak is found, adding that they are willing to work with those who need help. Mayor Pro Tem also told the Board that the Finance Commission met and talked about adding a second person to the midnight shift at the Wastewater Treatment Plant for the safety of the workers on the late night shifts.

COMMISSIONER REPORTS

Commissioner Wilkins reported to the Board that on Friday, February 16, he attended Senior Recreation Night at the Granville High School.

Commissioner Gleason thanked the Board and City staff for all of their well wishes and concern while he was recuperating and he said he appreciated the City Manager and Mayor for their visits as well.

Commissioner Albright reported to the Board that on February 15th she attended the CPRC meeting and she said it was a good meeting.

Commissioner Way reported to the Board that he attended the County Retreat on February 19th and he said there was some good information and there is a lot of work still to be done.

Mayor Pro Tem Kicinski reported to the Board that she attended the County Retreat meeting and listened to all departments present their status, she thought the updates on their projects were amazing and she would like to see the City get to that point. She then added that she was looking forward to attending the Main Street Conference in Goldsboro with the Mayor and Commissioner Albright.

MAYOR'S REPORT

Mayor Wheeler reported that he attended and presented at the County Retreat on February 19th and there was plenty of good information on neighboring municipalities he added that the City is poised to grow once we get water and sewer and he hopes it grows judiciously and in an organized manner and he said the City Board is working hard on that. Mayor Wheeler then thanked the Parks & Recreation staff for all of their hard work on the Wedding and Events Expo held last weekend.

CLOSED SESSION | Closed Session per 143-318.11 Attorney-Client Privilege

Commissioner Gleason made a motion to go into Closed Session pursuant to NC GS 143-318.11 (a)(3) at 7:07 p.m. The motion was approved by a vote of 5-0.

Commissioner Wilkins made a motion to leave Closed Session at 7:35 p.m. The motion was approved by a vote of 5-0.

ADDITIONAL BUSINESS

Mayor Pro Tem made a motion to direct City Attorney Kevin Hornik to begin the process of closing City donut holes as instructed by legislators. 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 7:37 p.m. The motion was approved by a vote of 5-0.

Robert V. Wheeler
Mayor Robert V. Wheeler

Barbara Rouse
Barbara Rouse, City Clerk, CMC

