



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
BOC - REGULAR SESSION
DECEMBER 5, 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 Community Development Director Michael Frangos, 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 Way led the invocation.

Pledge of Allegiance

Commissioner Kicinski led the Pledge of Allegiance.

Roll Call

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

Approval of Agenda

Commissioner Way requested to add an Agenda Item, 13d., *CPD Holiday Dinner and Award Ceremony*, to the agenda. Commissioner Kicinski then requested an update to the *Ferbow Street Project* which the Mayor added as Agenda Item 9a. Commissioner Gleason 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, Reappointment of Dennis Daniel to the BOA, Reappointment of Nicole Martin to the BOA, Mayor Term Limits Resolution, Approval of November 6, 2023 and November 20, 2023 BOC Meeting Minutes. The motion was approved by a vote of 5-0.

Introduction of New Creedmoor City Parks & Recreation Director

City Manager Michael Turner introduced the new Recreation Department Director Dennis Meshaw to the Board of Commissioners.

Presentation by Creedmoor Police Department

Chief Troy Wheless introduced Riley C. to the Board and made a presentation celebrating Riley and his contributions to the Police Department and the community.

Request to Address the Board

There were no requests to address the Board.

Public Comment

There were no public comments.

Old Business

Ferbow Street Project

Commissioner Kicinski wanted to know if the City had a start date for the Ferbow Street Project to begin. City Engineer Carl Barclay answered that there was a pre-construction conference meeting scheduled for January 18th, and the projected start date would be sometime in February 2024.

Oaths of Office

Mayor Bobby Wheeler

Mayor Wheeler introduced Senator Mary Wills Bode who administered the Oath of Office to Mayor Bobby Wheeler.

Commissioner Georgana Kicinski

Mayor Wheeler introduced Judge Jay Stotiz who administered the Oath of Office to Commissioner Georgana Kicinski.

Commissioner Edward Gleason

Senator Mary Wills Bode administered the Oath of Office to Commissioner Edward Gleason.

Commissioner Archer Wilkins

Senator Mary Wills Bode administered the Oath of Office to Commissioner Archer Wilkins.

Election Of Mayor Pro Tempore

Commissioner Wilkins nominated Commissioner Georgana Kicinski for Mayor Pro Tempore for 2024. Commissioner Wilkins made a motion to approve the nomination of Commissioner Kicinski for Mayor Pro Tempore for 2024. The motion was approved by a vote of 5-0.

Commissioner Wilkins nominated Commissioner Gleason for Mayor Pro Tempore for 2025. Commissioner Kicinski then nominated Commissioner Way for Mayor Pro Tempore for 2025. The Mayor then recognized Commissioner Way, who told the Board that although he appreciated the nomination, he would have to decline because of his full-time job. Commissioner Kicinski made a motion to approve the nomination of Commissioner Gleason for Mayor Pro Tempore for 2025. The motion was approved by a vote of 5-0.

Mayor Wheeler called for a recess at 6:27 p.m., and the meeting reconvened at 6:38 p.m.

Mayor Pro Tempore Kicinski

Mayor Wheeler administered the Oath of Office to Mayor Pro Tem Georgana Kicinski.

Board Appointments

Mayor Wheeler recommended the reappointment of Mayor Pro Tem Kicinski as the UNRBA (Upper Neuse River Basin Association) delegate and the reappointment of Commissioner Way as the alternate. Commissioner Gleason then made a motion to accept the Mayor's recommendation to reappoint Mayor Pro Tem Kicinski as the UNRBA delegate and reappoint Commissioner Way as the UNRBA alternate. The motion was approved by a vote of 5-0.

Mayor Wheeler recommended Commissioner Gleason be appointed as the Kerr-Tar Council of Governments Board of Directors delegate and Commissioner Wilkins as the alternate. Mayor Pro Tem Kicinski then made a motion to accept the Mayor's recommendation to appoint Commissioner Gleason as the Kerr-Tar Council delegate and Commissioner Wilkins as the Kerr-Tar Council alternate. The motion was approved by a vote of 5-0.

Mayor Wheeler recommended the reappointment of himself as the CAMPO (Capitol Area Metropolitan Planning Organization) delegate and reappointment of Mayor Pro Tem Kicinski as the alternate. Commissioner Gleason then made a motion to approve the Mayor's recommendation to appoint Mayor Wheeler as the CAMPO delegate and Mayor Pro Tem Kicinski as the CAMPO alternate. The motion was approved by a vote of 5-0.

Mayor Wheeler recommended the appointment of Commissioner Wilkins as the Granville Greenways Advisory Council delegate. Commissioner Gleason then made a motion to approve the Mayor's recommendation to appoint Commissioner Wilkins as the delegate to the Granville Greenways Advisory Council. The motion was approved by a vote of 5-0.

Advisory Board Liaisons

Mayor Wheeler recommended Commissioner Gleason as liaison for the Diversity Equity and Inclusion Advisory Board (DEI), Commissioner Wilkins as liaison for the Creedmoor Veterans Organization (CVO), and Commissioner Albright as liaison for the Creedmoor Parks and Recreation Committee (CPRC). Commissioner Kicinski made a motion to approve the Mayor's recommendations to appoint Commissioner Gleason as liaison for the Diversity Equity and Inclusion Advisory Board (DEI), Commissioner Wilkins as liaison for the Creedmoor Veterans Organization (CVO), and Commissioner Albright as liaison for the Creedmoor Parks and Recreation Committee (CPRC). The motion was approved by a vote of 5-0.

New Business | City of Creedmoor FY-2023 Audit Presentation

Jay E. Sharpe, CPA, CFE presented the 2023 Audit Report to the Board. Mr. Sharpe said the fieldwork on the FY 2023 audit had been completed, and the financial statements were prepared and submitted to the LGC and had been approved. He continued by saying that the scope and timing of the audit were on track and he added that there were no material weaknesses or significant deficiencies noted for the City. The General Fund Revenues for FY23 were presented at \$5,322,817 and General Fund Expenditures at \$4,551,140, as well as the City's General Fund Balance at \$10,846,832. Presented next was the General Fund Balance Breakdown and the Cash Reserves, which, Sharpe said, was 812 days (recommended is three to six months). Property Taxes for FY23 were then presented at \$2,277,101, with Property Tax Rates holding at 61.5 cents, with Other Taxes and Licenses presented at \$1,679,212. The Expenditure Breakdown was then presented to the Board, with General Government holding 36%, Public Safety at 34%, Transportation/Public Works at 8%, Cultural and Recreational at 16%, Capital Outlay 4%, and Debt Service holding 1%. The Stormwater Operating Revenues were presented at \$320,920 and Stormwater Operating Expenditures were \$253,829. Presented as well were the Stormwater Cash Reserves of 973 days, which Sharpe said, was a healthy reserve fund (recommended is three to six months). After his presentation and a brief discussion, the Mayor and Board thanked Mr. Sharpe.

New Business | Monthly Finance Report Ending November 30, 2023

Finance Director Lee Faines presented the Monthly Finance Report ending November 30, 2023, to the Board.

New Business | Holiday Dinner

Commissioner Way said that the City's Police Department's holiday dinner was paid for by Chief Wheless and Officers of the PD. He continued to say that the most valuable assets the City has are the people and he then requested that the BOC approve reimbursing the PD for their holiday dinner and moving forward, he requested that the City set aside money to fund the event. After a brief discussion, Commissioner Wilkins made a motion to reimburse the PD \$650.00 that they spent on their holiday dinner. The motion was approved by a vote of 5-0.

City Manager's Report

City Manager Michael Turner said the City had a lot to be thankful for including Interim Finance Director Carla Hobbs, and the City's current Finance Director, Lee Faines, for continuing where Carla left off as well as his work with the City's auditing firm and for the timely completion of the FY-2023 audit. It is especially noteworthy he added, that all timelines, deadlines, and submissions to the LGC were met and approved, and a request to the GFO Association has been submitted for the "Certificate of Achievement for Excellence in Financial Reporting" for FY-2023. City Manager then gave thank you to Angie Perry who has served as the Interim Parks & Recreation Director for the past 6 weeks, and he said, she has done an exemplary job. Another thanks went to Angie Perry and Chief Wheless for a well-planned Christmas Tree Lighting, and for a safe & successful Christmas Parade over the weekend as well as another "big thanks" to Sarah Spruill for stepping up to assist the Board Clerk recently with BOC room set-up, preparation, meals, and audio/visual technical assistance. The City Manager then reported to the Board that the inventory of the Creedmoor Community Center was completed last week and would be hand-receipted over to the new Parks and Recreation Director, Dennis Meshaw during his in-processing (this week) for accountability. The City Manager then reported to the Board that the final calculations and invoice from NC-DOT for the removal and replacement of the CVFD apron, storm water drain line replacement, and three connectivity boxes are still pending payment and lastly he reported that the Emergency Notification Buzzers for the Creedmoor Community Center & Senior Center were installed last week.

SGWASA Report

Commissioner Way reported that the updated Directors Report was sent to everyone on the Board and he said he believed that the I-85 drawings would be ready in December Michael Frangos added that the Joe Peed Station was still under review. Commissioner Kicinski reported that the EPA had decided that the lead and copper regulations (to water systems) wouldn't be ready for at least 10 years and she said she was looking forward to the Pump Station at Lake Rogers getting its final upgrade.

Commissioner Reports

Commissioner Wilkins reported that he attended the November 8th Veterans Organization meeting and five (5) members and Mayor Pro Tem Kicinski were there to help finalize details for the Veterans Day Breakfast. He said it turned out to be a great success and he thanked everyone (Mayor Pro Tem Kicinski, Veterans Org. members, and Angie Perry) for their help.

Commissioner Way reported that he attended the Planning Board meeting last month, and the Creedmoor and Butner Christmas Parades. He added that he was grateful for the opportunity to serve the community.

Mayor Pro Tem Kicinski reported that she attended the SGWASA meeting, the CAMPO, and the UNRBA meetings. She added that the Veterans Day Breakfast was a great success and she thanked everyone involved. Mayor Pro Tem then reported that she attended the annual lighting of the Christmas tree in the Willow Oak room and she said it was very well attended. Continuing, she said she worked with City staff to make the float for the Christmas Parade a reality and she then thanked the City's Public Works Department, Angie Perry, and City staff for all of their hard work, adding that there were 57 entries in the parade this year. Mayor Pro Tem added that she attended a class "How to Run an Effective Board Meeting" given by NCLM.

Commissioner Albright said that the windows on Main Street were beautifully decorated for the holidays and everyone should visit the City's website to vote on their favorite.

Commissioner Gleason said that it was a pleasure to serve on this Board and a community of people who work so hard for the City.

Commissioner Way said it was a pleasure to serve on this Board and if there is a disagreement, they as a Board, work their way out of it, as a group.

Mayor's Report

Mayor Wheeler reported that he attended the Creedmoor Veterans Day Breakfast, the Butner Veterans Day Ceremony, and the Stem Veterans, Thanksgiving and Christmas Day Parades. Mayor Wheeler then said that he attended the Creedmoor and Butner Christmas Parades and he participated in a virtual Mayor's meeting.

Adjournment

As there was no further business to come before the Board, Commissioner Gleason made a motion to adjourn at 7:27 p.m. The motion was approved by a vote of 5-0.



Barbara Rouse
Barbara Rouse
City Clerk, CMC

Robert V. Wheeler

Mayor Robert V. Wheeler