



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
MAY 7, 2024**

Present

Mayor Bobby Wheeler, Mayor Pro Tem Georgana Kicinski, Commissioner Emma Albright, Commissioner Edward Gleason, Commissioner Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, City Clerk Barbara Rouse, Executive Assistant Sarah Spruill, Public Works Director Stephen Edwards, Administrative Services Director Camille Lockley, Community Development Director Michael Frangos, Finance Director Lee Faines, Police Chief Troy Wheless, and City Attorney Kevin Hornik.

Absent

All Board members were present.

Call to Order and Invocation

Mayor Wheeler called the meeting to order at 6:00 and Commissioner Way 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 requested that *Consent Item 5a., Proposed Amendments to the City's Employee Personnel Policy*, be moved to *Item 9b., Old Business* for further discussion. Commissioner Gleason then requested approval of the agenda. The motion was approved by a vote of 5-0.

Consent Agenda

Mayor Pro Tem Kicinski made a motion to approve the Consent Agenda as amended; the Reappointment of Steve Faucette and Robert Gorham to Planning Board for Additional 3-Year Terms, the Final Draft of the CAMPO Memorandum of Understanding Amendment, and Approval of the April 2, 2024 and April 15, 2024 BOC Meeting Minutes. The motion was approved by a vote of 5-0.

Introductions, Recognitions And Presentations

Chief Wheless recognized graduates of CPD's 2024 Citizens Police Academy and applauded them for all their hard work.

The City Manager introduced the City/County Shared Grant Writer, Jamie Oxendine to the Board. Mr. Oxendine introduced himself and said a few words.

Mayor Wheeler presented a Proclamation to the City Clerk Barbara Rouse for Professional Municipal Clerk's Week.

Mayor Wheeler presented a Proclamation to Public Works Director Stephen Edwards for Public Works Week.

Mayor Wheeler presented a Proclamation of Achievement to former Commissioner Kechia Brustmeyer-Brown.

Request To Address The Board

There were no requests to address the Board.

Public Comment

Mr. Amor Cacacho Agdeppa spoke to the Board about citizen parking at City Hall and what he felt was the lack of spaces available.

Old Business | NC-DOT Division 5 Engineer, Brandon Jones Update

NC-DOT Division 5 Engineer Brandon Jones, 4752 Sandy Bay Circle, Raleigh, spoke to the Board addressing the following questions: 1) What is the cost to install additional RRFB at entrance to Southerly's subdivision – Mr. Jones told the Board that NC 56 East of Creedmoor was estimated at \$15,000; 2) A question about the flashing light at intersection of NC Hwy 56 and Moss Hayes Road – Mr. Jones told the Board that there is no traffic impact study and no requirement to install a signal at that intersection, as opposed to Marry Lane, which will require a traffic impact study; 3) Adding a left turn signal at Hawley School Rd and NC Hwy 56 – Mr. Jones said that the adjusted timing to side streets had been completed and the east bound approach has a timed left turn arrow, which goes green first and then the protected left turn arrow activates, adding per the studies, a left turn arrow was not needed at this time; 4) allowing northbound traffic on Main Street – in reference to large trucks, Mr. Jones told the Board that a weight limit signs are posted already and if the City sees the need for change, they (the City and NC DOT) can have further discussions; and 5) The replacement of Lake Rogers Bridge and possible timeline – Mr. Jones informed the Board that the NC DOT Project in place requires inspection of bridges every two (2) years and he said that the Lake Rogers Bridge has a 51.31 rating which is above the replacement rating of 50. He added that the Lake Rogers Bridge, because of its age, is considered functionally obsolete, and would need a wider footprint in the future but there are other bridges the NC DOT is focused on that have ratings well under 50. Mayor Pro Tem asked about a westbound turn arrow on Hawley School Road because she said, traffic is horrendous in the morning. Mr. Jones said that NC DOT has looked at that area and determined that it did not meet the need for a turn arrow, partly because, he said, it could take away from other movements in the area and would need further evaluation for changes. Mayor Pro Tem also asked about getting the DOT to do another traffic study at Brame's Crossing to which Mr. Jones said that they will most likely do a traffic impact study when construction comes to Creedmoor in a few years. After a bit more discussion, the Mayor thanked Mr. Jones for all of the great information.

New Business | Amendments to the City's Personnel Policy

Mayor Pro Tem Kicinski pulled this item from the Consent Agenda for discussion. She began the conversation by stating that she would like the City to amend its Personnel Policy to reflect the following change: to omit the 0 – 2 years longevity bonus currently given to staff beginning July 1st (for new hires), so longevity payouts would begin with year 3 for new employees (zero bonus until year 3). Commissioner Wilkins commended Administrative Serviced Director Camille Lockley for her work on the Personnel Policy and he added that he would like to leave the 0-2 years longevity bonus in the Policy, as did Commissioner Gleason. After a bit more discussion, Mayor Pro Tem Kicinski made a motion to amend the City's Personnel Policy by removing the 0-2 year longevity bonus for all new employees starting July 1st, 2024. The motion was approved by a vote of 3-2.

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

New Business | ZMA-2024-01, Currin Dove Road

Michael S. Frangos explained to the Board that the applicant for ZMA-2024-01 wished to rezone 6.25 acres on the west side of Dove Road from Agricultural - AG to Single Family Residential - SFR. The primary difference between the two districts he said, was that AG requires a 5+ acre minimum lot size, and SFR requires only an 11,600 square foot minimum lot size. He added that this action had been approved by the City Planning Board and included a Public Hearing, a Resolution of Consistency with City Plan 2040, and an Ordinance Amending the Official Zoning Map. Frangos then presented the zoning map with the areas of requested rezoning highlighted and he explained that this was a medium density area. Continuing, Frangos told the Board that the required registered letters were mailed, notice

signs posted and notice was published in the Butner-Creedmoor Newspaper as per statute and the Public Hearing was next up on this agenda.

New Business | Public Hearing - ZMA-2024-01, Currin Dove Road

Mayor Wheeler opened the floor to the ZMA-2024-01 Public Hearing:

Chad Abbott, 2537 E. Lyon Station Road, Creedmoor

Mr. Abbott reminded the Board that this application was for a zoning change only and the setbacks are for the AG district and the proposal observes the AG setback now. He said this change of zone would consolidate all of the zoning on this property and make it uniform. He reiterated to the Board that the driveway comes out on Dove Road and that this was a zoning permit for one (1) single house only and would have the effect of making this one piece of property uniform as portions currently have both AG and SSR zoning.

Steven Currin, 420 S. Main Street, Creedmoor

Mr. Currin told the Board that he was in opposition to this rezoning because he did not want a subdivision across the street from his property – explain that as it is presently zoned (AG), one (1) house was allowed per 5 acres and the proposed rezoning to SSR would allow four (4) houses per acre.

As there were no other requests to speak, Mayor Wheeler closed the ZMA-2024-01 Public Hearing. After some further discussion, Commissioner Way made a motion to approve ZMA-2024-01 as presented, Resolution 2024-R-04, and Ordinance 2024-O-04. The motion was approved by a vote of 4-1.

Commissioner Albright – Yes

Commissioner Gleason – Yes

Mayor Pro Tem Kicinski – No

Commissioner Way – Yes

Commissioner Wilkins – Yes

New Business | LSP-2023 -01, New Joe Peed Road Lift Station

Representatives Joel Coates, Michael Sloop, Kelly Boon from CDM Smith consulting, SGWASW Executive Director Scott Schroyer, and SGWASA Project Manager Beau Mackie were on hand to support the I-85 Sanitary Sewer Improvements: City of Creedmoor Joe Peed Lift Station presentation. After a brief introduction, SGWASA Executive Director Scott Schroyer turned the podium over to SGWASA Project Manager Beau Mackie to present a PowerPoint to the Board. Mr. Mackie explained that the project calls for the complete demolition of the existing Joe Peed Road Lift Station, and everything above ground will be removed. The new larger lift station will be moved further down into the Ledge Creek valley and to the western bank of Ledge Creek, and this plan also includes the creation of a new 5 Acre+ parcel that is being subdivided from the Leland H. Wheeler ET AL tract. Continuing, Mr. Mackie then told the Board that this Project is intended to provide increased sewer capacity to the City of Creedmoor, the Town of Butner, and surrounding areas. Phase One (2021) included Hydraulic Modeling, Capacity Review, and Alternative Evaluation; Phase Two (2022) included the Preliminary Engineering Report and Data Collection; Phase Three (2023 – Present) included and will include the Final Design and Permitting. Continuing, he said that they are currently at the 100% design phase and have submitted more than twenty (20) permits for this project. He then outlined the 2024 through 2028 project schedule, saying that the project should be completed sometime in 2028. Project Funding included the American Rescue Plan Act - \$35M Grant, USDA Rural Water – Up to \$35M low-interest loan and SGWASA's USDA required \$6.9M match. Mr. Mackie then presented the new Joe Peed Lift Station Design saying that the existing Joe Peed Lift Station will be demolished and the new station will increase sewer capacity up to 6.6 mgd (million gallons per day), adding the following considerations for this project: Odor Control System addition, Site Lighting, Noise Reduction, Security, Fencing and Gates, Operation and Maintenance, and Traffic Control. Mr. Mackie then reported to the Board that the City of Creedmoor Site Plan Permit and the Stormwater Permit both had been resubmitted on April 2, 2024, and were pending approval. The floor was opened for questions and after a brief discussion by the Board, Mayor Pro Tem Kicinski made a motion to approve LSP-2024-01 as presented. The motion was approved by a vote of 5-0.

New Business | City Hall Renovation Grant Project Ordinance

Finance Director Lee Faines explained that back in October 2023, the City of Creedmoor was awarded the Regional Economic Development Reserve Grant for \$250,000 for the renovation of City Hall. Being that this grant will cross fiscal years with a grant deadline of October 2025, and this ordinance, presented tonight, is to establish a capital project fund for the time frame of this grant. Commissioner Wilkins made a motion to approve Finance Directors Recommended Project Ordinance 2024-O-03 - Regional Economic Development Reserve Grant for City Hall Renovation. The motion was approved by a vote of 5-0.

Discussion Items | Code Enforcement - Fees, Fines and Penalties

Commissioner Wilkins began the discussion by stating to the Board that he was looking to see an increase in the City fines for rubbish, trash, overgrown grass, etc. Community Development Director Frangos said that the fees are \$50 per day right now. City Attorney Hornik told the Board that they could amend the City's civil penalty amounts but they should keep in mind that these fees are not intended to be used to produce money but are intended to be proportional to the costs associated with the solution or repair. He continued and said that the City could explore increasing the amount of civil penalties imposed he further suggested the City rename and use more consistent terminology in their penalty codes and he recommended the staff prepare a template Notice of Violation letter to streamline and make the process more consistent moving forward. Mayor Pro Tem Kicinski said that the City needed to have (amend) its ordinances to have "stronger teeth". After some discussion, Commissioner Wilkins asked what the City could do to which the City Attorney reiterated that they could increase the monetary amount for civil penalties. Frangos added that they could get there faster by administering quicker notice with fewer steps which would result in receiving fines faster. The City Attorney agreed saying that the City Code includes a lot of unnecessary steps that can be excluded and suggested the Board direct staff to prepare a text amendment to the City Code (CDO) streamlining the code enforcement process and increasing the civil penalty amounts. Mayor Wheeler asked for a consensus of the Board on whether or not to proceed with the City Attorney's recommendation and the consensus, 5-0, was to move forward and direct staff to prepare a text amendment to the City Code (CDO) streamlining the code enforcement process and increasing the civil penalty amounts.

New Business | Continued Discussion on Proposed Sanderford Street Farmers Market

The City Manager began this continued discussion by reminding the Board that at the April 2, 2024, BOC's Regular Legislative meeting, Commissioner Kicinski presented a request to the BOC to close Sanderford Street from the NC-SECU ATM west to the intersection of Elm Street every Saturday for the operation of a local Farmers Market. Following some in-depth discussions, Mayor Wheeler asked the City Manager to look into the logistics of what would be required. The City Manager then told the Board that he and Chief Wheless have discussed this matter in great detail, including but not limited to the following: traffic control and barricades can be handled by the CPD; the City Hall and Elm St. parking lots can accommodate the vendor and customers parking needs; Farmers Market banners can easily be purchased by the city and placed on Sanderford St. near the intersections of Main and Elm Streets; the City's Liability insurance provides blanket coverage for all city-owned, rented or leased properties, adding that he and the Chief both agree that a representative from the City would need to draft a set of rules, guidelines and be involved overseeing its operation. The City Manager added that if the operators of the American Legion (AL) Farmers Market were willing to merge with the Sanderford Street location this event could be a win-win for all vendors and patrons in that there is considerably more foot traffic in the Main Street business district from Sanderford to Fleming Streets, and he said, the event could be started in the city hall parking lot near Sanderford Street and moved into Sanderford as the operation grows with added vendors. Ms. Deborah Brogden, who runs the current Creedmoor Farmers Market at the American Legion, took the podium and told the Board that she had been running the farmers market in Creedmoor for eighteen (18) years. The Board asked about her collecting fees to which she replied she did to cover the cost of signage and insurance for the farmers market. The Mayor then asked Ms. Brogden if she would consider participating in the farmers market here at City Hall, adding that PD would be on hand, there would be adequate parking, no fees, and no insurance for her to have. Ms. Brogden said it would be nice to have the assistance of the City in the running of the farmers market to which the Mayor reiterated that it could benefit everyone involved. After some further discussion, Mayor Wheeler asked the City Manager to get more information together, including Ms. Brogden in the discussion moving forward, and to bring this item back at the May 20th BOC Work Session.

City Manager's Report

The City Manager reported that Spectrum's initial site visit was complete, the install contractor was at City Hall today for demarcation, location, and final measurements, and the picnic tables for SECU ATM location Main & Sanderford

were ordered with an ETA of 3 weeks. Continuing, the City Manager told the Board that the Main Street Banners had arrived and were going up throughout the City today and, he said, the Public Parking Access and Easement Agreement was revised and forwarded to Blake Burd on April 23 for the Masonic Lodge Board of Trustee's 2nd round of reviews. The City Manager then told the Board that he had recently declared two items of City Property surplus: CPD John Wilson's protective vest purchased by Spring Hope PD for \$500, and a Viper Floor scrubber at CCC was going on government deals for a governmental auction. Harris Park Community Board Graphic Designer has taken ill and Dennis Meshaw is working on finding another designer to finish the project City Manager told the Board and the VC3 Executive Summary for April reported that nineteen (19) incident work orders were opened and twenty (20) were closed. Lastly, the City Manager told the Board that he Attended the Kerr-Tar COG (5 Counties) Digital Inclusion Stakeholder Meeting at GC Expo Center on April 17, 2024, and the goal of the meeting was to hear from all stakeholders and discuss how they could best create a comprehensive and inclusive Digital Inclusion Plan for their communities and the Kerr-Tar Region as a whole. The City Manager then said he had one addition, he had received notification from Ms. Danielle Hayes, Granville County Board of Education (BOE), District 5, that the Granville County Board of Education, at their meeting last night, had voted to have the Mount Energy School annexed into the City, and he added, that resolution was delivered by hand today by Bill Ingram and told the Board that the City will need to figure out what the next step needs to be to move forward on this. Mayor Wheeler added that he had spoken with the City Attorney and he (the City Attorney) will bring back information on the annexation at the next Work Session. Ms. Hayes then asked about the period in which this could be accomplished to which the City Attorney asked if an Annexation Petition had been filed with the City and he said that there is quite a bit of information that the City is required to verify under state law. He added that the statute lists all of the information that is required to be submitted on the petition so he will put together a list of the information not included in the resolution delivered to the City and let the School Board know. He continued that at the very least, a public hearing would need to be held on the annexation, adding that the City could likely hold the public hearing at its June Legislative Meeting, and as soon as that public hearing is closed, the City could vote to approve the annexation, reiterating that this would be contingent on whether all of the statutory necessary information is already included in the resolution. If it is not sufficient, the City Attorney said that he will let the City Manager know what is needed and as long as the school district can get the information to the City by this month's Work Session (May 20, 2024) then he said, the City should have everything in place to hold the public hearing at the June 4th BOC meeting and hopefully have a decision for the School Board. Ms. Hayes added that they are hoping to get this annexation completed by the beginning of the next school year which is August 12, 2024. After some further discussion, Mayor Wheeler again directed the City Attorney to get in touch with the attorney for the School Board and move this forward quickly.

SGWASA Report

There was no SGWASA report.

Commissioner Reports

Commissioner Gleason reported that he had attended several events at City Hall to meet some candidates to talk about annexation and he added that when this annexation issue started, he wanted to close the donut holes in the City but didn't want to punish the citizens and he is concerned about the people that are going to be maybe put in harm's way because of the cost of this.

Mayor Pro Tem Kicinski reported that she attended City Vision in Winston Salem with the Mayor and there was a lot of good information and it was eye-opening. Mayor Pro Tem then thanked the City Manager Public Works Director and staff for getting the spring banners up so quickly and she reminded everyone that the Veteran's banners were still for sale. Continuing, she reported that she attended the ROTC Awards at South Granville County High School along with Danny Emory from the Veterans Organization, she had met and had lunch with Brad Knott and she is proud of the BOC's relationship with its legislators. Mayor Pro Tem then thanked Sarah Spruill for the Clerk's Proclamation, Camille Lockley for her work on the Personnel Policies, Lee Faines, and Steven Edwards for all their hard work for the City, and Chief Wheless for the radar sign on Hwy 50.

Commissioner Wilkins reported that on April 25th he attended and participated in the Creedmoor Community Graduation at First Baptist Church and on Saturday, April 27th he attended the Fall's Lake Senior Capstone Presentation at the Falls Lake Academy.

Commissioner Way had nothing to report.

Commissioner Albright reported that the Greenway meeting was canceled and she attended last month's CPRC meeting. She also reported that there was a new fitness schedule at the Community Center and Dusty's All-Star Circus was there for two nights.

Mayor's Report

Mayor Wheeler reported that he attended the Kerr Tar meeting, City Vision, the Opioid Abuse Committee meeting, the Triangle Volunteer Appreciation Award at Falls Lake Academy, the SGHS softball Alumni game, and Dusty's Circus.

On a closing note, the City Manager told the Board that Representative Winslow let him know that the Annexation Resolution was filed today (May 7, 2024) and will need to pass through 2 committees before it goes to the floor.

Adjournment

As there was no further business to come before the Board, Mayor Pro Tem made a motion to adjourn at 8:37 p.m. The motion was approved by a vote of 5-0.


Barbara Rouse, City Clerk, CMC




Mayor Robert V. Wheeler