



MINUTES OF CITY OF CREEDMOOR BOARD OF COMMISSIONERS MEETING JULY 15, 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, Administrative Services Director Camille Lockley, PD Chief Wheless, Community Development Director Michael Frangos, City Engineer Carl Barclay, and Finance Director Lee Faines.

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

Mayor Pro Tem Kicinski 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 Agenda Item 10d, *City Police Department Expansion Discussion*, be moved to after Agenda Item 10e, *Davenport Public Financial Services (10d became 10e and 10e became 10d)*. Mayor Pro Tem Kicinski made a motion to approve the agenda with the changes requested. The motion was approved by a vote of 5-0.

Consent Agenda

Commissioner Wilkins made a motion to approve the Consent Agenda; Approval of May 20, 2024, June 4, 2024, and June 17, 2024 BOC Meeting Minutes, and the Acquisition of a replacement City Christmas Tree for the City. The motion was approved by a vote of 5-0.

Introductions, Recognitions, and Presentations | Presentation from J.M. Teague, Engineering and Planning Firm

Community Development Director Michael Frangos explained that Mayor Wheeler had won a free five hours of consulting services from J.M. Teague Engineering Firm (JMT), from a drawing a few months ago, during the 2024 City Vision Conference in Goldsboro, and JMT Engineering Firm was here to present an overview of their consulting services to the Board. Mark Teague presented a Traffic Impact Analysis model, which the firm had researched in detail, to the Board to showcase their services. After the presentation, there were some questions from the Board after which the Mayor thanked them for their time.

Request to Address the Board | Former Mayor to the City of Creedmoor Darryl Moss

Former Creedmoor City Mayor Darryl Moss, 207 Cozart Street, Creedmoor, addressed the Board and asked the leaders to stand with the citizens about, in Mr. Moss's words, "*the poor water quality in the City*". Mr. Moss told the Board that he holds the City responsible for promoting the general safety and well-being of the community as he addressed his concerns with the water in Creedmoor and he went on to discuss the particular water issues (stinky water) he has at his home. Mr. Moss asked that the City stand with its citizens and call on SGWASA to improve the quality of the City's water and he asked the Board to contact SGWASA and call for them to restructure their bylaws to create stronger and more responsive board representation. In closing, Mr. Moss said that he believed that the "Board's real opportunity as the leaders of my (his) City is to provide the aggressive, forward-thinking leadership needed to build trust in SGWASA – to take collective action". There

were some questions and discussions by the Board after which County Commissioner Russ May made a few comments. The Mayor then thanked Mr. Moss.

Public Comment

There were no comments from the public.

Old Business | Public Parking Access and Easement Agreement with Creedmoor Masonic Lodge No. 449

The City Manager explained that at the October 3, 2023, BOC meeting, the City Attorney was asked to prepare a draft Public Parking Access and Easement Agreement for use as a Main Street Public parking lot co-owned by Creedmoor Masonic Lodge No 449 and Five W Corporation in exchange for the City's agreement to improve the portion of the parking lot on the subject property. He continued and said that over the past six months, several versions had been reviewed, revised, and agreed upon by both parties and it was now ready for the Board's final review and approval. The City Manager then added that the site improvements on the public parking lot would require a property survey, which included design engineering drawings for bidding documents, including ADA compliance, the cost of grading, concrete, and paving for the lot, and funding would total \$102,000 and was previously approved in the FY 25 Budget request. After some discussion by the Board, Commissioner Wilkins wanted it on the record that there was no financial benefit to any BOC member. Commissioner Way added that he had abstained from the vote on this matter at the Masonic Lodge meeting, as he is a current member of Creedmoor Masonic Lodge No. 449. Commissioner Gleason then made a motion to approve the Public Parking Access and Easement Agreement with Creedmoor Masonic Lodge No. 449 and directed the City Manager to execute the agreement on the City's behalf. The motion was approved by a vote of 5-0.

Mayor Wheeler excused himself from the meeting for the duration of the next agenda item relating to Five-W Corporation.

Old Business | Public Parking Access and Easement Agreement & Special Resolution with Five (5)-W Corporation

Mayor Wheeler was excused from the room for this agenda item as it pertained to his personal property. The City Manager explained to the Board that at the October 3, 2023, BOC meeting, the City Attorney was asked to prepare a draft Public Parking Access and Easement Agreement for use as a Main Street Public parking lot co-owned by Creedmoor Masonic Lodge No 449 and Five W Corporation in exchange for the City's agreement to improve the portion of the parking lot on the subject property. He continued and said that over the past six months, several versions had been reviewed, revised, and agreed upon by both parties and it was now ready for the Board's final review and approval. The City Manager again added that the site improvements on the public parking lot would require a property survey, which included design engineering drawings for bidding documents, including ADA compliance, the cost of grading, concrete, and paving for the lot, and funding would total \$102,000 and was previously approved in the FY 25 Budget request. After some discussion by the Board, Commissioner Wilkins made a motion to approve the Special Resolution approving the 5-W Easement Agreement and direct the City Manager to execute the agreement on the City's behalf. The motion was approved by a vote of 5-0.

Mayor Wheeler rejoined the meeting.

New Business | LSP-2019-01, B&G Pipeline Company

Community Development Director Michael Frangos explained to the Board that this site plan was originally approved in 2019 as a temporary use for staging Dominion Energy contractors during their natural gas system expansion, and approval now will make the site plan permanent. This site, he continued, had evolved into permanent land use over the last few years, and this site plan for B&G Pipeline Company, at 1686 NC 56 Hwy West, has been under review and study from NCDOT regarding traffic impact issues and possible NC Hwy. 56 driveway improvements. Frangos then told the Board that the Creedmoor Technical Review Committee had also reviewed and commented on the site plan and revisions have been made to the site and stormwater management plans, adding that having received a driveway approval with no required roadway improvements in 2023, he said that the owners are now back to implementing permanent improvements, and their plans call for a permanent building, with water and wastewater connections, a paved parking lot, and stormwater control measures throughout, with the unpaved contractor's yard is in the rear. In closing, Frangos said that the Technical Review Committee had reviewed and approved this site plan, this project received a favorable recommendation from the Planning Board after a publically noticed meeting was held, and the Community Development Staff also recommended approval of this site plan so that construction of permanent site improvements may begin. After some questions, Mayor Pro Tem Kicinski made a motion to approve LSP-2019-01 as presented. The motion was approved by a vote of 5-0.

Old Business | Monthly Financial Report Ending June 30, 2024

Finance Director Lee Faines presented the Monthly Financial Report for the period ending June 30, 2024, to the Board, adding that this was the last report of fiscal year 2024. The General Fund revenues were 30% collected (property taxes from the County were due next week, waiting on June sales Tax, the Utility Franchise Tax and ABC Quarterly's should be received soon) and the General Fund Expenditures were 95% expended, the Stormwater Revenues were 47% collected (with 115% actual collected) and Stormwater Expenditures were 65% expended. Faines continued and told the Board that the Powell Bill Revenues were 124% collected and the Powell Bill Expenditures were 84% expended. Mayor Wheeler and the Board thanked Finance Director Faines for his report.

Old Business | City Hall Renovation Project Update

The City Manager explained that he will be bringing this to the Board occasionally to update them (the Board) on the status of the City Hall Renovation Project. He also told the Board that the City now had until October of 2025 to use or return the money from the state, saying that there is some flexibility on other amounts, and all together the total project estimate was \$368,720. City Engineer Carl Barclay then shared a presentation with the Board explaining that the purpose of this was to keep the BOC informed on, but not limited to, the following: individual tasks, assigned employee, contractor/vendor, and order of work, expected time frame, percent of progress and percent of grant expended. Next, Barclay presented the estimated versus actual costs of the project with a total of approximately \$368,720 and the tasks assigned, to whom assigned, progress, and the start and end date of each task. There was some discussion by the Board after which, the Mayor thanked the City Engineer for his update.

Old Business | Davenport Public Financial Services Presentation

Finance Director Lee Faines invited Davenport Public Financial Services to this BOC meeting to begin discussions on different funding scenarios and the debt capacity for the City about the funding of the City Hall Police Department Addition. Davenport's Senior Vice President, Mitch Brigulio, presented an overview of their company to the Board telling them that Davenport has evolved into one of the top municipal finance firms in North Carolina with a broad range of clients and engagements. He added that as a Financial Advisor to the City, the company would have a fiduciary duty to the City and as such provide the City with guidance and assistance to ensure that the City's interests were protected throughout the issuance process, from the planning stages through post-issuance decisions. Continuing, Brigulio explained that their company would prepare an overview of the City's existing financial and credit profile to establish the City's ability to access the capital markets; provide perspective on the City's capacity to fund capital projects and related financial and budget implications and considerations; and outline capital funding options and considerations. Brigulio added that they were prepared to work diligently with City staff and they could be in a position to provide Phase 1 deliverables within a 4-8 week time period from the start of their engagement with the City, clarifying that this timeframe could be accelerated or delayed if needed. There were some comments from the Board, after which, Finance Director Faines restated that the consensus of the Board was to bring back to them, at their next meeting, an agreement for the Board to authorize that will move the project forward. Mayor Wheeler affirmed that consensus.

Old Business | City Police Department Expansion Discussion

The City Manager reminded the Board that in FY-2023, the addition of a new two-story Police Department building was shelved until further discussion due to construction cost overrun, and he added, during the FY-2025 Budget Workshops, the need to revisit the Police Department space requirements came up in several Board discussions. The City Manager said that in anticipation of significant population growth, and following SGWASA's infrastructure enhancements, the Mayor asked him (the City Manager) to pull the February 5, 2022, SEPI Conceptual Site Plan entitled "Concept - 2" and calculate a cost in 2024 dollars. Concept - 2 was a 4,800 SF proposed addition to the west side of the existing City Hall building, City Manager explained, and using a 2024 construction square foot (SF) cost estimate of \$450-\$500 per SF, the 4,800 sq. ft. addition would cost an estimated \$2,400,000 for construction, with an additional \$600,000 estimate would also be needed for architectural design, site work, engineering cost, parking lot work, and other possible contingencies, for an estimated total cost of \$3,000,000. The City Manager said that this scenario would give PD some much-needed growth space in anticipation of the 2023 population increase as well as possibly allow the Community Development Office to vacate the Main Street leased space and move into a portion of the existing City Hall Police Department. The City Manager then told the Board that their consensus was needed as a motion would be necessary to begin the process of preparing preliminary designs and he added Little Architects would be one possibility to come to Creedmoor and work on this project again as they are very familiar with the City Hall Site Plan, and department needs and they already have on file many of the documents needed on CAD. The City Manager then presented two (2) conceptual site plan scenarios to the Board, going over each in detail. Community Development Director Michael Frangos added that he had reached out to Little Architects and they would be happy to come back to the City and work on this project again. Mayor Wheeler added that the City needed to do this

before the upcoming growth. After some discussion, the consensus of the Board was to move forward and to bring an architectural design firm (Little Architects) on board to re-visit one or more expansion options and to prepare a preliminary design floor plan with Chief Wheless's input along with a more defined construction cost estimate. Frangos told the Board that he would reach out to Little Architects to get the project moving forward.

Mayor Wheeler called for a 5-minute recess at 8:22. The meeting was reconvened at 8:31.

Old Business | Granville County Board of Education Master Indemnification Agreement

City Attorney Kevin Hornik told the Board that the Granville County Public School System Superintendent Stan Winborne had requested usage of the Creedmoor Community Center gymnasium for Hawley Middle School girls' volleyball practice and games from August 12th until October 31st, 2024. The City Attorney then explained that after the Creedmoor Community Center Application, the rental of the facility would require a Certificate of Insurance, which he said, the Granville County Public School System could not provide since they were not technically covered by an insurance policy. Because of this, the City Attorney told the Board that he recommended the City ask Granville County Public School System to enter into a Master Indemnification Agreement, which he explained, would allow other schools in the system to use the facility and allow for other sporting events use, without the need for multiple individual agreements for each request and the Standard Fee & Rate Schedule would apply with a 20% discount for multiple uses. After some discussion by the Board, Commissioner Wilkins made a motion to approve the Master Indemnification Agreement. The motion was approved by a vote of 5-0.

Old Business | Low to Moderate Elderly Income Assistance

Commissioner Wilkins asked that this item be added to the agenda at the June 17th, 2024 BOC meeting and he further asked that the City Manager and City Clerk research the City database for past BOC discussion or actions on this matter. The City Manager told the Board that a search of the City records failed to turn up any previous conversations or actions regarding this matter. After some discussion, the City Attorney then told the Board that the City could only expel public funds for required public benefit, adding that it depended on how the program was structured, what the assistance looked like, and also what benefits there were to the City in exchange, adding he thought a hypothetical assistance program could be implemented by the City, adding that it would take a lot of work to how that would operate, how the City's funds would be used, and how it would look. Hornik went on to say that Commissioner Wilkins asked the Mayor if the City could look into this, to which the City Attorney said he could look into how some programs are structured by other municipalities throughout the state, prepare a memorandum summarizing his findings, and if the findings dictate, he would prepare a couple of recommendations and courses of action for the City.

Old Business | Senate Bill 88: Various Election Changes

Commissioner Wilkins requested this item be on the agenda for the City Attorney to explain exactly what Senate Bill 88's effect would be to the members of the Creedmoor Board and other local Counties in the state. City Attorney Hornik then told the Board that if the Bill becomes law, local government could not take action to change the Bill until after the next Census. He said it would not have a substantial impact on the City, only the provision about local acts, adding that local Government cannot undo what the General Assembly does for a while after the general election (Census). No action was taken.

Discussion Items | Modification of Conditional District Approval on Hillsboro Street

Mayor Pro Tem Kicinski told the Board that the City had given John Rigsbee approval two (2) years ago on a sidewalk project and it was still not completed now she said, adding that Community Development Director Frangos has extended them another year and she questioned why this was allowed to be done at the Community Development level. City Attorney Hornik said that this meets the Community Development Directors threshold for a minor modification to a conditional zoning decision and this, he said, meets the criteria for *minor modification*, and he added, anything that is not considered a minor modification is by default a major modification and in that case, they would need to come before the Board and go through the entire zoning process. Mayor Pro Tem Kicinski then said she wanted to see *minor and major* defined more thoroughly in the CDO and she wanted to make a motion that this property is not allowed any more extensions. City Attorney Hornik said that he did not think the Board could do that, adding that the City Manager could instruct the Community Development Director not to process with any future extensions, but what the Mayor Pro Tem was proposing now, is that they do a major modification without going through the appropriate procedures, and he didn't think the Board could do that at this meeting. After some discussion, the Mayor asked the City Manager to bring this back to the Board so that Mr. Frangos is not put on the spot moving forward.

Old Business | SRO discussion for Mt. Energy Elementary School

Commissioner Way said that he had reached out to the City Manager to find out what the cost of a new SRO position at Mr. Energy Elementary School would be. Commissioner Way then told the Board that he was a strong proponent of public safety and he would like to see an SRO Officer at Mt. Energy School, adding that an advantage to adding this position for the community was the SRO is a liaison and role model for the students in addition to the safety factor. There were two factors to consider Commissioner Way said; 1) did the City want to look for a way to get funding and put an SRO at Mt. Energy School, and, 2) did the City want to fund the SRO itself? Mayor Pro Tem Kicinski asked Chief Wheless if he had an officer for the position to which he answered *he did* have a certified SRO that was available for Mt. Energy. Mayor Pro Tem Kicinski then made a motion to agree to put an SRO at the Mt. Energy School for the upcoming school year. After some discussion, Mayor Wheeler said that he thought this was a good idea and he would like to see the county fund this position. The City Manager told the Board that at present there were no agreements for the other SRO positions as the agreements had expired on June 30, 2024, and he had not yet received the revised agreements. Mayor Wheeler suggested the new SRO position be included in that agreement as it has not been received yet. After a bit more discussion, Mayor Pro Tem withdrew her motion. County Commissioner Russ May was in attendance and told the Board that he would pass the request along to the appropriate person. No action was taken by the Board.

City Manager's Report

The City Manager reported that as FY 2024 wraps up, the City received their first invoice from Granville County for Shared Grant Writer Services for the fourth quarter totaling \$10,318. The City/County agreement required a detailed listing of Jamie Oxendine's efforts, and he added that due to the delayed selection and hiring process, a total of \$29,682 of the \$40K budgeted for FY-2024 will roll back into the Fund Balance (\$43K was approved by the BOC in FY-2025). The City Manager went on to report that on Saturday, July 6, 2024, the Creedmoor Community Farmers Market opened with four vendors present. He said that traffic was light due to the July 4th Holiday weekend, and the CCFM will be open on the 1st and 3rd Saturday of each month from 8:00 AM to 1:00 PM through November 16th, except for September 21st for the CMF. The City Manager then gave a big shout-out to Steve Edwards and the Public Works team for the outstanding job pouring the foundation, site prep/sod work, and after-hours support of the dedication for the Veterans Memorial Monument, and he added, on Monday, July 8, 2024 he expressed the City's appreciation to the PW Team for their tireless effort in searing heat over the past 8 weeks with Veterans Monument and new epoxy surfacing of the Sports Plaza, with an all-you-can-eat Pizza Hut Buffet. The City Manager then reported that to date, nine (9) Veterans "Hero Banners" have been sold, proofed, and ordered. The City Manager then told the Board that on July 8, 2024, at a regular meeting of the Granville County Board of Commissioners, the Board approved a Parks, Greenways, and Recreation Advisory Committee Mini-Grant Application for the City of Creedmoor submitted by Dennis Meshaw for \$15,123.88 for the installation of a swing and eleven (11) picnic tables at Lake Rogers Park. Lastly, the City Manager reported that the VC3 Executive Summary for the month ending on June 30, 2024, reflected that 43 work orders were opened and 38 were closed, and the Monthly Managed Services Contract payment totaled \$11,106.04.

SGWASA Report

Mayor Pro Tem Kicinski reported that it was a "colorful" meeting, and included a discussion about their (SGWASA's) strategic planning session, which she said was coming up, and the board appointed a new Finance Committee Group and Vicki Daniels would be the new Chair, adding that the strategic planning session would be in October, and she said Commissioner Gleason came to the SGWASA meeting and spoke during the Public Comment period, and she added that he did a wonderful job.

Commissioner Reports

Commissioner Wilkins reported that he had attended the Veterans Memorial Monument dedication at the Community Center on June 21st, and he asked if the City could include school students to help decorate the new City Christmas tree.

Commissioner Gleason reported that he attended the Kerr-Tar meeting, the Veterans Memorial Monument Dedication Ceremony, and the SGWASA meeting.

Commissioner Way reported that he attended the SGWASA meeting.

Commissioner Albright reported that she attended the Veterans Memorial Monument Dedication Ceremony at the Community Center and she performed the official welcome for the Fourth of July Fireworks Show at Lake Holt in Butner, and she thanked Chief Wheless for all his help that day.

Mayor Pro Tem Kicinski reported that she attended the SGWASA meeting, CAMPO meeting, and the Veterans Memorial Monument Dedication Ceremony. She also told the Board that a Combat Veteran visited the City's new Veterans Memorial Monument Site and she said he asked the State Captain of the Combat Veterans Association to add this monument to the Tour of Honor Motorcycle Ride and she shared that it *had* been added to the Honor Tour and how exciting it was for to have that designation! Mayor Pro Tem then thanked Officer Jessica Laws for her participation in the Creedmoor Community Farmers Market.

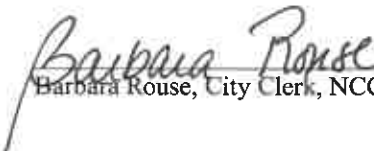
Mayor's Report

Mayor Wheeler reported that he attended the Veterans Memorial Monument Dedication Ceremony and he thanked Commissioner Albright for hosting the Fourth of July Fireworks Show.

Adjournment

As there was no further business to come before the Board, Commissioner Albright made a motion to adjourn at 9:14 p.m. The motion was approved by a vote of 5-0.


Mayor Robert V. Wheeler


Barbara Rouse, City Clerk, NCCMC

