



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
AUGUST 6, 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, Executive Assistant Sarah Spruill, 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 p.m. and Commissioner Wilkins led the invocation.

Pledge Of Allegiance

Commissioner Gleason 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 to move Item 9a., *SGWASA Easement Acquisition*, to the Consent Agenda. 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; Approval of SGWASA Easement Acquisition Agreement. The motion was approved by a vote of 5-0.

Introductions, Recognitions And Presentations

Mayor Wheeler presented PD Chief Wheless with a Proclamation designating October 1, 2024, as National Night Out in the City of Creedmoor.

Request To Address The Board

There were no requests to address the Board.

Public Comment

Mr. John Wilkerson, 308 S. Main St., Creedmoor asked the Board about who paves the cuts in the street on Main Street. Mayor Pro Tem said it was probably the responsibility of SGWASA and City Manager said he would follow up with Public Works.

Mr. Amor Agdeppa, 514 Lake Grove Rd., Creedmoor, and a current City BOA member asked the Board about the City hosting a New Year's Eve Celebration for 2025. He said he thought it would be nice for the residents. Mayor Pro Tem asked this item be added to the next agenda for discussion.

New Business | Budget Amendment #1 (FY2025)

Finance Director Lee Faines presented Budget Amendment #1 for FY24 to the Board explaining that this was the first budget amendment of the fiscal year and it included open POs that were carried over from the last fiscal year, as well as appropriations for additional new SRO for Mt. Energy Elementary School for \$86,000, a \$500 appropriation to the Police Department received from donations for the K9 Program, and \$20,000 in Other Contracted Services for the not-to-exceed amount to enter into the Agreement with Davenport Financial Services. There were no questions from the Board and Commissioner Way made a motion to approve Budget Amendment #1 for FY25. The motion was approved by a vote of 5-0.

New Business | Supplemental School Resource Officer (SRO) Funding

City Manager Michael Turner explained to the Board that on July 1, 2024, the School Resource Officer (SRO) Agreement between Granville County Government and the City of Creedmoor auto-renewed for one additional year for the City to provide one SRO to South Granville High School. He then told the Board that the First Amendment (dated July 1, 2023) to the original agreement was to provide one additional SRO for Hawley Middle School for one year, which expired on June 30, 2024, explaining that, to continue providing one SRO for Hawley Middle School, Superintendent Stan Winborne suggested a new agreement directly between the Board of Education(BOE) and City of Creedmoor (the BOE agreed to reimburse the City of Creedmoor a total of \$75,000 as under the previous agreement). City Attorney, Kevin Hornik had prepared a proposed agreement which, the City Manager said, the BOE approved at their Monday, August 5th, 2024 Regular Board meeting (last evening). The City Manager then added that the Granville County Public Schools are currently scheduled to begin on Monday, August 12, 2024. After a brief discussion, Commissioner Way made a motion to approve the City Of Creedmoor - Granville County Public School System - Supplemental SRO Funding Agreement. The motion was approved by a vote of 5-0.

New Business | Davenport Engagement Agreement

Finance Director Lee Faines reminded the Board that a presentation by Davenport Public Financial Group came before them at their May 15th, 2024 Work Session, and following some discussions, the consensus of the Board was to move forward with an Engagement Agreement between the City and Davenport. The Davenport Public Financial Group's hourly Rates Schedule and Scope of Work for financial services were described in detail in documents provided to the Board and Faines said, approving this agreement would allow Davenport to begin to look into the City's debt profile to facilitate moving forward with the new PD Building project. Commissioner Wilkins made a motion to approve the NC Davenport Engagement Agreement. The motion was approved by a vote of 5-0.

Discussion Item | Review Of October 1, 2024 BOC Meeting Date

City Manager Michael Turner told the Board that it had been brought to his attention that the 2024 National Night Out (NNO) event scheduled for 5:30 - 7:30 pm on October 1st, 2024, directly conflicted with the City Commissioners 6:00 pm regular meeting. The City Manager then asked the Board if they would prefer to leave the BOC meeting at 6:00 pm on October 1st, 2024, as scheduled, or consider moving to another date to allow Board members to attend both events. Mayor Wheeler said that it would be appropriate for the Board to attend the National Night Out on October 1st and he was in favor of changing the meeting date. After some discussion, Commissioner Gleason made a motion to move the October 1st, 2024 BOC Legislative Meeting date to October 7th, 2024. The motion was approved by a vote of 5-0.

Discussion Item | Civil Penalty Reduction Discussion

City Attorney Kevin Hornik told the Board that this item was before them to discuss the delegation of authority to the City Manager for reducing civil penalties for property owners who have an interest in firstly complying, and upon compliance, secondly, when payment is made within a certain period, adding that this probably should be put into the CDO (as an Ordinance) in the future if this is a policy the Board favors. The City Attorney then told the Board that they could implement this policy decision at this meeting in specific reference to a City resident who currently had an \$1800 outstanding civil penalty balance, thus allowing the City to reduce the debt by 50% if the balance is paid off immediately and, moving forward the City Attorney added, these cases could be decided on an individual case by case basis once a policy was in place. The City Attorney emphasized that this was a good way to incentivize violators and was good for individual property owners who would get to pay only a portion of their balance, subsequently showing leniency to property owners who are trying to pay the money they owe. After some discussion, the consensus of the Board was for the City Manager and City Attorney to put together a policy document that would be brought to the next BOC Meeting for the Board's review. There was some more discussion, specific to the \$1800 civil penalty money owed presently and the City Manager told the Board that the property owner had been reached and was in favor of this settlement agreement. Mayor Pro Tem made a motion

to approve the settlement agreement presented and allow the City Manager to enter into this agreement with the property owner. The motion was approved by a vote of 5-0.

Discussion Item | Main Street District Permitted Uses

Commissioner Way told the Board that he brought this item before them because the renters operating out of Main Street Automotive, located at 417 N. Main Street, Creedmoor had reached out to him with questions regarding the sublease of the front of their business to a gentleman who would like to open a tattoo shop, and he (Commissioner Way), was asked by the renters of Main Street Automotive what the procedure would be to move this forward. There was a discussion about changing City Ordinances, and Community Development Director Frangos informed the Board that, generally, anyone could suggest an ordinance change. A Special Use Permit was discussed and Frangos told the Board that the owner of the property would need to be a party to it, but he added, that if the Board wanted to approve tattoo businesses, the ordinance change would apply to the whole district. The City Attorney spoke about the property owner applying for conditional zoning, which he said would allow for a special use permit, to which Frangos added that even so, tattoo businesses are not allowed in that district, it is allowed in the C-15 district so City Attorney's suggestion would be site-specific. After more discussion about tattoo businesses and Main Street, Commissioner Way suggested that the City Manager and Mayor speak directly to the renter and property owner and have them meet with Community Development Director Frangos.

City Manager's Report

City Manager Mike Turner reported to the Board that City Hall and staff continue to receive compliments from residents regarding the new floral street banners along Main Street and other areas around the City. The City Manager then reported that on July 22, 2024, Chief Wheless met with a representative of the North Carolina Cooperative Extension Services Office which oversees Farmers Markets in Granville, Vance, and Person Counties, and they provided him and Chief Wheless with the names of eight (8) potential vendors to contact. The City Manager continued and told the Board that the VC3 Executive Summary for the month ending on July 31, 2024, reflected that 48 work orders were opened 57 were closed, and the Monthly Managed Services Contract payment totaled \$11,106.04. The City Manager then reported that on August 1, 2024, and by invitation, he joined officials from the Town of Butner and Granville County Government in a Ground Breaking ceremony at Altec Manufacturing off Aerial Drive, Creedmoor, for the addition of their new Painting Building to help streamline their production process. Lastly, the City Manager said that in anticipation of the projected rainfall from Tropical Storm Debbie, he had asked Public Works yesterday morning to lower the water level in Lake Rogers, and he also instructed the Parks and Recreation Director to close Lake Roger Park this evening and reopen Saturday morning.

SGWASA Report

Mayor Pro Tem Kicinski reported that SGWASA is working to improve its system to update the delivery of bills via email and that SGWASA was preparing for the impending storm. Commissioner Way added that he had sent out the latest Directors Report to the Board.

Commissioner Reports

Commissioner Wilkins reported that he wrote a letter to SGWASA addressing the water quality in the City that he would like the Board to look over, any changes or suggestions would be appreciated he said, adding that he would like the Board to sign it and then it would be sent to SGWASA. The consensus of the Board was they were good with the letter and all but the Mayor Pro Tem agreed to sign it (MPT stated that as an SGWASA Board Member, she would in essence be sending the letter to herself). Mayor Wheeler said that hopefully, the citizens of Creedmoor know that this Board is doing their best and he suggested Commissioner Wilkins present the letter at the next SGWASA meeting.

Commissioner Way had nothing to report this month.

Commissioner Albright reported that she would not be present at the next BOC meeting.

Commissioner Gleason reported that he was attending two classes presented by NCLM in Youngsville tomorrow, and he also reported that he had attended the last SGWASA meeting. Commissioner Gleason then spoke about the DEI Advisory Board, saying that he thought that the City needed a DEI Advisory Board, but in light of the low membership and the number of meetings canceled, it would be in the City's best interest to suspend it. Commissioner Gleason then made a motion to suspend the DEI Advisory Board until further notice. Commissioner Wilkins asked for a roll-call vote in alphabetical order. The motion was approved by a vote of 4-1.

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

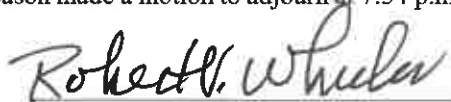
Mayor Pro Tem Kicinski reported that on July 31, 2024, she, the City Manager, Public Works Director Stephen Edwards, and Commissioner Way met with NCDOT representatives Lawrence Fernandez and Caitlin Cooper to discuss City crosswalk issues on Main Street. MPT also reported that she visited the CAMPO booth at the Community Development Office on Saturday, and she wanted to remind everyone that Granville County Schools open on August 12th and remind them that there was a new traffic pattern at Mt. Energy School, and she thanked everyone who helped to improve the traffic problems there. Mayor Pro Tem then thanked all the businesses, City Staff, and the City Manager for their clean-up efforts on Main Street.


Mayor's Report

Mayor Wheeler reported that he went to visit the Altec facility with the City Manager, met the Granville County Schools' Convocation, attended the Police Department Back to School event, and attended the Granville County Medical Center New Teachers Ice Cream Social.

Adjournment

As there was no further business to come before the Board, Commissioner Gleason made a motion to adjourn at 7:34 p.m. The motion was approved by a vote of 5-0.


Mayor Robert V. Wheeler


Barbara Rouse, City Clerk, NCCMC

