



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
SEPTEMBER 3, 2024
6:00 PM**

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, PD Chief Troy Wheless, Community Development Director Michael Frangos, City Engineer Carl Barclay, and City Attorney Kevin Hornik.

Call to Order and Invocation

Mayor Wheeler called the meeting to order at 6:00 and Commissioner Gleason 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

Commissioner Wilkins requested an item be added to the agenda: *An update from the City Attorney on Low Income Housing*. Mayor Wheeler added the item as number 9b., on the agenda. Commissioner Way then made a motion to approve the agenda with the change. The motion was approved by a vote of 5-0.

Consent Agenda

Commissioner Wilkins made a motion to approve the Consent Agenda; Approval of the 2024-25 Fee and Rate Schedule with changes as presented, and Approval of the July 15, 2024, August 6, 2024, and August 19, 2024, BOC Meeting Minutes.

Introductions, Recognitions, and Presentations | Granville County Schools Safety Update

Granville County Schools Superintendent Dr. Stan Winborne explained that his presentation would update the Board on the issue of safety in schools, stressing that safety was the absolute number one priority and the “top line” in the County’s strategic plan. He then thanked the Board and Chief Wheless for their support on all safety issues and then he thanked the Board for their leadership in annexing the Mt. Energy School and temporarily covering the funds for the new SRO. District Security Officer Keith King then took the podium to present a slideshow on the Standard Response Protocol (SRP) to the Board. Mr. King outlined in detail the five (5) levels the County takes in an emergency in the schools, HOLD! In your room or area and clear all halls, SECURE! Get inside and lock outside doors, LOCKDOWN! Locks, lights, and out of sight, EVACUATE! A location may be specified, and, SHELTER! Hazard and safety strategy. Next, King explained to the Board how the Rave Panic Button operated and he provided an extensive explanation of how it worked in any emergency in the schools. After the presentation, there was a brief discussion and the Mayor thanked Dr. Winborne, Danielle Hayes, and Mr. King.

Request to Address the Board

There were no requests to address the Board.

Public Comment

Mr. John McCrea, 2543 Hwy 56, Creedmoor.

Old Business | Reducing Civil Penalty Policy and Authorizing City Attorney to Begin Legal Action on the NOV's

City Attorney Kevin Hornik presented to the Board a resolution drafting a policy (version 5) that would give authorization to the City Manager on several issues related to civil fines, fee collection, and initiating legal action within the City. The City Attorney explained that this resolution would give the City Manager the authority to negotiate the waiver or reduction of civil penalties of up to \$2,500 for violations of the Creedmoor Nuisance Ordinance, allow reductions in civil penalties of up to 50%, for amounts not over \$5,000, (any

New Business | Contracted Cleaning Service Agreement

City Manager Michael Turner explained that on September 6th, 2022, the City entered into a Contracted Cleaning Service Agreement with Corner Clean Services for the regular cleaning of the City Hall, Community Center, Community Development Offices, and Public Works Offices, adding that the 2022 contract totaled \$50,912.78 per year, for a two-year term, and the current contract expired on September 30, 2024. Continuing, the City Manager said that a Request for Proposals (RFP) was sent out to seventeen (17) contracted cleaning vendors with a response due date of August 9, 2024. The City received four (4) responses (Corner Clean, 360 Clean, F & W Cleaning, and JM Capital). The lowest responsible bidder was Corner Clean Services, LLC, a certified NC Minority and/or Women-owned Business Enterprise. (MWBE) vendor, with a total bid of \$53,939.92. Explaining further, the City Manager told the Board that the price increase from 2022 to 2024 represented a 3% General Price Increase of \$1,527.38 with an additional increase of \$1,500 annually to provide a specialty floor cleaning machine, for a total annual increase of \$3,027.14. The resulting increase from 2022 to 2024 would bring the annual cost from \$50,912.78 to \$53,939.92. Funding for cleaning services in City buildings was approved by the Board in the FY 2025 Budget request, and City Attorney Hornik had reviewed and approved the Cleaning Service Agreement the City Manager added. Commissioner Gleason made a motion to approve the Contracted Cleaning Service Agreement as recommended by the City Manager. The motion was approved by a vote of 5-0.

New Business | Stimmel Agreement

Community Development Director Michael Frangos explained that previously stormwater review services for the City were provided by Stimmel through an inter-local agreement with Granville County, and Frangos explained that his new agreement would remove the "middle man" and would partner the City of Creedmoor and Stimmel directly. Frangos added that Stimmel was by far, the pre-eminent Falls Lake Rules, MS4, water supply watershed, and stormwater design review firm statewide, and they (Stimmel) know exactly what the City requires to be compliant with all of our watershed protections and they have been working closely with Creedmoor for more than 12 years, adding that the City has been 100% satisfied with their work. Frangos then reiterated that this agreement would bring Stimmel into a direct relationship with the City regarding *all* stormwater matters and review services. After some discussion by the Board, Commissioner Way made a motion to approve the Stimmel Contract with Attachment A. The motion was approved by a vote of 5-0.

City Manager's Report

City Manager Michael Turner reported that the Creedmoor Hometown Hero Banners were installed last week on Main Street and would be displayed through Veterans Day to honor our military veterans, and he added that the Creedmoor Veterans Organization would have a tent at the Music Festival City to promote the sale of Veterans Bricks and Hero Banners in support of fundraising for the Veterans Memorial Plaza. The City Manager continued and reported that Creedmoor's Annual Employee Appreciation Day was held Thursday, August 15, 2024, at Lake Rogers Park, and he thanked Creedmoor's Administrative Services Director, Camille Lockley, and her team, for all her hard work on the event, sharing with the Board that the employees enjoyed a light lunch, peddle boats, kayaking walking trails, and a variety of games from 11:00 am until 2:00 pm. Continuing, the City Manager reported that a SGWASA representative expressed some possible interest in acquiring Bowman Road Water Tower on Hwy 56, east of Creedmoor, and he had asked the inquiring party to submit a letter of interest and he would then bring the matter before the City Board for discussion. The City Manager then reported that he and the Finance Director met with Davenport Public Financial Services on August 21st to receive and review a draft presentation on the City's financial position, and Davenport was scheduled to present the information to the Board at the October 21, 2024 Work Session. In closing, the City Manager told the Board that the final plans are underway for the 31st Annual Creedmoor Music Festival to be held on Saturday, September 21st, 2024. Mayor Wheeler then mentioned to the City Manager that the banners within the City were maybe looking a bit crowded and there was a suggestion to remove the summer flower banners and shift others around, and maybe adding some banners to the greenways, and keeping the hometown hero banners on Main Street.

SGWASA Report

Mayor Pro Tem reported that at the last SGWASA meeting during the Public Comment section, a citizen expressed concerns about the quality of the water she reported that an auto-flushing device was put in at a resident's home, and added that she intends to call Scott Schroyer about SGWASA falling behind on projects.

Commissioner Reports

Commissioner Wilkins reported that he attended the Pecan Hill Annual Reunion.

Commissioner Albright reported that she had attended the CPRC meeting on August 15th and she said they will be changing their meeting schedule to bi-monthly meetings and their next meeting would be held on October 17th, 2024.

Commissioner Way said that he had nothing to report.

Commissioner Gleason thanked the City for the new Hero Banners. He then reported that he attended two UNC classes, "Working Together as a Board" and "How to Build Trust in One Another" in Louisburg last week.

Mayor Pro Tem Kicinski reported that she attended the Pecan Hill Reunion and she said that it was an amazing and beautiful fellowship.