



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 19, 2022
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Mayor Pro Tem Emma Albright, Commissioner Robert Way, Commissioner Georgana Kicinski, and Commissioner Ed Gleason. Also present were City Manager Mike Turner, Director of Community Development Michael Frangos, Finance Director Candy Bowman, Acting Administrative Services Director Sarah Spruill, Police Chief Keith King, and City Clerk Barbara Rouse.

Absent

Commissioner Ed Mims

Call to Order

Mayor Wheeler called the meeting to order at 6:00 p.m.

Invocation and Pledge of Allegiance | Commissioner Kicinski offered the invocation, and Commissioner Gleason led the Pledge of Allegiance.

Roll Call

Roll call by the City Clerk determined a quorum was present.

Agenda Approval

Commissioner Kicinski made a motion to approve the agenda. The motion was approved by a vote of 4-0.

Presentation

Mayor Wheeler presented Chief King, the Creedmoor Police Department, and the Creedmoor Volunteer Fire Department with a Proclamation from North Carolina Governor Roy Cooper acknowledging this September 2022 as First Responders Appreciation Month in North Carolina.

Governor Roy Cooper has proclaimed September as First Responders Appreciation Month to honor firefighters, law enforcement personnel, emergency operators and dispatchers, emergency medical technicians, hospital staff, search and rescue personnel, and others who protect North Carolinians during emergencies.

Closed Session // NC GS 143-318.11 (a)(6) Personnel

Commissioner Gleason made a motion to go into Closed Session at 6:08 pm. The motion was approved by a vote of 4-0.

Commissioner Gleason made a motion to leave Closed Session at 6:11 pm. The motion was approved by a vote of 4-0.

After a short recess, Mayor Wheeler called the meeting back into session at 6:17 pm.

Commissioner Kicinski made a motion to approve the hiring of Michael O'Briant Turner as City Manager and accept the contract as submitted. The motion was approved by a vote of 4-0.

Mr. Turner accepted the position and then was sworn in by Mayor Wheeler.

The Mayor and Board graciously thanked Acting City Manager Michael Frangos for his service to the City and all his work during his tenure as Acting City Manager.

Discussion Items | DEI Zoom Access for the Public | Mayor Pro Tem Albright

Mayor Pro Tem Albright, as DEI liaison, shared the DEI Advisory Board's recommendation that the Board re-instate the use and availability of Zoom or other virtual meeting platforms for all City sponsored meetings. She said they wanted the reinstatement to include the Board of Commissioners meetings and all other City-sponsored Board meetings allowing access for the citizens of Creedmoor to listen in and observe meetings in real-time. This recommendation from the DEI Advisory Board does not suggest changing the requirement for in-person participation by elected and appointed Board members. The Board held some discussion on the matter, and the consensus of the Commissioners was that they were good with allowing remote public access to view the meetings for viewing only but the Board would always need to be in person. Commissioner Kicinski reminded the Board that the meeting video and audio were available upon request from the City Clerk's office. The Mayor said that if the DEI wanted to do zoom for citizen participation only he had no problem with it but the staff time that would be necessary at the meetings could be a problem. Mayor Pro Tem then told the Board that the DEI would like to hold a "Town Hall" during their regular meeting on October 26th. Commissioner Kicinski suggested the DEI call it a "Listening Session" instead of "Town Hall". The consensus of the Board was that it should not be called "Town Hall". No action was taken.

Discussion Items | Update on City Hall Expansion Project, Little Diversified Architecture

Charlie Hagen-Cazes, Little Diversified Architecture, and the project team told the Board they were at the point in the design process for the City Hall Expansion Project where they define the scope, decide the overall layout, and develop the main concepts. She continued that the goal of this presentation was to make sure the design team and the Commissioners' agreed with the general direction the City Hall Expansion project was taking. She continued that comments and requests made during this meeting would be addressed in the Schematic Design package (finalized drawings and narrative) which will be submitted in full on September 28th, 2022. She said that a schedule had been developed because it is important to stay on track to complete the project on time. Ms. Hagen-Cazes said the goals of the Board; focusing on parking, making this a community space for residents, the sally port for PD, and the Stormwater requirements were all taken into consideration. She then presented sketches that depicted the position of the new Police Department Building on the site, which she said maximizes the courtyard (approx.. 60 ft. between City Hall and PD) and allows for convenient access to it from all angles despite the site's uneven grading. She told the Board that the Sanderford Road improvements and on-street parking issues, including the ATM parking spaces in scope were ongoing. The team told the Board that they had been working closely with Chief King and that they had developed a layout for the new PD building that meets current needs and allows for future growth. This new facility would provide the addition of a two-car sally port and a large training and community room. The next phase of the design process will refine the interior layouts as more accurate engineering systems are developed and integrated. The overall look and feel of the building inside and out will also take shape during the next phase. Lastly, the renovation of the City Hall building was then presented. The layout focused on improving all areas, with special attention to the entrance lobby (with service/welcome desks), and the spaces outside the commissioner's chamber and meeting rooms. The goal was to use Interior Design interventions to achieve major improvements to the Commissioner's Meeting Room (instead of architectural changes). She added that all upgrades to the Commissioners Chambers would be addressed in the next phase where interior design efforts will begin (Visual, Casework, Furniture, and Materials). A discussion between the Board and the Little Diversified team followed. No action was taken and the Mayor thanked the team for their presentation.

Discussion Items | Creedmoor Hydraulic Study Final Report, SGWASA

Mark Hamlett, Engineering Director, SGWASA, told the Board that SGWASA had retained McGill Associates, PA to develop a hydraulic model of its water distribution system back in October because there had been concerns about the water quality within that system. He said they took water quality samples throughout the target area and got the chlorine residual amounts at targeted points which were used to create the model. The results of the study showed good pressure for the City, although fire hydrant flows were lower than recommended standards. Chlorine levels were presented with the typical chlorine residual was 2.3 mil. per liter, with the worst case measured at 4.0 mil. per liter (usually seen in the peak of the summer months). Mr. Hamlet opened the floor to questions and the Board held some discussion on the material.

Discussion Items | Discussion of PFOA's and PFO's Testing, SGWASA

Mark Hamlett, Engineering Director, SGWASA explained to the Board the EPA's recent inner-health advisories for PFOA's and PFO's and he said that SGWASA is working with Hazen and Sawyer consultants to assist in compliance, communications, and testing, with anticipated testing this fall. He said that a sampling analysis plan will be prepared in October, and, from December 2022 through September 2023, quarterly sampling will be done, and in November 2023 a final memorandum will be presented. Mr. Hamlett then answered some questions from the Board.

Discussion Items | Stormwater Drainage Update, John Boyer

City Engineer John Boyer presented the Board with an update on the sinkhole at 2766 Clifton Avenue. After the presentation, Boyer said that City Attorney, TC Morphis, had provided a draft waiver to the owners of the property and had not had a reply yet. After some discussion, the consensus of the Board was to hold off on any action until the waiver was signed.

Discussion Items | Paychex Update, Acting Administrative Assistant Sarah Spruill

Acting Administrative Assistant Sarah Spruill presented the Board with an update on the annual cost of using Paychex to fulfill the City's payroll services. She said that the City was paying for a "Managed Services" option that was costing the City \$34,084.80 annually. She continued that after reaching out to Jim Dorohovich, a Supervisor for Paychex Managed Services, he said the annual fee (for the *Managed Services* option) could be reduced to \$21,024.00. After explaining to the Board specifically what the City receives with the "Managed Services" option, the Mayor asked Sarah's opinion as to whether or not the City needed and/or fully utilized the service to which she said they did not. She then presented the amount it would cost the City to a buyout of the "Managed Services" option, which would be one payment of \$17,042.28. This would bring the annual cost of Paychex (Flex Enterprise Solution Platform) to \$17,315.22. She wrapped up her presentation with the three options available to the City;

- 1) continue with the current services at the current rate, FY23 and FY24 would be approximately \$102,799.14,
- 2) choose to pursue and approve an amended contract with Paychex to finish out the City's remaining two-year contract (*Managed Services* fee reduced), FY23 and FY24 totals would be approximately \$76,798.44 or
- 3) terminate the "Managed Services" contract with Paychex, the FY23 and FY24 totals would be approximately \$51,672.72.

After some further discussion among the Board members, no action was taken.

Discussion Items | Police In-car and Body Worn Contract/Vendor Change, Chief King

Chief King reminded the Board that on April 5, 2022, they approved Axon as their selected vendor to up-fit the police department with seven in-car and seven body-worn cameras (BWC) under a five-year agreement. He continued that in July, upon requesting the delivery of the first two in-car and BWCs, the PD was informed by Axon that their installation team was 10 months backlogged. The PD's current installer is certified to install Axon; he said they then notified Axon of this and their next email stated that both delivery and installations were 10-12 months out. Axon has since presented the PD with additional emergency scenarios for equipment procurement but later called to state the potential scenarios had fallen through. The Chief said that the last and best scenario presented by Axon was that two camera systems could be delivered in December of 2022 and the remaining cameras possibly be delivered by March/April of 2023. He said that based on that information, he asked them to re-quote the project to confirm delivery expectations and pricing. The re-quote received from Axon was incomplete. Chief then noted that Axon has repeatedly asserted they never received the original signed agreement from the City (no contract in place). He continued that currently, the PD has two new patrol vehicles nearing up-fit completion, and based on Axon's assertions, there is no foreseeable way to equip the cars with Axon in-car camera systems. Upon learning of the Axon supply chain issue, the PD re-engaged discussions with Digital Ally. Digital Ally has asserted they can provide delivery within 2 to 3 weeks. He said that he then requested Digital Ally to re-quote the original request and send an email confirming delivery estimates, noting that the original approved agreement was for seven units with Axon and that the Digital Ally quotes presented here are for a total of 12 complete units (FY22 and FY23 need) and two additional BWCs.

Chief King then presented the Board with the following numbers: Axon per unit = \$11,350.75 per unit, Digital Ally = \$11,089.61 per unit noting that the Axon totals and per unit price had to be estimated based on the incomplete quote and the sales rep estimated a 2 to 3% increase on 2023 BWC. He also noted that no additional funds are needed to facilitate these agreements. Previously approved funds and FY23 budgeted funds were sufficient. After some

discussion, Commissioner Gleason made a motion to rescind the original agreement with Axon (from April 2022). The motion was approved by a vote of 4-0.

Commissioner Gleason then made a motion to approve the agreement with Digital Ally for In-car and Body Worn Cameras. Commissioner Kicinski then amended the motion to add “*in the amount not to exceed \$138,644*” to Commissioner Gleason’s original motion. Commissioner Gleason accepted the amendment to the motion. The motion was approved by a vote of 4-0.

Discussion Items | Veteran’s Day Breakfast

Commissioner Kicinski told the Board that she had received an email from Recreation Department Director Chris Horrigan that was sent to the Veteran’s Committee offering a Veteran’s Day Pancake Breakfast to be hosted by the City of Creedmoor on November 10, 2022, at 9 a.m. Commissioner Kicinski made a motion to approve the CPRC Veteran’s Day Pancake Breakfast for local veterans on November 10, 2022, at 9 a.m. to be held in the Willow Oak Room at the Community Center. The motion was approved by a vote of 4-0.

Discussion Items | Advertising for the Sale of 109 Park Avenue

Community Development Michael Frangos presented to the Board the cost of advertising the sale of 109 Park Avenue in the News and Observer, \$3,120.00 (once a week for 4 weeks) and in the Herald Sun, \$1,020.00 (once a week for 4 weeks). After some discussion, Commissioner Way suggested only running the ad in the News and Observer as it had a larger circulation for both its physical newspaper and online. Commissioner Way then made a motion to run the ad for 109 Park Avenue as presented only in the News and Observer, once a week for 4 weeks at the total cost of \$3120.00. The motion was approved by a vote of 4-0.

PUBLIC NOTICE



SURPLUS REAL ESTATE

The City of Creedmoor hereby gives notice of its intent to dispose of one surplus property, building, and land within Granville County, North Carolina. Further described below as:

109 Park Avenue, Creedmoor, NC
Granville County MAPN # 089614330129
Minimum Acceptable Bid: \$375,000

A former elementary school annex building containing approximately 8,000 sq. ft. of potential office space divided into large and small rooms. The 0.95-acre double-frontage lot in the core of downtown is zoned C-56 Commercial. The building has been recently remediated, is certified free from all asbestos, and has a brand new, 2021, built-up roof.

Interested parties are encouraged to respond by submitting an INTENT TO PURCHASE letter and deposit 5% of the bid price with:

Barbara Rouse
City Clerk of the City of Creedmoor
111 Masonic Street
P.O. Box 765
Creedmoor, NC 27522
RE: 109 Park Avenue

Deposits may consist of cash, cashier’s check, or surety bond with an in-state financial institution.

The initial offer period will end on October 27th, 2022 at 5:00 PM local time.

Once the Board of Commissioners receives an offer it intends to accept, they will initiate the upset bid process whereby the Clerk publishes notice of the offered amount in a local newspaper. The notice will indicate that other interested parties will have 10 days from the published date within which to raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. If the bid is raised, the upset bidder must deposit with the Clerk five percent (5%) of the increased bid amount, and the Clerk will then re-advertise the offer at the increased bid amount. This procedure repeats until no further qualifying upset bids are received, at which time the Board of Commissioners may accept the highest bidder’s offer. The Board may reject any and all offers at any time.

Publish: The News and Observer- 09/29, 10/06, 10/13, and 10/20/2022.

Adjourn

There being no further business to come before the Board, a motion was made by Commissioner Gleason to adjourn the meeting at 9:15 p.m. The motion was approved by a vote of 4-0.


Robert V. Wheeler, Mayor

ATTEST:


Barbara Rouse, City Clerk



