

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
OCTOBER 4, 2022
6 P.M.

Present in Person at City Hall Boardroom

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

Absent

Call to Order

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

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

Roll Call

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

Agenda Approval

Commissioner Gleason made a motion to move Consent Agenda Item 5c., Recreation Supervisor Introduction of Cheyenne Lynch to Request to Address the Board Item 6b., to move Public Comment Item 7a., Mr. Randy Lanou, BuildSense, to Request to Address the Board Item 6c., and to move, Old Business Item 8c., Paychex, to Closed Session. Commissioner Gleason moved to approve the agenda as amended. The motion was approved by a vote of 5-0.

Consent Agenda

Commissioner Kicinski made a motion to approve the Consent Agenda as amended: Approval of August 23, 25, and 31, 2022 Special Meeting Minutes, September 2022 and September 19, 2022, Meeting Minutes, the appointment of Michael Turner as Budget Officer, and the appointment of Priscilla Chavis-Lockley to the CPRC Board. The Proclamation for Ronald Clayton was pulled off of the agenda. The motion was approved by a vote of 5-0.

Request to Address the Board | Cheyenne Lynch

Recreation Director Christopher Horrigan introduced Ms. Cheyenne Lynch to the Board. Cheyenne will serve as the first Recreation Supervisor for the Recreation Center and Chris explained that her work time will be split between coordinating memberships/gym rentals and implementing public programming and initiatives. Cheyenne introduced herself to the Board and said she was excited to join the City.

Request to Address the Board | Bob Kingery

Mr. Bob Kingery, 2329 Windy Woods Drive, Raleigh, addressed the Board in Randy Lanou's (scheduled speaker) absence. Mr. Kingery said that he and his partners had bought the old Train Depot hoping to develop it and he said that they were advocating for their share of the recent water and sewer allocations so they could move the project forward. He continued that a plan was submitted to the City and was told that the plan was not detailed enough. Mr. Kingery said that a complete sight plan was not submitted because he said the challenge was how much water was available for the site and potentially they don't know what to design. He continued that they had sent the design over with how much water/sewer they will need for the project. The Mayor responded that the City needed to know how much water and sewer they needed before they could tell them how much they will get from the allocation. Mr. Frangos said that they had only received a sketch plan which asked for 1,000 gallons per day and they could not act

until an actual site plan had been submitted. Mr. Kingery said he hoped the City would be able to accept the designs and allocate the water on that information. Commissioner Kicinski reminded Mr. Kingery that they will also get 500 gallons of water/sewer from SGWASA. Commissioner Way then asked what the primary space would be used for and Mr. Kingery said it would be retail space and a restaurant/brewery. After some more discussion, the Mayor thanked Mr. Kingery for his presentation.

Public Comment

Billy Fisher, CVFD Chief, 605 Lake Road, Creedmoor

Old Business | City Hall Expansion Project, Little Diversified Architecture

Alan Steinbeck and Charlie Hagen-Cazes, Little Diversified Architectural Consultants, spoke to the Board explaining, areas in the project that were identified by SEPI Engineering & Construction, Inc., where more specific and specialized engineering design work was needed, including the design of limited N. Elm Street and Masonic Street right-of-way improvements; State Historic Preservation Office coordination; easement and recombination platting, addendum totaling \$17,800. Little's Engineering Studio has calculated a low voltage engineering fee proposal that directly addressed the telecommunication infrastructure, security, and audiovisual needs of the design, with an addendum total of \$53,960.00. After some discussion, Frangos recommended that the City approve the addendum as presented. City Manager Turner then reminded the Board that at the September 19th BOC meeting the Board saw the presentation for the City Hall Expansion Project and Little was coming to this meeting with the goal of decisions on six (6) specific items. He also reminded the Board that after several meetings, they [the Board], had decided to approve items 1-4 so that the project could move forward but to hold off on the renovations at City Hall and revisit those renovations at a later time. The City Manager then suggested that Little revisit the City Hall renovations and come back with a plan at a later date. After some more discussion, Commissioner Kicinski asked about holding a public hearing on this matter to get additional input from the public. Commissioner Kicinski then made a motion to hold a Public Hearing on November 1st, 2022 concerning the new PD building and City Hall renovations. The motion failed by a vote of 1-4.

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

Commissioner Gleason then made a motion to approve the addendum(s) for the City Hall Expansion Project, in an amount not to exceed \$71,760. The motion was approved by a vote of 3-2.

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

**Old Business | City Hall Expansion Project, Little Diversified Architecture – Revisited below.*

Old Business | Stormwater Drainage Projects Update, John Boyer

John Boyer, PE updated the Board on the ongoing Stormwater drainage projects including 2635 Bowden Drive, the property with the large sinkhole in the backyard. Boyer said that the contractor's goal was to have the project complete by the end of October with a start date of no sooner than October 17th and he said it should be a one-week job but could go into a second week. He then addressed the property at 2766 Clifton Avenue saying that the City was in discussion with the property owners so he would not update at this time. City attorney Morphis interjected that they did have a meeting with the Conway's [property owners] and the details of that meeting would be discussed in Closed Session. He next updated the Board on the progress of the utility relocation project along Ferbow Street, Golden Pond, he said Wooten would come in to present the project, the plans are now complete, the easements have been prepared and they are currently looking for a funding source. The last project Boyer talked about was the property on Bailey Court, saying that they did go to another contractor for technology that would be more economical and less disruptive to the property [side yards]. He said that two estimators were sent out last week to look at it and they

reported that the pipe is in poor condition and that it needed to be replaced. Boyer added that there is a second sinkhole starting to form on the property. The consensus of the Board was that these projects needed to be completed as soon as reasonably possible. No action was taken.

***Old Business | Little Diversified Architecture (Revisited)**

Commissioner Kicinski asked the Mayor what Item had been voted on with the previous motion, City Hall Expansion Project. Mayor Wheeler answered that the addendum for the City Hall Expansion Project was the last vote and previous to that was the motion for holding a Public Hearing on the same project. Commissioner Kicinski then reminded the Board that they still had not voted on Items numbered one (1) through four (4) for the City Hall Expansion Project. Commissioner Way then made a motion to approve Items 1-4 on the City Hall Expansion Project:

- 1) *Location of the police department building*
- 2) *Parking lot, sidewalks, and roads*
- 3) *Retaining wall(s) and retaining wall location(s)*
- 4) *Two-Story police department building*

The motion was approved by a vote of 4-1.

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

Old Business | Finance Capital Project Ordinances and Grant Project Ordinances, Harmon Crutchfield

Mr. Crutchfield presented an update on the FY22 ARPA/Transformational Projects that were incorrectly entered into the finance system and now needed to be corrected by the Ordinances presented; 2022-O-09, 2022-O-10, and 2022-O-11. After an extensive explanation from Mr. Crutchfield and discussion by the Board, Commissioner Way made a motion to approve ARPA Capital Project Ordinance 2022-O-09 for Special Projects Identified as Transformational Fund. The motion was approved by a vote of 5-0.

Mayor Pro Tem Albright then made a motion to approve Capital Project Ordinance 2022-O-10 which supersedes Capital Project Ordinance 2022-O-10 for Special Projects Identified as Transformational Fund. The motion was approved by a vote of 5-0.

Commissioner Kicinski then made a motion to approve Grant Project Ordinance 2022-O-11 which supersedes Ordinance 2022-O-02 Budget Amendment #8 (FY22) which amended Ordinance 2021-O-11 and Ordinance 2021-O-18 to Fund Allowable Expenses Through Corona Virus State. The motion was approved by a vote of 5-0.

A motion was then made by Mayor Pro Tem Albright to amend and adopt the correct language of her previous motion; Capital Project Ordinance 2022-O-10 which supersedes Capital Project Ordinance 2022-O-09 for Special Projects Identified as Transformational Fund. The motion was approved by a vote of 4-1.

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

Old Business | 2022 Creedmoor Music Festival Review, C. Horrigan

Recreation Director Christopher Horrigan thanked everyone who worked to make the CMF a success, with an extra thanks to Angie Perry. Chris said it took about 6,000 hours of planning, preparing, implementing, and breaking down, which he estimated cost around \$12,000 in City labor. He then presented the final revenue total at \$25,370 and the expenses total at \$21,678 with an estimated attendance of approximately 7,000. He went on to outline what worked

well during the event; promotions, guest MC, security, staff support, traffic management, vendor check-ins, and of course the vendors and bands. Mentioned as areas to work on for future festivals included more signage and enforcement of the no pet policy, highlighting rules to vendors during the registration process, establishing a CMF Committee, adding a *Director Review* line to vendor application as well as some post-event recommendations such as onsite dumpster/vendor closeout, additional staffing, etc. Chris concluded his presentation with some final thoughts on growth opportunities such as the expansion of the Kid Zone, amusement rides and entertainment, enhanced branding, and an evening concert(s). The Mayor and Board then thanked everyone involved for their hard work at the festival.

New Business | Water and Sewer Allocation Policy, Michael Frangos

Community Development Director Michael Frangos presented the Board with a proposed Water and Sewer Allocation Policy, Resolution 2022-R-14, to define the recent, limited water/sewer allocations, noting that the City does have an Ordinance that covers water and sewer, *Article 17.14*, but it contemplates 100,000 gallons of allocation [which the City does not have at this time]. He continued to explain that the proposed policy was needed because SGWASA's Sanitary Sewer upgrade project determined that a very small amount of sewer capacity remained in the Joe Peed Road pump station. He said that after taking into account any existing approved allocations, there were approximately 10,000 gallons per day of sanitary sewer capacity available within the Joe Peed dump station. He clarified that areas from both the City of Creedmoor and Granville County flow to the Joe Peed Road pump station and based on the amount of area being served, SGWASA will approve an additional 9,000 gallons per day of sewer allocation within the City and 1,000 within the Granville County jurisdictions. Frangos continued that *Allocation Request Forms* will be reviewed by SGWASA in the order that they are received and that these forms also must be signed by the municipality having jurisdiction before submission to SGWASA. That being the case, the City of Creedmoor and Granville County can pre-determine how their 9,000 and 1,000 gallons per day [respectively] of sewer capacity can best be utilized to serve their short-term future needs. He said that SGWASA will coordinate with the City and the County regarding how the small amount available will be distributed. Frangos told the Board that this Resolution presented before them tries to be strategic in the award of the 9,000 gallons and sets priorities and goals for the awards [*Section 4: allocation shall be reserved... City Hall Expansion Project and Police Department building – 510 gallons per day, Non-residential projects – 6,490 gallons per day, and Residential projects – 2,000 gallons per day*].

Mayor Wheeler then invited Randy Lanou, BuildSense, 502 Rigsbee Ave, Durham, NC, to address the Board about the recent water/sewer allocations and an extension of earlier public comments by Bob Kingery and the old Train Depot retail proposed project. Mayor Wheeler began the conversation by asking Mr. Lanou how much water he needed for his project. He answered that the total amount needed was 8,000 gallons of which they already have 500 allocated. Mr. Lanou then reiterated to the Board that he (along with his partners) have plans to potentially develop the old Train Depot with some retail space, a restaurant/brewery, and a small history museum and he then discussed the City's water/sewer allocation policy implications to said project. After some discussion between the Board and Mr. Lanou, the Mayor thanked him for his presentation.

Commissioner Gleason then made a motion to table the Final Draft of the Water and Sewer Allocation Policy until the October 17th, 2022 BOC meeting. The motion was approved by a vote of 5-0.

Mayor Wheeler recessed for a break at 8:30 pm and called the meeting back into session at 8:39 pm.

New Business | Community Center Retaining Wall, John Boyer

John Boyer reminded the Board that at the September 6, 2022, BOC meeting, he was directed to obtain bids for a new segmental block wall to replace the cement bag wall which had been constructed previously. He told the Board that six retaining wall contractors were contacted, and descriptions of the work required were provided along with photographs of the existing wall, which needs to be demolished. Three contractors responded, and all made a site visit to examine the existing wall, staging area, and site access for their equipment and materials, and to ask other questions about the work required. It was also determined by Granville County Inspections that a commercial building permit will be required for the work, and notification to the contractors was made to ensure that their permit submittal is properly sealed by a professional engineer. John then said that two of the contractors provided quotes within one to two weeks of their site visits. After some clarifications regarding each quote by the City were requested, the contractors provided additional information to address details and some prior exclusions which were cited in their bids. The City provided direction concerning allowable soil bearing for the design calculations, as well as the repositioning of the wall and disposition of other minor matters. John said that once these matters were resolved, the

quotes from the two bidders were revised and reviewed by the City. John recommended the quote submitted by Vertical Walls plus a \$2,000 contingency for \$22,887 plus soil testing for \$1,357 which brought the total expenditure to \$24,244. After a brief discussion and questions concerning what the final wall would look like, Board members asked for a rendering of what the wall will look like upon completion. Commissioner Mims moved to table the issue until the next BOC meeting on October 17th, 2022. The motion was approved by a vote of 5-0.

New Business | Finance Director Update, Candy Bowman

Finance Director Candy Bowman told the Board that the presented Budget Amendment #12 was needed to correct and clean up over-budget items in the FY22 year-end and once approved, the FY22 budget could be sent to the auditors. After some discussion, Commissioner Kicinski made a motion to approve Budget Amendment #12. The motion was approved by a vote of 5-0.

Commissioner Gleason then made a motion to approve the Budget Transfer for FY22. Commissioner Mims called un-readiness, asking the Finance Director if this amendment closed out FY22. She said it did not but it allowed the budget to go to the auditor. The Mayor then called the motion for a vote and it was approved by a vote of 5-0.

City Manager's Report | Michael Turner

City Manager Michael Turner told the Board that he had contacted Bill McCaffrey about the replacement of trees and shrubs at the Recreation Center as the fall planting season is starting. He said that the Administrative Services Director position is open until filled and to date, he has received 11 applications with more coming in and he is in the process of reviewing them. He also told the Board that he received a note from David Richardson thanking the City for the flowers sent to the family. He reminded the Board that the Annual Crime Stoppers Awards Banquet was scheduled for October 25th and the City has purchased 2 tables. The City Manager said he and Mike Frangos met with the leadership of Cedar Creek Baptist Missionary Association to go over the project they are planning.

SGWASA Report

None

Commissioner's Reports

Commissioner Mims told the Board that the Veteran's Organization Chair Mr. Morris Dillard and Vice Chair Mr. Charles Griffin were disappointed that the proposed Veteran's Day Breakfast was not able to be held on Veteran's Day. He said there were no Veterans involved in the plans and they (Creedmoor Veterans Organization) did not intend to participate unless it was held on Veteran's Day. Commissioner Kicinski said the Creedmoor Veteran's Organization was contacted but there was no response and the reason the day had to be moved was that the room at the Recreation Center was not available on Veteran's Day and she hoped everyone understood and would still attend.

Commissioner Kicinski said that she attended the Kerr-Tar Banquet with the Mayor and it was a wonderful event. She then suggested that the Board make more of an effort to attend outside events as the City needed to be represented better. She also said she attended a "Listening Session" for community involvement with the NCLM and it was great and it reiterated her desire to start a Creedmoor Merchant's Association.

Mayor Pro Tem Albright (liaison DEI Advisory Board) told the Board that the last DEI meeting had been canceled. She also said she liked the idea of the Veteran's Breakfast and was looking forward to helping to honor our Veterans.

Commissioner Way said he spoke with business owners along Main Street and he said that he would relay some concerns they had to the appropriate parties.

Commissioner Gleason asked for a Discussion Item to be put on the next agenda to discuss the joining of the Planning Board and the BOA.

Commissioner Mims clarified that when he spoke with Mr. Morris Dillard, the Chair of the Veteran's Organization, not only did he think it was appropriate to have the breakfast on Veteran's Day but he also had concerns that to his knowledge not a single member of the Veteran's Organization was involved in the planning.

Mayor's Report

The Mayor reported that he too attended the Kerr-Tar Banquet and had a great time. He reiterated Commissioner Kicinski's comments about Board members attending events to represent the City. He said he was looking forward to attending the Crime Stoppers Banquet.

Closed Session | NCGS 143-318.11(a)(6) Personnel Matters

Commissioner Mims made a motion to enter Closed Session at 9:26 pm. The motion was approved by a vote of 5-0.

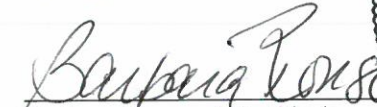
Commissioner Way made a motion to leave Closed Session at 10:34 pm. The motion was approved by a vote of 5-0.

Back in Open Session, Commissioner Way made a motion to follow the City Manager's recommendation (option 3 from Closed Session) to terminate the Managed Services portion of the City's Contract with Paychex by giving 6 months' Notice to Terminate. The motion was approved by a vote of 5-0.

Adjourn

There being no further business to come before the Board, a motion was made by Commissioner Gleason to adjourn the meeting at 10:36 p.m. The motion was approved by a vote of 4-0.

ATTEST:


Barbara Rouse, City Clerk




Robert V. Wheeler, Mayor