

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
NOVEMBER 1, 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 Kevin Hornik, Acting Administrative Services Director Sarah Spruill, Police Chief Keith King, and City Clerk Barbara Rouse.

Absent

None

Call to Order

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

Invocation and Pledge of Allegiance | Commissioner Mims offered the invocation and Mayor Pro Tem Albright 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 5-0.

Consent Agenda

A motion was made by Commissioner Kicinski to approve the Consent Agenda; Appointment of Ms. Edith McDuffie and Mr. Rick Harbit to the Planning Board, approval of the 2023 Legislative and Work Session Meeting Schedule, 2023 Planning Board Schedule, 2023 DEI Schedule, and 2023 BOA Schedule, and approval of the September 29th and October 4th, 2022 BOC Minutes. The motion was approved by a vote of 5-0.

Introductions, Recognitions, and Presentations

City Attorney TC Morphis told the Board that he would no longer be of counsel to the City and that attorney Kevin Hornik, The Brough Law Firm, PLLC, would take over his position. He then thanked the Board for allowing him the honor of working with them. Kevin Hornik introduced himself to the Board, thanked them for the opportunity to serve the City of Creedmoor, and assumed the role of City Attorney.

Mayor Wheeler presented a Veteran's Day Proclamation to Commissioner Mims (Veterans Organization liaison and Honored Veteran) and members of the Veterans Organization.

Peggy Roark, Families Living Violence Free (FLVF), presented the Board with an overview of the FLVF organization and explained how important the work they did was to those who experience domestic violence. After her presentation, she thanked the City for its continued contributions to the organization.

Request to Address the Board

Billy Fisher, CVFD Chief, presented the Board with the numbers from their last quarter; July 77 calls (50 fires, 27 accidents). He then thanked the Board for the ladder truck saying that it was supportive in fighting a house fire during the past week. Chief then told the Board that the Fireman's Day Parade was a success with 10 departments attending. The Mayor and Board thanked the Chief and the entire fire department for their continued service to the City.

Public Comment

There were no Public Comments.

Old Business | Update on Schematic Design for City Hall Building, Michael Turner, City Manager

The City Manager presented the Board with an amended draft floor plan [original draft floor plan was approved at the October 17th BOC meeting] from Little which included: moving administrative offices into the vacated PD area because the administrative staff needed a larger space, keeping the finance offices in the administrative office's area for operational workflow efficiencies and eliminating the need for temporary office space between the administration and Community Development Office relocations. This revision also maintains the current Mayor's office/conference room and reduces the number of dedicated meeting rooms with the use of the Mayor's conference room, the CDO's Plan/conference room, and the City Commissioners' Board room as available while maintaining two (2) separate reception stations. The City Manager told the Board that this amended floor plan proposal incurs no additional cost in the Schematic Design Phase of the project and would move it to the Design Development Phase. After some discussion by the Board and City Manager, Commissioner Gleason made a motion to approve the City Hall Schematic Design Update at no additional cost. The motion was approved by a vote of 5-0.

Old Business | Capital Projects-City Hall Expansion Budget Amendment, Michael Frangos, AICP, CZO

Community Development Director Frangos told the Board that the City Hall Expansion Project consisted of three major phases: (1) the Conceptual Design phase, (2) the Schematic Design and Design Drawing phase, and (3) the Construction and Construction Administration phase. He continued to explain that the City expended \$76,078.60 during the Conceptual Design phase, now complete, and the Schematic Design and Design Drawing (SD & DD) phase was originally estimated at \$361,959. He said that staff have realized the need for Amendment One to SD & DD phase, which includes additional professional services from SEPI (right-of-way design for N. Elm & Masonic Streets, SHPO coordination, etc.), and Little (low voltage design for all buildings), that now totals \$71,760. Frangos said that to date the BOC has funded the City Hall Expansion Project with ORD 2021-O-07 for \$300,000, and ORD 2022-O-04 for \$60,000 for a total of \$360,000 and that expenditures agreed upon to date totaled \$509,797.60. He explained that Ordinance 2022-O-12 and Budget Amendment #3 proposed to fill this gap and allow for less than 2% contingency by allocating an additional \$160,000 to the City Hall Expansion project bringing the funding total to \$520,000. After some discussion, Commissioner Way made a motion to approve Budget Amendment #3 for FY23 and Ordinance 2022-O-12, amending the Project Ordinance Funding to a total of \$520,000. The motion was approved by a vote of 5-0.

Old Business | Ferbow Street Utility Relocation, Dave Malinauskas, P.E., Wooten

Dave Malinauskas, Wooten Co., presented a PowerPoint to the Board on the Ferbow Street Gravity Sewer improvements in the Golden Pond Subdivision. He reminded the Board that the project site is off Ferbow Street, upstream of Pond Channel, and that erosion has compromised the SGWASA gravity sewer/manhole located there. He said that Wooten performed a limited topography survey of the project area and an external visual assessment of the existing 72" CMP and junction box. He further explained that relocating the sewer was more cost-effective than more extensive culvert improvements, which would trigger mitigation costs. Mr. Malinauskas said that they identified rip rap armoring as the primary means to stabilize the bank and control future erosion. The City opted to move forward with the design using the relocation/rip rap armoring alternative with an estimated cost of \$75,000 to \$150,000 at the time the findings were presented to the City [preliminary opinion of actual construction cost came in at \$144,000, which included a 10% contingency]. Mr. Malinauskas then reported on the progress to date, telling the Board that all permits from USACE/NCDEQ have been obtained and SGWASA had reviewed and approved the design concept. He also said that the easements had been identified for construction/operation and maintenance. The preliminary easement documents (plats) have been provided to the City for acquisition (most of the project is HOA property). He concluded that pending the easement acquisition, the project is essentially ready to begin the bid process and that Wooten has investigated funding options including Golden Leaf, but the project does not mitigate flooding. He did add that there were other options for funding through NCDWI but their next finding round wasn't until April of 2023. After some discussion and questions by the Board, Commissioner Gleason made a motion to direct Wooten Co. to proceed with bidding on the necessary construction services. The motion was approved by a vote of 5-0.

New Business | Stormwater Project update, Pitch Pine Drive, Michael Frangos, AICP, CZO

Community Development Director Frangos told the Board that the original corrugated metal pipe located at Pitch Pine Drive was replaced with a reinforced concrete pipe approximately five years ago. He explained that this pipe has now settled at one joint, causing a sinkhole that has increased in size over the past few months. He continued that the pipe may have additional voids surrounding it due to other joints separating and some small pipe penetrations. He added that a nearby driveway pipe at 814 Pitch Pine Drive has experienced “soil piping” around the concrete pipe such that drainage now flows around the pipe. Two utilities (gas and water) near the sinkhole will eventually be compromised by the sinkhole if the situation is not corrected. The gas line is four feet away from the near edge of the sinkhole. Frangos then told the Board that polyurethane grouting is a time-tested technology suitable for filling voids in the soil such that a structure can be supported without the typical “cut and cover” method that creates typical construction excavations and backfilling, which also causes disruptions to flow. The technology utilized the injection of a polyurethane material, which is both light and waterproof and expands once injected to fill voids and provide stability to suspect structures. In closing, Frangos said that the proposal presented is payment for a minimum number of pounds of the polyurethane material, with a unit cost per pound on and above this minimum amount to an estimated amount that totaled \$18,321.52 and a 10% contingency above the maximum proposal amount is also requested, which brought the total to \$20,154. After some consideration by the Board, Commissioner Mims made a motion to approve the Proposal from CJ GEO in the amount not to exceed \$20,154. The motion was approved by a vote of 5-0.

New Business | T-Mobile Second Amendment to Structural Lease Agreement, Michael Frangos, AICP, CZO

Community Director Michael Frangos told the Board that T-Mobile wants to significantly modify its antenna array mounted on the monopole located at 113 W. Lyon Street. He said that Dr. Jonathan Kramer, with The Telecom Law Firm PC, and T.C. Morphis, of The Brough Law Firm, have been working with T-Mobile to finalize the lease amendment. He concluded by saying that, currently, the City of Creedmoor receives \$3,484.64 per month in lease revenue from T-Mobile and that approval of this amendment along with the consent to improve their equipment, will result in a \$200.00 per month increase for the City, bringing the total to \$3,684.64 for the next twelve months, until the next 3% escalator is applied. Commissioner Kicinski made a motion to approve the T-Mobile Second Amendment to the Structural Lease Agreement and give consent to the significant modification of their equipment. The motion was approved by a vote of 5-0.

Discussion Item | Stormwater Project Update, 2635 Bowden Drive, Michael Frangos, AICP, CZO

Community Development Director Michael Frangos presented a PowerPoint to the Board on the property at 2635 Bowden Drive [Lopez property] to update them on the progress of repairing the Stormwater sinkhole that has caused significant erosion and sedimentation. He explained that it was caused by the way the material adhered to the junction box. Frangos then explained that ballast [large stone] was added to increase the firmness of the soil to level the bedding area [change order amendment #1]. He continued to say that a 36-inch aluminum pipe was being put into the new junction box, rebuilding the fourth side of the junction box wall with grout [change order amendment #2]. Backfill [pea-gravel] was added and the area was plate tamped and wrapped with a geotextile fabric to keep the pipe and the bedding secure. Geo-grid matting was then added to build back the hillside along with 5 additional loads of suitable compact soil [change order amendment #3]. Frangos concluded his presentation by saying that the total cost with the three [3] change orders was \$36,350, which came in below the 10% contingency and when the new pipe cost of \$7,703 was added, the total was \$44,053 which Frangos said was \$4,000 under the *not to exceed amount* originally approved by the Board. No action was necessary.

City Manager’s Report | Michael Turner

City Manager Turner and the Board congratulated Ms. Barbara Rouse for her October 25th, 2022 completion of the UNC SOG Municipal Clerks Certification. Turner then told the Board that everything for the Sharpe Patel audit had been submitted. He continued that the FY2023 Organizational Grants, awarded by the BOC to the Creedmoor Cemeteries, Family’s Living Violence Free, Granville Search and Rescue, Granville Historical Society and Human Relations Committee, and the Granville County Veterans Affairs have all been issued to these organizations for a total of \$7,900. He then updated the Board on the Chief of Police search saying that the position closed on October 27th and there has been a preliminary screening of 19 applicants by Developmental Associates, which left a list of 15 finalists. He said the next step will be interviews of the 15 finalists with a reduction to 5 finalists by November 15th.

SGWASA Report

Commissioner Way told the Board he had no changes from the last report except that the Robertson's Creek pump station had a pump failure, two pumps were replaced, and with the pump replaced last year, they now have three new pumps. Commissioner Kicinski had nothing new to report.

Commissioners Report

Mayor Pro Tem reported that she had attended the last DEI meeting and they discussed the survey distributed at the Creedmoor Music Festival (42 responses) and that they wanted to put the QR Code around the City and on social media etc. She also suggested the City have a City float for the Christmas parade.

Commissioner Mims reported that he also attended the DEI meeting and he said they discussed the difficulty with recruiting members. Commissioner Mims suggested that they might reach out to the Veterans Committee and the CPRC and get representatives. He also asked about the City's Social Media Policy and the City Manager said he would check into the matter.

Commissioner Kicinski reported that she attended the Crime Stoppers dinner. She also mentioned the County initiative "Operation Green Lights" (Oct. 1 to Nov. 11) to celebrate and honor the service of our Veterans and she asked residents and staff to please put a green light on in their homes.

Commissioner Gleason reported that he also attended the DEI meeting as well as the Crime Stoppers Banquet. He also suggested that the front of City Hall be lit in red, blue, and green lights to honor our firefighters, police, and veterans respectively.

Commissioner Way reported that he fielded some calls from community members that had issues and questions and he directed them to the appropriate contacts.

Mayor's Report

Mayor Wheeler told the Board that on November 6th at 3:00 was the Granville County Veterans Parade in Oxford and they wanted to have a City entry. The Mayor also shared that at the Crime Stoppers Banquet, Creedmoor Officer Tiffany Smith was the Officer of the Year and the Mayor and Board congratulated her for her accomplishments. The Mayor also said he was the Guest Speaker for the Student of Merit Awards and that he visited the Robertson's Creek Trail and reminded the Board about the upcoming ribbon cutting.

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

Commissioner Gleason made a motion to enter Closed Session at 8:18 pm. The motion was approved by a vote of 5-0.

Mayor Wheeler called for a short recess immediately upon entering Closed Session and called the meeting back into order at 8:30.

Mayor Pro Tem Albright made a motion to leave Closed Session at 9:21 pm. The motion was approved by a vote of 5-0.

Open Session Motion | 109 Park Avenue

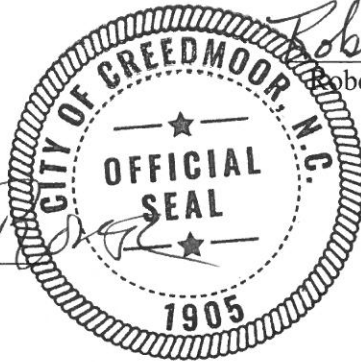
Commissioner Gleason made a motion to acknowledge the City has received an initial bid of \$200,000 for the property known as 109 Park Avenue, proceed with the upset bid process [amount to be set by NC Statue §160A-269] and re-advertise the property. The motion was approved by a vote of 5-0.

Adjourn

There being no further business to come before the Board, a motion was made by Commissioner Mims to adjourn the meeting at 9:24 p.m. The motion was approved by a vote of 5-0.

ATTEST:


Barbara Rouse, City Clerk




Robert V. Wheeler, Mayor

