

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
OCTOBER 17, 2022
6 P.M.

Present in Person at City Hall Boardroom

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

Absent

Commissioner Georgana Kicinski

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 Commissioner Way led the Pledge of Allegiance.

Roll Call

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

Agenda Approval

Mayor Wheeler excused Commissioner Kicinski's absence from the meeting and removed Item 5a., Proclamation Presentation, as well as Item 5b., CVFD Update, from the agenda. Commissioner Way made a motion to approve the agenda as amended. The motion was approved by a vote of 4-0.

Discussion Item | Community Center Retaining Wall, John Boyer, City Engineer

The Community Center Retaining Wall contract was unanimously tabled at the October 4th, 2022 BOC meeting and the Board requested City Engineer John Boyer present a representation [rendering] of what the completed wall at the Recreation Center would actually look like at the October 17th BOC meeting. Community Development Director Frangos said that the proposed contractor, Vertical Walls, could not produce an illustration of the wall, so Community Development used some in-house graphics to mock up a proposed wall with the "true" block color and presented it to the Board. Frangos said that the attached proposal had an estimated price of \$22,243.80, which included the demolition of the existing concrete bag wall, third-party soil testing [\$1,356.80], and construction of the new gravity wall. He told the Board that adding roughly a 9% contingency fee [possibly bringing in or taking away soil] would increase the "not to exceed" project total to \$24,244. Commissioner Gleason made a motion to approve the Retaining Wall Contract as presented, in the amount not to exceed, \$24,244. The motion was approved by a vote of 3-1.

Mayor Pro Tem Albright - Yes
Commissioner Gleason - Yes
Commissioner Mims - Yes
Commissioner Way - No

Discussion Item | Water and Sewer Allocation Policy, Michael Frangos, Community Development Director

Community Development Director Frangos reminded the Board that at their last meeting there was an extensive discussion [between the Board and a potential developer] on the proposed Water and Sewer Allocation Policy when the draft was initially presented to the Board. He said that in the interim, he had also presented the draft to the Planning Board for review. He said the Planning Board asked about the actual application process, specifically who came first in the process, the City or SGWASA? Frangos explained that the City of Creedmoor's approval would be first and

then it would move forward to SGWASA, clarifying that the City must allow for a project to proceed to SGWASA for them to assign an allocation. He then spoke about the priority of domestic water allocation saying that non-residential allocations take priority over residential [Sec. 3]. The Mayor asked Mr. Frangos what the actual numbers were with the proposed percentage changes. Frangos answered that the proposed policy changes the percentages to 50% and secures 1,000 gallons per day for the Fire Department [non-residential total allocation would be 5,490 gallons, the proposed new residential total allocation would be 2,000 gallons, the proposed Fire Department allocation would be 1,000 gallons and the proposed new PD Building allocation would be 510 gallons]. He continued that with the maximum of 50% of the total allocation [per category at any one time], non-residential would total 2,745 gallons and residential would total 1,000 gallons. There was a question about how much allocation the Fire Department would need in the future and Frangos said he could not say what that would be but assured the Board they could amend the resolution at any point moving forward. City Manager Turner said that he strongly believed this policy was needed but he did voice an issue with Section 5. This led to some extensive discussion about how the water and sewer allocations would be apportioned and in what time frame. After some further discussion from the Board, Commissioner Gleason made a motion to adopt and immediately implement the proposed Water and Sewer Allocation Policy, Resolution 2022-R-14, with the changes of 50% from 33% of the total allocation per category, plus 1,000 gallons reserved for the potential use by the Fire Department. The motion was approved by a vote of 4-0.

Discussion Item | Appointment of Commissioner to Fill Expiring Tern on the SGWASA Board

Commissioner Robert Way's term on the South Granville Water and Sewer Authority (SGWASA) Board will expire on November 30, 2022. Currently, Commissioner Way is fulfilling the unexpired term of Commissioner Mims. Typically, the SGWASA Board member serves the full month of November and then the new appointee (or reappointment of the current representative) is sworn in at the SGWASA's December Board meeting. Mayor Wheeler explained to the Board that because this was an appointment to a full term, the Board needed to discuss *who* to appoint for the 3-year term, 12/2022 through 11/2025, as the City's representative. After some discussion, the Mayor called for a motion of nomination. Mayor Pro Tem Albright made a motion to appoint Commissioner Robert Way to the expiring seat on the SGWASA Board for a three [3] year term, 12/2022 – 11/2025. Commissioner Mims then made a motion to nominate City Manager, Michael Turner to the expiring seat on the SGWASA Board for a three [3] year term, 12/2022 through 11/2025. The Mayor asked the City Attorney if a City Manager could fill the expiring position with SGWASA. City Attorney said he was not sure of SGWASA's bylaws. The Mayor then tabled the nominations and voted until later in the meeting [*see Item 5g*].

Discussion Item | City Manager's Spending Threshold, Michael Turner, City Manager

At the request of Mayor Wheeler, the issue of the City Manager's spending threshold was presented by City Manager Michael Turner. Turner reminded the Commissioners that at the Board's May 3, 2022, Regular Meeting, action was taken to reduce the City Manager's discretionary spending limit from \$5,000 to \$1,000 until a new City Manager was hired [City Manager, Gerald Smith, had given notice to end his employment with the City and was actively seeking employment elsewhere]. The City Manager's recommendation now, to the Board, was to increase the City Manager's spending threshold to \$10,000 and any purchase above that amount would need the Board's approval. Commissioner Mims made a motion to approve the City Manager to be authorized to make necessary purchases of goods and/or services not specifically enumerated in the annual budget at a cost of less than ten thousand dollars (\$10,000). Purchases not specifically enumerated in the budget which have a cost of ten thousand dollars (\$10,000) or more shall be made only upon specific approval of the BOC. The motion was approved by a vote of 4-0.

Discussion Item | Combining the Planning Board and the Board of Adjustment, Commissioner Gleason

Commissioner Gleason reminded the Board the Planning Board was having a difficult time keeping and or recruiting members and he said possibly combining the Board of Adjustment and Planning Board would help fill the vacant seats. He said that other municipalities had combined zoning boards and at the same time he said he realized that both Boards have different requirements and the members would have to be cross-trained in what their obligations would be. After some discussion, there was a consensus by the Board, to *not* combine the Planning Board and Board of Adjustment into one. No action was taken.

Discussion Item | Update to City Hall Expansion Project, Michael Frangos

Community Development Director Frangos reminded the Commissioners that at the October 4, 2022, BOC meeting, the Board told the design team from Sepi/Little that they were in favor of proceeding with the new Police Department

building and the associated site work as presented, while at the same time the matter of the scope and layout of the City Hall building renovations had been sent back for reconsideration. Presented at this meeting were designs that the team [Sepi/Little] offered which essentially scaled back the scope of the renovations of City Hall, including but not limited to adding partitioned walls and reorganizing workspaces by not removing or demolishing any load-bearing walls, plumbing walls, or electrical or IT closets. The Commissioners and City Manager discussed the matter in depth, focusing on the layout of the City Hall and the functionality of the administrative space as well as the Community Development space. After some lengthy discussion by the Board, Community Development Director Frangos said that if they vote affirmatively to approve the revised scope and layout of the City Hall renovations at this meeting, the entire project could proceed on schedule within the existing budget. He continued, that otherwise, Little will propose additional schematic design services at an additional cost [to the City] to continue collaborating on the renovation design. Commissioner Gleason made a motion to proceed with the project to the design drawing phase including any minor adjustments. The motion was approved by a vote of 4-0.

Discussion Item [tabled earlier in the meeting] | Appointment of Commissioner to Fill Expiring Term on the SGWASA Board

City Attorney TC Morphis told the Board that the SGWASA Bylaws, article 3(e) states that “*Only individuals who, at the time of their appointment to serve as members of SGWASA, are elected officials of the governing bodies of the above-named political subdivisions may be appointed as members of SGWASA*” which limits membership to governing Board members and would exclude the City Manager. The Mayor then reminded the Board that Mayor Pro Tem Albright had previously made a motion to nominate/appoint Commissioner Robert Way to the expiring seat on the SGWASA Board for a three [3] year term, 12/2022 – 11/2025. The motion was approved by a vote of 3-1. The Mayor then thanked Commissioner Way for his additional service to the City.

Mayor Pro Tem Albright - Yes
Commissioner Gleason - Yes
Commissioner Mims - No
Commissioner Way - Yes

Closed Session // NC GS 143-318.11 (a)(3) Client Attorney Privilege

Commissioner Mims made a motion to go into Closed Session at 7:38 pm. The motion was approved by a vote of 4-0.

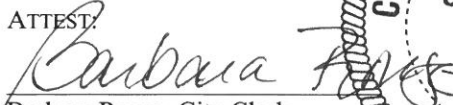
Mayor Wheeler called for a short recess and gaveled the meeting back to order at 7:44.

Commissioner Gleason made a motion to leave Closed Session at 8:02 pm. The motion was approved by a vote of 4-0.

Adjourn

There being no further business to come before the Board, a motion was made by Commissioner Way to adjourn the meeting at 8:05 p.m. The motion was approved by a vote of 4-0.

ATTEST:


Barbara Rouse, City Clerk




Robert V. Wheeler, Mayor

