



MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS MEETING  
FEBRUARY 21, 2023  
6:00 PM

**Present:** Mayor Bobby Wheeler, Mayor Pro Tem Emma Albright, Commissioner Edward Gleason, Commissioner Georgana Kicinski, Commissioner Robert Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, Community Development Director Michael Frangos, City Attorney Kevin Hornik, Executive Assistant Sarah Spruill, Recreation Director Christopher Horrigan, Interim Finance Director Carla Hobbs, Police Chief Troy Wheless, and City Clerk Barbara Rouse.

**Absent**

None

**Call To Order And Invocation**

Mayor Wheeler called the meeting to order at 6:00 p.m. Commissioner Wilkins offered the invocation.

**Pledge Of Allegiance**

Commissioner Kicinski led the Pledge of Allegiance.

**Roll Call**

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

**Approval Of Agenda**

Commissioner Gleason made a motion to remove item 6a., Closed Session, from the agenda and add an item, 5l., Discussion of 109 Park Avenue, to the agenda. The motion was approved by a vote of 5-0.

**Introduction of Carla Hobbs as Interim Finance Director | City Manager**

City Manager Turner introduced the new Interim Finance Director, Carla Hobbs to the Board and he said that Ms. Hobbs started on Monday, February 13, 2023, and is no stranger to the City of Creedmoor, as she previously served as the City's Interim Finance Director for approximately 6 months from 2020 through 2021. Ms. Hobbs graduated from Pembroke University - Summa Cum Laude with a Bachelor's Degree in Political Science and from North Carolina State University - Magna Cum Laude with a Master's Degree in Public Administration with a minor in Economics. She retired in 2019 as the Finance Director for the Town of Fuquay-Varina following 18 years of service. Before that, she served as Finance Director for the Town of Zebulon for 11 years. City Manager closed his introduction by telling the Board that Ms. Hobbs plans to assist the City of Creedmoor with the preparation and presentation of the FY-2024 Annual Operating Budget and provide transitional assistance with the new Finance Director when hired. Ms. Hobbs told the Board that she was excited to be working with the City to get them through this budget season.

**Introduction of Carl A. Barclay, MPA, PE as new City Engineer | Michael Frangos**

Community Development Director Michael Frangos introduced Mr. Carl A. Barclay, MPA, PE and reported that he began his tenure as City Engineer on Monday, February 20, 2023. Frangos told the Board that Mr. Barclay had a BS Degree in Civil Engineering and a Master of Public Administration from NC State University and that he is a NC licensed Professional Engineer and he was also on the NC811 Board of Directors. Frangos concluded by saying that Carl in his "encore" career after retiring in 2019 from NCDOT as State Utilities Manager and was also a US Marine and served for 30 years, including 3 mobilizations and 2 combat tours. Mayor Wheeler welcomed Mr. Barclay to the City.

**Proclamation for Shawnti Jackson | Mayor Wheeler**

Mayor Wheeler presented a Proclamation to Ms. Shawnti Jackson for her outstanding athletic achievements.

**Music Festival Rules Regarding Political Tents and Service Animals | Commissioner Kicinski and City Attorney Kevin Hornik**

Commissioner Kicinski began the discussion by pointing out that at last year's Music Festival, there was some concern with political tents. The Commissioner suggested that there needed to be a discussion by the Board on whether they would allow political tents at the Creedmoor Music Festival, and if so, would there be one for every designated political party. She stressed that this should probably be decided before the 2023 Music Festival planning begins. After some discussion, City Attorney suggested the BOC amend the rules and allow 1 [one] tent per political party and one tent for unaffiliated candidates, 5 total tents to allow for an open forum for all. He then added that candidates can't be prohibited from walking up and down the streets regardless of the direction the Board took at this meeting. Recreation Director Christopher Horrigan offered his thoughts saying that maybe they could have one large tent for all political parties. The fees and costs of the political tents were discussed also with the City Attorney suggesting



that could be remedied at a later time. After further discussion with the Board, the consensus was to have no political tents at the Music Festival. The Board then went on to then discuss service animals at the Music Festival. City Attorney said that the City cannot prohibit service animals from being brought into the event and the extent that they can be screened is limited. He continued to say that the City may make two inquiries to see if the animal qualifies as a service animal; 1) is the animal required because of a disability and, 2) what work or tasks has the animal been trained to perform. There was some further discussion and no action was taken.

### **2023 Creedmoor Music Festival Committee Update | Christopher Horrigan**

Recreation Director Christopher Horrigan presented the Board with the 2023 Creedmoor Music Festival Timeline with an overview of important dates as well as the names of the members of the Planning Committee: Philip Howell, Heidi Salminen, Sarah Spruill, Cameron Thorpe, Commissioner Kicinski, Mary Jo Clark, Alysia Sparks, and Eugene Harris. He continued that their first meeting would be Tuesday, February 28<sup>th</sup> at 11 a.m. where they will review the 2022 Music Festival, review tasks checklists, assign tasks, set deadlines for future meetings and schedule band selection meeting. Commissioner Way suggested to Horrigan that they reach out to the Fire Department also to attend the meetings. Commissioner Wilkins then made a motion to approve the Date and Time of the 2023 Creedmoor Music Festival as Saturday, September 16<sup>th</sup>, 2023 from 10 a.m. - 5 p.m. and approve the materials related to the CMF Planning Timeline and Planning Committee. The motion was approved by a vote of 5-0.

### **Multi-Sports Events Plaza Construction Bid Results | Christopher Horrigan**

Recreation Director Christopher Horrigan presented the Multi-Sport and Event Plaza Construction Bid Update to the Board, which included a Project Overview, Project Timeline, Construction Bid Results, Project Budget, and Recommendations. He began with the layout of the multi-Sport and event Plaza, designating the location of the concrete pad (3,360 sq. ft.), electrical access, lighting, event space (80' by 42'), pickle ball court (30' by 60'), basketball court (50' by 42'), and skate lane (70' by 20'). Horrigan said that this project aligned with the 2014 System Master Plan and that it had a relatively low cost and that there were external funding opportunities available. He next presented the timeline and construction bids with the lowest bid coming in at \$120,482 from Salisbury & Moore which included the pad (42' by 80'), sidewalk, and curb cut. The current budget was presented next; Creedmoor BOC (2/22) \$60,000, Granville County PGRAC Grant \$25,000, Granville TDA Grant \$15,000, FY23 Rec Budget \$6,000 and Expenses \$25,929 with the total remaining cost at \$80,071. Estimated construction costs were at \$120,482 plus a 5 % contingency which brought the total of additional funds required for the project to \$46,435. Horrigan then presented additional funding sources, NAR Place-making (submitted) \$7,500, Lowes 100 (submitting) \$30,000, Local Campaign (pending BOC approval) \$5-\$15,000, and FY24 Rec Budget (add on) \$30,000. After some questions and discussion by the Board, a motion was made by Commissioner Gleason to draft a contract with Salisbury and Moore for BOC approval to be presented at the March 7, 2023, BOC Meeting, draft a budget amendment to secure funds, proceed with the local capital campaign and order the Basketball Goals and Pickleball Nets. The motion was approved by a vote of 5-0.

### **VSO (Veterans Services Organization) sharing an office in City Hall | City Manager**

City Manager Turner reminded the Board that several weeks ago the Granville County Veteran Services Officer, Chris Dethmers, approached the City of Creedmoor regarding the possible availability of office space 1-2 days per week to provide veterans services in Southern Granville County. Following a review of city property, City Manager Turner identified a partially vacant space where the ARPA Clerk had worked which was a perfect location for a desk, chair, and securable files cabinet. Visiting veterans could park and access the VSO's location from the Sanderford Street side of City Hall. City Manager Turner then told the Board that he and County Manager Drew Cummings drafted a letter of agreement which has been edited by City Attorney, Kevin Hornik. City Attorney Hornik outlined the edit he had made to the contract and each Board member had received a copy at the beginning of the meeting. After a short discussion by the Board, Commissioner Way made a motion for the City Manager to execute the contract between the VSO and the City with edits as presented by the City Attorney. The motion was approved by a vote of 5-0.

### **GoGov Software | Commissioner Gleason**

Commissioner Wat made a motion to table this discussion until the March 20, 2023, BOC Work Session. The motion was approved by a vote of 5-0.

### **Mule Town | Michael Frangos**

Community Development Director Frangos explained to the Board that Mule Town LLC is a property in Creedmoor owned by Randy Lanou. Mr. Lanou has asked the Mayor, via email, for a Memorandum of Understanding, allowing him more than the standard year from the time of site plan approval, as permitted by the City Ordinance, on his project because of limited water and sewer allocations available in the City at this time. City Attorney Hornik clarified that the Creedmoor Development Ordinance says that if a developer brings a site plan application and that application is approved, then that essentially is a plan that outlines the buildings they want to build and what uses they want those buildings to have. Once that's approved, Kevin continued, the developer has one year from the approval date to begin construction otherwise their approval lapses. He then said that what Mr. Lanou is concerned about is if his plan gets approval he may not be able to get water and sewer allocation within that one year so it may not be in his interest to begin construction within that one year if he is not going to be able to use the building(s). City Attorney continued that Mr. Lanou is proposing that the City enter into a Memorandum of Understanding effectively saying that the City will give him more than one year to begin construction if need be until he can receive an amount certain of water and sewer



allocation from SWASA. City Attorney then clarified that the City has options available but the City needs to realize that this open-ended proposal could be a problem for them in the future. Commissioner Gleason proposed creating a special CDO text amendment to address the SGWASA water and sewer allocation issue. There was some further discussion by the Mayor and Board about possibly amending the CDO in light of the limited water and sewer allocations. City Attorney expounded on Commissioner Gleason's idea and suggested wording for the CDO that would essentially give applicants a year from the time they receive their SGWASA water and sewer allocation to begin their project as opposed to a year from the approval of their site plan. He further clarified that the Board would not be making this decision specifically for Mr. Lanou, but saying that he [Mr. Lanou] raised a valid concern for the City that needs to be addressed by the Board. After a bit more dialog, the consensus of the Board was for City Attorney and Community Development Director Frangos to prepare text to amend the CDO with the changes discussed and to bring it back before the Board at a later date.

### **Discussion on Increased Visibility and Safety of Public Works Vehicles | Commissioner Way**

Commissioner Way began the conversation by saying that the City needed to rebrand its fleet of vehicles and increase the visibility and safety of Public Works Department vehicles by adding additional lights to them. Commissioner Way said that there was a need for new LED lights on the front and rear of City vehicles, including full Amber/clear light bars on top of the vehicles. He said that the new warning lighting would be more visible and easier to see day or night, adding the light bar on the roof of the vehicle would do the same and also has a function to make it completely white light thus adding a lighting source in dark working conditions. Public Works Director Steve Edwards told the Board that although their vehicles meet the minimum safety criteria, he said that increased visibility was important. Edwards said he met with the vendor to go over the options and costs. He continued and told the Board that Public Works has four pick-up trucks, one utility truck, and one dump truck that would need to be outfitted with utility lights and would cost approximately \$1500 a vehicle. He continued by sharing *GS § 20-130.2. Use of amber lights on certain vehicles*; to the Board, which outlined the correct and incorrect use of utility truck lights. Commissioner Way said that the ATV Public Works uses needs to be equipped with safety lights also. The Mayor added he wanted to see it done right for the safety of our Public Works staff and citizens and would divert this to the City Manager to move it forward.

### **Stormwater Service Contracts | Michael Frangos**

Community Development Director Frangos told the Board that this was a follow-up from the last BOC meeting in regards to work that was needed in Golden Pond, and this action was for surveying and engineering design services for a new installation of infrastructure to our stormwater system at 2766 Clifton Avenue, Golden Pond Subdivision [Wooten - Task Order #18] - Conway residence. He continued by telling the Board that Canoy Surveying will provide the easement plats for the Bailey Court and Ferbow Street drainage repair, reminding them that this is not a new installation of infrastructure and therefore engineering design services are not needed. He also told the Board that City Attorney Hornik had edited the contracts for both projects but that Mr. Canoy was not available to look it over as of yet. After some questions, Interim Finance Director Carla Hobbs presented Budget Amendment #9 to fund the two above-mentioned services contracts which appropriate \$16,500 from Stormwater Fund Balance into Engineering. Commissioner Gleason then made a motion to approve Budget Amendment #9 FY23. The motion was approved by a vote of 5-0. Mayor Pro Tem Albright then made a second motion to approve Task Order #18 from the Wooten Company in an amount not to exceed \$15,000 and a motion to approve the contract with Canoy Surveying in an amount not to exceed \$1,500, as presented with the amendments made by City Attorney and subject to agreement by Mr. Canoy. The motion was approved by a vote of 5-0.

### **109 Park Avenue Offer | City Attorney Kevin Hornik**

City Attorney Kevin Hornik reminded the Board that they each had a copy of the recent offer for the purchase of 109 Park Avenue in front of them. He explained that if this is an offer the Board decides to accept, they will have to go through the upset bid process again. After some conversation, the Mayor opened the floor for questions, and seeing that there were not any, Commissioner Gleason made a motion to accept the offer in order to proceed with the upset bid process and direct the City Clerk to advertise the Public Notice in the Butner-Creedmoor Newspaper. The motion was approved by a vote of 5-0. City Attorney reminded the Board that the City will have to have received the deposit monies before the Public Notice can be published.

### **Adjournment**

There being no further business to come before the Board, Commissioner Way made a motion to adjourn the meeting at 8:23 p.m. The motion was approved by a vote of 5-0.

ATTEST:

  
Barbara Rouse, City Clerk



  
Mayor Robert V. Wheeler, Mayor

