



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
MARCH 7, 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 Lieutenant Eugene Harris, and City Clerk Barbara Rouse.

Absent

None

Call To Order And Invocation

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

Pledge Of Allegiance

Girl Scout Troop 168 led the Pledge of Allegiance.

Roll Call

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

Approval Of Agenda

Commissioner Way requested to move Item #6a to Item #5a on the agenda. He then made a motion to approve the agenda with the changes. The motion was approved by a vote of 5-0. Mayor Wheeler then made a modification to the Consent Agenda, changing the wording for the Reappointment of Planning Board "Chair" Debbie Rogers to Reappointment of Planning Board "Member" Debbie Rogers.

Consent Agenda

Commissioner Kicinski made a motion to approve the Consent Agenda; Reappointment of Planning Board Member Debbie Rogers, Reappointment of Planning Board ETJ Member Mike Allen, approval of February 4, 2023, Strategic Planning Workshop Meeting Minutes, February 7, 2023, BOC Meeting Minutes and February 21, 2023, BOC Meeting Minutes. The motion was approved by a vote of 5-0.

Introductions, Recognitions, And Presentations

Mayor Wheeler presented a Proclamation to Girl Scout Troup 168 acknowledging the week of March 12th – 18th, 2023 as Girl Scout Week in the City of Creedmoor.

Mayor Wheeler presented Certificates to the South Granville HS Virtual Enterprise International Entrepreneurship Class.

Public Comment

There were no Public Comments

Old Business | Little Architecture Update on PD and City Hall

Charlie Hagen-Cazes told the Board, that for their review and approval, she was presenting Amendment #2, which contained changes to the New Police Department, City Hall Renovations, a Site Improvement Proposal, and an Agreement for Services, originally signed on June 7, 2022. The purpose of this amendment she explained, was to add scope items and fee allocations to the previously agreed-upon scope and fee schedule, and, she continued, this amendment related directly to the recommendations made by NV5 after their environmental site assessment and the geotechnical tests revealed continued soil and groundwater contamination. She then explained to the Board that the scope of this work included the engineering consultant fees from Froehling & Robertson [F&R], as well as the additional time that will be required of Little engineering and the architectural team to implement

the recommended systems designed by F&R engineering to reduce the risk of vapor intrusion into the new Police Department building and the total all in would be an additional \$8,300. Commissioner Gleason asked if there was money available to fund this amount. Interim Finance Director Carla Hobbs said someone besides her would have to answer that question because, she said, there was money in that line but she did not know for sure what that money was committed to. Interim Finance Director continued, telling the Board that at their next meeting [March 20, 2023], she was prepared to present revenue and expenditure forecasts so that they [the Board] would have very accurate numbers to look at in terms of how much fund balance the City has available to use for these and other projects, how much debt service would cost on certain amounts financed and how the City was going to fund that debt service. She then said that she thought these were questions that the Board needed to answer before they moved on beyond this point with the new PD building and the City Hall renovation project. After some discussion amongst the Board, Commissioner Kicinski asked how much money had the City spent on the design of these buildings so far. City Attorney, Kevin Hornik then suggested that the Board table this issue until the next BOC meeting so at that time they will have the financial information they need from Interim Finance Director Hobbs to vote on the proposed amendment. The Mayor then reiterated that the consensus of the Board was to table this discussion until the next BOC meeting and he asked Ms. Hagen-Cazes to hold off on moving forward with this amendment until then.

After a few more questions from the Board, Ms. Hagen-Cazes explained that the second decision that needed attention related to the Americans with Disabilities Act (ADA) accommodation to the two main entry doors to City Hall i.e., front and rear. She said, currently, the doors did not meet ADA accessibility standards, clarifying that the planned renovation of City Hall does not *require* that the entrances be retrofitted. She continued and said that because the new Police Department building would have a push-button door opening system, the Board would need to decide if they wanted to leave the doors at City Hall as is or to incorporate an ADA-accessible push-button opening system to mimic PD. Commissioner Kicinski said that she wanted the new PD doors to match the existing City Hall doors. There was then some discussion about signage delineating the City Hall building during the renovations after which Commissioner Kicinski revisited the Sanderford Street parking issue, saying that, according to her estimations, she still did not understand why the parking spots could not be on an angle, adding that head-on parking or angled parking would add at least 2 handicapped parking spaces close to Main Street. Ms. Hagen-Cazes said that there were going to be 2 handicapped parking spaces at the ATM and 2 additional in the City parking lot. Commissioner Kicinski reiterated that she wanted to see Sanderford as a one-way street and diagonal parking so that there would be more access to parking for the handicapped residents of Creedmoor. After some further discussion by the Board, Commissioner Gleason made a motion to design the retrofit of the City Hall public entrance doors to be ADA accessible. The motion was approved by a vote of 5-0.

Alan Steinbeck then presented the financing options [for the new PD building and City Hall renovations] and the repayment options generated by prospective lenders to the Board. He proposed three different financing options be considered, borrowing from the bank, borrowing from the USDA, and a Bond Referendum:

Financing Alternatives Project cost \$9,400,000 Down payment \$1,500,000 Loan amount \$7,900,000 Interest rate 6.25%

	Commercial	Bond	USDA
<i>Loan amount</i>	\$7,900,000	\$7,900,000	\$7,900,000
<i>Interest rate</i>	0.0625	0.0600	0.0625
<i>Years</i>	15	20	30
<i>Periods (months)</i>	180	240	360
<i>Monthly payment</i>	\$67,736	\$56,598	\$48,642
<i>Total of payments over term</i>	\$12,192,553	\$13,583,533	\$17,510,997.

Steinbeck clarified the assumption was a \$9.4MM total construction cost, with a \$1.5MM down payment, and borrowing \$7.9MM. He reminded the Board that the generic rates and payment terms were also shown to the Board earlier at the Annual Strategic Planning Retreat. He continued, saying that there would be a significant monthly payment associated with this, above the City's annual budget by approximately 20 %, which is, he continued, a big cost. He then said the City's next responsibilities included financing, drafting the contract, moving forward with the contract, and bidding the contract out. Steinbeck continued that the City would have to start now to kick off the fore mentioned activities to keep the project on schedule because the design phase is closing in April or May [2023]. Ms. Hobbs interjected that at the next BOC meeting, she will present the Board with a 5-year financial look back and forward so they [the Board] could see where they are, see if there is any money available for debt services, and if not, what kind of tax increase they would be comfortable with to cover this amount of money. She then said the fund balance available for use is at about \$4M, adding, the Board needed to think about where this money is going to come from. There was ample discussion by the Board on the subject with a consensus that they [the Board] would know more after the next BOC meeting.

Old Business | Salisbury and Moore Multi-sport and Event Plaza Construction Contract

Recreation Director Christopher Horrigan presented to the Board a contract with Salisbury and Moore, for the construction of the multi-sport and event plaza at the Community Center for \$126,586, which, he added, had been reviewed by City Manager Mike Turner, City Attorney Kevin Hornik, and Salisbury and Moore, adding that version 2 included a "Liquidated Damages" clause ensuring the project is done in a timely manner and the City is covered for any damages to irrigation or

existing improvements at the facility. There was some discussion by the Board about what was included in the contract amount of \$126,586 with Horrigan recapping that it included the concrete pad, drainage, and the curb cut. After some more discussion, Commissioner Wilkins made a motion to approve Budget Amendment #12, FY23, in the amount not to exceed \$117,745. The motion was approved by a vote of 4-1.

Mayor Pro Tem Albright - Yes
Commissioner Gleason - Yes
Commissioner Kicinski - No
Commissioner Way - Yes
Commissioner Wilkins - Yes

A motion was then made by Commissioner Gleason to approve the contract, with Salisbury and Moore, version two [2], to complete the construction of a multi-sport and event plaza. The motion was approved by a vote of 4-1.

Mayor Pro Tem Albright - Yes
Commissioner Gleason - Yes
Commissioner Kicinski - No
Commissioner Way - Yes
Commissioner Wilkins - Yes

New Business | Budget Amendment #10

Finance Director Carla Hobbs told the Board that this budget amendment was a result of her reviewing financial statements and realizing that the last Finance Director had put this Budget Amendment [#10] into the system but it was never actually brought before the Board for approval. She further clarified that back in July of 2022, the League of Municipalities sent the City a \$7,926.85 check for damages to Police vehicle 708. This amendment recognizes those funds and increases vehicle maintenance in the Police Department by the same amount. Commissioner Wilkins made a motion to approve Budget Amendment #10. The motion was approved by a vote of 5-0.

Old Business | Budget Amendment #11

Finance Director Carla Hobbs explained that during her review of the FY 2023 Administrative Services Budget and her discussions with the Department Head, she had determined that several [3] line items had been budgeted incorrectly totaling \$89,000. Budget amendment #11 appropriates General Fund Balance to ensure that these line items are budgeted at the appropriate level to get through the current fiscal year Finance Director Hobbs told the Board. Mayor Pro Tem Albright made a motion to approve Budget Amendment #11. The motion was approved by a vote of 5-0.

Old Business | CORE (Creating Outdoor Recreation Economies) Grant Approval

Recreation Director Christopher Horrigan presented to the Board a grant opportunity through the North Carolina Department of Commerce. He then explained that CORE is a technical assistance program that requires no match from the City to participate and is funded through the state by American Rescue Plan funds. He continued and told the Board that the primary goal of the CORE program is to map the City's outdoor recreation assets along with relevant businesses to identify gaps and opportunities in assets and resources. And, he continued, by identifying assets and opportunities, the City/County will be able to create a strategic plan to leverage outdoor recreation as an economic development tool. He added that it does not cost the City anything except staff time and that an MOU [Memorandum of Understanding] was needed to apply for the grant. Commissioner Kicinski then made a motion to approve an MOU from the N.C. Department of Commerce to participate in the CORE Program. The motion was approved by a vote of 5-0. City Attorney Kevin Hornik interjected that according to the MOU, both a signed copy of the MOU and an adopted resolution would be required to move forward with the project. City Attorney added he saw nothing objectionable in the MOU resolution presented. Commissioner Gleason then made a motion to adopt the Memorandum Of Understanding Creating Outdoor Recreation Economies (Core) Project Resolution. The motion was approved by a vote of 5-0.

Discussion Item | Grant Process for LAPP Submission, MPO

Commissioner Kicinski began her discussion by telling the Board that she recently found out about the availability of the LAPP Grant at a CAMPO meeting. She then questioned whether the City had plans for the sidewalks between Dogwood and Whitehall and plans for sidewalks from Davenport to Main Street and she suggested the grant could be used for them. City Manager responded that he had a conversation with Community Development Director Michael Frangos about this item and the City did not require the grant because the City already had actual plans for the sidewalks in question and the LAPP Grant was a *planning* grant. There was a discussion by the Board and Community Development Director Michael Frangos, with Frangos reiterating to the Board that the Creedmoor 2040 Plan shows all of the [planned] sidewalk and greenway routes throughout Creedmoor so the grant would not apply. There was some further discussion about the LAPP grant and Frangos told the Board that the City had used the LAPP grant in the

past on the Cross City Trail project. After some more discussion, Commissioner Kicinski suggested that moving forward, the City utilize the LAPP grant for any projects that need to be planned out. No action was taken.

Finance Report

Interim Finance Director Carla Hobbs told the Board that both the TR2 and the AFIR [Annual Financial Information Report], which were overdue, have been turned in so the City is now up to date in terms of their reports due.

City Manager's Report

City Manager Michael Turner said that he was glad to report Vertical Walls completed the demolition and installation of the new decorative block wall at the Community Center. He continued and told the Board that the Upset Bid Process for 109 Park Avenue started on March 3, 2023, and would run 10 days through March 13, 2023. If no other bids were received he said, the matter would come back to the Board for discussion at their March 20th regular meeting. City Manager also told the Board that he had received 3 quotes from audio-visual vendors for the installation of monitors in the Board Room, and a decision would be made over the next few days and a PO would be issued for the work to be scheduled [Henderson - \$4,056, Raleigh - \$6,062, Youngsville - \$6,943]. Continuing his report, City Manager shared that The Creedmoor Connections Newsletter was sent to the printers last week and would be mailed to residents this week, the vehicle lettering had been ordered for two Public Works vehicles, and, if they are approved, staff would order lettering for the remaining vehicles. He also shared that in 2020 a candidate for Eagle Scout in Troop 406 constructed a receptacle for a US Flag retirement service project as his Eagle Scout project. Since that time, he continued, Troop 406 has dissolved and merged with Boy Scout Troop 416. Ms. Danielle Hayes a parent in Troop 416 has volunteered to be the POC and continue the flag collection service, and a new sign has been installed on the container in the foyer. City Manager then told the Board that The Granville County Veteran Services Officers came to City Hall today to set up their Creedmoor Office which, he said, would be open every Wednesday from 9:00 AM until 5:00 PM to serve the citizens of Southern Granville County. In closing, City Manager told the Board that the Creedmoor PD continued to capture data from Whitehall regarding the request from the Homeowners Association for speed bumps and that Chief Wheless would report his findings back to the Mayor's sub-committee within the next couple of weeks.

SGWASA Report

Commissioner Kicinski reported that SGWASA had their first finance committee meeting on February 23rd at which time they went over the initial draft of their 23/24 budget and she added that the new rate structure model will go into effect on March 1. She continued by saying that they [SGWASA] had emergency meetings on the wastewater spill at the SGWASA wastewater plant and they were just notified that there were further complications because of the age of the pipes. Commissioner Way added that SGWASA is planning on replacing approximately 100 older water meters in the area, and he said that it will cost SGWASA approximately \$875,000 to replace the water meters in the City of Creedmoor.

Commissioner Reports

Commissioner Way reported that he attended the Strategic Planning Session and the SGWASA meeting.

Commissioner Gleason said he attended the Strategic Planning Meeting for the County Board and he spoke about the report they presented on the Fire Districts.

Mayor Pro Tem Albright reported an update on the DEI Advisory Board saying that they had agreed to meet every other month, she also noted they [DEI Advisory Board] had issues with the Newsletter only being published bi-annually.

Commissioner Kicinski reported that on February 8th she attended the Chamber of Commerce Luncheon and that evening she attended the reception for new PD Chief Wheless. She continued by saying that on February 10th she attended the retirement dinner for former PD Chief King and she added that it was a great success. She then thanked Mayor Pro Tem Albright, Peggy Gleason, Neena Nowell, and Danielle Hayes for all of their help. Commissioner Kicinski then reported she attended an SGWASA meeting on February 13th and on the 15th she attended a CAMPO meeting, on February 22nd she attended the NCLM dinner and on the 23rd she attended SGWASA's finance meeting. She added that she attended both of the Granville County Strategic Planning Meetings and on February 28th she attended the first meeting of the Creedmoor Music Festival which she added, will be held on September 16th this year. On March 6th she said, she attended the Granville County Banquet Dinner which, she added, was very well attended.

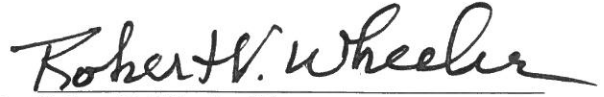
Commissioner Wilkins reported that he attended the February 9th Veteran's Organization meeting, with 3 members attending plus himself and Commissioner Kicinski. He then spoke about the Veteran's Memorial and asked the Board to honor the Veterans by moving the project forward and he asked City Manager Turner to review the estimates for the Memorial and include it in the upcoming budget. He then thanked all Veterans for their service to the country.

Mayor's Report

Mayor Wheeler reported that he attended the Chamber Banquet on March 6th and the Granville County Strategic Planning Meeting. He continued and said that he attended a breakfast at Granville Central and the Town and State Dinner where he got to meet with State Representatives.

Adjournment

There being no further business to come before the Board, Commissioner Wilkins made a motion to adjourn the meeting at 8:11 p.m. The motion was approved by a vote of 5-0.



Robert V. Wheeler, Mayor

ATTEST:


Barbara Rouse, City Clerk

