



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 5, 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, Attorney Kevin Hornik, Administrative Services Director Camille Lockley, Executive Assistant Sarah Spruill, Police Chief Troy Wheless, and Public Works Director Steve Edwards.

Absent

City Clerk Barbara Rouse attended via Zoom.

Call To Order And Invocation

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

Pledge Of Allegiance

Commissioner Wilkins led the Pledge of Allegiance.

Roll Call

Roll call by Executive Assistant Sarah Spruill determined a quorum was present.

Approval Of Agenda

Mayor Wheeler moved Items 5b, *Authorization to Sell Two (2) Surplus CPD Vehicles*, 5c, *Authorization to Transfer one (1) Surplus 1997 S-10 Chevrolet Pick-Up to South Granville High School Automotive Shop* and 5d, *Authorize Staff to Contract Auction or Advertise for the Disposal of One (1) 2013 Dodge Charger Previously Declared Surplus*, to Discussion Items 11a, b, c respectively. Commissioner Kicinski then requested to add an item to the agenda, Item 9d, *Old Business, Water and Sewer Allocation*. Commissioner Gleason made a motion 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: Reappointment of Ashley Wheeler and James Lee to the CPRC effective 9/1/2023 for two additional years through 8/31/2025, Appointment of new member David Forsythe to the CPRC effective 9/1/2023 for an initial two-year term ending on 8/31/2025, Approval of July 17, 2023, August 1, 2023, and August 21, 2023 BOC Minutes and Approval of the Alcohol Waiver Resolution for Creedmoor Music Festival, and removal of Items 5b, c, and d. The motion was approved by a vote of 5-0.

Introductions, Recognitions And Presentations

Mayor Wheeler presented a Proclamation honoring Former City Commissioner Ernie Anderson.

Mayor Wheeler administered the Oath of Office to Creedmoor PD Officer Roger Elliott.

Request To Address The Board

Stephanie Perry from Creedmoor City Tavern spoke before the Board to request a temporary closure of E. Mill Street, from Main St. to Chief St., to hold a Fall Festival, on October 7th, 2023, in support of Veterans, telling the Board that the event will host local vendors, Bounce Houses, face painting, etc. She said the request is to close down East Mill Street from Main Street to Chief Street for the duration of the event (3 p.m. to 11 p.m.). Ms. Perry then told the Board that they would like to donate a portion of the monies raised to the Creedmoor Veterans Organization's 2nd Annual Veterans Day Breakfast scheduled for Saturday, November 11, 2023, and they would also like to volunteer their time that day. Commissioner Wilkins made a motion to close East Mill Street from Main Street to Chief Street on October 7, 2023, from 3 p.m. to 11 p.m. The motion was approved by a vote of 5-0.

Public Comment

Raymond Ray, Creedmoor, NC

Mr. Raymond "Bobby" Ray spoke to the Board about his property on Main Street which he said is zoned Business. He continued and said the problem is he has no storage there at all so some supplies sit outside and he has now received a letter from the City and he is being fined and he was asking why, as he has been in business there since 1964 and he had not been charged previously. The Mayor thanked Mr. Ray and told him the City would look into it.

John Wilkerson, South Main Street, Creedmoor, NC

Mr. Wilkerson asked the Board if they had any interest in the City starting a farmers market next year. He said he had reached out to several people who are interested in bringing their wares to a farmers market in the City. He added it should be created with fewer restrictions than there have been in the past. He then suggested some usable areas for the farmers market to the Board and asked for their support. The Board thanked Mr. Wilkerson.

Old Business | Traffic Schedule Ordinance Amendment

City Attorney Kevin Hornik reminded the Board that at their August 1st, 2023 BOC meeting, they approved changes to the City's traffic schedule, and, he said, this Ordinance Amendment presented tonight memorialized that change giving those traffic changes the effect of City Ordinances. Commissioner Gleason made a motion to approve the Ordinance Amendment presented by the City Attorney. The motion was approved by a vote of 5-0.

Old Business | Hester Road Upset Bid Offer to Discuss Accepting, Rejecting, or Negotiating the Sale of the Hester Road Property

Michael Turner reminded the Board that on August 9th, 2023 the City of Creedmoor received an upset bid offer of \$275,225 (\$275,225.60) for the Hester Road Property, designated surplus by the City a few years ago. The City Manager continued and said that the required Upset Bid Public Notice was once again advertised in the Butner-Creedmoor Newspaper for 10 days from August 18 through August 28, 2023, and at the close of business on Monday, August 28, 2023, no other bids had been received to upset the current bid of \$275,225, adding, the City originally paid \$128,000 for the property back in 2013. He then reminded the Board that there have been several upset bids since the property had been listed, one upset bid on May 18th for \$236,600, another upset bid on July 17th for \$248,480, another upset bid on July 28th for \$260,964, and the current upset bid for \$275,225 on August 9th. The City Manager then told the Board they were being asked to consider the options of accepting the current offer of \$275,225, rejecting the offer, or negotiating some other amount. Commissioner Gleason made a motion to accept the most recent bid of \$275,225. The motion was approved by a vote of 5-0.

Old Business | Update on Ferbow Utility Relocation and Clifton Avenue Projects

Community Development Director Michael S. Frangos reported to the Board that the City had not been successful with its second attempt soliciting bids on the Ferbow Utility Relocation project. He told the Board that the City did receive one (1) bid for the Ferbow Street Utility Relocation, from Pipeline Utilities, but he added, that bid came in at over two (2) times the engineers (Wooten Company) estimate. Frangos continued and told the Board that the original estimate with contingency was \$142,800 and the bid total that the City received was \$308,308. Frangos explained that this was the second attempt by the City to get competitive bids for this project but to no avail and his recommendation now would be to advertise for a third time. He then told the Board that the City had not received any bids for the Clifton Avenue project. The City Manager added that he reached out to Scott Schroyer, SGWASA, and explained to him the City's dilemma, and he said he (Scott) would be glad to look at this project and talk with his staffers to see if they thought it was a project they could do and how much they could save Creedmoor. The City Manager then told the Board he would reach back out to Scott this week to get an answer for them. After some further discussion, Commissioner Kicinski made a motion to reject the bid from Pipeline Utilities, put both projects back out for bid, and try to work with SGWASA and any other agencies that the City can. The motion was approved by a vote of 5-0.

Old Business | Water and Sewer Allocation

Commissioner Kicinski reminded the Board that at the August 21st Work Session, the Board discussed sewer and water allocations and she said that she would like the City to release the noncommercial allocations, and the allocations reserved for the Police Department and, she added, if the Fire Department decides that they are not going to build, release those allocations also. Commissioner Kicinski then asked Community Development Director Michael Frangos if there were five (5) applicants for residential homes to which Frangos said he knows of two applications for residential homes, which, he added, would call for 450 gallons allocation in total adding those allocations could come out of the City Hall Expansion's allocation without touching the Fire Departments allocations or the nonresidential allocations. The Board requested that Director Frangos bring a resolution to them at their next meeting on September 18th outlining the allocation changes discussed tonight. No other action was taken.

New Business | Discussion on Mayor's Term Limits

City Attorney Kevin Hornik reminded the Board that a few members came to him to question whether the term limits for the Mayor's seat can be changed from 2 years to 4 years. He told the Board that he would recommend that they hold off until after this year's election cycle before this item is addressed, although he thought it is likely that it could indeed be done. He continued, and added that his recommendation would be to bring this issue back to the Board immediately following this election. After some discussion, a consensus of the Board was taken and the consensus was that they (the Board) would like to see the Mayor's term be changed from 2 to 4 years. Commissioner Kicinski said since the Mayor is running this election unopposed, she would like to do it before this election cycle. After some discussion about how and when this could be done, Commissioner Kicinski made a motion for the City Attorney to check with the Board of Elections to see whether the term of the Mayor can be changed from 2 to 4 years before November's election. The motion was approved by a vote of 5-0.

New Business | August 31, 2023 Financial Update

Finance Director Lee Faines presented the August 31st, 2023 Financial Update to the Board.

Discussion Item | Declare Three (3) Dodge Chargers And One (1) Chevrolet S-10 As Surplus Vehicles.

City Attorney Kevin Hornik explained to the Board that this agenda item was about four (4) surplus City (PD) vehicles and that this item was moved from the Consent Agenda for discussion tonight. He continued and told the Board that the Resolution presented to them now was to Authorize the City to sell two (2) of the Surplus PD Vehicles to Vance Granville County Community College. He then explained that one of the other items moved from the Consent Agenda, authorization for the donation of one additional surplus vehicle will need to be advertised at least 5 days before the next work session, and then a resolution will need to be presented to the Board. The City Attorney further explained that the last surplus vehicle, a 2013 Dodge Charger that will be sold privately, will need to be advertised when the first bid is received and accepted by the Board and an upset bid notice will need to be published in the local paper following the same process as the property upset bids the City had recently engaged in. After a bit of discussion, Commissioner Wilkins made a motion to adopt Resolution 2023-R-04 for the sale of two (2) 2014 Dodge Chargers to Vance Granville County Community College, including emergency equipment, for a total sum of \$17,000.00. The motion was approved by a vote of 5-0.

City Manager's Report

The City Manager reported that City staff, County Staff, and attorneys for both have reached an agreement on the Inter-local Agreement between Granville County and the City of Creedmoor for "Shared Grant Writing Services", and it is being presented to the County BOCC this evening and if all goes well it will be the September 18th BOC Work Session for review, and he added, that he has asked to be included on the interview panel once the selection process begins. City Manager continued by telling the Board that the City's Consulting Agreement with Pritchett Steinbeck Group (PSG) is scheduled to expire on October 8, 2023, and he said Alan Steinbeck is currently overseeing an internal agreement with Allison Anolik w/ the McAdams Company who assisted the City with the submittal of a \$320,000 grant request to the U.S Department of Transportation for Sidewalk Planning & Design Services for additional sidewalks in Creedmoor. Continuing, he said that the current PO for PSG was issued on May 5, 2021, and has a remaining balance of \$10,658.43 which was part of the FY 23 year-end rollover and under the terms of the current PSG agreement one (1) additional one-year renewal is allowed when initiated through a letter of notification, adding that a letter was issued on August 14, 2023, to extend the period of performance of the agreement from October 8, 2023 through October 8, 2024, reminding the Board that they approved \$20,000 in the FY 2024 Budget to continue Consulting Services with PSG. The City Manager then reported that NC-DOT began the Elm Street and West Lyons Street stormwater piping and crossover project on August 14, 2023, and the 18" reinforced pipe along the CVFD apron and apron milling is planned this week with resurfacing beginning on Monday, September 11, 2023. In closing, the City Manager told the Board that the Auditors would be at City Hall on the 19th for various testing of the City's financial processes, as previously reported by Finance Director Faines, and he said, the City had received three "Thank You" notes from Outside Agencies for their 2024 donations from Granville County Historical Society, Families Living Violence Free, and the Granville County Veterans Affairs Committee.

SGWASA Report

Commissioner Way reported that he and Commissioner Kicinski have been in discussions with SGWASA Director Schroyer about upgrades to the water treatment booster at the pump station as what is there now is outdated and they are pushing for this capital improvement to take place this year. He also told the Board that when he receives SGWASA's Water Treatment Study he will forward it to all members. Commissioner Kicinski added her thanks to everyone for their cooperation with the water pipe breaks on Main Street. She said DOT was responsible for the shutdown of Main Street and she thanked the City Manager Turner and Chief of Police Wheless for their assistance.

Commissioner Reports

Commissioner Way reported he had been involved in phone calls and meetings with residents concerning SGWASA issues and he is working with Director Schroyer. He added that he believed the Music Festival Banner was being put up across Main Street by the fire department this evening.

Commissioner Gleason reported that he attended this month's Kerr-Tar meeting. He continued that he would like the Board to adopt a new DEI Resolution changing the name to DEI Advisory Board and he would like the Board to look at the DEI functions and think about any changes they would like to make. He then reported he also attended the PD Back to School Program and it was a tremendous success he added he was on board with the idea of a farmers market in the City.

Mayor Pro Tem reported that she had visited the Community Center and there are plenty of new events she invited everyone to check out.

Commissioner Kicinski reported that she attended the Harris Park Community Event and Sotheby's Event and everyone seemed to be having fun. She said she was at the Hawley School for orientation evening and the first day of school, adding the City PD officers were amazing. She read an email from Mr. William Graham, Executive Director of Operations and Safety, Granville County Schools, thanking the City and especially the PD for all of their help with the Hawley School transition, and she said that hopefully, they will have a turn light a Hawley and Highway 56 soon. Commissioner Kicinski told the Board that at the CPRC meeting, there was a discussion about the BC Roberts sign going up behind the backstop and she did not think it should go there.

Commissioner Wilkins reported that on August 9th, the Veterans Organization held their meeting and agreed on the design for the Veterans Monument, and on August 9th, he then met with City Manager, Mayor Pro Tem Albright, Public Works Director Edwards, and Recreation Director Horrigan to finalize the type, placement, and design of flags to honor the Veterans. He then said that he attended the cookout at Harris Park and the cookout at Paddington Subdivision. Commissioner Wilkins also reported that on August 23, he attended a special called Veterans meeting to discuss the language to be put on the new Monument, which he added was as follows, "The citizens of the City of Creedmoor dedicate this monument to honor those who served in the Armed Forces to protect the freedoms established by our founding fathers". He then thanked Commissioner Kicinski and the members of the Veterans Organization, City staff for their input, and Commissioner Kicinski for spearheading the Veterans Breakfast to be held on November 11th. Commissioner Wilkins then requested all potential locations for the placement of the Veterans Monument be put on the Work Session Agenda and he reported, in closing, that he attended the 35th Annual Pecan Hill Reunion and a good time was had by all.

Mayor's Report

Mayor Wheeler reported that he attended the first day of school at Hawley School and he attended the community event at Harris Park. He said he also attended the Pecan Hill Reunion and he said it was a good program and well attended

Closed Session

Commissioner Wilkins made a motion to go into Closed Session at 7:34 p.m. The motion was approved by a vote of 5-0.

Commissioner Way made a motion to leave Closed Session at 7:52 p.m. The motion was approved by a vote of 5-0.

Open Session

Back in Open Session, Commissioner Wilkins made a motion to extend and put into effect the City Managers Contract as presented. The motion was approved by a vote of 5-0.

By consensus of the Board, the City Attorney was instructed to pursue the ETJ local boundary issue for the City.

Adjournment

As there was no further business to come before the Board, Mayor Pro Tem Albright made a motion to adjourn at 7:55 p.m. The motion was approved by a vote of 5-0.

ATTEST:



Robert V. Wheeler
Mayor Robert V. Wheeler

Barbara Rouse
Barbara Rouse, CMC