



**MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS MEETING  
NOVEMBER 6, 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, City Clerk Barbara Rouse, Community Development Director Michael Frangos, City Attorney Kevin Hornik, Executive Assistant Sarah Spruill, and Police Chief Troy Wheless.

**Absent**

None

**Call to Order and Invocation**

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

**Pledge of Allegiance**

Commissioner Wilkins led the Pledge of Allegiance.

**Roll Call**

A roll call by the City Clerk determined a quorum was present.

**Approval of Agenda**

Commissioner Wilkins requested to move Item 10b, *Application to serve on the Board of Adjustment*, to the Consent Agenda, Item 5g. Commissioner Kicinski then requested that Item 5b, *School Resource Officer Agreement*, be removed from the Consent Agenda and added back to the agenda as Item 9b, and Mayor Wheeler added Item 10g, *Clifton Avenue Repair*, to the agenda. Commissioner Wilkins made a motion to approve the agenda as amended. The motion was approved by a vote of 5-0.

**Consent Agenda**

Commissioner Gleason made a motion to approve the Consent Agenda: Declaration of Surplus Property (City iPads) by Private Sale and Resolution, 2024 BOC Legislative and Work Session Meeting Calendar, Approval of October 2, 2023, and October 16, 2023, BOC Minutes, Reappointment of Dennis Daniel to the Creedmoor DEI Advisory Board, Reappointment of Manuel Aguilar Aroche to the Creedmoor DEI Advisory Board as well as appointment of Amor Cacacho Agdeppa to the Creedmoor Board of Adjustment. The motion was approved by a vote of 5-0.

**Introductions, Recognitions, and Presentations**

Creedmoor Lions Club President Bobby Wheeler and Secretary-Treasurer Lynwood Hicks presented the City of Creedmoor with an \$850 donation for the Creedmoor Veterans Memorial Park, in honor of all past and current military veteran members of the Creedmoor Lions Club.

Mr. Joe Graziano, North Carolina League of Municipalities (NCLM), presented a Certificate to PD Chief Wheless for the successful completion of the FY-23 Law Enforcement Risk Management Review.

Mayor Wheeler administered the Official Swearing-In and Oath of Office for PD Officer Clarence Peace.

Chief Wheless recognized Sgt. Tim Kapp for receiving his Criminal Justice General Instructor Certification on October 4, 2023, from the North Carolina Criminal Justice Education and Training Standards Commission.

## **Public Comment**

There were no comments from the public.

## **Old Business | Wayfinding Signs**

Community Development Director Michael S. Frangos reminded the Board that this item was a result of their decision at the last BOC meeting to move forward with National Sign Plazas, Inc. (NSP) for the City's wayfinding signs project, and, he continued, NSP has provided the City with a draft Agreement for services which, City Attorney Kevin Hornik had reviewed, and he said, if the Board approved the agreement with edits, the contract would be returned to NSP for signatures. Frangos then clarified that the not to exceed amount of \$25,000 included the services related to the design, field analysis, fabrication, and implementation of up to four (4) way-finding signs around the City. After some discussion by the Board, Commissioner Kicinski made a motion to approve the Agreement for Services with National Sign Plazas, Inc. for an amount not to exceed \$25,000. The motion was approved by a vote of 5-0.

## **Old Business | School Resource Officer Agreement**

Commissioner Kicinski began the discussion and questioned why this agreement (School Resource Officer Agreement), which was to go into effect July 1, 2023, had not been executed yet and she added that there was a typo that would need correcting before the agreement could be signed. (July 1, 2022, the Granville County School System, Creedmoor Police Department, and Granville County entered into a one-year "School Resource Officer Agreement" to provide one (1) School Resource Officer for South Granville High School. The "First Amendment" to the original agreement is a one-year renewal for FY 2023-2024. The proposed Amendment provided two (2) full-time School Resource Officers (SRO) at Granville County Schools (South Granville High School & Hawley Middle School) located within the City limits of Creedmoor at \$75,000.00 per SRO to be funded by the County.) Commissioner Gleason made a motion to approve the First Amendment to the School Resource Officer Agreement subject to the correction discussed and to authorize the City Manager to execute the agreement for a period of one year through June 30, 2024. The motion was approved by a vote of 5-0.

## **New Business | CZ-2023-02 Creedmoor Village**

Community Development Director Michael S. Frangos said that Creedmoor Village Re-Zoning, CZ-2023-02, was being presented to the Board of Commissioners for the first time this evening and, he added, the Public Hearing was part of the conditional zoning process. Frangos continued, saying that previously, this application (applicant Brandon Moore, The Site Group, PLLC) had received a favorable recommendation from the Planning Board. He went on to say that the Public Hearing had been properly noticed (BC News and signage on the property) and nearby owners had been notified of the date and time of the Public Hearing. He told the Board that there was no need for official action immediately after the Public Hearing tonight. Frangos then presented a slide show illustrating the property (57.7 acres) and its boundaries and he added that it is currently zoned C-56 Commercial and the conditional district re-zoning proposed was a mixed-use district that allows both residential and commercial use. Frangos said the site today is largely undeveloped except for a strip of asphalt from NC 56 that runs back to the southwest most point on the property map. He then explained that the site plan was divided into four (4) Tracts: Tract A is intended for multi-family apartments, Tract B for townhouses, Tract C for commercial use, and Tract D for multi-family apartments, Frangos then reminded the Board that this was the initial conceptual master plan (which delineates tracts and initial uses) and this was only at the land use level. Applicant Brandon Moore, The Site Group, PLLC took the podium next and spoke about the existing use of the property (commercial) and their proposed mixed-use (commercial and residential) explaining that the residential units would support the commercial businesses and synergistically develop the area. He then pointed out that they (The Site Group, PLLC) designed the project with a commercial core in the center and surrounded that with two different densities of residential units. Mr. Moore went on to talk about the buffers proposed, open spaces, and the density of the acreage proposed. As there were no questions from the Board, Mayor Wheeler opened the floor to a Public Hearing, CZ-2023-02 Creedmoor Village Re-Zoning.

## **Public Hearing | CZ-2023-02 Creedmoor Village**

**Ms. Allison Suitt Taylor, Creedmoor**, spoke about the impact on the surrounding property and the property across the street from it and she asked how this re-zoning would articulate with the rest of the area (sidewalks, widening of the road, etc.). She asked how it would look and feel and live down the road.

**Ms. Carolyn Harris, Creedmoor**, said she was in favor of growth but wanted manageable growth. She voiced her concerns about the traffic on Highway 56, over crowdedness, and water safety.

**Mr. Amor Agdeppa, 514 Lake Road, Creedmoor**. asked the Board if there was a way that the apartments proposed could be low-income.

**Mr. Chad Abbott, Raleigh**, told the Board that this would set precedence because, he said, this would be the first conditional zoning the Board will have approved. He then added that a development of this size needs to provide a more substantial commitment to amenities because he thought that Creedmoor was lacking amenities. He said he thought a traffic study needed to be done and he thought sidewalks on Hwy 56 would be a good condition for this zoning application.

**Bob, Sherrill, and Susan Murray, Creedmoor**, sent the City Clerk a letter asking the Board to vote no on the proposed re-zoning application.

**Ms. Evelyn Suitt, Creedmoor** sent the City Clerk an email expressing her opinion of the proposed re-zoning application stating that the re-zoning "seems impractical."

### **New Business | CZ-2023-02 Creedmoor Village – continued after Public Hearing**

Property owner Darren Koons, 207 Kelly West Drive, Apex, took the podium to speak about the re-zoning to clarify that his goal for Creedmoor Village was to create a sustainable location with shops, restaurants, and businesses that would not only serve Creedmoor Village but all of Creedmoor as well. He said that he wanted to offer alternative types of housing to what was currently in the area and he then spoke about the possible amenities for Creedmoor Village. There were questions for Mr. Koons and some discussion by the Board.

### **New Business | Finance Report Ending October 31, 2023**

Finance Director Lee Faines presented the Finance Report ending October 31, 2023, to the Board.

### **New Business | Budget Amendment #3 (FY-24)**

Finance Director Lee Faines presented Budget Amendment # 3 (FY-24) which he explained, was a request to appropriate the General Fund Balance for the Ferbow Street Utility Relocation Project in the amount of \$264,720 with an additional 10 percent contingency of \$26,472 totaling \$291,192. He added that Budget Amendment # 3 was also a request to appropriate funds received from the sale of the two surplus 2014 Dodge Chargers from PD to Vance-Granville Community College (\$17,000) in the Police Department's budget for the purchase of upgrade equipment needed to complete the installation of the APX Console (Chief Wheless had requested Board approval to utilize a portion of the \$17,000 from the sale of the two 2014 Dodge Chargers to Vance-Granville Community College to purchase a new replacement Console not to exceed the quoted of \$11,665.28). Commissioner Wilkins made a motion to approve Budget Amendment #3. The motion was approved by a vote of 5-0.

### **New Business | Bid Award for Ferbow Street Utility Relocation Project**

City Engineer Carl Barclay explained to the Board that the Ferbow St. Utility Relocation Project (Ferbow) was first advertised in July 2023 and no bids were received. It was immediately re-advertised and the one (1) bid received (\$308,308.00 from Pipeline Utilities, Inc.) was deemed too high when compared to the Engineer's Estimate (\$143,800.00) and formally denied at the September 5, 2023, Board of Commissioners meeting. The bid was opened a third time and to increase visibility, it was posted on BeaconBid (a municipal e-procurement platform), additionally, The Wooten Company sent the project advertisement directly to several contractors as did staff, and approximately ten (10) contractors were contacted in this manner resulting in two (2) bids. Barclay continued by saying that Pipeline Utilities, Inc. resubmitted with a bid of \$298,000.00 and Moffat Pipe, Inc. with a bid of \$264,720.00. The results were then discussed with Mr. Dave Malinauskus, PE, and Wooten's design engineer. Mr. Barclay explained that Wooten's estimate was developed one and a half years ago (July 2022), therefore an increase in cost would be expected. However, he said, the significant amount of the increase in bid price is most likely related to the difficulty in receiving multiple bids, that being the current labor market for this type of work, adding that when contractors were asked if they planned to submit a bid, several stated they had sufficient work and their resources were fully committed. In closing Barclay said that based on the totality of the situation (i.e., higher than expected cost, difficulty in receiving multiple bids, and the potential environmental risks of delaying) staff recommended accepting the bid from Moffat Pipe, Inc. to move forward with the construction of the Ferbow project. After some discussion by the Board, Commissioner Wilkins made a motion to approve and award the contract for the Ferbow Street Utility Relocation Project to Moffat Pipe, Inc. in the amount not to exceed \$264,720. The motion was approved by a vote of 5-0.

### **New Business | Replacement Base Station for CPD-Dispatch**

PD Chief Troy Wheless reminded the Board that in FY 2022-23, a new CAD system was approved and installed in the Creedmoor Police Dispatch Office to upgrade the existing dispatch equipment. He continued explaining that the Board approved the \$42,000 in the FY 2024 operating budget to purchase new LED monitors, software audio packages, software licensing, MS 10 Windows 10 Professional 64-bit Operating System, a foot switch, etc. to maximize the features of the recently installed CAD system, and the equipment was ordered and arrived two weeks ago. Chief Wheless said when he reached out to Motorola to schedule the installation and compare wiring harnesses Motorola realized the existing Motorola XTL 5000 Base Station was not compatible with the new equipment and he said that timing could not have been better as the existing base station is coming to an end of its useful life and

would no longer be supported by Motorola after January 2025. Furthermore, he added, that if the current Base Station goes down Motorola advised him that parts are no longer available and dispatch would be operating via a CPD hand-held unit until the base could be replaced. Chief Wheless then told the Board that a compatible replacement base station had been quoted at \$40,000 for a Console with all the bells and whistles, but a \$11,665.28 Consolette was available which would meet the current needs of the CPD. Commissioner Wilkins made a motion to approve the purchase and installation of a Motorola APX Consolette not to exceed the quoted amount of \$11,665.28. The motion was approved by a vote of 5-0.

#### **New Business | 2766 Clifton Avenue Repairs and Budget Amendment #4**

The City Manager told the Board that the City had received a quote for this project earlier in the day, and therefore was an add-on tonight. City Engineer Carl Barclay then explained to the Board that the advertisements for work on the Clifton Avenue property had gone out in July 2023 and over the next two months, staff sent the project advertisement to over ten (10) contractors and only three expressed an interest. Of those three, he said that only two (2) bids were received, Mofatt Pipe Inc., submitted a bid for \$117,260 and Chris Milko, LLC submitted a bid for \$90,143.58. Barclay continued and said that in addition to the initial excavation and exploration of the project, Chris Milko returned for a video inspection of the pipes and junction box. He (Milko) then discussed the results with staff before submitting his bid, and because of this, Barclay said, staff believe Chris Milko's bid accurately reflects the scope of work required to complete the project. Staff recommended accepting the bid from Chris Milko and moving forward with the construction of the Clifton Avenue project. Commissioner Gleason made a motion to approve Budget Amendment #4, appropriating funds for the stormwater repairs for the Clifton Avenue project, in the amount not to exceed \$99,158. The motion was approved by a vote of 5-0. Commissioner Gleason then made another motion to approve the bid (\$90,143.58 plus a 10% contingency) and award the contract to Chris Milko LLC for the 2766 Clifton Avenue repair project. The motion was approved by a vote of 5-0.

#### **City Manager's Report**

City Manager Michael Turner reported that on October 1, 2023, the City received a check from DOT in the amount of \$25,000 as partial reimbursement for the 5707-L project and he said that the remaining balance was estimated to be \$19,493 adding that it was expected in early 2024. Continuing, the City Manager reported to the Board that there has been no response to date from the U. S. Department of Transportation for the \$320,000 Grant Request submitted on August 14, 2023, for sidewalk improvements previously prioritized by the Board. Continuing, the City Manager told the Board that following a recent safety concern for City and County staff working at the Creedmoor Community Center, two Panic Buttons (silent alarms) had been ordered and would be installed at the main entry desk for both the Community Center and Senior Services in the event of an emergency. If activated they would notify CPD dispatch and PD can respond immediately. The City Manager then reported to the Board that to ensure a smooth transition at the Community Center, Angie Perry was appointed Interim Parks and Recreation Director on October 17<sup>th</sup>, effective November 1, 2023, as Chris Horrigan's last workday was October 31, 2023. The City Manager then told the Board that the City had received forty-four (44) applicants for the Parks and Recreation Director position during October and five (5) applicants had been selected and interviewed by himself, Chris Horrigan, and Camille Lockley, and an offer had been made last week and accepted by the final applicant. The City Manager then reported that the City of Creedmoor's 2024 Annual Strategic Planning Workshop was scheduled for February 10, 2024, and any input from the Mayor or Board regarding the agenda, format, topics, speakers, etc. would be greatly appreciated. The City Manager also reported that Jon Arnold, with NC-DOT Highway Division 5, had informed him that the City should be receiving an invoice for the work performed on Elm Street and the CVFD apron in the next several weeks. The City Manager closed his report by telling the Board that he and Chief Wheless met with Creedmoor Post Master Brian Edwards to request the curb-side USPS drop box in front of the Post Office be rotated 180 degrees so that disabled and handicapped patrons can drop outgoing mail without exiting their vehicle.

#### **SGWASA Report**

Commissioner Way reported that he had sent the SGWASA Executive Report out to the BOC earlier this week for the Board's review.

#### **Commissioner Reports**

Mayor Pro Tem reported that she attended the Granville County Greenway meeting last month.

Commissioner Gleason reported that he attended the SGWASA meeting, the Songs of America Concert at the high school, the Crime Stoppers Banquet, and the County Veterans Parade on November 4<sup>th</sup> in Oxford. He then thanked Angie Perry for all she had done for the City.

Commissioner Kicinski reported that she attended the SGWASA meeting, and joined the Creedmoor pickleball team, she thanked Angie Perry for taking over at the Community Center and she said that she was working on the Veterans Day Breakfast and Christmas Parade float.

Commissioner Way reported that he attended National Night Out, the Crime Stoppers Banquet, the Davenport Community Cookout, and the SGWASA meeting.

Commissioner Wilkins reported that on October 11<sup>th</sup> he attended the Veterans Org. meeting, on October 24<sup>th</sup> the Crime Stoppers Banquet, on October 26<sup>th</sup> the City Tavern Auction, and on November 2<sup>nd</sup>, he attended the Songs of America Concert at the high school.

### **Mayor's Report**

Mayor Wheeler reported that he too attended the Songs of America Concert at the high school, the Crime Stoppers Banquet, the Oxford Veterans Day Parade on November 4<sup>th</sup>, and National Night Out.

### **Adjournment**

As there was no further business to come before the Board, Commissioner Gleason made a motion to adjourn at 8:21 p.m. The motion was approved by a vote of 5-0.

  
Mayor Robert V. Wheeler

  
City Clerk Barbara Rouse, CMC



