



**MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS  
BOC - REGULAR SESSION  
JANUARY 2, 2024**

**Present**

Mayor Bobby Wheeler, Commissioner Emma Albright, Mayor Pro Tem Georgana Kicinski, Commissioner Robert Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, City Clerk Barbara Rouse (via Zoom), Executive Assistant Sarah Spruill (acting Clerk), Community Development Director Michael Frangos, and Police Chief Troy Wheless.

**Absent**

Commissioner Edward Gleason (excused).

**Call To Order And Invocation**

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

**Pledge Of Allegiance**

Commissioner Wilkins led the Pledge of Allegiance.

**Roll Call**

A Roll Call by the Acting City Clerk Sarah Spruill determined a quorum was present.

**Approval Of Agenda**

Mayor Wheeler added Item 5d., excusing Commissioner Edward Gleason's absence from the meeting to this agenda. Mayor Pro Tem Kicinski then requested a Closed Session be added to the agenda for Personnel to which the City Attorney suggested the item should be placed as an item in open session. Mayor Wheeler then added Mayor Pro Tem's request as Item 9e., Personnel, to the agenda. Commissioner Wilkins made a motion to approve the agenda as amended. The motion was approved by a vote of 4-0.

**Consent Agenda**

Commissioner Wilkins made a motion to approve the Consent Agenda, Appointment of Rachel Renbarger to the DEI Advisory Board, Appointment of Kechia Brustmeyer-Brown to the Planning Board, Approval of December 5, 2023, BOC Meeting Minutes, and Excusing Commissioner Gleason from the Meeting. The motion was approved by a vote of 4-0.

**Request To Address The Board**

There were no requests to address the Board.

**Public Comment**

There were no public comments.

**Old Business | Public Hearing on Proposed Charter Amendment to Extend Mayors Term Limit**

City Attorney Kevin Hornik reminded the Board that at their December 5<sup>th</sup> BOC meeting they approved a Resolution of Intent to Consider an Ordinance Amending the City Charter of the City of Creedmoor such that a Mayor shall be elected every four (4) years. After the summary, Mayor Wheeler opened the floor to the public to consider the ordinance amending the City Charter to read that the Mayor shall be elected every four (4) years instead of every two (2) years pursuant to N.C. General Statute §160A-101(8)(a). As no one from the public came forward to speak, the Mayor closed the Public Hearing. A motion was then made by Mayor Pro Tem Kicinski directing staff and the City Attorney to move forward with the Proposed City Charter Amendment to Extend the mayor's Term Limit from 2 (two) to 4 (four) years. The motion was approved by a vote of 4-0.

### **New Business | Budget Amendment # 5**

Finance Director Lee Faines presented the Board with a brief overview of Budget Amendment #5, which appropriated total donations received to date totaling \$4,357 solely for the Veterans Monument, receipt of the DARA Place-Making Grant for \$7,500 to support improvements to B.C. Roberts field and construction of the Multi-Sport Event Plaza as well as the appropriation of the \$616 donation from the City Tavern that supported the Veterans Day Breakfast. Mayor Pro Tem Kicinski then made a motion to approve Budget Amendment #5. The motion was approved by a vote of 4-0.

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

Finance Director Lee Faines presented his monthly Finance Report, ending December 31, 2023, to the Board. There was a brief discussion and no action was taken.

### **New Business | Resolution 2024-R-01 Accepting the Dedication of Infrastructure in Amberleaf**

Community Development Director Michael Frangos told the Board that D.R. Horton had completed building homes in the Amberleaf subdivision and SGWASA had accepted the dedication of the water and wastewater infrastructure in mid-2022. He continued and said that City staff had inspected and re-inspected the streets and roadway improvements at every stage of construction. He then added that the City would be accepting the offer of dedication made with each final plat approval, accepting the sixty-foot rights-of-way, which he said, is already inside the corporate city limits, including the curb, gutter, and sidewalk, but he added that the City would not be accepting the maintenance responsibility of street trees or the stormwater control measures outside the right-of-way and that these would be the responsibility of each property owner and the Home Owners Association, which is now being run by Evans Management. In closing, Frangos said that once acceptance is completed, the combined linear footage of the roadways will be added to the City's Powell Bill request for FY25. After a few questions, Commissioner Albright made a motion to approve Resolution 2024-R-01, A Resolution Accepting The Dedication Of Infrastructure made to the City Of Creedmoor within the Amberleaf Subdivision. The motion was approved by a vote of 4-0.

### **New Business | LSP-2022 -01 Carolina Secure Storage Expansion**

Community Development Director Michael Frangos explained to the Board that they have the ministerial responsibility of final approval for all Large Site Plans (LSP) according to CDO 7.7-1 (F), Formal Review, and then reminded them that this LSP has been reviewed by the Creedmoor Technical Review Committee, including SGWASA and was approved with minor revisions. He continued and said that additional stormwater control measures were not necessary due to the building being built on a previously impervious surface area resulting in no net increase, and therefore no additional water or wastewater allocation was needed due to existing infrastructure already in place, and he then explained that the significant expansion required elevation drawings because it was a commercial land use located on a major arterial roadway. He told the Board that the Planning Board had held a public meeting on November 9<sup>th</sup>, 2023, and notified nearby property owners about the application. No one spoke against it at the meeting he said, and the Planning Board unanimously recommended approval of LSP-2022-01. After a short presentation and discussion, Commissioner Wilkins made a motion to approve LSP-2022-01, Carolina Secure Storage. The motion was approved by a vote of 4-0.

### **Discussion Item | CZ-2023-02, Creedmoor Village Update**

Community Development Director Michael Frangos explained to the Board that this conditional zoning process has four critical components required by the General Statutes and the Creedmoor Development Ordinance to lawfully rezone a property, the conceptual site plan, a mutually agreed upon list of conditions, a resolution of consistency and reasonableness, and an ordinance amending the official zoning map. He continued and told the Board that the applicant for Creedmoor Village remained cautiously concerned over the availability of water and wastewater utilities and the timeline imposed by the conditions attached to CZ-2023-02. Frangos said that Version 5 of the site plan added additional landscape separation from the roadway for the residential components and proposes several specific development-related milestones over the next 60 months, adding the milestones that are intended to confer continuous progress toward construction to the Board of Commissioners. He said this was presented tonight as an update only and no action from the Board was necessary.

### **Discussion Item | Personnel**

Mayor Pro Tem Kicinski began the conversation by explaining that she wanted to discuss City employee pay scales, specifically employees who worked on holidays, who she said, should be paid double time. After some discussion, Mayor Wheeler directed City Manager to "work up the numbers" and get back to the Board and to also include *holiday pay scales for City employees* in the upcoming 2024 Budget Workshops.

### City Manager's Report

City Manager Turner reported to the Board that last month, City Finance Director Lee Faines completed the NC Finance Officers' Certification Program. He explained that there are stringent criteria to apply and all applicants must complete four exams to receive certification; Governmental Accounting and Financial Reporting, Cash Management and Investment of Public Funds, Budgeting and Capital Finance, and Financial and Supervisory Management (tied to Fundamental Supervisory Practices), congratulations Lee. The City Manager then reported that Budget Amendment #5, presented tonight, also contained a \$1,000 donation from GC-VAC for the Creedmoor Veterans Plaza. Continuing, the City Manager reported that the inventory of the CCC and Lake Rogers has now been completed and hand-receipted over to the new Parks and Recreation Director, Dennis Meshaw, and that the second and final 6-month payment (\$113,639.50) to the CVFD for the Fire Services and Rescue Agreement for FY-2024 was delivered to Chief Fisher on December 15, 2023. In closing, the City Manager added that next Friday, January 12<sup>th</sup>, an interview is scheduled for the Granville County Shared Grant Writer, and he will be a participant on the interview panel.

### SGWASA Report

Mayor Pro Tem Kicinski reported that the last SGWASA meeting was very short and the re-elected commissioners were sworn in. She added that she thought that the SGWASA Allocation Policy would be coming up in the February meeting. Commissioner Way also reported that the last meeting was short and that updates and system improvements to the Lake Rogers Booster Pump Station will be addressed at the next SGWASA meeting.

### Commissioner Reports

Commissioner Way reported that the holiday activities were all wonderful, as were the church services and community events, parades, and parties. Commissioner Way then said that he was looking forward to continuing work with this Board as they move this community forward over the next few years.

Commissioner Wilkins reported that he attended the Christmas tree lighting on the 1<sup>st</sup> of December and he participated in the Christmas Parade on December 2<sup>nd</sup>.

Mayor Pro Tem Kicinski reported that during the Christmas holiday, the Creedmoor PD did so much for the community, including the Senior Angel Tree, which she added, served 37 senior households, and she said was proud of them and she said that more children than ever participated in the Shop with a Cop event this year also. Mayor Pro Tem then reported that sadly Creedmoor lost two longtime residents recently. In closing, Mayor Pro Tem said that the tree lighting was a great success as was the 2023 Christmas Parade with 57 entries, and she thanked the City staff and everyone who rode on the float with the Commissioners and she said it was awesome.

Commissioner Albright reported that the Cookies with a Cop was a great event and she then thanked everyone for their participation in the Main Street Holiday Window Decorating Contest and she enjoyed all of the City's holiday events.

### Mayor's Report

Mayor Wheeler reported that he was pleased with the Main Street Window Decorating Contest also adding that it was nice to see Main Street lit up for the holidays he applauded Chief Wheeler for his outstanding community outreach activities during this holiday season and he thanked the entire Police Department.

### Closed Session | Attorney-Client Privilege N.C.G.S. 143-318.11(a)(3)

Commissioner Way made a motion to go into Closed Session at 7:05 p.m. The motion was approved by a vote of 4-0.

Commissioner Way made a motion to leave Closed Session at 7:26 p.m. The motion was approved by a vote of 4-0.

### Adjournment

As there was no further business to come before the Board, Commissioner Way made a motion to adjourn at 7:27 p.m. The motion was approved by a vote of 4-0.



*Robert V. Wheeler*  
Mayor Robert V. Wheeler

  
Barbara Rouse, City Clerk, CMC