



**MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
BOC - WORK SESSION
FEBRUARY 20, 2024**

Present

Mayor Bobby Wheeler, Mayor Pro Tem Georgana Kicinski, Commissioner Emma Albright, Commissioner Edward Gleason, Commissioner Robert Way, and Commissioner Archer Wilkins. Also present were City Manager Michael Turner, City Clerk Barbara Rouse, Executive Assistant Sarah Spruill, Public Works Director Steve Edwards, Recreation Department Director Dennis Meshaw, City Attorney Kevin Hornik, and Police Chief Troy Wheless.

Absent

None

Call To Order and Invocation | Mayor Pro Tem Kicinski

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

Pledge of Allegiance

Commissioner Albright 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 the addition of an item, *Tax Evaluation* be added to the agenda and Mayor Wheeler added the item as a Discussion Item 5g. Commissioner Albright also requested the addition of an item, *Excused Absences* to the agenda, and Mayor Wheeler added the item as a Discussion Item 5h. Commissioner Way then requested the addition of an item, *Reimbursement to CVFD for Elm Street Repair* to the agenda, and Mayor Wheeler added the item as a Discussion Item 5i. Commissioner Wilkins then made a motion to approve the agenda with the additions. The motion was approved by a vote of 5-0.

Discussion Item | Parks & Recreation Department Projects Update

Parks and Recreation Director Dennis Meshaw presented an update on the Creedmoor Parks and Recreation Projects and Programming to the Board. Meshaw first presented the Multi-Sport and Event Plaza update telling the Board that he is coordinating with the Public Works department to have Sport Master applied to the concrete, which he added, is a three (3) step process and is weather dependent because it needs three (3) consecutive days above 50 degrees. Moving on, Meshaw told the Board that he is waiting for quotes from the North State Resurfacing Company for the Pickleball and Basketball courts and he added that the basketball border safety padding had been ordered on January 19, 2024, and because the pads are customized, they were expected to be completed February 16, 2024, and he is expecting an estimated delivery date soon. Next up, Meshaw talked about the Senior Center Wildflower Garden, telling the Board that he is still looking for partnerships with local clubs or businesses to help renovate the garden, adding that Mr. Wilkerson and his Falls Lake Academy Employment Preparation Program students will be planting flowers in front of the Community Center. Moving on to the B. C. Roberts Field update, Meshaw explained that the pre-emergent and post-emergent will be applied to the field the week of February 19th through the 23rd, and the fertilization and aeration will occur once the grass on the field is out of dormancy, and as per the recommendations of Nolan Thomas, the Community Center should limit rentals and heavy usage of the field until the summer. Meshaw then presented the Community Center's Spring Programs and Events update to the Board saying that they were excited to have added new programs for toddlers ages one to five. There was some discussion by the Board and the Mayor thanked Director Meshaw for his presentation. City Manager Turner then updated the Board on the Veteran's Memorial and Plaza, telling them that the Monument was on route and on its way to South Boston Memorial Company in Virginia from the supplier, and upon its arrival it will be scheduled for engraving and the

mounting of the six (6) military medallions. Moving on to the Veteran's Plaza, the City Manager reported that to date the Creedmoor Veterans Organization has raised \$4,357 of the \$66,000 needed for the Veterans Plaza and they are continuing their requests for donations.

Discussion Item | VC3 Information Technology - Master Services Agreement

City Manager Michael Turner explained to the Board that on February 21, 2018, the City of Creedmoor entered into an initial 3-year Information Technology Master Services Agreement (MSA) with VC3. He added that when the initial MSA expired on February 3, 2021, the agreement was renewed for a second 3-year period at a base rate of \$6,259.15 per month, and is currently scheduled to expire on March 31, 2024. The City Manager then presented a spreadsheet to the Board to summarize where the increases originated from, highlighting the VSO line which was \$3291(2021) and will be \$5067 (2024), a \$1,700 increase, the Services Advantage Line which was \$2,656 (2021) and will be \$6,500 (2024) a \$3,912 increase, and the licensing line which was \$312 and will be \$1,580, a \$1268 increase, bringing the total increase he said, to \$6954 per month. The City Manager went on to explain that the majority of these increases were driven by the City's requests; an increase in VOA seats from 12 to 19 (CPD take-home fleet), CAD System Integration, additional Data Protections (per GB) from 266 to 898, etc. The City Manager further explained that the proposed 2024 renewal agreement with VC3 has a monthly fee of \$13,215.55, and of that amount, he reiterated, that only 2% (\$312) is a request from VC3 for new licensing and the remaining 98% (\$12,903) is for additional services requested by the City of Creedmoor (increase in VOA seats from 12 to 19 (CPD take-home fleet), CAD System Integration, additional Data Protections (per GB) from 266 to 898, etc.). The City Manager then told the Board that during the year, meetings are held monthly with VC3, the City Manager, and Executive Assistant Spruill to discuss any ongoing issues or concerns, and during this year's renewal review he said, VC3 recommended an upgrade of the City's internet provider Spectrum from cable connectivity to fiber optic to significantly increase data speed for City Hall and the Community Development Office, adding that the cost for this higher speed from Spectrum will increase monthly cost of \$169 per month to \$625 per month. The other recommendation from VC3 he added, was to move the City's data from the storage area at City Hall to the VC3 Data Center for increased security, with no additional cost to us. Richard Avant, Strategic Advisor for VC3 took the podium to clarify any issues and questions from the Board. Mr. Avant explained that the majority of the increases presented to the Board today are mostly from the increase in seats (users) and general price increases. There were several questions from the Board about the upgrades, equipment, internet vs. fiber optics, costs, etc. Commissioner Gleason asked if the City has put out an RFP for Tech Services to which the answer was no and he suggested the Board take a few weeks to look over the 2018 and 2021 VC3 contracts before making a decision. There was some further conversation between the Board, Executive Assistant Sarah Spruill, and Mr. Avant on what upgrades were done in 2021 by VC3 and the question was asked why the City did not switch to fiber optics then (instead of spending money to upgrade the servers) and Mr. Avant said that fiber was not in the area at that time. As there were no more questions from the Board, Mayor Wheeler thanked Mr. Avant for his time. No action was taken.

Discussion Item | Match Grant Contract

Commissioner Kicinski reminded the Board that they all watched a presentation from Michele Trempe, GrantMatch, at the January 16, 2024 Board meeting, but no action was taken and she asked the Board to reconsider this now. Mayor Pro Tem said that she was impressed with the GrantMatch contract terms, and she added that utilizing them would not impact the grant writer we will be sharing with the County. She went on to tell the Board that it would not cost any money to try the company. After some discussion by the Board, Commissioner Wilkins and Commissioner Albright agreed that the City should try GrantMatch but Commissioner Gleason said that they (MatchGrant) get 10% of the total grant amount awarded and he said that could essentially be a large amount, adding that 10% does not come out of the award money but out of the City's funds directly, and he added that the shared County grant writer would not get any percentage of the awarded money. The City Manager said that if the City decided to go with GrantMatch, they would have to give them the City's CIP (Capital Improvement Project) list but priorities would have to be further refined, he cautioned that 10% out of the City's fund balance would not be great if large grants were secured. After some more discussion, Mayor Wheeler requested that the item be put on the March 5th, BOC Meeting Agenda.

Discussion Item | Public Works Request to purchase a "track skid steer" with Powell Bill Funds

Public Works Director Steve Edwards explained to the Board that the Public Works Department is requesting to purchase a Track Skid Steer machine for use in the construction, repair, and maintenance of Powell Bill streets and public thoroughfares, right of ways, shoulders, sidewalks, and drainage areas. He said that this equipment was available through a local Sourcewell equipment vendor and the Sourcewell base price was \$82,784, with a \$20,186.64 discount price for a subtotal of \$63,924.36, adding that with the addition of one attachment, a 4-in-1 front end bucket loader for \$5,389 and

miscellaneous assembly, freight, etc., the total purchase and delivery price was \$70,659.44. Edwards then told the Board that the local provider was The Tractor Center of Raleigh, NC and that the funding for this purchase was available in the FY 2024 Powell Bill Fund expenditure account # 50-8100-4010 for Street Repairs and Resurfacing, with the balance of that account reflecting currently available funds of \$75,096.71. After some discussion by the Board, Commissioner Albright made a motion to approve the purchase of the Track Skid Steer machine for the Public Works Department, using Powell Bill Funds, accept the proposal, and authorize the City Manager to initiate the required purchase order not to exceed \$70,659.44. The motion was approved by a vote of 5-0.

Discussion Item | Downtown Appearance District

Mayor Pro Tem Kicinski began the discussion by saying that there are rotting awnings, filthy awnings, faded signs, and lights hanging down in front of various properties on Main Street, and, she said, because she now knows the City has an Appearance Ordinance (City of Creedmoor Code of Ordinance §156: Community Appearance, adopted in 2010), she would like to see the Ordinance strictly enforced and applied to all of the businesses and owners on Main Street. Continuing, Mayor Pro Tem said that there are business owners who maintain their buildings on Main Street and they are complaining that others are not, so she asked that the City's Code Enforcement Officer get serious about the conditions of the awnings on Main Street. She then added that the City has a Façade Improvement Program (FIP), so, she said, if any business needs a new awning, she said they could go to the Community Development Office and pick up an application where they can apply to have the City pay 50% of the costs. Mayor Pro Tem told the Board she wants to see "pride in ownership" throughout the City and Main Street needs to look inviting. She then requested the City Manager instruct the Code Enforcement Officer to start enforcing these ordinances on the buildings, shops, or business owners on Main Street. Mayor Pro Tem then shared with the Board that the City is doing another decorating contest on Main Street called the "Spring Fling" and there will be a prize awarded. No action was taken.

Discussion Item | Façade Improvement Program (FIP) -2023-01, Sunnyside on Main Street

City Manager Michael Turner explained to the Board that FIP-2023-01, Sunnyside on Main, is a Façade Improvement Program (FIP) request received from Dennis Pelletier, proprietor of 209 Main Street, with the building and property owner's consent. This application, he continued, received a favorable recommendation from the Planning Board at their regularly scheduled meeting on February 8, 2024, with the members unanimously in support of reimbursing the owner for his investment in recovering the awning. The City Manager then told the Board that the next step is for the City Attorney and applicant to review the draft and consider the terms of the required maintenance easement, adding that the applicant has shown proof of payment to the awning replacement company of \$1,500 plus tax, and the proposed reimbursement would be for 50% or \$750.00. Continuing, the City Manager said that if the Board wants to proceed with this approval, a budget amendment would have to fund the FIP in FY24, and both the City and the applicant would have to agree to the terms of the easement, which he added, would last for 10 years. There were some questions from the Board about the agreement and City Attorney Hornik explained that this easement allows the City to acquire a right of access to the front façade of the property, allowing the City to enter the property to do work and the CDO allows the City to use one enforcement authority to maintain the front of the facades. The City Attorney continued by saying that this easement allows the City to pay property owners a reimbursement to upgrade their façade. Mayor Pro Tem Kicinski asked if the City had easement agreements for all businesses on Main Street. The City Attorney went on to explain that for the Façade Improvement Program if the City wants to give money to property owners, the City must get something back in exchange. He further clarified, saying that the City gets something of value in exchange for money which allows the City to guarantee the façade will be maintained to City standards. Mayor Pro Tem Kicinski then asked how CDO §156 works with City easements to which the City Attorney answered they are two separate regulatory provisions. After the clarifications, Mayor Pro Tem Kicinski made a motion to approve Budget Amendment #7 for \$750 reimbursement for the Façade Improvement Program Grant. The motion was approved by a vote of 5-0. Commissioner Gleason then made a motion to execute a ten (10) year maintenance agreement with the property owner of 209 Main Street (Dennis Pelletier) and authorize the City Manager to reimburse 50%, or \$750, for the applicants' facade improvements. The motion was approved by a vote of 5-0.

Discussion Item | Tax Re-evaluation

Commissioner Wilkins requested this item be placed on the agenda to talk about the County tax re-evaluation and he said he has had a few constituents speak to him because they were shocked by the re-evaluation of their properties. Commissioner Wilkins asked, as the City goes into its budget meetings, that the Board remember to take care of its citizens by looking at the City's tax rate and make sure it remains revenue-neutral. Finance Director Faines then explained that N.C. Statue §159.11E states that each time a re-evaluation is done by the County, the municipality and finance Officer, must calculate the revenue and tax rate and that rate must generate the same amount of revenue before the re-evaluation is completed. He continued and explained that the municipalities revenue-neutral tax rate must then be published to the public and it gives the public a chance to speak and therefore allows for transparency. He continued and told the Board that the

City's revenue and tax rate would be discussed during the budget workshops. Commissioner Gleason questioned whether the City could use the reassessment to collect more tax than they need to which the Finance Director said it depends on what tax rate the City decides to adopt in the upcoming fiscal year. After some more discussion, the Mayor gave a summary of the City's tax rate through the years, pointing out that in 2015 the tax rate was .70 cents on \$100, in 2019 the tax rate was .615 per \$100, and as of 2024 the tax rate is .615 per \$100, and he emphasized that this Board is going to do the best that they can for their residents. No action was taken.

Discussion Item | Commissioner Albright's Request for Excused Absence

Commissioner Albright told the Board that she will need to be excused from the August 19th, 2024 Work Session. Commissioner Gleason made a motion to excuse Commissioner Albright from the August 19th, 2024 BOC Work Session. The motion was approved by a vote of 5-0.

Discussion Item | Reimbursement to CVFD for Elm Street Repair

Commissioner Way requested this item be added to the agenda because he said he would like to see the City reimburse the CVFD \$22,920.81, which he said, was half of the City's disbursement for the contract with the DOT to repair the Elm Street apron and drain boxes in front of the firehouse. Commissioner Way went on to explain that the CVFD is still a volunteer fire service and, he said, he did not believe this was a burden the CVFD should have to pay. The City Manager then told the Board that the check for \$22,920.81 had been delivered from the CVFD to the City today, February 20, 2024, and he said, that was the amount the City and CVFD agreed to. The Mayor then asked the City Attorney if there would be any potential legal issues if the City decided to return the money to which the City Attorney answered that the City could refund the money to the CVFD and bear half of the total cost of the project even if the repair was done on private property. Mayor Pro Tem added that the apron was on private property, and paved by the DOT, and she thought that the City could not use their money for this project. The City Attorney then further clarified that because the apron was repaired for the fire department, which serves the City, essentially, he said that the wear and tear on the apron were from services to the City, which, he added, is also a significant public benefit to the City, so the City could pay for the repair if they choose to do so. After some lengthy discussion, Commissioner Wilkins requested the item be tabled until the next BOC meeting so this Board could review the CVFD budget and he asked the City Attorney to look into whether this money could be paid out of the Stormwater fund. After some more impassioned discussion, Commissioner Wilkins then made the motion to table this item until the March 5th, 2024 BOC meeting. The motion was approved by a vote of 3-2.


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

Adjournment

As there was no further business to come before the Board, Commissioner Gleason made a motion to adjourn at 8:09 p.m. The motion was approved by a vote of 5-0.


Mayor Robert V. Wheeler




Barbara Rouse, City Clerk, CMC