



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
JANUARY 7, 2020
6 P.M.

Present

Mayor Bobby Wheeler, Mayor Pro Tem Del Mims, Commissioner Kechia Brustmeyer-Brown, Commissioner Georgana Kicinski, Commissioner Ed Mims, and Commissioner Neena Nowell. Also present were City Manager Korena Weichel, City Clerk Terry Hobgood, City Attorney T.C. Morphis, Jr., Community Development Director Michael Frangos, and Public Works Director Steve Edwards.

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:00 p.m. Commissioner Brustmeyer-Brown offered the invocation, and Commissioner Kicinski led the Pledge of Allegiance.

Roll Call

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

Approval of Agenda

The agenda was approved by unanimous consent with the following amendments: Addition of an appointment to the Granville Greenways Advisory Committee, and moving unsealing and approval of closed session minutes from the Consent Agenda.

Consent Agenda

The consent agenda, December 11, 2019 Meeting Minutes, was approved by unanimous consent.

Request to Address the Board // Carleen Evans of Winston, Williams, Creech, & Evans, LLC

Carleen Evans of Winston, Williams, Creech, and Evans, LLC presented the audit report for Fiscal Year 2018-2019. The audit had no reported findings, and determined that Creedmoor has increased its net position from the previous year. Evans gave an overview of revenues and expenditures, as well as statistics on tax collection percentages and the current fund balance, which currently sits at 232% of operating expenditures.

Commissioner Kicinski moved to accept the Fiscal Year 2018-2019 Audit Report; seconded by Commissioner Nowell. Motion approved 5-0.

Request to Address the Board // Alan Steinbeck of Pritchett Steinbeck Group

Alan Steinbeck reviewed the Creedmoor|FORWARD ten-year strategic plan for the board. This plan was originally developed in 2015, and envisions what the city could look like by 2025. Steinbeck highlighted the results of public participation meetings, which emphasized a demand from residents for more recreational opportunities. Steinbeck also described how attractive Creedmoor was for growth due to low land costs and close proximity to Durham, Raleigh, and Research Triangle Park. The plan outlined several points of emphasis including improvements to public infrastructure, road and sidewalk improvements, Lake Rogers, and downtown revitalization. He also noted that the city has made measurable progress towards achieving these goals. Steinbeck is submitting a proposal to assist with identifying next steps for an updated ten-year strategic plan.

The board discussed the current strategic plan, and potential scope and areas of emphasis for the updated plan including: The importance of multi-family housing for Creedmoor's future growth, the need to diversify business development to meet the demands of the population, the need for economic development to keep pace with the construction of amenities within the city, and the importance of high quality/low cost water and sewer services as a key to attract economic growth.

City Manager Weichel stated that, pending board approval, Steinbeck would facilitate discussion and prioritization at the February Strategic Planning Workshop.

Public Comment

Ed Gleason, 1973 Bowles Avenue

Ed Gleason welcomed the new board members, and spoke about how contentious the meetings had been the past few years. He also recommended the city consider adding Christmas decorations at the entrances to housing developments on NC Highway 56 (Wilton Avenue).

Modifying Board Pay Frequency from Bi-Weekly to Monthly

Mayor Wheeler presented a proposal to change the board pay frequency from bi-weekly to monthly. The current pay system was established several years ago to align with the employee pay schedule, but there would be some cost savings to change the board pay back to monthly. This will take effect with the January 15, 2020 pay period if approved.

Commissioner Nowell moved to change the pay frequency of elected officials back to monthly effective with the first pay period in calendar year 2020; seconded by Commissioner Brustmeyer-Brown. Motion approved 5-0.

Lake Rogers Capital Project Update

City Manager Weichel presented a funding update for the Lake Rogers Park capital improvements. Phase I and II construction is complete with some work continuing by Public Works on the trails. Staff is projecting a remaining project balance of approximately \$20,000, which the board may choose to leave in the project fund for future capital improvements or transfer back to the Capital Reserve Fund.

The board also discussed soliciting sponsorships for park benches, which will be led by the Parks and Recreation Committee.

Creedmoor Community Center Roofing Materials Options for New Gymnasium Construction

City Manager Weichel presented potential roofing material options for the new gymnasium at the Creedmoor Community Center. The board may opt to install shingles on the gymnasium for a savings of approximately \$50,000 versus the originally approved metal roof design. Weichel also updated the board on the status of change order number three, which accounts for the removal of the buried structure discovered during construction.

The board discussed metal roof versus shingles options cost difference, as well as life span and warranty of the different products. The board also discussed the reasoning for the shingle roof on the renovated building. Public Works Director Edwards explained that a significant portion of the Community Center ceiling would have needed to be removed and rebuilt to adequately fit and support a metal roof.

The board continued discussing the increase in costs, and if this was expected to continue. Public Works Director Edwards predicted that the project budget should be much more stable for the remainder of the project, since interior building work should not provide as many surprises during construction as the structural and exterior work did.

The board consensus was to keep the metal roof option for the new gymnasium included in the original proposal and budget. Weichel stated that she hoped to present change order number three and an updated project budget in February.

Ordinance 2020-O-01 // Amendments to Board Rules of Procedure

City Manager Weichel presented the suggested updates to the board's rules of procedure, which must be adopted by ordinance. The board discussed the differences between these suggested rules and Robert's Rules of Order.

Mayor Pro Tem Del Mims moved to postpone action on this item until after the rules of procedure training by Trey Allen on January 15, 2020; seconded by Commissioner Nowell. Motion approved 5-0.

Commissioner Nowell moved to modify the board meeting schedule to change the January 15, 2020 meeting time to 4 p.m.; seconded by Commissioner Ed Mims. Motion approved 5-0.

Resolution 2020-R-01 // Support for 2020 Census

City Manager Weichel presented the resolution of support for the 2020 Census. The city is pledging to promote the census, and the work of the Granville County and Kerr-Tar Regional Council of Government's Complete Count Committees.

Mayor Pro Tem Del Mims moved to approve Resolution 2020-R-01 Support for 2020 Census; seconded by Commissioner Kicinski. Motion approved 5-0.

Board of Adjustment Appointment

Commissioner Ed Mims moved to excuse Commissioner Brustmeyer-Brown from discussion and action on this item due to her being the spouse of the applicant; seconded by Commissioner Kicinski. Motion approved 5-0.

Mayor Pro Tem Del Mims moved to appoint Kevin Brown to the Board of Adjustment for a term ending January 31, 2023; seconded by Commissioner Kicinski. Motion approved 4-0.

Terracon Consultants, Inc. // Master Services Agreement & Proposal for 109 Park Avenue

Community Development Director Frangos presented the Master Services Agreement and proposal for asbestos survey at 109 Park Avenue. If approved, a budget amendment will be needed to account for these expenditures.

Commissioner Brustmeyer-Brown moved to approve the Master Services Agreement with Terracon Consultants, Inc. and further authorize the City Manager to execute the Terracon Consultants proposal related to testing services for 109 Park Avenue; seconded by Commissioner Kicinski. Motion approved 5-0.

Granville Greenways Advisory Committee Appointment

Mayor Pro Tem Del Mims moved to appoint Commissioner Brustmeyer-Brown to the Granville Greenways Advisory Committee; seconded by Commissioner Kicinski. Motion approved 5-0.

Closed Session Minutes

Commissioner Ed Mims stated that he requested that the approval of closed session minutes be removed from the consent agenda, because he wanted to know the extent of what was going to be redacted in the unsealed minutes. Mayor Wheeler requested that the new board members come to City Hall to review the closed session minutes, so that they could be considered for unsealing and approval in February.

Mayor Pro Tem Del Mims moved to postpone consideration of the approval of unsealed closed session minutes to the February 4, 2020 meeting; seconded by Commissioner Brustmeyer-Brown. Motion approved 5-0.

City Manager's Report

City Manager Weichel spoke about the new 35 mph speed limit zone on NC Highway 56 (Wilton Avenue). The zone was originally marked incorrectly, but DOT has agreed to place new signs in the area requested by the city. Weichel reported that the new crosswalks on Highway 56 could be installed as early as January 15. The city has been posting PSAs to promote pedestrian safety, and alert citizens of the new speed limits and crosswalks. Weichel also updated the board on DMV's compromise to provide Mobile DMV hours six times per-year instead of just twice per-year. Finally, Weichel gave an update on the Annual Strategic Planning Workshop. Due to the amount of

information that will be presented, she asked the board to consider changing the scheduled to time of adjournment to 5 p.m.

Commissioner Kicinski moved to modify the Board of Commissioner's 2020 meeting schedule to change the adjournment time of the Strategic Planning Workshop on Saturday, February 29 to 5 p.m.; seconded by Commissioner Ed Mims. Motion approved 5-0.

The board and City Manager Weichel held further discussion regarding DMV's agreement to hold Mobile DMV hours in Creedmoor six times in 2020, and if this was a permanent arrangement. Weichel reported that the City has been guaranteed this schedule for 2020, but there are is no agreement beyond the end of the calendar year. The board also discussed the construction status of Holly Creek Apartments with Community Development Director Frangos, and stormwater issues in the Golden Pond subdivision with Public Works Director Edwards.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on her participation as a judge for a high school business plan competition, and asked for an update on the status of the vacant Planning Board seat.

Commissioner Kicinski requested that an item to consider changing the Mayor's term length to four years be added to the February 4, 2020 agenda.

Commissioner Ed Mims thanked Kevin Brown for volunteering for the Board of Adjustment, and thanked Police Chief King for his work during gas leak that occurred in December 2019. Ed Mims also discussed the need for an evacuation area for residents during emergencies like the gas leak.

Commissioner Nowell reported on attendance at the December UNRBA Board meeting.

Mayor Pro Tem Del Mims reported on the upcoming presentation by Kathy Maness of the National League of Cities at the March 2020 Board of Commissioners meeting. Mims also stated that she had been given a proposal to install a clock in Creedmoor, which she would pass on to the City Manager. Del Mims also requested that the passing of her sister, Evelyn Ireland Pearson, be entered into the official minutes.

Mayor's Report

Mayor Wheeler reminded the board about Coffee with a Cop on January 8, Mobile DMV hours on January 9, the Martin Luther King, Jr. breakfast in Oxford on January 20, and the Chamber of Commerce banquet in Henderson on January 27.

Closed Session // NC GS 143-318.11 (a) (1) (3) & (5) Prevent Disclosure of Non-Public Records, Attorney-Client Privilege & Property Acquisition

Commissioner Ed Mims moved to enter closed session at 8:19 p.m. pursuant to NC GS 143-318.11 (a) (1) (3) & (5); seconded by Commissioner Nowell. Motion approved 5-0.

Commissioner Kicinski moved to leave closed session at 10:27 p.m.; seconded by Commissioner by Ed Mims. Motion approved 5-0.

Commissioner Kicinski moved to request that City Manager Weichel contact former Mayor Darryl Moss to see if he had retained any information regarding quotes to truck out dredged material from Lake Rogers; seconded by Commissioner Nowell. Motion approved 5-0.

Mobile DMV Discussion

Commissioner Ed Mims asked that the board discuss the fact that City Manager Weichel did not receive confirmation from the board to accept the offer to provide Mobile DMV services six times in 2020 at City Hall. Ed Mims stated that he believed that the City Manager had been directed to return to the Board for guidance if DMV did not agree to reinstate services to once per month. The board discussed whether or not this was an item that the City Manager needed to return to the board for further guidance. Weichel stated that the decision was DMV's to

make, and did not feel there was any further action needed from the board. Weichel reported that she would remain in touch with DMV in 2020 to see if there was a possibility to increase services in 2021, or after the Community Center opens in the summer. Weichel also asked the board to consider how they would like her to handle a situation like this moving forward, because the process suggested by Commissioner Ed Mims is not how the city has handled these matters in the past. No action was taken related to how the City Manager should involve the board if a similar situation occurs again.

Adjourn

Commissioner Ed Mims moved to adjourn the meeting at 10:39 p.m.; seconded by Commissioner Nowell. Motion approved 5-0.



Robert V. Wheeler, Mayor

ATTEST:



Terry A. Hobgood, Jr., City Clerk

