



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
FEBRUARY 4, 2020
6 P.M.

Present

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 Finance Director Reuben Carden.

Absent

Mayor Bobby Wheeler

Call to Order

Mayor Pro Tem Del Mims called the meeting to order at 6:00 p.m. Commissioner Kicinski offered the invocation, and Commissioner Ed Mims led the Pledge of Allegiance.

Roll Call

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

Approval of Agenda

Commissioner Ed Mims moved to approve the agenda with the following modifications: Move Unseal and Approve Closed Session Minutes from the Consent Agenda to Closed Session, move Triangle Audio and Visual AV Proposal and January 7, 2020 minutes from the Consent Agenda to Discussion Items, move proposal to change Mayor's Term Length from Two Years to Four Years from Action Items to Discussion Items, and add a discussion of an Assistant City Manager position to Discussion Items. Motion Approved 5-0.

Consent Agenda

Commissioner Nowell moved to approve the Consent Agenda: Resolution 2020-R-02, UNRBA Second Alternate Delegate Appointment, Police Department Surplus Vehicle, and Resolution 2020-R-04. Motion approved 5-0.

Request to Address the Board // Tracey Kendrick, Duke Energy

Tracey Kendrick, Duke Energy Lighting Program Design Manager, presented a proposal for additional lighting on NC Highway 56 as requested by the City Manager (East Wilton Avenue). Kendrick discussed technical aspects of the proposal with the board including how much lighting this would provide for the Cross City Trail, and various pedestrian crossings. Kendrick reported that the lighting meets NC DOT standards, but is not specifically designed to light the sidewalk areas. Kendrick also discussed the difference in light strength for LED lights as compared to the High Pressure Sodium lights that had been prevalent throughout Creedmoor. LED lighting is much stronger, and the fixtures are designed to emit light directly at the street instead of the non-direct ambient light that most residents had grown accustomed to. Kendrick also discussed the possibility of solar powered lighting, but stated that a different division of Duke Energy would have to negotiate a rate for this type of infrastructure. Kendrick also addressed a concern from the board related to the city contributing all of the cost to light NC DOT roads. Kendrick reported that NC DOT's longstanding policy is not to fund lighting for roads inside municipal limits. Finally, Kendrick and City Manager Weichel discussed that the city had asked Duke Energy for this proposal in an effort to improve driver and pedestrian safety, but the additional lighting is not being required by NC DOT.

Request to Address the Board // Bill McCaffrey, MHAworks

Bill McCaffrey, Project Manager for MHAworks, presented an update on the construction of the Creedmoor Community Center, and reported that the project is currently scheduled for completion in late July 2020. McCaffrey discussed the project budget with the board, and the change orders issued thus far. He stated that a standard contingency budget for a project of this size would be 10 percent for new construction, and 15 percent for a renovation. City Manager Weichel reminded the board that the approved project budget did not include a contingency line-item, which is why each change order has necessitated a budget amendment and project ordinance amendment. McCaffrey stated that currently this project has had an increase in costs of 6 percent due to change orders. The first change order was issued after the Granville County Fire Marshall and Building Inspections department gave conditions for compliance regarding fire suppression and restroom capacity. The second change order included multiple items such as additional costs for helical pile work to stabilize the foundation, repairs for termite damage, and issues with the historic gym walls being out of plumb discovered during construction. The third change order was issued after the foundation of the former school building was discovered buried underground in the upper parking lot. McCaffrey further elaborated on the roof issue with the historic gym renovation, and described the extent of demolition and rebuilding that would have been needed to install a metal roof as designed for Alternate #1. McCaffrey also gave his opinion on solar power options for the Community Center. Solar power was not included in the project budget, but could be feasible with further engineering study and design.

Public Comment

Ed Gleason, 1973 Bowles Avenue

Ed Gleason spoke about his experience of coming to Creedmoor Board of Commissioners meetings since 2010. Gleason highlighted the changes in personnel and elected officials in the last ten years, and the fact that City Manager Weichel had been here serving in various capacities throughout that entire time while no others remained. He expressed confidence in the city's position and the current staff.

Mayor Pro Tem Del Mims Del Mims called for a recess at 7:30 p.m. The meeting reconvened at 7:35 p.m.

Resolution of Intent to Change Mayor's Term Length

City Attorney Morphis presented the process for the board to complete a change to the City Charter modifying the Mayor's term length. The board must first pass a resolution of intent setting a date for a public hearing; hold the public hearing as scheduled in the resolution, and then no sooner than a month after the public hearing an ordinance could be adopted to change the City Charter.

Commissioner Ed Mims moved to adopt Resolution 2020-R-03: A Resolution of Intent to Change the Mayor's Term of Office from Two Years to Four Years. Motion approved 5-0.

109 Park Avenue Test Results

Community Development Director Michael Frangos presented the preliminary results of the asbestos survey for 109 Park Avenue. A search by ground penetrating radar indicates that there are remnants of an underground storage tank, which has been properly removed and documented. Additionally, the building structure tested positive for lead and asbestos. All of these materials will need to be removed, or remain completely undisturbed.

City Manager Weichel reported that the board still had time to make a final decision on the closing of the property acquisition. The final test results for air quality should be back in time for the March 3, 2020 meeting, and no action is requested tonight.

Board Policy on Retention of Audio Recordings

City Clerk Terry Hobgood presented the current policy on retention of audio recordings of board meetings. Currently, recordings are destroyed after the official meeting minutes are approved as recommended by the NC Records Retention Schedule.

Commissioner Nowell moved to amend the Creedmoor Records Retention Schedule (Standard-1: Administration and Management Records, Item 8: Audio and Video Recordings of Meetings) to retain the audio recordings of

Board of Commissioners meetings for six months after approval of the official written minutes. Motion approved 5-0.

Naming Rights Criteria for Community Center and City Owned Parks and Facilities

City Manager Weichel presented potential criteria from staff research for setting a policy to name municipal-owned facilities as instructed by the board at the January 15, 2020 meeting.

Commissioner Ed Mims moved to direct city staff to draft a city facility naming policy based on criteria used by the sample policy language provided. Motion approved 5-0.

Triangle Audio Visual LLC Community Center A/V Proposal

City Manager Weichel addressed questions related to the Community Center A/V proposal including the number of video monitors, and the potential use of keypads for facility entry. The board gave consensus for city staff to research the feasibility of adding keypad-building access for the Community Center in security quotes.

Commissioner Nowell moved to approve Triangle Audio & Visual's proposal as submitted for audio video installation and equipment at the Creedmoor Community Center. Motion approved 5-0.

January 7, 2020 Meeting Minutes

The board deferred action on this item, and instructed City Clerk Hobgood to modify the summary of the public comment section before approval.

Assistant City Manager Position

The board discussed the possibility of reinstating the Assistant City Manager position, which had been removed from the organizational chart following the promotion of Korena Weichel to City Manager. The board gave consensus to add this topic to the discussion at the February 29, 2020 Strategic Planning Workshop.

Brame's Crossing Preliminary Plat Reconsideration

Community Development Director Michael Frangos reported that LGI homes is willing to present the revised plat to the Planning Board at their February 13, 2020 before coming back to the Board of Commissioners at the March 3, 2020 meeting.

Commissioner Kicinski moved to remand the Brame's Crossing preliminary plat reconsideration to the Planning Board. Motion approved 5-0.

Goose Management Strategies for Lake Rogers Park

City Manager Weichel presented staff recommendations endorsed by the Parks and Recreation Committee to mitigate the problems with goose waste at Lake Rogers park. The approach includes an educational campaign to ensure that park visitors are not feeding the geese, various deterrents to keep geese from nesting at the lake, and a trained dog to "harass" the geese in the hopes that they will find a more comfortable nesting area. If all three options were approved, funding for the trained dog option would necessitate a future budget amendment.

Commissioner Kicinski moved to approve the recommendation from the Creedmoor Parks & Recreation Committee for the goose management strategy at Lake Rogers Park and to authorize the City Manager to sign a 6-month agreement with GooseMasters for dog harassment services without the egg/nest treatment services. Motion approved 5-0.

Ordinance 2020-O-02 // Ordinance to Amend Community Center Project

Finance Director Reuben Carden presented the amendments to the Community Center Project Ordinance, which includes \$82,286 for Change Order 3.

Commissioner Nowell moved to approve Creedmoor Capital Project Ordinance 2020-O-02: An Ordinance to Amend Ordinance 2019-O-13 to Fund Additional Construction Costs for the Creedmoor Community Center Project. Motion approved 5-0.

FY20 Budget Amendment 3

Finance Director Reuben Carden presented FY20 Budget Amendment 3, which accounts for a number of approved expenditures and incorporates unexpected revenue into the FY20 budget.

Commissioner Kicinski moved to approve FY20 Budget Amendment 3. Motion approved 5-0.

NC-56 Street Lighting Contract

City Manager Weichel reported that this contract would approve the lighting design presented earlier in the meeting by Tracey Kendrick from Duke Energy. If approved, the design would go to NC DOT for final approval, a process expected to take four to six months before installation could occur.

Commissioner Ed Mims moved to approve the NC-56 street lighting plan as designed and authorize the City Manager to sign Duke Energy's Public Lighting Service Agreement and Electric Service Installation and Customer Responsibility Checklist Addendum with Option #2 for addressing rock excavation. Motion approved 5-0.

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

The board discussed several items included in the proposed Rules of Procedure, and the prospect of revisiting the adopted rules in the future based on their effectiveness.

Commissioner Brustmeyer-Brown moved to approve Ordinance 2020-O-01: Adopting Rules of Procedure for the Creedmoor Board of Commissioners. Motion approved 5-0.

City Manager's Report

City Manager Weichel reported on the status of pedestrian crossing installation for the Cross City Trail. The contractor is still awaiting delivery of the crosswalk warning signal, after which the crosswalks will be installed when temperature permit painting. Weichel also reported that the decorative LED lights previously approved by the board are scheduled for installation within the next month. Additionally, Weichel presented a request from the Creedmoor Elementary PTA to install a Little Free Library at Harris Park. The board asked Weichel to present this request to the Pecan Hill community group for their recommendation before board approval. Finally, Weichel reported that several board members had approached her about hiring a professional photographer to take individual and group photos. The board gave consensus to proceed with research for pricing and availability.

SGWASA Report

Commissioner Kicinski reported on the January SGWASA meeting. Both she and Commissioner Ed Mims were given the oath of office. Kicinski also reported that the SGWASA board voted to award the contract for renovation of the water treatment plant. Additionally, Kicinski reported on recent SGWASA activity including work on upgrading the website, and the installation of AMI Smart Meters in the Whitehall subdivision.

Commissioner Ed Mims reported that the board will be given the opportunity to tour the water treatment plant soon, and that either he or Commissioner Kicinski would give a SGWASA report at each Creedmoor Board of Commissioners meeting.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on her attendance at the January Granville Greenways Council meeting in Oxford where members received the results of a study on the East Coast Greenway. She also reported on attendance at the January Kerr-Tar Regional Council of Governments meeting in Henderson where the Golden Leaf Foundation gave a presentation.

Commissioner Kicinski reported on attending the Essentials of Municipal Government Class in Durham from the UNC School of Government and the NC League of Municipalities. Kicinski also reported on her attendance at the Granville County Board of Commissioners retreat in Oxford, and reported that she had contacted a vendor about the possibility of live streaming board meetings.

Commissioner Ed Mims reported on attending the Essentials of Municipal Government Class, the Martin Luther King, Jr. Breakfast in Oxford, the Granville County Board of Commissioners retreat, and reported that he had given information to the City Manager about available grants to assist disabled veterans.

Commissioner Nowell reported on her attendance at the January UNRBA meeting in Butner, and reminded the board about the Falls Lake Regulatory Forum hosted by UNRBA on February 12 in Durham.

Mayor Pro Tem Del Mims reminded the board about Coffee with a Cop on February 5, and reported on her attendance at the Martin Luther King, Jr. breakfast, the Granville County Chamber of Commerce banquet in Henderson, the January UNRBA meeting, and the Granville County Board of Commissioners retreat. Mims also reported on the funeral held for her sister, Evelyn Ireland Pearson, on January 18 and thanked board and city staff for their support.

Closed Session // NC GS 143-318.11 (a) (1) (3) (5) & (6) Prevent Disclosure of Non-Public Records, Attorney-Client Privilege, Property Acquisition & Personnel

Commissioner Nowell moved to enter closed session pursuant to NC GS 143-318.11 (a) (1) (3) (5) & (6) at 9:23 p.m. Motion approved 5-0.

Commissioner Ed Mims moved to leave closed session at 10:29 p.m. Motion approved 5-0.

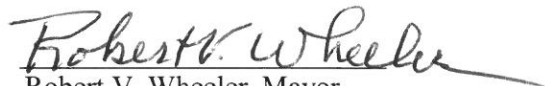
Unseal and Approve Closed Session Meeting Minutes

Commissioner Ed Mims moved to unseal and approve the April 4, 2017, May 2, 2017, and March 5, 2019 closed session meeting minutes as recommended by staff. Motion approved 5-0.


Mayor Pro Tem Del Mims moved to unseal and approve the October 3, 2017, November 21, 2017, February 20, 2018, March 6, 2018, April 3, 2018, May 1, 2018, June 5, 2018, July 17, 2018, September 4, 2018, October 2, 2018, November 20, 2018, November 4, 2019, and November 8, 2019 closed session minutes as recommended by staff. Motion approved 5-0.

Adjourn

Commissioner Brustmeyer-Brown moved to adjourn the meeting at 10:36 p.m. Motion approved 5-0.


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk