

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
APRIL 20, 2020
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler

Present via Zoom Video-Conference

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., Administrative Services Director Nancy Riegel, Community Development Director Michael Frangos, Finance Director Reuben Carden, and Police Chief Keith King.

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:05 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: Item 8b (Roles and Responsibilities of the Mayor, Commissioners, and City Manager) was moved to Item 14 (Closed Session), Item 10a (FY21 Budget Discussion) was moved to Item 15.

Consent Agenda

Commissioner Ed Mims moved to approve the consent agenda: February 4, 2020 Meeting Minutes, February 17, 2020 Meeting Minutes, February 29, 2020 Meeting Minutes, March 3, 2020 Meeting Minutes, March 17, 2020 Meeting Minutes, March 30, 2020 Meeting Minutes, CVFD Burn Agreement for 120 Sanderford Street, Ordinance 2020-O-04: Lake Rogers Park Project Ordinance, Ordinance 2020-O-05: 109 Park Avenue, and Golden Pond HOA Settlement Agreement. Motion approved 5-0.

LSP-2020-01: 418 & 420 North Main Street and FY20 Contract to Audit Accounts were moved to Action Items 9g and 9h.

Request to Address the Board // Bill McCaffrey, MHAworks

Bill McCaffrey presented an update on the Community Center Project construction. McCaffrey showed photos of the current state of the interior and exterior of the building, and updated the board on the remaining construction timeline.

The board discussed a variety of topics with McCaffrey including the installation of new windows at the gymnasium and senior center as well as the construction design of the fire lane, parking lot, and the porte-cochère that were altered based on requirements from the Granville County Fire Marshall. The board asked for

documentation related to fire code requirements, and the costs associated with constructing the porte-cochère in its present location.

Request to Address the Board // ADA Transition Plan, Stewart Engineering

The board was given a video presentation of the Stewart Engineering ADA Transition Plan proposal to view before the meeting. City Manager Weichel asked the board to review the video before considering the FY21 budget, as funding for the ADA transition plan is slated for inclusion.

Public Comment

Due to the stay-at-home order issued by Governor Roy Cooper, the public was asked to submit comments in advance to the City Clerk via email. City Clerk Terry Hobgood reported that he received no comments from the public.

SGHS Master Sign Permit Public Hearing Logistics

City Clerk Terry Hobgood presented a set of guidelines to administer a public hearing during a remote meeting of the Board of Commissioners. Utilizing guidance from the UNC School of Government, staff is recommending that all public hearing materials be published on the City of Creedmoor website in advance of the meeting, and that citizens be asked to submit comments in advance of the meeting for the board's consideration.

Commissioner Brustmeyer-Brown moved to schedule the Public Hearing for MSP-2020-01 for Monday, May 11 during the 6:00 p.m. Board of Commissioners meeting using the guidelines recommended by staff. Motion approved 5-0.

Creedmoor Community Center Keyless Entry Proposal

City Manager Korena Weichel and Emmanuel Gonzalez of Johnson Controls presented a proposal to provide a keyless entry system as well as a security system for the Creedmoor Community Center. Three bids were received, and the most responsive and thorough vendor was Johnson Controls. Johnson Controls is a current city vendor as they provide the video security system for City Hall. The total cost of the Johnson Controls proposal for keyless entry and security system totals \$52,000. There is some funding available in the Information Technology budget for the Community Center, but the board would need to allocate funding about two-thirds of the cost to install keyless entry and security system.

Commissioner Nowell moved to defer action on the Creedmoor Community Center Keyless Entry Proposal until the May 11, 2020 meeting. Motion approved 5-0.

Mayor Wheeler recessed the meeting at 8:05 p.m., and the meeting reconvened at 8:12 p.m.

Rectangular Rapid Flash Beacons for Cross City Trail Phase I

City Manager Weichel presented a proposal from RAI Products for two Rectangular Rapid Flashing Beacon Systems (RRFBs) to be placed at pedestrian crossings on Phase I of the Cross City Trail. The two RRFBs would be installed near Creedmoor Elementary School and near the intersection of Darden Drive and Wilton Avenue. Funding for the RRFBs may need to be accounted for in a future FY20 Budget Amendment.

Commissioner Kicinski moved to approve the proposal from RAI Products for two Rectangular Rapid Flashing Beacon Systems in the amount of \$13,400, and to add this amount to a future Budget Amendment. Motion approved 5-0.

FY20 Budget Amendment #5

Finance Director Reuben Carden presented FY20 Budget Amendment #5 to the board. This budget amendment accounts for \$497,500 in allocated funding for the Creedmoor Volunteer Fire Department's (CVFD) ladder truck purchase, \$2,000 for increased bank service fees, and \$281,200 to establish the 109 Park Avenue Project Ordinance. Carden reported that the \$497,500 for the CVFD ladder truck would be paid over a ten year period, but needs to be encumbered as a liability on our books now.

Commissioner Brustmeyer-Brown moved to approve FY20 Budget Amendment #5. Motion approved 5-0.

Appoint Voting Delegate for NCLM Annual Meeting

City Manager Korena Weichel reported that due to the cancellation of the annual NCLM City Vision Conference, there will now be a Virtual Annual Meeting on May 28. Each member municipality has been asked to nominate one delegate to vote on their behalf.

Commissioner Ed Mims and Mayor Pro Tem Del Mims both removed themselves from consideration. Mayor Pro Tem Del Mims nominated Commissioner Brustmeyer-Brown to be the City of Creedmoor's 2020 NCLM Annual Meeting voting delegate. No other nominations were received.

Commissioner Kicinski moved to appoint Commissioner Brustmeyer-Brown as the City of Creedmoor's 2020 NCLM Annual Meeting voting delegate. Motion approved 5-0.

Ordinance 2020-O-06 // City Charter Amendment to Change Mayor's Term Length

City Attorney T.C. Morphis explained the process and actions taken thus far related to the proposed change to the City of Creedmoor's Charter. Morphis originally presented this process to Mayor Wheeler in 2019, but the board declined to schedule a public hearing to consider a change to the Mayor's term limit. In 2020, the board did favorably consider a Resolution of Intent to modify the City Charter (Resolution 2020-R-03) on February 4, and held a public hearing on the matter on March 3. The board may now consider an Ordinance to modify the Charter, or put the Charter amendment to a vote of the people. Morphis explained that if the board did not vote on an ordinance within sixty days of the March 3 public hearing, the process would have to start over if the board wished to entertain this proposed Charter amendment in the future.

After some discussion, Mayor Wheeler asked for a motion to approve Ordinance 2020-O-06. There being no motion to approve, no action was taken.

PSG Professional Services Proposal

Community Development Director Michael Frangos presented a proposal for professional services by Alan Steinbeck of the Pritchett Steinbeck Group (PSG). The proposal would allow Steinbeck to continue the work begun at the February strategic planning workshop for FY21 to assist city staff in the implementation of prioritized initiatives as voted on by the board. Steinbeck would also provide grant writing services, and could potentially streamline his relationship with the City of Creedmoor to assist in complementary grants with SGWASA or the CVFD.

Commissioner Ed Mims moved to proceed with a professional services contract with PSG in an amount not to exceed \$10,000. Motion approved 5-0.

Mayor Wheeler called for a recess at 9:35 p.m. The meeting reconvened at 9:40 p.m.

LSP-2020-01 // 418 & 420 North Main Street

Community Development Director Michael Frangos presented the site plan for 418 and 420 North Main Street, which was removed from the consent agenda. The owners (MacGill Farms, Marishka Investments, and Ann MacGill) plan to construct an addition to the rear of the building, and do a complete renovation of the building's interior. The Planning Board recommended approval of LSP-2020-01 at their March meeting, but did encourage the owners of 418 and 420 North Main Street to work with the owner of 416 on allowing continued access to the rear of his building. The owner of 416 spoke against LSP-2020-01 at the March Planning Board meeting, due to the proposed addition to the rear of 418 and 420 blocking the path he has been utilizing for loading/unloading. It was determined that this issue was outside of the Board's purview as it relates to the utilization of private property for access.

Commissioner Ed Mims moved to approve LSP-2020-01 for 418 and 420 North Main Street. Motion approved 5-0.

FY20 Audit Contract to Audit Accounts

Finance Director Reuben Carden presented the contract to audit the City of Creedmoor's FY20 accounts by Winston, Williams, Creech & Evans, which was moved from the consent agenda. Carden explained that the cost of the FY20 audit was higher than FY19 contract due to the requirement for a "single audit" based on funds received and expended on federal and state projects.

Commissioner Ed Mims moved to approve the FY20 Contract to Audit Accounts with Winston, Williams, Creech & Evans, LLP. Motion approved 5-0.

City Manager's Report

City Manager Weichel provided a report on the Creedmoor Community Center including the recent receipt of \$450,000 from the Parks and Recreation Trust Fund (PARTF) Grant, with another \$50,000 due at the completion of the project. Weichel also stated that the concession building at the Community Center has been repainted to complement the color of the rest of the new facility. Weichel then provided an update on the Cross City Trail, and reported on the installation of a trash can at the pond overlook near Highland Vista, six pet waste stations that will be installed this week, and the pedestrian crossing signals that were already in the project scope of work at Westbourne Drive as well as the additional signals for Phase I that were approved tonight. A sidewalk dedication for the Cross City Trail is slated for a future date once social distancing requirements are relaxed enough to allow group gatherings. Weichel then provided an update on the NC DOT project to realign NC Highway 56 (R-5707). DOT had been advertising the new traffic pattern will begin on April 29, but due to the sub-contractor responsible for traffic signal installation furloughing most of its staff, the new traffic pattern date is expected to be delayed. Weichel also updated the board on the street lighting installation for Wilton Avenue. NC DOT has approved the encroachment agreement, and lights could be installed by late June. There will also be additional street lights installed on Main Street near the Whitehall subdivision by May 22. Finally, Weichel updated the board on the status of city employees during the COVID-19 pandemic. Administrative staff continues to work remotely, and essential personnel (primarily Police and Public Works) are on-site and utilizing social distancing guidelines to the greatest extent possible.

SGWASA Report

Commissioner Kicinski provided an update of the April SGWASA Board of Directors meeting, and the Finance Committee meetings held in March. The SGWASA board tentatively approved a water and sewer rate increase in April, but may amend the current proposed budget based on the potential impacts of COVID-19. Kicinski spoke about her concern that SGWASA doesn't have a different rate structure for commercial customers. Kicinski highlighted several items in the proposed budget including the addition of engineering personnel and funding for several major capital projects.

Commissioner Ed Mims thanked Commissioner Kicinski for her work on the SGWASA Finance Committee, and asked the board for feedback on the proposed rate increases in the FY21 SGWASA operating budget.

Commissioner Reports

Commissioner Brustmeyer-Brown reported that she had volunteered to assist the Granville County Public School system with breakfast and lunches for students since schools have been closed. Brustmeyer-Brown also reported on recent communication from the Granville Community Foundation about possible grant funding for non-profits in Creedmoor.

Commissioner Kicinski reported that she was pleased with the addition of railings on the Cross City Trail at the pond overlook near Highland Vista, and she also reported that the eroded area by South Granville High School looked much better.

Commissioner Ed Mims reported that the eroded area at South Granville High School looked much better after recent improvements. Mims then reported on his attendance at the National League of Cities Conference that he attended in March. Finally, Mims reported on the format for the NCLM Virtual Summit to be held on May 28 in lieu of the City Vision Conference.

Commissioner Nowell reported on attendance at the Veteran's Appreciation event in Oxford in March, her attendance at the March Planning Board meeting, and virtual meetings held by UNRBA and CAMPO.

Mayor Pro Tem Del Mims reported on her attendance at the Veteran's Appreciation event, UNRBA, and CAMPO meetings. Mims also reported on recent conference calls and webinars from the National League of Cities and NCLM that have led to advocacy activities with congressional and legislative leaders. Finally, Mims voiced her concerns over potential revenue shortfalls expected in Creedmoor and across the country due to COVID-19.

Mayor's Report

Mayor Wheeler reported on the Creedmoor State of Emergency declaration, which closed some amenities and city facilities but left walking trails and other recreational areas open. Wheeler reported that he is continuing to monitor potential overcrowding at Lake Rogers to see if it is necessary to close more recreational facilities. Wheeler also spoke about the effect of COVID-19 on small businesses.

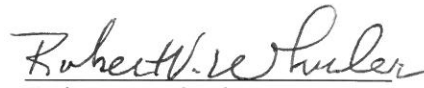
Closed Session // NC GS 143-318.11 (a)(3)(5)(6) Attorney-Client Privilege, Property Acquisition & Personnel

Commissioner Kicinski moved to enter Closed Session pursuant to NC GS 143-318.11 (a) (3) (5) & (6) at 10:51 p.m. Motion approved 5-0.

Commissioner Kicinski moved to leave Closed Session at 11:35 p.m. Motion approved 5-0.

Recess Meeting to a Time and Place Certain

At 11:42 p.m. Commissioner Nowell moved to recess the April 20, 2020 meeting to April 27, 2020 at 6:00 p.m. The meeting will be held utilizing Zoom video and audio conference with proper public notice issued by the City Clerk in advance of the meeting continuation. Motion approved 5-0.


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

