

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
JUNE 8, 2020
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Commissioner Ed Mims, and Commissioner Neena Nowell. Also Present were City Manager Korena Weichel, City Clerk Terry Hobgood, City Attorney T.C. Morphis, Community Development Director Michael Frangos, Police Chief Keith King, Finance Director Reuben Carden, and Public Works Director Steve Edwards.

Present via Zoom Video-Conference

Mayor Pro Tem Del Mims, Commissioner Kechia Brustmeyer-Brown, and Commissioner Georgana Kicinski.

Absent

None

Reconvene Meeting

Mayor Wheeler reconvened the recessed June 2, 2020 meeting at 6:00 p.m. on June 8, 2020. Mayor Wheeler offered the invocation, and Commissioner Nowell led the Pledge of Allegiance.

Community Center Sign Monument Design

City Manager Korena Weichel updated the board on the status of the sign monument design for the Creedmoor Community Center. Four design options had been provided at the June 2, 2020 meeting. The contractor has stated that to finalize design, obtain construction specifications, and complete the sign within the parameters of the current contract, a decision on the design must be made as soon as possible. Mayor Pro Tem Del Mims recommended starting a community contest to design and choose a monument sign for the Community Center. Weichel advised the board that additional costs would be incurred if the contractor completed the facility construction and needed to return at a later date to construct the sign.

Mayor Pro Tem Del Mims proposed a campaign that will allow enable the citizens of Creedmoor to participate in a contest to design and erect a monument sign at the Creedmoor Community Center. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Mayor Pro Tem Del Mims proposed recruiting another Commissioner to serve on a committee along with her to devise parameters for the community sign design contest.

Budget Amendment #7

City Manager Korena Weichel presented FY20 Budget Amendment #7, which would allocate funding for the hazard pay for Police and Public Works Department employees from March through June as approved on June 2, 2020.

Commissioner Brustmeyer-Brown moved to approve Budget Amendment #7 as presented. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

FY21 Operating Budget

City Clerk Terry Hobgood reported that no public hearing comments had been received since the meeting recessed on June 2, 2020.

Commissioner Nowell moved to approve Ordinance 2020-O-11: FY21 Operating Budget as presented. Following a roll call vote, the motion failed 2-3.

Mayor Pro Tem Del Mims: No
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: No
Commissioner Ed Mims: No
Commissioner Nowell: Yes

The board engaged in discussion of the current draft budget ordinance, and potential changes desired before approval. Particular attention was given to funds allocated to operating expenses from General Fund Balance. The board discussed the possibility of passing an even more austere budget in June, and considering budget amendments as necessary throughout the fiscal year depending on revenue levels. The board also discussed the proposed additional positions in Public Works, Police, and Recreation with a particular emphasis on delaying the hiring of these positions until later in the fiscal year or waiting until FY22. The board also engaged in extensive discussion of the city employee benefit package as well as travel and training for employees and elected officials.

The board asked the City Manager to compile a list of suggested changes and the effect each change would have on the draft budget to present when the meeting is set to reconvene on June 10. The compiled list of proposed changes is included below:

- Reduce R-5707 landscaping design funding from \$20,000 to \$5,000
- Reduce Veterans Day event funding from \$2,000 to \$1,000
- Reduce Miscellaneous events funding from \$3,000 to \$1,500
- Reduce City Manager travel/training from \$4,000 to \$2,000
- Eliminate Facility Maintenance Position from Public Works
- Reduce Community Development travel/training from \$4,500 to \$2,500
- Reduce Community Development contract services from \$42,000 to \$30,000
- Eliminate Director from Recreation Department
- Reduce employer 401k contributions from 5% to 4% for all departments except for Police
- Reduce travel/training in every department by 50% except for Police
- Reduce governing board travel from \$9,000 to \$6,000
- Remove all funding for R-5707 landscape design (from \$20,000 to \$0) and move to FY22 budget
- Reduce governing board travel expenses from \$9,000 to \$3,000
- Reduce Community Development contract services from \$42,000 to \$12,000

Mayor Wheeler recessed the meeting at 8:22 p.m. The meeting reconvened at 8:35 p.m.

FY21 Fee and Rate Schedule

City Manager Korena Weichel discussed draft changes to the fee and rate schedule which would be approved along with the FY21 operating budget. The most notable changes from FY20 are the addition of rental fees, and other related charges, for rental spaces at the Creedmoor Community Center. Weichel recommended that approval of the FY21 Fee and Rate Schedule be deferred until after the approval of the FY21 Operating Budget.

Creedmoor Community Center Rules and Regulations

City Manager Korena Weichel recapped previous presentations of the Community Center Rules and Regulations, and highlighted changes made since the original presentation on February 29, 2020.

Commissioner Brustmeyer-Brown moved to approve the Creedmoor Community Center Rules and Regulations as presented. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes

Commissioner Brustmeyer-Brown: Yes

Commissioner Kicinski: Yes

Commissioner Ed Mims: Yes

Commissioner Nowell: Yes

City of Creedmoor Personnel Policy Revisions

City Manager Korena Weichel gave an overview of proposed changes to the personnel policy, which include reinstating a hiring rate, disaster overtime pay for exempt personnel, language related to the Family Medical Leave Act (FMLA) as the city nears fifty employees, military leave compensation, volunteer policy for exempt personnel, performance management categories, and definition of negligence and gross negligence. During discussion, several board members suggested that the city should consider drafting and implementing a strategic diversity management plan, and discussed several options for a completion timeline and whether or not a contractor could be utilized instead of city staff. The board asked that a strategic diversity plan be brought back to the board at a future date as an action item.

Commissioner Brustmeyer-Brown moved to approve the revised City of Creedmoor Personnel Policy as presented. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes

Commissioner Brustmeyer-Brown: Yes

Commissioner Kicinski: Yes

Commissioner Ed Mims: Yes

Commissioner Nowell: Yes

Bowman Road Water Tank

Public Works Director Steve Edwards recapped previous discussions by the board regarding various options for the Bowman Road tank, including demolition, structural inspection, and/or repainting.

Commissioner Ed Mims moved to approve a bid from Southern Corrosion to complete a structural inspection of the Bowman Road water tank at a cost of \$4,096. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes

Commissioner Brustmeyer-Brown: Yes

Commissioner Kicinski: Yes

Commissioner Ed Mims: Yes

Commissioner Nowell: Yes

Sale of City-Owned Properties

City Attorney T.C. Morphis and Community Development Director Michael Frangos presented options for sale of city-owned properties that the board could consider. The board discussed the various options for sale of city-owned

properties, and what price the board should set as the minimum acceptable bid. There was further discussion on the timeline for advertising the properties for sale, and Mayor Wheeler stated that he would reach out to a potential buyer before the bids were listed for sale to the public.

Commissioner Kicinski moved to utilize the upset bid process, advertise the sale of each property individually, and set the minimum acceptable bid as the original purchase price paid by the city. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Ordinance 2020-O-12 // Amendments to Chapter 92: Parks and Recreation

Community Development Director Michael Frangos presented draft changes to the Creedmoor Code of Ordinances Chapter 92: Parks and Recreation. The ordinance revisions modernize the current ordinance to include the Community Center and Cross City Trail. The ordinance now clarifies several items to allow for clear enforcement of rules within city-owned park boundaries. Upon approval, new signage will be installed to clearly post the rules at each park.

Commissioner Nowell moved to approve Ordinance 2020-O-12: Amendments to Chapter 92 Parks and Recreation. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Modify Board Meeting Schedule

Community Development Director Michael Frangos requested that the Board of Commissioners modify their meeting schedule to add an meeting for Alan Steinbeck (Pritchett, Steinbeck Group) to present an update on the Board of Commissioners goals and projects first discussed at the February 29, 2020 strategic planning workshop.

Mayor Pro Tem Del Mims moved to modify the 2020 board meeting schedule to add a meeting on June 23, 2020 at 6:00 p.m. Motion was approved by roll call vote 4-1.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: No

Vacation Policy During Coronavirus Pandemic

City Manager Korena Weichel presented a vacation policy outlining the procedure and return to work policy for out-of-state and international travel for employees during the COVID-19 pandemic. Weichel requested that the policy be in effect until September 1, 2020. The board discussed the vacation policy with City Attorney T.C. Morphis who concurred that the policy met legal requirements and followed recommendations issued by the U.S. Centers for Disease Control (CDC) and the N.C. Department of Health and Human Services (DHHS).

Commissioner Brustmeyer-Brown moved to approve the Vacation Policy During Coronavirus Pandemic as presented by staff. Motion was approved by roll call vote 3-2.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: No
Commissioner Ed Mims: No
Commissioner Nowell: Yes

City Manager's Report

City Manager Weichel updated the board on the NC Department of Transportation (DOT) R-5707 project to realign NC Highway 56, which should begin the new traffic pattern soon. Weichel also reported on City Hall operations stating that staff is back to working in the office, but the facility remains closed to the public. Finally, Weichel reported that National Night Out, originally scheduled for August 4, has been postponed to Tuesday, October 6.

SGWASA Report

Commissioner Kicinski reported that construction is set to begin soon at the SGWASA water treatment plant.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on serving as Creedmoor's voting delegate for the NC League of Municipalities (NCLM) Board of Directors election, attending the most recent Kerr-Tar Regional Council of Governments meeting, and spoke about recent protests in the United States after the death of George Floyd in Minneapolis, Minnesota.

Commissioner Kicinski spoke about the recent unrest in the United States and changes that are needed. Kicinski also thanked the Creedmoor Police Department for all of their hard work.

Commissioner Ed Mims reported on his participation on the nominating committee for the NCLM Board of Directors candidate slate, attendance at the May 28 virtual City Vision meeting, and reported that the next virtual City Vision summit will begin on June 16. Mims then made several requests for further information from city staff related to economic development and procurement policies. Finally, Mims proposed that the city consider forming a Police Advisory Review Board that would consist of the Police Chief, elected officials, and appointed members from the community.

Mayor Pro Tem Del Mims reported on attending legislative advocacy webinars from NCLM, attending the swearing in ceremony for U.S. Air Force Lt. Eric Keeler at City Hall, and attending the recent Upper Neuse River Basin Association (UNRBA) meeting. Mims also reported on the NCLM virtual City Vision summit on May 28 and encouraged other members of the board to attend the upcoming sessions beginning June 16, and she reported on attendance at the National League of Cities (NLC) Women in Municipal Government meeting. Mims then spoke about the recent death of George Floyd, the importance of the U.S. Census in making sure historically undercounted groups gain an accurate count, the recent NASA/SpaceX launch to the International Space Station, and a smartphone app to track cicada sightings. At 11:09 p.m., Mayor Pro Tem Del Mims lost her connection to the meeting.

Commissioner Nowell reported on her attendance at the regularly scheduled UNRBA Board of Directors meeting and the Path Forward Committee. Nowell reported on different options that jurisdictions who retain memberships in UNRBA could utilize to comply with the Falls Lake Rules. Nowell also reported on attendance at the Capitol Area Metropolitan Planning Organization (CAMPO) meeting, a recent meeting with city staff and elected officials related to the Creedmoor cemetery, and spoke about the recent unrest around the United States and challenges that Creedmoor faces moving forward.

Mayor's Report

Mayor Wheeler reported on a recent letter sent by the NC Mayor's Association to seek federal funds for water and sewer projects. Wheeler also spoke about communications sent to members of the NC Legislature and Congress requesting assistance to make up for lost tax revenue for municipalities.

At 11:19 p.m., Mayor Pro Tem Mims rejoined the meeting.

Closed Session // NC GS 143-318.11 (a) (3) Attorney-Client Privilege

Commissioner Brustmeyer-Brown moved to enter closed session pursuant to NC GS 143-318.11 (a) (3) at 11:20 p.m. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes


Commissioner Ed Mims moved to leave closed session at 11:57 p.m. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes


Commissioner Ed Mims asked if there was a general consensus amongst the board to call a special meeting to discuss his proposal for a Police Advisory Review Board. The board asked to defer consideration until after the FY21 budget was approved.

Recess to Time and Place Certain

At 12:03 a.m., Mayor Wheeler recessed the meeting to Wednesday, June 10 at 6:00 p.m. Board and staff will meet at City Hall, and the public may attend via Zoom video-conference with proper notice issued by the City Clerk in advance of the meeting continuation.


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

